

Incident Records for Reporting Anti-Social Behaviour

What should you do with the Incident Record?

- Complete the Incident Record because it is vital evidence if legal action is taken in the future.
- Fill in the Incident Record ***as soon as possible*** whilst everything is still fresh in your mind. Do it on the same day if you can.
- Write down ***everything you*** see and hear and put swear words in full. Make sure you put down the time it started and the time it finished.

What should you do when you have filled the Incident Record in?

- Hand them in at your local Housing Office
- Post them to Wigan & Leigh Housing, Unity House, Westwood Park Drive, Wigan. WN3 4HE.
- E-mail them to us at asb@walh.co.uk

Incident Record

Your Name:

Your Address:

Name & Address of Person Causing
the Problem(s):

<i>Date</i>	<i>Start Time</i>	<i>Finish Time</i>	<i>Description of Incidents (write down exactly what you saw and heard, and write in full, including any swear words)</i>	<i>How did it affect you?</i>	<i>Name and address of any other witnesses</i>

<i>Date</i>	<i>Start Time</i>	<i>Finish Time</i>	<i>Description of Incidents (write down exactly what you saw and heard, and write in full, including any swear words)</i>	<i>How did it affect you?</i>	<i>Name and address of any other witnesses</i>

<i>Date</i>	<i>Start Time</i>	<i>Finish Time</i>	<i>Description of Incidents (write down exactly what you saw and heard, and write in full, including any swear words)</i>	<i>How did it affect you?</i>	<i>Name and address of any other witnesses</i>

Have you reported the incidents? (Organisations such as the Police, or Social Services etc. If so write down who you spoke to, and if a Police Officer, their Number and Crime Reference Number)

I believe that the information I have given is a true statement of fact.

Signed:		Date:	
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