

**Incident Diary**

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| Complainant |  |
| Address |  |
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| Telephone Number |  |
| Date Issued |  |
| Diary Number |  |
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| ASB Officer |  |
| Telephone Number |  |
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**Please return your completed sheet to:**

**Calico Housing Ltd, ASB Team, Centenary Court, Croft Street, BURNLEY, BB11 2ED**

**Tel: 0800 169 2407**

**Example**

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| **Time, day, date of incident** |
| *At 5.00pm on Friday 28th April 2005* |
| **Where the incident took place** |
| *On High Street, Burnley outside the Black Bull pub* |
| **Who it involved** |
| *Mrs Smith from 22 High Street, Burnley.* |
| **Any other witnesses** |
| *My sister Gemma Jones 16 years.* |
| **What happened – with specific details of actions and verbal communications** |
| *My sister Gemma i were walking past the Black Bull pub on the High Street Burnley when Mrs Smith form 22 High street in Burnley stormed over to us waving her pointed finger at me. She stood so close, we were almost nose-to-nose. She shouted ‘THIS IS YOUR LAST WARNING. TELL YOUR HUSBAND TO STOP PARKING HIS VAN OUTSIDE MY HOUSE. IF IT HAPPENS AGAIN YOU WILL BE SORRY.’ As she was shouting she repeatedly jabbed her finger at my face. She didn’t make any physical contact, but it was very intimidating.* |
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| **Did you inform the police?** |
| *I called the police and PC 12345 Smith from Burnley Police Station took a statement from me. Log number 2804/22* |
| **How did it make you feel?** |
| *I felt very embarrassed and intimidated by Mrs Smith. She was so nasty and aggressive my sister Gemma burst into tears. I am worried that she will do something to our vehicles when we are not around.* |
| **Your Signature**  *“I believe that the information on this incident diary sheet is a true description of what I saw and/or heard”.*  Signed: Jemima Jones………………………………….Date:……...…02./May /2005……….. |

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