If the individual responsible for the noise nuisance does not resolve the matter when it is drawn to their attention informally, then a formal approach may be necessary.

It is important to remember that the matter could eventually result in legal proceedings and it will be necessary to demonstrate the existence of a statutory nuisance. If the matter progresses to this stage it is possible that you will be required to attend court as a witness and the evidence you present will need to stand scrutiny.

The accompanying diary sheet will enable you to record details of the noise in a structured fashion and you will be able to refer to this when preparing a statement of witness.

The details you enter on to the record must be tidy, easy to read and without codes or abbreviations. The following points are particularly relevant:

**Date**
It is helpful not only to record the dates when the noise occurs but also those occasions when you are away from your home for extended periods eg on holiday. This will provide an indication of the length of time that you have to endure the alleged nuisance while at home and whether the problem is intermittent etc. Information must be recorded in date order and as it occurs – avoid entering details at a later date!

**Time**
Please indicate clearly whether the time is am or pm. Recording the noise must begin when it becomes noticeable because this will allow any patterns to be identified. However, just because you can hear a noise does not mean that it is a statutory nuisance. Please indicate, therefore, when the noise actually starts to interfere with the enjoyment of your property. In a similar fashion, please make a record of when the noise ceases to be an inconvenience.

**Duration**
This is the length of time each noise event has caused inconvenience. It may be of relatively short duration or could be for an extended period of time.

**Climatic Conditions**
If the noise you are experiencing appears to change depending on the weather, eg it may be worse when the wind blows from a certain direction, record the climatic conditions at the time the noise occurs.

**Location**
This is the location where the noise is heard. Is the noise detected inside or outside of your house, or both? In which rooms inside your house is the noise heard? Is the noise louder in some rooms as opposed to others? Is the noise louder outside your house or inside your house? Does it make any difference having the windows open or closed?

**Description of noise and its effect**
It is important to describe the nature of the noise nuisance you are suffering and the reason why it is causing you irritation.
Describe the nature of the noise, for example can you hear mainly bass or is the pitch high? Please also indicate the effect the noise is having on you, for example does the noise mean you have to close the windows or does the noise disturb your sleep or mean you are unable to read or watch television?

**Signature**
The person who witnesses the problem must sign the record to confirm the accuracy of the details. If this person is different to the person who has made the complaint, then their relationship to the complainant must be explained and contact details provided. Such individuals can have a valuable role as witnesses in demonstrating the existence of a noise problem.

The record should be kept for the time specified. After this time, the record should be sent back to this office. It will however be necessary for you to keep an ongoing diary until the problem is resolved.

**Please note if your completed monitoring sheet is not returned by the date specified it will be assumed that the noise nuisance has abated or that you have otherwise decided not to pursue your complaint further. In these circumstances the investigation will be closed but of course you may renew your complaint at a later stage if you wish to.**

Should you require any additional diary sheets, contact this office.

Your assistance in completing and maintaining the record is essential if the problem is to be dealt with successfully. Without your cooperation, the local authority may not be able to take any action to resolve the problem.

If you have any difficulty completing this log sheet please contact the investigating officer who will try to suggest alternative methods for you to keep a record of the noise disturbance.

Please return the completed form by either:-

Post:  
Monmouthshire County Council  
Public Protection  
PO Box 106  
Caldicot  
NP26 9AN

Or

Email:  
[EnvironmentalHealth@monmouthshire.gov.uk](mailto:EnvironmentalHealth@monmouthshire.gov.uk)
**MONMOUTHSHIRE COUNTY COUNCIL**

**ENVIRONMENTAL HEALTH SECTION**

**NOISE DISTURBANCE LOG SHEETS**

**PLEASE SEE NOTES ATTACHED BEFORE MAKING ENTRIES ON THIS SHEET**

**PERSON KEEPING DIARY:** ...............................  **SIGNATURE:** ..........................................................

**ADDRESS OF COMPLAINANT:**
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**ADDRESS WHERE NOISE ORIGINATES:**
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<th>DESCRIBE HOW YOU WERE DISTURBED</th>
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NOISE DISTURBANCE LOG SHEET (CONT’D)

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