

**DIARY RECORD FOR NUISANCE COMPLAINTS**  
**South Holland District Council Environmental Protection Team**  
**Environmental Protection Act 1990**

This is a form provided in connection with your complaint to enable you to keep a record of the nuisance. It is essential that you keep an **accurate** record for **one month** of the dates, times and duration of the problem, and also give a description of its nature and describe how you are being affected. Please give as much information as possible, the top two lines give an example. If the record sheets are not returned it will be assumed that the nuisance has been resolved.

*Please ensure that you make a record at the time when the annoyance occurs, or as soon afterwards as is reasonably practicable. The information provided maybe used as evidence in court.*

*Provision within the act enables you to go direct to a magistrate's court should you so wish to do so.*

**Form completed by:**

**Source address and nature of the nuisance (please complete):**

**Case Officer:**

**Date:**

**Case Reference:**

I/we certify that the following entries are a true record of events.

I/we consent to the information on the sheets being shared with other agencies if necessary.

I understand that these details may be used as evidence in court if formal action is taken.

Signed: \_\_\_\_\_

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





