

EVIDENCE FORM

Specific address where alleged nuisance arises

	Only insert ONE address per form

Name and address of complainant

Item No.	DATE	DAY	TIME		NUISANCE CAUSED BY	HOW INCONVENIENCED
			FROM	TO		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

I HEREBY DECLARE THAT THE INFORMATION GIVEN IN THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND I HEREBY SUBMIT IT KNOWING THAT IF IT IS TENDERED IN EVIDENCE I SHALL BE LIABLE TO PROSECUTION IF I HAVE WILFULLY STATED IN IT ANYTHING WHICH I KNOW TO BE FALSE OR DO NOT BELIEVE TO BE TRUE.

Signed

Dated

Please return the completed form to: Mr B K Edmunds, Senior Technical Officer, Worcestershire Regulatory Services, Wyatt House, Farrier Street, Worcester, WR1 3BH
THE FORM SHOULD BE RETURNED WITHIN FOUR WEEKS OF THE DATE OF THE E-MAIL TO WHICH IT WAS ATTACHED

Guidance Notes for completing your Evidence Form

Please read these notes before starting to fill in your form

In order for your evidence to be acceptable, it would have to be capable of withstanding scrutiny in Court in the event that the matter you have raised could not be resolved in any other way. It follows therefore, that anything you write on this form must meet certain standards. Poorly completed forms are of little value as evidence. Worse still, forms which contain inaccurate or false information are damaging to the credibility of witnesses and such witnesses would therefore be likely to have a difficult time under cross-examination.

In order for your form to be acceptable, it will therefore need to be:-

1. Accurate - the times stated on the form must be reasonably correct and the entries must reflect the true nature of the alleged nuisance. **Times given using the 12 hour clock format should clearly indicate whether they refer to AM or PM.**
2. Legible - the entries must be carefully written **in ink** or typed, keeping to the correct columns on the form (see the example form for further details). **Ditto marks or similar shortcuts must not be used anywhere on the form.** Any mistakes should be crossed out with a single line (so that the original text can still be seen) and initialled. **Do not use correction fluid of any kind to amend mistakes.**
3. Complete - all the information required for each entry must be provided.
4. Signed and dated.

Forms which do not meet these criteria may have to be discarded as unusable evidence.

Once your form has been sent back to this office, it will be carefully examined to ensure it meets the required standards. It will also be compared with any other contemporaneous evidence that may have been obtained from third parties and any observations made by Council officials, if applicable. A decision will then be made as to what will be the most appropriate course of action to be taken.

If you need help or further advice on how to correctly complete your evidence form or if you need more forms, then you should get in touch as soon as possible.

IMPORTANT

Do not use this form for any events that occur before the date you receive this form or for any events that occur beyond the return-by date shown on the bottom of the form.* Do not use photocopies of this form or use it for events which relate to different premises.

***Unless you are given specific permission to do so by the investigating officer.**