

Noise Investigation Request

Should you wish to lodge a noise investigation request, please complete and return the enclosed 'Noise Investigation Request Form' and accompanying 'Log Sheets', so that the City can investigate your noise concerns.

It is important that you accurately record the noise nuisance as it affects you, providing as much information as possible. This information should also identify the source of the noise (at least the property address). It is recommended that you record the noise disturbances on the attached 'Log Sheets' for the time period specified for that particular type of noise. This information will then be used to determine the nature of the noise and possibly identify a pattern of the times and days the noise typically occurs. Details provided will then assist the Environmental Health Officer to investigate your noise issue.

Enclosed in this package:

1. Noise Investigation Request Form (to be completed and returned)
2. Log Sheet(s) (to be completed and returned)

Please Note:

The City receives a large number of requests relating to noise issues and these are dealt with in order of priority.

In some cases legal action may be necessary to resolve a noise problem. In such cases the evidence of persons affected by the noise may be vital to achieving a successful outcome. Anyone making a noise complaint should be aware that they may be required to give evidence in Court should the need arise.

A mediation service is provided by the Citizens Advice Bureau and may be recommended by the City.

The City is subject to the Freedom of Information Act 1992.

The City will not commence investigation of your request until the Noise Investigation Request Form is completed and returned with completed noise log sheet. Noise logs should be a minimum of 14 days worth.

Noise Investigation Request Form

Your Contact Details

Name:		
Address:		
Phone:	(H)	(M)
Email:		

Address of Noise

Description of Noise

Experience has shown that in order to maintain harmonious relationships, it is better to contact the person causing the noise before asking the City to become involved.

Have you attempted to resolve this matter yourself prior to contacting the City? Yes ☐ No ☐

If you answered 'Yes' to the previous question, what was the outcome?

Declaration

I wish to lodge a noise investigation request in relation to the details I have provided and acknowledge that:

1. The City is subject to the Freedom of Information Act 1992
2. All noise complaints will be dealt with in order of priority
3. Should legal action be necessary I may be required to give evidence in Court
4. The City will not commence investigation of your request until this form is completed and returned, together with a completed log sheet (attached)

Signed: _____

Date _____

Log Sheet - Your Address:

Date	Time		Duration	Type of Noise	Description of Noise Disturbance
	Start	Finish			
eg: 06/01/2015	0900	0930	30 mins	stereo music	Could clearly hear bass component of stereo music with all doors and windows closed.

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(noise logs should be a minimum of 14 days worth)

Log Sheet - Your Address:

[illegible]

Note :

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