

Neighbourhood Services, Environmental Health, PO Box 290 Brighton Street Wallasey, Wirral. CH27 9FQ

## **DIARY SHEETS FOR LIGHT NUISANCE**

If you are unable to complete this log sheet, please contact us and we will be able to offer other methods of recording.

## CASE REFERENCE: SR/[

Please detail what steps you have taken to try and resolve the problem yourself:.....

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YOUR NAME & ADDRESS	NAME & ADDRESS OF LIGHT SOURCE
Complainant's details:	Light source details:
Email:	
Home Tel. No:	
Mobile Tel. No:	

## Instructions for completion of Diary Sheets:

- 1. If a nuisance problem cannot be resolved informally and a statutory nuisance is established, formal action may be necessary. It is important to be aware that a complaint can result in legal proceedings. If the matter goes to court, you may be asked to attend as a witness and give evidence.
- 2. We need a record of sufficient incidents to give a good indication of what is happening. You should keep your log sheet for 7 14 days. It is not necessary to complete every line on the sheet before returning it. After this time, the log sheet should preferably be sent back to environmentalhealth@wirral.gov.uk, if this is not possible please return to the postal address at the top of the diary sheet. It may be necessary for you to keep an on-going diary until the problem is resolved.
- 3. Record all dates and times accurately. In the date column, note down the day, month and year. Try to be as precise as possible in the time column and show which part of the day the nuisance occurred, including the hour and minute i.e., 12:15am, 5:23pm or 18.46. Do not write general phrases such as 'Every Day', 'All Day', 'Morning', 'Evening' or 'Night' or emphasise using 'ditto marks'. For intermittent instances of light disturbance, try to give as accurate an indication of the problem as possible. E.g. light started to cause disturbance at 21:00 for an hour then the light goes off and turns on again at 01:00; If you record 'light 21:00 01:00' this will not give an accurate picture. Try and give an indication of the pattern, frequency and duration.
- 4. **Duration:** This is the length of time of each of the events that have caused you inconvenience. It may be of relatively short duration or could be for an extended period of time. **Only record when the light becomes a problem, when it starts to interfere with the enjoyment of your property.**

## **Case Reference:**

- 5. **Nature of inconvenience:** It is important to describe the nature of nuisance and the reason why it is causing you disturbance, for example:
  - Location of light and whether it is shining into a particular room
  - Whether the light still lights up a room with the curtains closed
  - Whether it is the light beam or the glare from the light causing an issue
  - Is the light affecting sleep?

It is essential that you make an accurate and representative record. Describe each individual incident in the appropriate column. Please don't exaggerate, it will not help the case in the long term. Remember that the nuisance diary sheets may be used in Court so keep to the facts and do not add any information or comments unrelated to the disturbance you are experiencing.

- 6. Write clearly and complete the log sheet at the time the incident occurs, or, when this is not practicable, as soon as possible afterwards. Log entries must be made on the same day that the incident occurs.
- 7. If there are any unusual circumstances to the pattern of disturbances e.g. neighbour on holiday/out for the day you can note this in your diary.

<u>Date</u>	<u>Time</u> <u>light</u> <u>nuisance</u> <u>starts</u>	<u>Time</u> <u>light</u> <u>nuisance</u> <u>finishes</u>	Duration	<u>Is light</u> <u>constant or</u> <u>intermittent</u> (e.g. motion <u>sensor)?</u>	Location affected (e.g. room in house affected)	Nature of Inconvenience	Evidence taken i.e. photo/video to show conditions
For example: 23 <sup>rd</sup> Oct 2023	11:30pm	2:20am	2hr 50 mins	Motion sensor activating every 10 minutes	Bedroom at rear of property	Neighbour's (no22) light activated at 11:30pm, it then flashed on every 10 minutes until around 2:20am whenever the motion sensor was triggered. Lighting up my bedroom whilst the curtains were closed preventing me from falling asleep.	YES / NO

**Case Reference:** 

<u>Date</u>	<u>Time</u> <u>light</u> <u>nuisance</u> <u>starts</u>	<u>Time</u> <u>light</u> <u>nuisance</u> <u>finishes</u>	Duration	<u>Is light</u> <u>constant or</u> <u>intermittent</u> (e.g. motion <u>sensor)?</u>	Location affected (e.g. room in house affected)	Nature of Inconvenience	Evidence taken i.e. photo/video to show conditions

The above information is true to the best of my knowledge and belief, and is given knowing that if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Complainants Signature:......Date:.....

**Case Reference:** 

Date	<u>Time</u> <u>light</u> <u>nuisance</u> <u>starts</u>	<u>Time</u> <u>light</u> <u>nuisance</u> <u>finishes</u>	Duration	<u>Is light</u> <u>constant or</u> <u>intermittent</u> <u>(e.g. motion</u> <u>sensor)?</u>	Location affected (e.g. room in house affected)	Nature of Inconvenience	Evidence taken i.e. photo/video to show conditions
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Complainants Signature:.....Date:.....