



**St. Leger Homes of Doncaster**

## **ADVICE ON COMPLETING NOISE NUISANCE MONITORING FORMS**

### **Guidelines on Completing this Form**

- Please give a brief account of each incident.
- Accurately record the time of the incident including what time it started and finished.

For Example

<b>Date</b>	The date the incident occurred
<b>Times</b>	Accurately record the time of each incident
<b>Location</b>	Where the noise was coming from
<b>Persons Involved</b>	Include names of people involved if known to you  Include any nickname they are known by, as long as it is not derogatory towards them.
<b>Details of Incident</b>	Exactly what you have heard, eg. Dog barking, loud music, shouting or doors banging. Also record how it affected you. If abusive language has been used, you must record exactly what has been said and do not abbreviate it.

### **IF YOU ARE NOT WILLING TO ATTEND COURT BECAUSE OF FEAR OF REPRISALS**

You can still complete these monitoring forms and they can be produced as hearsay evidence by the officer dealing with case. The monitoring forms will be checked so that nothing is used which could identify you.

Once the form is completed please sign and date it and return it to your local St. Leger Office in an envelope marked **Private and Confidential** for the attention of the Estates Officer dealing with your case.

**HELP US TO HELP YOU, THANK YOU FOR TAKING THE TIME TO COMPLETE THESE FORMS.**

