# A green and white logo London Borough of Bromley. Web site www.bromley.gov.uk

# London Borough of Bromley Public Protection Incident Log Sheets

The enclosed forms are provided for you to log details of any incident related to your complaint of nuisance. It is important that you are aware that in the event of the Council taking legal action in respect of your complaint, you may be called upon to give evidence under Oath in a Magistrate’s Court and may be subject to the cross-examination in respect of the details recorded.

Guidance on completing your incident log sheets

1. Date – Record the date the nuisance happens. If you record more than one incident a day make sure you write the date in again.
2. Type of Nuisance - Record what is happening during each incident, this is particularly important where you are complaining about more than one type of nuisance.
3. Time started / finished - It is important that this is as accurate as possible.  If, for example, there are a number of short incidents over an hour record the hour as the time started/finished and note that the nuisance stopped and started repeatedly throughout that hour.
4. Description of incident / how you were affected – Descriptions should be kept as short as possible.  Describe how the incident interfered with the use and enjoyment of your property.  E.g. woke me up, could not hear my T.V. etc.

If you have any further questions about what to do please call the telephone number below.

Please note if you do not complete the log sheets according to these instructions, we will be unable to progress your complaint and you may be asked to repeat the process.

Public Protection

Civic Centre, Stockwell Close, Bromley, Kent, BR1 3UH

Telephone: 0300 3038657

**Please ensure that you include the reference number issued when you made this report to us. E.g. 24/00000/NOIDOM. Without a reference number, the log sheets may not be reviewed.**

Your name:

Your address:

Reference number:

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| --- | --- | --- | --- | --- |
| Date | Type of Nuisance (E.g. dog barking, loud TV) | Time started | Time Finished | Description of Incident (How it is affecting you) |
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I confirm that I believe the issue from the above address is causing a nuisance and I am prepared to give evidence in Court to support my complaint.

Print Name: …………………………………………….            Signed: …………………………………………. Date: ……………………………….