



# Anti-Social Behaviour Incident Diary

Case ref:
Officer:

Name	Telephone number
Address	Email
	Preferred time to contact

When and where did the incident take place?	Describe what happened. Write down exactly what you saw and heard. (You can continue overleaf if you need to.)	What time did the incident start and what time did it stop?	Did anyone else see or hear the incident? Write down the names and addresses of other witnesses, if you have them.	Who else have you reported the incident to? Have you informed organisations like the Police or the Council's Environmental Health Service?	How did the incident affect you? (You can continue overleaf if you need to.)
1					
2					
3					
4					
5					

Please use this space for any additional information:

Tower Hamlets Homes Anti-Social Behaviour Incident Diary  
I declare that the above information is true to the best of my knowledge.

Signed

Date

# Anti-Social Behaviour Incident Diary Guidance Notes

## **We need you to keep us up-to-date with new incidents. Please keep a diary of everything that happens.**

Although it might seem time-consuming, it's really important that you fill in diary sheets every day. They can be used by us (and other agencies) as evidence.

Keeping an accurate record of dates, times and what you see and hear builds evidence over time, and will give us a better understanding of what has happened and how it has affected you.

The Incident Diary is your personal account of what you see and hear. If you need more Incident Diary sheets, please ask us.

## **How to complete your Incident Diary**

**It is important that we have accurate and detailed information about each incident that you witness.**

It's best to complete the **Incident Diary** while the incident is still fresh in your mind. If you do it right away you will remember more details.

1. Make a diary entry every day, even on days where there were no problems.
2. Write down exactly what you see and hear. Write down 'it was quiet today' when there were no problems.
3. Write down when each incident starts and ends.
4. Give a good description of what the problem is rather than a general description, and tell us how this has affected you and members of your household.
5. Give a good description of those causing the problems. Even if you don't know who they are, note down anything distinctive about them such as clothing, hairstyle, the car they drive – it can help us identify those involved.
6. Write down the names and addresses of other people (if any) who witnessed the incident.
7. The completed form should be posted or emailed to your caseworker. If you are not sure who this is please ring: 020 7364 5015

## **Other evidence**

Supporting your report of Anti-Social Behaviour with photographs can give us a better understanding of what has happened.

Photographs can help in cases such as car repairs, overgrown gardens, and graffiti. Write the date and time on the photograph and sign it.

**It's important that you do not put yourself at risk or make the situation worse when gathering evidence.** We will discuss this with you in more detail when we meet you.

## **Who to contact**

### **Emergencies:**

In an emergency, always call 999 for the police and other emergency services.

### **Non-emergencies:**

Call the police on 101 to report crime and other concerns when it's not an emergency.

### **Anti-social behaviour:**

☎ Call Tower Hamlets Homes on 020 7364 5015 to report anti-social behaviour. 24/7 ASB reporting line.

✉ Email THH.ASB@towerhamlets.gov.uk

### **Other useful numbers:**

☎ Domestic Abuse: 020 7364 5015

☎ National Domestic Violence Line: 0808 200 0247

☎ LBTH Environmental Health (including noise nuisance complaints): 020 7364 5008