

## How to complete this Incident Diary

In order for us to deal effectively with any anti-social behaviour, even if it does not result in legal proceedings, it is essential to have accurate detailed information about what has happened. It is important that this incident diary contains as much detailed information as possible. Please use as much space as you need on the diary, or even continue on another sheet.

## Date and time of incident

It is important that the correct date and time of the incident are recorded.

## Details of incident, including who did it and where it happened

Details about the incident should be entered here, including who was involved. If you don't know the name, can you give a description and/or their address? Give as much detail as possible about where the incident took place eg "outside number 80 High Street".

## Were there any witnesses?

Please give their names and addresses if you can. It helps to have information from as many sources as possible.

## Was the incident reported? If so when and to whom?

If you reported this incident please state who it was reported to and how you did this eg. By phone or face to face. Please give as much information as you can, including a reference number if you have one.

## How did the incident affect you?

It is important to know how this incident has affected you. For example, did you feel frightened, alarmed, harassed, distressed or intimidated?

## How will this information be used?

Your details will not be disclosed or any information that you provide used in legal proceedings without your permission.

Once completed, signed and dated, the Incident Diary should be returned to either Blackpool Council (your local Housing Estate Office if you are a Council tenant), Your Housing Association Office or to the person/agency who issued you with this form.

## If you are unsure as to who will be able to deal with your case, please contact:

Blackpool Council  
Customer First Centre  
Corporation Street  
Blackpool FY1 1NA

**Tel:** 01253 477477

**Email:** [customer.first@blackpool.gov.uk](mailto:customer.first@blackpool.gov.uk)

To ensure our services are accessible to all, documents prepared by Blackpool Council are available in large print, Braille, on audio-cassette or computer disk upon request.

We can also provide help for British Sign Language users and provide information in other languages.  
Please ask for details.



BLACKPOOL COMMUNITY  
SAFETY PARTNERSHIP

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DRUGS  
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J75109 4/05



2004-2005  
Benefits Administration



Blackpool Council  
BUILDING A BETTER COMMUNITY FOR ALL

# Anti-Social Behaviour Incident Diary

(do not complete this Incident Diary for Noise Nuisance complaints. For such incidents please phone Enviromental Protection on 01253 478456)

Date & Time of incident	Details of incident, including who did it, if known, and where it happened	Were there any other witnesses? If so, who?	Was the incident reported? If so when and to whom?	How did the incident affect you?

Your name:

Address:

Signature:

Tel No:

Date:

Post Code

For further copies of this Incident Diary please contact the person/agency who issued you with it or alternatively you are welcome to photocopy it.