

## ENVIRONMENTAL PROTECTION ACT 1990

### Guidance for Completing Record of Alleged Nuisance

The following sheets should be used to record incidents of nuisance which affect you such as noise, smoke from bonfires or light nuisance.

#### Why should I complete a record of alleged nuisance?

A record of alleged nuisance is an essential part of our investigation because you can document and detail each incident and describe how it affects your family life. With all the best intentions if you don't make a record important information may be lost.

Your record of alleged nuisance will:

- Help Council officers fully understand your complaint and enable them to establish whether the nuisance is likely to constitute a **statutory nuisance**.
- Help Council officers if they need to visit, by identifying patterns of when the nuisance is likely to occur.
- Form part of the evidence should the matter progress to Court (either by the Council or you taking your own legal action).

We appreciate that there can sometimes be an unwillingness to complete a record of alleged nuisance, but they really are **essential** and the case may not continue without them.

#### Tips for completing the record of alleged nuisance

- Take time to complete the form accurately.
- Complete all sections of the record sheet, making sure you capture the facts of each incident and describe the effect upon your family.
- Keep records for at least 2 -4 weeks and then return to the above address.
- Each record should be made accurately. Please avoid using "ditto" marks.
- Please keep entries as legible as possible and use 24-hour times to avoid any ambiguity.