

Guide to completing the record sheet

If you have any difficulty with writing or completing this form, or if you wish to talk to us about your complaint, please contact us on 01484 414739

It is important that you keep an accurate record of the nuisance for the following reasons:

- It will help us to decide on the best method of investigation and the best days for an officer to visit to witness the problem being complained about.
- It will provide evidence on which the Council can take action and if necessary it may be presented in a court of law. Without the record we may not be able to take any further action.

Enter your full name and address, contact details, and details of the premises where the nuisance is coming from (if known)

Write details directly onto the record sheet at the time when the problem happens or as soon as possible afterwards. Do not write anything else on the sheet as it may need to be presented in a court of law.

In columns 1, 2, 3 & 4 enter the day, date and times when the nuisance occurs. It is important to show what part of the day the problem starts and stops - please state the time and show whether a.m. or p.m. or use the 24-hour clock.

In column 5 describe the nuisance. For noise complaints please say what you can about what type of noise it is, eg hum, clatter, engine noise, music, shouting, singing, banging, barking etc, and try to describe it, eg loud, constant or intermittent, etc. If you can recognise any words, the name of a song, radio station etc, you should write this down. For other types of nuisance, please give as full a description as possible, eg dense, grey smoke or strong, sharp, pungent smell. Please do not use general words like 'disgusting'.

In column 6 please write anything more specific about the cause of the problem (eg loudspeakers in garden/upstairs front bedroom; engine on delivery vehicle, taxi horn, burning of leaves, description of offending dog and its whereabouts).

In column 7 please say how the nuisance affects you. This is very important because we have to be able to show that the problem is sufficient to have an effect on a reasonable person. Examples of this include: being woken up/not being able to sleep or not being able to hear your radio/television or hold a conversation due to the noise; being unable to sit outside/open windows or washing becoming soiled because of the smell/smoke, etc.

In column 8 please initial the form to show that you made the entry. If you did not witness the problem yourself and are recording what another member of your household told you, please note this down in column 7.

Please return your completed record sheets to:

**FREEPOST
Kirklees Council
Environmental Health**

