

Appendix 4: Example Log Sheet

Public Protection Service

Theale Library, Church Street, Theale Berkshire RG7
5BZ Tel: 01635 503242 Fax: 01635 519172

Complaint Ref:

Please read numbered notes overleaf

1. Your Name:	2. Your Address and Postcode:	3. Telephone Number: Email address:
4. The name of the person or company causing the problem:	5. Their Address:	
6. Your description of the noise and how it affects you:		
7. Please outline what you have done to solve the problem yourself:		
8 (a) I understand my problem may be referred to "Resolve", a free mediation service (see note 8a). 8 (b) I understand that should this matter go to court, I may be required to give evidence. (see note 8b).		
Signed:	Date:	

See numbered notes overleaf

FOUR WEEK LOG

9. Date:	10. Time: Start /Stop		11. Description of Nuisance:	12. How you were affected:

Please continue overleaf if necessary

NOISE LOG CONTINUED

9. Date:	10. Time: Start Stop		11. Description of Noise:	12. How you were affected:

NOTES:

Please write clearly, using block capitals.

Answer all questions, failure to do so will result in your log being sent back to you.

1. Please let us have your full name. If there are other people in your household who are not affected, please let us know.
2. Please check we have your correct address and postcode.
3. Please enter your telephone number and email address if you have one.
4. You may not know this information exactly. If so, please provide whatever information you can.
5. If you do not know the exact address here, please give the best description you can of where the noise is coming from.
6. Feel free to describe the noise using your own words. Also include here a description of how the noise affects you in your home.
7. Please let us know what steps you have taken to solve the problem yourself. For instance, have you spoken to them about this?
8. Please make it clear if this is part of an on-going dispute.
9. We have enclosed some literature about "Resolve".
10. In the unlikely event of us having to take this to court your evidence may be essential.