

Public Protection Noise Nuisance Diary

<p>Your details</p> <p>Name Address</p> <p>Tel Number Email address</p>	<p>Source of noise</p> <p>Address</p>
---	--

In order for us to assess your noise complaint you need to keep a detailed record of the problem that is disturbing you. This record may be used as evidence in a Court so it is very important that details are accurate and relate **only** to the specific noise you have complained about. You should not, therefore, record nuisance which is just an annoyance or occasional.

The Noise Monitoring Diary sheet is designed for you to complete one line on each occasion when the noise affects you. The following information is required each time you record a noise event.

- DATE** Include the day, month and year.
- TIMES OF NOISE** It is important to make a note of the time when the noise starts and finishes. Be sure to specify AM or PM or use the 24 hour clock. If you do not know when the noise finished because, for example, you go out, then make a note of when you last noticed the noise.
- TYPE OF NOISE** Describe the noise, for example, loud music, barking dog.
- AFFECTS OF NOISE** This is very important because it helps us assess how loud the noise is & tells us how badly the noise is affecting you.
- ABOUT YOU** Tell us your details and where the noise is coming from. If you have a disability which may affect how we contact you please tell us.

Complete the diary for 14 DAYS and then either **scan or e-mail** to us at publicprotectionwest@wiltshire.gov.uk or send to us at Environmental Protection, Wiltshire Council, County Hall, Trowbridge, Wilts, BA14 8JN

An example is shown below.

Date	Start time	Finish time	Type of noise	How it affects you
24.11.11	12.15 am	3.30 am	Loud music	Couldn't hear TV over vocals and bass. Could identify track "I will survive"

The information you provide will be used to deal with your complaint. Information on how we use and store this information can be found on our website <http://www.wiltshire.gov.uk/community-safety-privacy-notice>

I certify that the following record is a true record of the complained of noise. I confirm that I am willing to attend Court and act as a witness should legal action be considered necessary.

Signature.....Name in block capitals.....Date.....

