

## **Guidance for completing your Odour 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 odour it is and its exact source for example smoke odour or cooking odours at.... (address).
6. Note down how the alleged nuisance is **effecting** you. For example it stopped me from getting to sleep, I could smell it on my clothes It made me feel sick or it made my eyes sting and water
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, 1<sup>st</sup> Floor Parker Lane, Burnley, BB11 2BY. Tel 01282 425011. **All completed forms must be returned in the provided envelope.**