

ODOUR / DUST NUISANCE INFORMATION & DIARY PACK

Includes:

- 1. Diary Sheet/Questionnaire for the recording of nuisance;**
- 2. A Neighbour Note to give or send to the person or business who is disturbing you;**
- 3. An information leaflet on odour / dust nuisance.**

Diary Sheet/Questionnaire (ODOUR/DUST)



ALL PARTS MUST BE FULLY COMPLETED

Your Name:	
Your Address:	
Your Telephone Number:	
Your Email Address:	
ADDRESS COMPLAINED OF:	
NAME OF OCCUPIER:	
<p>Have you spoken to the person making the odour/dust about this issue?</p> <p>Please give details:</p>	<p>(We are ordinarily unable to help if you have not done so without good reason; such as a history of aggression/violence)</p>
<p>Have you written to them?</p> <p>Please give details:</p>	<p>(We are ordinarily unable to help if you have not done so without good reason; such as a history of aggression/violence)</p>
<p>Was either approach helpful; if only for a short period?</p> <p>Details:</p>	
<p>Formal intervention by us may ultimately end in Court action.</p> <p>Are you prepared to attend Court and give supporting evidence if required?</p>	<p style="text-align: center;">Yes No</p> <p>(If we are unable to consider Court action, if appropriate, because you are not prepared to give evidence, this significantly limits the things we can do to help you)</p>

This statement consisting of page(s) signed by me is true to the best of my knowledge and belief and I make 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.

PLEASE NOTE: Information in those columns marked **** will be copied to the person making the Odour/dust.

RETURN TO: Upload to your Swindon Borough Council myaccount case via the following link: https://www.swindon.gov.uk/info/20023/environmental_problems/851/report_a_disturbance_from_trade_commercial_or_business_premises

Diary Sheets

EXAMPLE

Date ****	Time (Use 24hr clock) ****		Description of Odour/Dust ****	Wind Direction /Speed	Weather Condition	Where were you?	How it affected you
	Start	Finish					
20/07/2005	14:00hrs	15:30hrs	Sewage/chemical DUST or ODOUR In house/ in street 4=Strong / 1= Weak	5mph - From North	Cold / Windy Mist / Fog / Cloudy etc	Bedroom	Ash and smell throughout house

https://www.swindon.gov.uk/info/20023/environmental_problems/851/report_a_disturbance_from_trade_commercial_or_business_premises

Signed

Dated:/...../..... LOGSHEET NO:of.....

Diary Sheets

Date ****	Time (Use 24hr clock) **** Start Finish		Description of Odour/Dust ****	Wind Direction /Speed	Weather Condition	Where were you?	How it affected you

[https://www.swindon.gov.uk/info/20023/environmental_problems/851/report a disturbance from trade commercial or business premises](https://www.swindon.gov.uk/info/20023/environmental_problems/851/report_a_disturbance_from_trade_commercial_or_business_premises)

Signed

Dated:/...../..... LOGSHEET NO:of.....

Diary Sheets

Date ****	Time (Use 24hr clock) **** Start Finish	Description of Odour/Dust ****	Wind Direction /Speed	Weather Condition	Where were you?	How it affected you

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Signed

Dated:/...../..... LOGSHEET NO:of.....

Diary Sheets

Date ****	Time (Use 24hr clock) ****		Description of Odour/Dust ****	Wind Direction /Speed	Weather Condition	Where were you?	How it affected you
	Start	Finish					

[https://www.swindon.gov.uk/info/20023/environmental_problems/851/report a disturbance from trade commercial or business premises](https://www.swindon.gov.uk/info/20023/environmental_problems/851/report_a_disturbance_from_trade_commercial_or_business_premises)

Signed
Dated:/...../..... LOGSHEET NO:of.....

Dear Manager of

You may not be aware that odour coming from your business is disturbing me in my home. The odour is so intrusive that I have contacted the Council for advice.

I have been advised by Swindon Borough Council to contact you first before I make an official complaint.

I would very much appreciate it if you would consider the **incidents cited below**, and do what you can to ensure that the odour from your premises doesn't disturb me in the future.

Thank You

My contact details:

I first noticed the problem(approx. date/month/year)

It happens: *(Choose as appropriate)*

Date	Times (start & finish)	Description of the odour / dust	Weather conditions, (Include wind direction)