

**Notes On Completing The Nuisance Diary**

1. **Be clear and precise**  
Remember, you could be asked to give evidence in court based on your notes.
2. **Be sure of the source of the nuisance**  
Don't guess at the addresses. If in doubt, draw a sketch.
3. **Give period of nuisance**  
Fill in both columns – time nuisance started and time nuisance ended. This could be essential in assessing the degree of the problem.
4. **Type of nuisance**  
Give as much information as possible to describe the nuisance.
  - NOISE - type of noise e.g. screech, whistle, fan noise, thumping, banging, shouting. Also give an assessment of the loudness on each occasion.
5. **Scale of annoyance**  
Try to give an assessment of each recording by giving a number from the following scale:
  1. - Not annoying
  2. - Slightly annoying
  3. - Annoying
  4. - Extremely annoying
6. **Effect of nuisance**  
Try to indicate how the nuisance affects you or its effect on your way of life.  
  
Remember to be as accurate as you can. Exaggerating will not help the case in the long term.
7. If you are away for a period and can't make notes, indicate the reason for the gap on the form.
8. **Please return the nuisance diaries within three weeks or when one diary sheet is full, whichever is sooner.**



Environmental Protection Team  
 Leeds City Council  
 Knowsthorpe Gate  
 Cross Green  
 Leeds LS9 0NP

Tel No: (0113) 222 4406  
 Fax No: (0113) 247 4947

**Exhibit**  
**Nuisance Diary**

Name: .....

Address: .....

.....

.....

Type of nuisance: .....

Name & address of source: .....

.....

.....

.....

The information contained in this document is true to the best of my knowledge and belief and I know that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true. I have read the notes contained on the rear of this form

Signed ..... Date .....

Day & date	Time nuisance started	Time nuisance ended	Annoyance				Weather conditions	Description & effect of nuisance
			Low		High			
			1	2	3	4		