



ENVIRONMENTAL HEALTH SERVICE

Noise Nuisance Diary Sheet

Guidance Notes

The completion of diary sheets is very important. It enables valuable information to be gathered about the time, frequency and duration of the noise, and may reveal a pattern to the noise which will help investigators verify your complaint. The information may also be used as evidence in any enforcement proceedings, (which may require your testimony in court), and therefore it is vital that they are comprehensive, accurate and relevant.

1. If you are complaining about noise from more than one premise, use a separate sheet for each.
2. Ensure the date is correct, and make sure that the day and date correspond.
3. Ensure the time is correct, and make sure you clearly identify whether the time is am or pm.
4. If the noise occurs over two days (i.e. 11.00pm Saturday until 4.00am Sunday), indicate only the start date (i.e. the Saturday), or indicate both (i.e. Saturday–Sunday).
5. If the noise begins in the early hours of the morning, make sure you put the date of the new day, not the day and date of the night before.
6. For intermittent noise like dog barking, try to give as accurate an indication of the problem as possible. For example, if a dog barks for a few minutes on and off throughout the day, indicating “dog barking, 8.00am–6.00pm” will not give an accurate picture. It is not necessary to note each noise/bark, but try to give an indication of the pattern, frequency and duration of the noise.
7. Do not record every noise, only those that are excessive and unreasonable.
8. Keep the diary entries short, to the point, and restricted to noise only. If you have additional information to provide, please do so in a letter.

It may be necessary to keep diary sheets for a considerable period of time. In many cases, it may be necessary for you to keep ongoing diary sheets until the problem is solved. Even if enforcement action has been taken, problems can recur, and further action may require proof that the problem is continuing.

If your complaint is being investigated, you should send your diary sheets to the investigating officer on a regular basis so that the situation can be monitored. If we don't hear from you, it will appear that there is no longer a problem, so if there is, please keep in touch.

If you require any further assistance or require any information about your noise problem, please contact us on 01483 743840.



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Noise Nuisance Diary Continuation Sheet

SHEET NUMBER:

Day and Date	Time Started	Time Stopped	Type of Noise	Where was it heard?	How did the noise disturb you? What did it prevent you doing? How did it make you feel?

The noise diary sheet details dates and times I have been disturbed by noise. This information is true to the best of my knowledge and belief and I understand that if it is used as evidence, I may be prosecuted if I know it to be false or do not believe it to be true.

Signature

Date

Please return completed form, to: Environmental Health Service, Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL.