**Anti-Social Behaviour Diary Record**

**What is an ASB incident diary record?**

An incident diary is your personal record of anti-social events that you have witnessed.

If you are suffering ongoing anti-social behaviour and have an open case with the Neighbourhood Impact Team, you will be asked to record incidents and this will build up a picture of behaviour.

**How do I report anti-social behaviour?**

You can report incidents of anti-social behaviour in ‘real time’ using this link - <https://mytamworth.tamworth.gov.uk/do-it-online/report-it/anti-social-behaviour-incident-diary/>

You will need your case number and will be asked to provide the dates, times and full details of the incident along with contact information for any witnesses.

At the end of the diary, you will be asked to confirm that your submission is accurate. This is important if a case goes to court as it will form part of any witness statement.

**Why do I need to record incidents?**

* Giving us information about the anti-social behaviour is a step towards stopping the nuisance you are suffering
* The information in a diary can be used as evidence in any court hearing (with your permission)
* If we don’t receive evidence it is very difficult to pursue complaints
* Tamworth Borough Council is available during working hours only. This diary gives you the opportunity to complete the form 24 hours a day. This information will be picked up on the following working day.

**What information do I need to give in the diary?**

* Please use a diary record for each separate incident
* The diary is a personal record of what you see or hear. You should not write down what other people have told you, even if they live with you. You can encourage other witnesses to complete their own diary
* It is important to complete the diary sheet as soon as possible after the incident has occurred
* Give as much detail as possible including the time the incident starts and stops, where it happened, who was involved and how it made you feel
* Do not summarise, tell the incident like a story using actual words (including swear words) rather than ‘he used abusive language’.
* If you have photographs or video footage, please state this on the diary and forward the additional information to us as soon as possible

**What does the Council do with the information I provide?**

* All information you give us is treated in the strictest confidence. We will always ask for your permission before using your evidence in any court proceedings
* The earlier we get the evidence, the earlier we can intervene before the problem gets out of hand
* The information will be used to build up a picture of the anti-social behaviour including how serious or persistent it is. The case officer can then determine the most appropriate course of action.

Online incident diary record sheets can be accessed 24 hours a day at <https://mytamworth.tamworth.gov.uk/do-it-online/report-it/anti-social-behaviour-incident-diary/>

**Remember to add your case number.**

For further information, please contact the Neighbourhood Impact Team

Email: neighbourhoodimpactteam@tamworth.gov.uk