



Barking and Dagenham Crime Reduction Partnership  
**Anti-Social Behaviour Diary Sheet – how to complete**

Please use the grid below to record incidents of anti-social behaviour which are causing you alarm, harassment or distress. Information reported to Barking and Dagenham Crime Reduction Partnership will be treated in the strictest confidence, but in order to solve your problems we may have to share this information with the police and other agencies, including your housing association, if appropriate. **If you do not wish this to happen, please tick the box on this form.** Please be aware that this may limit our ability to respond to your problems.

Date, time and place of incident(s)	Person(s) responsible or description of person(s) and clothing	Brief details of what happened	Did you report it to anyone? If so, who? (e.g. police, housing officer) Give any reference numbers Did anyone else witness it, i.e. postman or neighbour?	Briefly explain the effect the incident had on you (e.g. did it wake you up, frighten you, annoy you etc.?)
<p><i>13/12/2005, 10.30p.m., 298 Trouble Road</i></p> <p>↑</p> <p>Provide the details of date, place and time. It will help us pinpoint when the problems as occurring, as well as links to other people's reports.</p>	<p><i>Jonnie Bloggs, red Nike Top</i></p> <p>↑</p> <p>A name/address is very helpful, even if you only know part of it. Descriptions help us piece together when incidents are being caused by the same people in different places.</p>	<p><i>Threw stones at the living room window of 298 Trouble Road</i></p> <p>↑</p> <p>When providing details of what happened please be as specific as possible. We don't need lots of writing but please keep to the main points.</p>	<p><i>Jane Jones, Housing Officer (EMCS 5551) Also seen by neighbour at 296</i></p> <p>↑</p> <p>If you have reported it to anyone, including the police note it down, including the reference number. That way we can speak to them and start working on solutions more quickly.</p>	<p><i>Was frightened that my window would be next and I could not sleep</i></p> <p>↑</p> <p>It is important that we understand the impact that the anti-social behaviour has had on you.</p>

**What happens to diary sheets?**

When we receive diary sheets they are all recorded on a database which enables us to build up a picture of the kinds of anti-social behaviour happening at a location. We will make contact with other relevant agencies (including the police, housing associations, youth agencies etc.) to see what information relates to the problems you are describing. **We will not refer to you specifically if you have asked us not to do so.**

Because of the volume of casework we receive it is sometimes not possible to ensure people receive feedback on the actions being taken. However, if you would like an update on any ongoing issue you can contact us on 020 8215 3010.

**If you provide us with contact details, we will always send you an acknowledgement letter so that you know we have received your form.**



Barking and Dagenham Crime Reduction Partnership  
**Anti-Social Behaviour Diary Sheet**

Please use the grid below to record incidents of anti-social behaviour which are causing you alarm, harassment or distress. Information reported to Barking and Dagenham Crime Reduction Partnership will be treated in the strictest confidence, but in order to solve your problems we may have to share this information with the police and other agencies, including your housing association, if appropriate. ***If you do not wish this to happen, please tick the box on this form.*** Please be aware that this may limit our ability to respond to your problems.

Date, time and place of incident(s)	Person(s) responsible or description of person(s) and clothing	Brief details of what happened	Did you report it to anyone? If so, who? (e.g. police, housing officer, Council) Give any reference e.g. Police 'CAD number' Did anyone else witness it, i.e. postman or neighbour?	Briefly explain the effect the incident had on you (e.g. did it wake you up, frighten you, annoy you etc.?)

Providing your name and contact details is optional, but it may help us to respond to your concerns. If you provide contact information you will receive acknowledgement of receipt of the diary sheet(s) shortly. Whether or not you provide contact details, the information above **will** be acted upon.

NAME: ..... TEL. NO. ....

ADDRESS: .....  Tick if you do not wish this information to be shared

Return to:  
**FREEPOST  
TELL US**