

## **Guidance for completing your Light Nuisance diary sheet**

1. **You must use the record sheets to record details of the problem you are suffering.**
2. Write directly onto the record sheet at the time you are suffering the alleged nuisance.
3. Remember to record all dates **accurately**. In the date column note down the **day** the **month** and the **year**.
4. When noting down the start time of the alleged nuisance remember to be as accurate as possible and to show which part of the day it occurred. If you use the 12-hour clock remember to state a.m. or p.m. or you can use the 24- hour clock i.e. 10.30 p.m. is 22.30.
5. It is very important when giving a description of the alleged nuisance to state what type of light it is and its exact source for example security flood light or flashing advertising sign.....from (address).
6. Note down how the alleged nuisance is **effecting** you. For example the light was illuminating my room or the glare from the light affects the quality of watching television, It prevented me from sleeping or it gave me a headache.
7. When noting down the finish time of the alleged nuisance remember to use the same format as you did when you noted down the start time.
8. Put your initials at the end of each entry and sign your name at the bottom of each page you use.

### **Data Protection**

Any personal or sensitive information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). The data may also be disclosed to other departments within the Council or other organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime. Burnley Borough Council is a registered Data Controller in accordance with the Data Protection Act 1998. The data may also be processed by third parties who provide services on behalf of the Council.

**It is very important to remember to use these forms correctly as they may be used in court as evidence.** If you have any difficulty in completing any of these forms or require additional copies then please contact the Environmental Health Team, 1st Floor Parker Lane, Burnley, Lancashire, BB11 2DT. Tel 01282 425011 or email; [envhealth@burnley.gov.uk](mailto:envhealth@burnley.gov.uk)