



LANCASTER CITY COUNCIL
ENVIRONMENTAL HEALTH SERVICES

GUIDE TO USING NOISE COMPLAINT RECORD SHEETS

1. **Write directly** on to the Noise Complaint Record Sheet at the time the noise occurs, or when this is not practicable, as soon as possible afterwards.

N.B. Must be the same day the noise occurs

Do not note your record elsewhere and then transfer to the Noise Complaint Sheet as this is then not admissible as evidence

2. **Note** the **Day, Month, Year** in the date column, e.g. 3rd March 2005.
3. **Note** the time the noise commences. (Use 24 hour clock e.g. 08:00 hours – 20:00 hours)
4. **Note** type of noise and exact source of noise. N.B. It is very important to fully describe the noise, e.g. mechanical hum, crane noise, fan noise, music (type and if tune, words, etc. distinguishable) etc.

Do not just describe the noise as **loud! unbearable!** etc.
5. **Note** the effect the noise has on you, i.e. disturbed sleep, could be heard over TV, woke children, interfered with speech.
6. **Note** the time the noise ceased (use 24 hour clock)
7. Initial each entry and sign each page
8. **N.B. It is very important to use these forms correctly as they may be used in court as evidence.**