



Guidance for Completing your Noise Nuisance Diary Sheet

Please note that whilst most issues are dealt with informally your nuisance diary may be used as evidence in court

These sheets are really important, so you must use them. They are often used to show that the incident isn't a one-off and to identify when it is happening.

Make sure that you:

- Complete the sheets yourself
- Be accurate. Your evidence may be used in court
- Use 24 hr clock, e.g., 23:00, or write am or pm
- Avoid terms like "every day" or "all day" – they don't help. Be more precise, e.g., "2-3 minutes barking every 10 minutes"
- Identify the type of noise, e.g., "barking dog" or "Loud music" or "loud TV"
- Say where you heard the noise, e.g., "In bed" or "sitting in garden" or "in lounge".
- State how it affects you, e.g., "woke me up" or "couldn't hear my TV" or "children couldn't go to sleep"
- Write directly onto the sheets at the time of the noisy incident
- Include the date, e.g., 12/1/2015

If this is something you want us to investigate, please return the completed sheet to the address shown below as soon as possible and not later than 6 weeks from when you contacted us. **You do not need to complete all the sheet or wait for the whole 6 weeks before sending evidence to us.** You can send us partial sheets and request additional sheets to continue recording incidents.

Alternatively, you may choose to use your records to take your own legal action. If you have any questions please contact the case officer, their details will be on the letter you have received.

Ref:

Your Details

Name

Address

Town

Postcode

Phone

Mobile

Email

All completed forms must be returned

Email to:

publicprotection@blackburn.gov.uk

or, post to: Public Protection Service,
Blackburn with Darwen Borough Council
White Dove Offices, Davyfield Road, Blackburn,
BB1 2LX

Further information

www.blackburn.gov.uk

01254 267699

Name and address of occupiers being complained about (Where the noise is coming from)

Name

Address

Town Postcode

DATE	START TIME	FINISH TIME	TYPE OF NOISE	WHERE WAS IT HEARD?	HOW DOES IT AFFECT YOU?

YOU MUST SIGN AND DATE THE SHEETS BEFORE YOU RETURN THEM

SIGNED DATE