



Environmental Health Nuisance complaint - record of events

Address of premises being complained about:

.....

Name and address of person completing this record:

.....

This record, consisting of pages each signed by me, is true to the best of my knowledge and belief.

Signed..... Date.....

When completed return to:

Environmental Health, Arun District Council, Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF

Important notes:

This Long Sheet can be used to record incidents of problems such as noise, smoke or odour that cause unreasonable disturbance. Your record will help us to decide if there is any action we can take. Please return it to us after 2 to 3 weeks, or sooner if the problem is frequent.

- Please** -
- Ensure handwriting is legible
 - Record incidents immediately they occur, so you can recall the exact details
 - Show times in 24 hour clock format or indicate am or pm

If you are keeping similar record for another Service let us know as we can use a copy of them provided they include the information shown below.

Data Protection

The information contained in this form will be used by Arun District Council for the purposes indicated and will be further used or transferred to other organisations or individual, only as the law permits.

Day and Date	Time started	Time finished	Description of the incident and how it affected you e.g. 'loud music-playing, could not listen to television at normal volume'; 'smoke and smuts coming from bonfire. Unable to enjoy garden'

