

NOISE NUISANCE INCIDENT RECORD SHEET



Your Name(s):		Address Of Property Where The Noise Comes From:	
Your Address:			

Please read the following important notes before completing this record sheet:

1. The person who completes each entry is asked to sign (in the final column of each entry) that it is a true and accurate record. NB. These records may be used in legal proceedings, in which case each person completing the record sheet could be asked to provide a witness statement to certify that the entries are a true and accurate record and were completed in accordance with our instructions.
2. Each entry must be completed at the time of the event. Please take the time to complete all columns and write as clearly and legibly as possible.
3. Do not complete entries relating to premises other than that specified and do not record minor or trivial events which are not part of the complaint.
4. In the column 'Describe how the Noise affects you', examples might be "Unable to sleep" or "I was unable to get to sleep". General comments such as "could hear the words to the song" may also be helpful to demonstrate how the noise interferes with your comfort.
5. Where the person complained about is a Housing Association tenant, we may feel it appropriate to exchange information with that organisation in order to assist in our investigation and so that the Housing Association might consider their own action against your neighbour under housing tenancy law. This could involve passing on to that organisation details of your complaint, your contact details, and copies of these completed record sheets as well as any other relevant correspondence. We do however require your consent to do this. If you are happy for us to do so, please indicate by signing here: Signed:

Day of Week & Date	Time Noise Started	Time Noise Stopped	Type of Noise (e.g. music, dog barking...)	Describe How The Noise Affects You (See Note 4 Above)	Signature (See Note 1 Above)

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Please return this record sheet to: Environmental Protection Team, Housing & Environmental Health Service, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hampshire SP10 3AJ (Tel. 01264 368000; envhealth@testvalley.gov.uk; www.testvalley.gov.uk).