



## NEW WORLD HOUSING ASSOCIATION NUISANCE LOGBOOK

Example of how to complete Log Book

<b>Date of Incident</b>	<b>Time Start</b>	<b>Time End</b>	<b>Location of Nuisance</b>	<b>Description of Nuisance</b>	<b>How did the nuisance affect you?</b>	<b>Action Taken</b>	<b>Name &amp; Address of Witnesses</b>
25 June 2002	10.00pm	11.30pm	Flat 22- Above me	Playing very loud music.	Unable to watch television. Children could not sleep.	Asked them to turn it down	Mr Tan – Flat 26 Neighbour

If the nuisance continues after your initial complaint, you will need to keep a record of incidents. If possible, you should fill in the logbook immediately after each incident. When you have recorded several incidents or when the logbook is full, you should return the form to your Housing Officer who will contact you to inform you of the best course of action. You can obtain more copies of this logbook from your Housing Officer.

Remember that this may be the most important piece of written evidence. Please complete it diligently.

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Tel. No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_