

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:.....

YOUR NAME & ADDRESS	NAME & ADDRESS OF LIGHT SOURCE
Complainant's details: Email: Home Tel. No: Mobile Tel. No:	Light source details:
<p><u>Instructions for completion of Diary Sheets:</u></p> <ol style="list-style-type: none"> 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. <u>Duration:</u> 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:

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

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:**.....

Continue overleaf if necessary

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