**NOISE NUISANCE INVESTIGATION LOG:**

***Instructions***

The accompanying diary sheet will enable you to record details of the noise in a structured fashion and you will be able to refer to this when preparing a statement of witness.

The details you enter on to the record must be tidy, easy to read and without codes or abbreviations. The following points are particularly relevant:

**Date:**
It is helpful not only to record the dates when the noise occurs but also those occasions when you are away from your home for extended periods e.g. on holiday. This will provide an indication of the length of time that you have to endure the alleged nuisance while at home and whether the problem is intermittent etc.  Information must be recorded in date order and as it occurs – avoid entering details at a later date!

**Time:**
Please indicate clearly whether the time is a.m. or p.m. Making a record of the noise must begin when it becomes noticeable because this will allow any patterns to be identified. However, just because you can hear a noise does not mean that it is a statutory nuisance.  Please indicate, therefore, when the noise actually starts to interfere with the enjoyment of your property (See ‘Description of noise and its effect’ below). In a similar fashion, please make a record of when the noise ceases to be an inconvenience.

**Location:**
This is the location where the noise is heard. Is the noise detected inside or outside of your house, or both? In which rooms inside your house is the noise heard? Is the noise louder in some rooms as opposed to others? Is the noise louder outside your house or inside your house? Does it make any difference having the windows open or closed?

**Description of noise and its effect:**
It is important to describe the nature of the noise nuisance you are suffering and the reason why it is causing interference with the use or enjoyment of your property.

Describe the nature of the noise, for example can you hear mainly bass or is the pitch high? Please also indicate the effect the noise is having on you, for example does the noise mean you have to close the windows or does the noise disturb your sleep or mean you are unable to read or watch television?

It can also be helpful to describe the Climatic Conditions - if the noise you are experiencing appears to change depending on the weather, e.g. it may be worse when the wind blows from a certain direction, if so record the climatic conditions at the time the noise occurs.

**Signature:**
The person who witnesses the problem must sign the record to confirm the accuracy of the details. If this person is different to the person who has made the complaint, then their relationship to the complainant must be explained and contact details provided. Such individuals can have a valuable role as witnesses in demonstrating the existence of a noise problem.

The record should be kept for the time specified. After this time, the record should be sent back to this office, you are advised to make a photocopy of the record before returning it. It may be necessary for you keep an ongoing diary until the problem is resolved.

Should you require any additional diary sheets, please contact the office.

**NOISE NUISANCE INVESTIGATION LOG**

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| **Reference Number:**  |  |  |
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| **Person Keeping the Diary** |  | **Subject of Complaint:** |
|  |  |  |
| **Name:** |  | **Name (If known)** |
| **Address:** |  | **Address: (If known)** |
| **Telephone No:**  |  | **Additional Information:**  |
| **Email:**  |  |
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| **Declaration**I understand that the information contained on this form may be given in evidence at any subsequent legal proceedings, and I confirm that the information I have recorded is true to the best of my knowledge and belief. I am prepared to be called as a witness in the event that this matter goes to Court. |
| **Date ........................................... Signed ..............................................................** |
| **Noise Nuisance Record Sheet** |
| Date | Time Started | Time Finished | Location/ Room Affected | Nature of noise or disturbance | Describe How you were affected |
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