

Incident Log Monitoring Form – Advice on Completion:



The monitoring forms serve two main purposes; firstly, to assist the investigating officer by giving an indication of the nature of the problem, secondly, they may form valuable evidence if legal action is taken.

Please take the time to read the following notes before completing the form.

- (1) Put your name, address, and reference number (if you have one) at the top of each sheet that is used.
- (2) Fill in the address of the offending property at the top of each sheet that is used.
- (3) All entries made on the log sheets should be clear, and as comprehensive as possible. You may be asked to refer to the log several months after the incident in a court. Each entry should serve to “jog” your memory about that particular event.
- (4) It is essential that you record incidents as soon as possible after the event, whilst the details are still fresh in your mind.
- (5) The person who made the entry, together with anybody who witnessed that event must sign each individual entry.

Finally, if you have any further questions concerning the evidence forms, please contact ASBEnquiries@Staffordbc.gov.uk

Name of person completing form:

Address of person completing form:

Type of disturbance:

Address from which disturbance is arising:

Date	Time Started	Time Finished	Was disturbance intermittent?	Your comments on how disturbance affected you/your household

I certify that this a true and accurate record of the disturbance that I have witnessed and I understand that this record may be used as evidence in court.

Signed:..... Name (Print):..... Dated.....

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