

Anti-Social Behaviour Incident Form/Diary Sheet



Please use this form to record an incident or a series of incidents or events that you or a member of your household has witnessed which you believe to be anti-social in nature. Please read the guidance notes below before completing the form. It is also recommended that you contact our Housing Officer responsible for your area in advance of submitting written information.

Guidance Notes for completing this form

Completing an incident/diary sheets can be an important tool in tackling anti-social behaviour and can provide useful evidence. However, these forms are only useful if they have been completed correctly. You must make sure that the information documented is factually correct as it may be used as evidence in court at a later date.

You can help to make the diary as useful as possible by following these points:

- This diary is your own personal record of what you see or hear. You should not write down something that anyone else (including your wife, husband or partner) has witnessed, therefore separate forms should be completed by each adult person in your household as necessary.
- You may photocopy the incident detail section of this form as often as necessary to record details of incidents which have occurred repeatedly.
- You must fill in the diary sheet as soon as possible while the incident is still fresh in your mind. If you do it right away you are likely to remember more details. Do it on the same day if you can.
- Try to identify people involved on each occasion. If you don't know the full name of the people you are making a report about, but know their nickname, or they have any identifying characteristics, please put these down.
- Other evidence can also help in a case. A photo of damaged caused with the time and date will be helpful.
- It is essential that the details entered are accurate. If you make a mistake just cross through it and initial it.
- Describe how the incident affected you, and only you. Do not record incidents that have happened to someone else, or that you have heard about but did not experience.
- If you identify other witnesses, it is important you note these down. We may be able to approach them and get them to give further evidence.
- Please provide us with your name and address and contact telephone number.
- Please indicate if you would be willing to give evidence in court should this be necessary. You do not have to agree to appear in court and this does not prevent you from submitting the information to us.
- Please sign the form to confirm that the information you have provided on the form is true and accurate to the best of your knowledge.
- If you need any help in completing this form please contact our Housing Officer for your area.

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Details of Incident(s)	
Date	Time
Location	
Details of what happened	
Who was involved	
Were there other witnesses to the incident	
Briefly explain the effect the incident had on you. (Did it distress, frighten or annoy you?)	
Did you report the incident to the Gardaí	
Name of Gardaí who attended	
Would you be willing to give evidence in court if necessary	YES NO

I confirm that the information I have provided is to the best of my knowledge true and accurate.

Signed: Date

Name	
Address	
Phone No	