



COMPLAINT OF ANTI SOCIAL BEHAVIOUR

RECORD SHEET

In order to assess whether the anti social behaviour being complained of may be dealt with by the Community Safety Team Section, it is important to gain some accurate information on the extent of the problem. Please fill in the details on this form over the next few weeks. The information required is the date and time of the incident, how long it lasted for and a brief description of what happened and how it affected you. If you are unsure of the information required, please speak to the Officer dealing with your complaint.

ADDRESS OF PREMISES FROM WHICH COMPLAINT ARISES

Name of Occupier (if known)

NAME AND ADDRESS OF PERSON MAKING COMPLAINT:

Signature: _____

Date: _____

NOTE: IT IS IMPORTANT THAT THE INFORMATION PROVIDED IS ACCURATE IN ORDER FOR THE APPROPRIATE ACTION TO BE TAKEN

OFFICER DEALING WITH THIS MATTER: Ian Chase, Anti Social Behaviour Co-ordinator

**Please return to: Ian Chase, Oadby and Wigston Borough Council,
Council Offices, Station Road, Wigston, Leicestershire LE18 2DR**

Telephone: (0116) 2572 667

| DATE | TIMES | | DESCRIPTION OF INCIDENT |
|------|---------|----------|-------------------------|
| | Started | Finished | |
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ANY OTHER RELEVANT INFORMATION

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