

## Appendix 1: Anti-Social Behaviour and Breach of Tenancy; Diary Sheet

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_

Your contact number: \_\_\_\_\_

### How to complete the incident diary

It is important that you provide as much accurate information as you can on this form. This is your own record of what you have witnessed. You should fill in the sheet as soon as possible after the incident when it is fresh in your mind.

Please provide as much information as possible. You should always:

- Include Address or location – if you don't know the actual location include as much information as you can e.g. third balcony on 2<sup>nd</sup> floor
- Try to identify people involved on each occasion. If you don't know the name of people but can describe them or know their nickname, put that down.
- Say what actually happened. For example, you should include real swear words in full if you have witnessed these. This gives a better understanding of what happened and can be powerful evidence at court.
- It is important that you include your feeling and how the incident has impacted on your normal life – for example if it has made you feel scared, depressed or has stopped your children playing out in the street.
- If there were any other witnesses include their name – and name and address if you know it.

**N.B. Always call the GARDAI if you witness criminal activity or are at risk of criminal activity**

Please return the completed form to:

Housing Officer, HAIL, Central Hotel Chambers (2<sup>nd</sup> Floor), 7-9 Dame Court, Dublin 2.



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