**ANTI SOCIAL BEHAVIOUR EVIDENCE GATHERING LOG**

To assess whether we are able to take action on reports of anti-social behaviour we need to review evidence gathered over a 2 week period. It is important to record all incidents of anti-social behaviour in full. These log sheets may be used as evidence in court.

Once you have recorded any incidents over a 2 week period, please return your log sheets to Stonewater by email at [customers@stonewater.org](mailto:customers@stonewater.org) . If nothing has happened in that time or you don’t return the log sheets or other evidence to us, we will not take any further action.

* Always try to complete the log at the time of the incident or very soon after. Complete a log for each incident you experience. Please write clearly and in your preferred language.
* When you complete details of the incident, please stick to the facts as you witnessed them. Do not include anything that another person said they witnessed unless you did too.
* If you witness anything that is a crime or you are concerned for somebody’s safety, please ensure you call the relevant agency immediately. This may be the Police on 999 or 101, or Social Services.
* Incidents of crime and anti-social behaviour can be reported anonymously to Crimestoppers online <https://crimestoppers-uk.org/> or by telephone 0800 555 111

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| **Your name** |  |
| **Address & contact telephone details** |  |
| **Who is causing the nuisance?**  **Name**  **Address**  *\*if you are unsure about this, please list a description of the person and any known nicknames you have heard* |  |
| **What happened?**  *\*Please be descriptive, for example if music was being played could you recognise the type of music, any specific artist/ words?*  *If it was verbal abuse or foul language, please let us know the specific words used* |  |
| **When did this happen?**  *\*Please include specific dates, and times including when it started and finished* |  |
| **Where did this take place?**  *\*please be as specific and detailed with the location as you can* |  |
| **Did anyone else witness the incident?**  *\*If so, are they happy for us to contact them?* |  |
| **Have you notified anyone else about this incident?**  *\*Did you call the police/social services etc?* |  |
| **How has this made you feel?** |  |
| **Have you approached the person involved about this? If so, what happened?** |  |

**Thank you for completing this evidence gathering log.**

If you require any more information regarding Stonewater’s approach to managing anti-social behaviour, please check out our website <https://www.stonewater.org/supporting-you/anti-social-behaviour-asb/>.