

Environmental Protection Noise Nuisance Diary Sheet

Complaint ref:

Your Name:

Name of occupier(s):
(Being Complained About)

Your Address:

Address:
(Being Complained About)

Your Tel No.

Day & Date	Time Started	Time Stopped	Type of Noise	Where was it heard?	How did the noise affect you? How did it make you feel?

PTO to make additional diary entries BUT YOU MUST SIGN AND DATE THE BACK OF THIS FORM before it is returned

Environmental Protection Noise Nuisance Diary Continuation Sheet

Complaint ref:

Day & Date	Time Started	Time Stopped	Type of Noise	Where was it heard?	How did the noise affect you? How did it make you feel?

Any personal or special 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). Processing of the data will be necessary in order to fulfil its official functions. 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 Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council. More details may be found in the Privacy Notice on the Council's website or clicking here at - <https://www.burnley.gov.uk/about-council/other-information/privacy-notice-formally-fair-processing-notice> The noise diary sheet details dates and times I have been disturbed by noise. This information is true to the best of my knowledge and belief and I understand that if it is used as evidence, I may be prosecuted if I know it to be false or do not believe it to be true.

Signature

Date

Please return completed form to: Environmental Health Team, 1st Floor Parker Lane, Burnley, Lancashire, BB11 2BY

Guidance for completing your Noise 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 noise it is and its exact source for example constant barking from dog at.... (address).
6. Note down how the alleged nuisance is **affecting** you. For example, it disturbed my sleep or stopped me from getting to sleep, I could not hear my own television above the alleged nuisance or I was unable to hold a normal conversation etc. remember Do not just say it was loud, unbearable or noisy.
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.

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 2BY. Tel 01282 425011 or email envhealth@burnley.gov.uk

All completed forms must be returned to the address on the back of the form.