

INCIDENT REFERRAL FORM for ANTI-SOCIAL BEHAVIOUR

This form is for reporting single incidents; please use our Incident Log Book for reporting multiple incidents.

The Incident Log Book should not be used as an alternative to reporting to the Police. If you are witnessing a crime or an incident of anti-social behaviour you should report that to the police on 999 or 0345 456 4564 if it is not an emergency.



Your full name					
Your address & post code					
Your telephone no.					
Your e-mail address					
Type of Incident	Abusive Behaviour / Environment / Graffiti / Nuisance / Noise / Vehicle <i>please circle as appropriate or enter own description here</i>				
When it happened	<i>Time</i>		<i>Day:</i>		<i>Date:</i>
Location					
<u>The Incident</u> What happened (write down what you personally observed or heard, and be as specific as possible. Please include any foul or abusive language used. If you need to provide additional notes, or a drawing, or photograph, please sign & attach these)	<i>Continue on the other side of the form if you need to</i>				
Vehicle reg. no. if appropriate					
Names & addresses of those involved, if known	<i>Select: self / other victim / property owner: Names, addresses or telephone numbers if possible</i>				
	<i>Person(s) responsible for ASB: Names, addresses or telephone numbers if possible</i>				
Any other witnesses	<i>Names, addresses or telephone numbers if possible</i>				
Confirmation you are willing to be named in any enquiries necessary to address this problem	<i>Confirm / delete as appropriate: yes / no</i>				

Your signature		Date	
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Please note that any information given will be treated in confidence, but if necessary it may be disclosed to Agencies represented in the HCSP (eg Police, Huntingdonshire District Council, Housing Associations, Social Services) who are all committed to confidentiality. It may be used to form the basis of Police or Court action.

(For Agency completion) record acknowledgement	and action taken
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It is important that we have consistent evidence of the problems that are happening, so that if it is needed in the future you will be able to produce written proof. If others are affected by the behaviour could you please also ask them to keep a log of events? Please make an entry in the log for every incident you witness, no matter how trivial it may seem to be.

The entry should be made as soon as possible after the incident whilst the details are still fresh in your memory.

Please include as much information as possible, even if you are not sure it is relevant, let us decide. It is helpful if the log contains a description of the behaviour that is occurring, the people involved (names if possible, but descriptions are fine), the time and date that the behaviour occurred, any language used and how the behaviour makes you feel.

Do not wait until the log is full, we need to know what happened as soon as possible after the incident. Please sign and date each sheet and return to the address above.

This document is produced and printed by Huntingdonshire District Council on behalf of *Huntingdonshire Community Safety Partnership*.

A copy of this document is available on our website:

www.huntsdc.gov.uk

Huntingdonshire District Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the principles set out in the Act.

The Council works in partnership to reduce crime and anti-social behaviour so any information you provide on this form may be used by the Council to reduce crime and anti-social behaviour. The information may be shared, for the same purpose, with other partner organisations that work to reduce crime and anti-social behaviour.

Further information relating to the Data Protection Act can be sent to you on request.

If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at its offices at Pathfinder House, St Mary's Street, Huntingdon PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.