Blackpool Coastal Housing

Neighbour Complaint Incident Diary Sheet

ReACT REF:
Return by:

Your Name & Address: ……

Contact Telephone Number: ……

Address of who the complaint is about: ……

The information you provide will help to ensure we are treating you fairly and equally.
Ethnic Origin _____
Religion _____
Disability _____
Age _____

Date of Incident:…… Time of Incident:……

Place of Incident:……

Brief details of what happened: ……

……

……

……**(please continue overleaf if required)**

Who did it? ……

How did it make you feel? ……

Have you discussed or made any attempts to resolve the issue with the Perpetrator? (please delete as appropriate) **YES** or **NO**

If **NO,** why? ……

Details of any witnesses: Print Name: …… Address: ……

Did you report the incident to anyone e.g. Police? If so, who? …… Log No. (if applicable): ……

I declare that these are the true facts and confirm the above are a true record of the incident which I witnessed

Signature of Complainant: …… Date signed: ……

Blackpool Council
BUILDING A BETTER COMMUNITY FOR ALL

Please be aware that this incident sheet may be used as evidence in a Court of Law, we would therefore be very grateful if you could ensure that you write clearly and as neat as possible. On completion, please return to your Housing Office