

Smoke Nuisance Diary Sheets Guidance Notes

The completion of diary sheets is very important. It enables valuable information to be gathered about the time, frequency and duration of the smoke, and may reveal a pattern to the smoke which will help investigators witness your complaint. The information may also be used as evidence in any enforcement proceedings, (which may require your testimony in court), and therefore it is vital that they are **comprehensive, accurate and relevant**.

1. If you are complaining about smoke from more than one premise, use a separate sheet for each.
2. **Ensure the date is correct**, and make sure that the day and date correspond.
3. If the smoke occurs over two days (eg. 11pm Saturday until 4am Sunday), indicate only the start date (ie. the Saturday), or indicate both (ie. Sat – Sun).
4. If the smoke begins in the early hours of the morning, make sure you put the date of the new day, not the day and date of the night before.
5. Keep the diary entries short, to the point, and restricted to **smoke only**. If you have additional information to provide, please do so in a letter.

It may be necessary to keep diary sheets for a considerable period of time. In many cases, it may be necessary for you to keep ongoing diary sheets until the problem is solved. Even if enforcement action has been taken, problems can recur, and further action may require proof that the problem is continuing.

If your complaint is being investigated, you should send your diary sheets to the investigating officer on a regular basis so that the situation can be monitored. If we don't hear from you, it will appear that there is no longer a problem, so if there is, please keep in touch.