

A number of agencies work together in Runnymede to tackle the problems caused by inconsiderate or disorderly behaviour. There is legislation available to tackle a wide variety of problems, but all action taken must be based on evidence. Much of the evidence required to address anti social behaviour can only be provided by the members of the community who are experiencing the problems.

It is not always possible to take action but by completing this form you are beginning a process which will allow an informed assessment of the problem and the best future courses of action.

For any enforcement action to occur, especially those involving the Courts, the agencies involved need to receive very specific information about the following:

- The date, time when the problem happened and
- The nature of the problem
- The identity of the perpetrator
- The impact this activity has had on you personally

Please complete the following pages with the information requested, providing as much detail as possible, and return them to the person detailed at the end of the form on the date specified.

It is very important that you make a separate entry for each episode i.e. if there is someone outside your house whose behaviour is causing you to feel distressed, they leave and return several times in one evening, you need to detail each separate incident.

It is important that Diary sheets are submitted in a timely manner. You may wish to submit them weekly, biweekly or monthly dependant on the frequency of the problem.

Please send completed diary sheets back to the Community Safety Team:

- via the 'provide a response' tab on the email we sent you linked to your case
- via email: safer.runnymede@runnymede.gov.uk
- via post to: Community Safety Team, Runnymede Borough Council, Runnymede Civic Offices, Station Road, Addlestone, Surrey. KT15 2AH

How to complete your Diary Sheet

1. Please write as clearly as possible.
2. Make a diary entry every day, including those days where there were no problems i.e. quiet today.
3. Make accurate notes of the start and finish times of the problem.
4. Give a good description of what the problem is, and comment on how bad it was at the time.
5. Give a good description of those causing the problems. Even if you don't know who they are, a description of anything distinctive can help with identification.
6. Note the name and addresses of other witnesses to the problem, if any.
7. Record any special events or incidents, including any contact with the Police about the problem, and what happened.

Your Details:

Name:	
Address:	
Telephone Number	
Email Address	
Case Reference Number	<i>Find this in your report confirmation email.</i>

Description of the Problem

Please provide as much information as possible

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How long have you been experiencing the problem?

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Please describe how these problems have affected you

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[illegible]