

Case reference number:



**WARRINGTON**  
Borough Council

Should you wish to discuss the matter in more detail, please email [environmental.health@warrington.gov.uk](mailto:environmental.health@warrington.gov.uk) or call 01925 442587

## **Noise – Diary of events**

### **1. How to complete your diary**

1. Write as clearly as possible.
2. Make a diary entry every day, including 'no problem', 'not at home' or 'neighbours away'.
3. Make accurate notes of the start and finish times of the problem.
4. Give a good description of what the problem is and how it affected you, e.g. the noise was so loud you could not hear your telly.
5. Note the names and addresses of any other witnesses to the problem.
6. Record any special events or incidents, including any contact with the Police about your problem and what happened. Please include incident numbers, officer collar number and relevant details.
7. Remember, your diary is your version of events and it may be shown to a Magistrate in the event of a Court case, so remember to keep it factual and accurate.
8. When completed, please either email a copy to [environmental.health@warrington.gov.uk](mailto:environmental.health@warrington.gov.uk) or post a hard copy to:

Public Protection and Prevention, East Annexe, Town Hall, Sankey Street,  
Warrington, WA1 1UH

## 2. Your details

Name

Address

Daytime number

Mobile

Email address

Details of the neighbour or business causing the problem

Name/trading name

Address

Source of problem

Eg top flat, living

room, front

bedroom, garden

Do you know if the occupiers are: 1. The owners      2. Tenants      3. Students

Do you have any information about the owner or agent of the property:

Eg private landlord or housing association, name/address/phone number or other contact information

## 3. Description of the problem (e.g. barking dog, loud music, alarm, machinery)

Please give as much information as possible.

How long have you experienced the problem?

Have you already complained to the neighbour?    Yes                  No

If you have then please give details of how and when you complained and what was the outcome?

Please describe how this problem affects you / your family

Any additional comments

## Example of how you should complete your diary

Day & date	Time noise started	Time noise finished	Description of noise	How the noise affected you
Wed 1 Nov	7.30pm	1.30am	Loud music – Dua Lipa/Ariana Grande	Couldn't hear the telly and then couldn't get to sleep until it had finished
Thu 2 Nov	5am		Front door slamming	Woke me up and couldn't get back to sleep
Thu 2 Nov	7am on and off	10am when I went out	Dog left in yard to bark	Barked every few minutes, Had tried to get back to sleep but couldn't. I'm very tired now. Gone out to get away from the dog barking.
Fri 3 Nov				Quiet all day
Sat 4 Nov	11pm	5am	Fireworks, loud music, people shouting, laughing outside and later inside	Next door are having a party. I can't hear the telly, even with all my doors and windows shut, I can't sleep because the music and shouting is so loud. No sleep again.

## Help us to help you

Please just note the facts.

Avoid making personal comments unless something has been said directly to you.

Be as accurate as possible.

## Diary of events

Day & date	Time noise started	Time noise finished	Description of noise	How the noise affected you

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I confirm that the information written in this diary is a true record of the events related to my neighbour and I understand this diary may be used in evidence.

Note: This diary must be signed when returned

Name

Signed

Date