**Accident & Incident Reporting Diary**

FOR EVENTS IN WARWICK DISTRICT

|  |  |
| --- | --- |
| **Contact information** |  |
| **Your name** |       | **Email**  |       |
| **Address** |       | **Telephone numbers** |       |
| **Alt. telephone number** |       |
| **Date & time duration of incident** | **Location of incident** | **Brief details of what happened** | **Who did it?** | **Any witnesses?****Names & addresses** | **How did this incident affect you?** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**THIS INFORMATION MAY BE USED AS EVIDENCE IN ANY COURT CASE**

Please return to the Community Safety Team: communitysafety@warwickdc.gov.uk

**Useful notes**Warwick District Council work closely with a number of partner agencies to resolve all incidents of Anti-Social Behaviour (ASB). This can sometimes be achieved by low level interventions such as letters or mediation but sometime requires Court action. By completing the Reporting Diary you are enabling us to evaluate the extent of the problem and providing valuable evidence that may be used in Court.

Warwick District Council may use information given in the Accident & Incident Reporting Diary as the basis for action to tackle Anti-Social Behaviour. Please complete it as accurately as possible, giving as much information as you can, particularly:

* Dates and times, including whether it happened am or pm
* Duration of incident
* Names of perpetrators and witnesses, where known

***Please do not make assumptions about who is responsible, only put what you actually witness.***

If you run out of Incident Diaries, please contact the ASB Officer who will send you more. If you have any query about completing the Diary please contact the ASB Officer who will advise you.

**Useful Telephone Numbers:**

999 – Police Emergency, Fire Brigade and Ambulance

101 – Police for non-emergency.

(01926) 451111 – Warwickshire Police

(01926) 412828 – Warwick District Council, Housing Department *(Reporting Tenancy Breaches)*

(01926) 456725 – Warwick District Council, Health and Community Protection Department *(Noise Nuisance and Dog Warden Services)*

(01926) 456010 – Warwick District Anti-Social Behaviour Officer

