

Noise Nuisance Diary Sheets

Environmental Protection Act 1990



Guidance Notes

The completion of the diary sheets is very important. It enables valuable information to be gathered about the time, frequency and duration of the noise and it may reveal a pattern to the noise, which will help investigators verify your complaint. The information may also be used as evidence in any enforcement proceedings and therefore it is vital that they are comprehensive, accurate and relevant.

- Ensure the date/time is correct, make sure that the day/date also correspond and clearly identify whether the time is AM or PM.
- If the noise occurs over two days (i.e. 11.00pm Saturday until 4.00am Sunday), indicate only the start date (i.e. the Saturday), or indicate both (i.e. Saturday-Sunday).
- If the noise begins in the early hours of the morning, make sure you put the date of the new day, not the day/date of the night before.
- For intermittent noise like dog(s) barking, try to give as accurate an indication of the problem as possible. For example, if a dog barks for a few minutes on and off throughout the day, indicating “dog barking, 8.00am – 6.00pm” will not give an accurate picture. It is not necessary to note each noise/bark, but try to give an indication of the pattern, frequency and duration of the noise.
- Do not record every noise, keep the diary entries short, to the point, and restricted to noise to that which are excessive and unreasonable only.

It may be necessary to keep diary sheets for a considerable period of time. In many cases, it may be necessary for you to keep ongoing diary sheets until the problem is solved. Even if enforcement action has been taken, problems can recur, and further action may require proof that the problem is continuing. If your complaint is being investigated, you should send your diary sheets to the investigating Officer on a regular basis (**seven to ten days**) so that the situation can be monitored. If we do not hear from you, it will appear that there is no longer a problem, so if there is, please keep in contact

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Noise emanating from:

Experienced at:

Uniform Ref No:

Please return (signed*) diary sheets to:

Date	Time started	Time ceased	Nature of noise	Describe how you were disturbed by the noise and which part of the property was affected, including garden

I certify that this is a true and accurate record of the noise being experienced as stated at the times and dates detailed above. These diary records are to the best of my knowledge and belief and I make them knowing that, if they are used in evidence, I shall be liable to prosecution if I have wilfully stated in them anything which I know to be false or do not believe to be true. I understand that these records will be used as evidence should a case go to Court and in such a situation they would have to be provided to the defendant/perpetrator and that if the matter goes to court, I **may be** required to attend court to give evidence.

Name:

Signature(s)*:

Date of issue: