

Log Sheets  
Online Version

Please reply to: Enviro crime Team  
Environment  
PO Box 57, Civic Centre  
Silver Street, Enfield, EN1 3XH

Email:  
My Ref:  
Your Ref:  
Date:

Dear Resident

**Noise Nuisance Log sheets**

Thank you for using the Council's website to download your log sheets. You should also read the Advisory Letter that is on our website.

Yours sincerely

**Enviro crime Team**

**IMPORTANT** – Enfield residents should register for an online Enfield Connected account. Enfield Connected puts many Council services in one place, speeds up your payments and saves you time – to set up your account today go to [www.enfield.gov.uk/connected](http://www.enfield.gov.uk/connected)

Ian Davis  
Director - Environment  
Enfield Council  
Civic Centre, Silver Street  
Enfield EN1 3XY

Phone: 020 8379 1000  
Website: [www.enfield.gov.uk](http://www.enfield.gov.uk)



The Government Standard

## Guidance Notes

These guidance notes have been created to advise you how to complete the attached diary sheets for your complaint about noise so they can be processed for further investigation.

Please make sure that you follow our procedure, as if you return the diary sheets to us and they are not completed correctly we will return them to you, which will delay the response to your complaint.

When completing the diary sheets do not use these markings “ “ (ditto marks) or “as above” as these will not be accepted in the court of law. Each entry should include information in each box.

We have included an example on the attached diary sheets and another example is shown below.

**Please return the diary sheets when completed or within 4 weeks.**

How to complete for the type of noise you are experiencing

### Example

<i>Day and date</i>	<i>Time noise starts</i>	<i>Time noise ends</i>	<i>Source of disturbance and type of noise</i>	<i>Weather conditions</i>	<i>Effect of disturbance (e.g. sleep disturbance, headache etc.)</i>	<i>Location of person recording alleged noise</i>	<i>Sign including date and time</i>
Monday 7/10/15	10.46pm	12.13am	House next door no 62 radio noise and music	High winds and rain	The noise stopped me from going to sleep and woke my baby	Main bedroom of my house	J Bloggs 7/10/15 12.25am
Tuesday 8/10/15	11.20am	1.10pm	Flat no 13B above my flat Loud music	Windy	Unable to relax in my property, giving me a headache	Living room	J Bloggs 8/10/15 1.13pm
Wednesday 9/10/15	11.40pm	2.25am	Flat above my flat Loud music	Windy	Unable to sleep, feeling ill	Main bedroom	J. Bloggs 9/10/15 2.30am



