

**Form No**: F04/067

Attachment “A”

# Noise Nuisance Report Form

Attachment “A”

**1 Complainant Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| First Name | | Last Name | | | | | |
| Residential Address | | | |  |  |  |  |
| Home Phone | Work Phone | | Mobile Phone | | | | |
| Email Address | | | | | | | |

*All correspondence will be by email unless otherwise requested.*

**2 Details of Noise Nuisance**

|  |  |  |
| --- | --- | --- |
| Have you verified where the noise is coming from?  If yes, what is the address | 🞎 Yes | 🞎 No |
| Description of what is causing the noise | | |

**3 Details of Nuisance**

|  |  |  |
| --- | --- | --- |
| Have you personally seen what is causing the noise, such as machinery? | 🞎 Yes | 🞎 No |
| Have you spoken to the person causing the noise about this problem?  If yes, what was their response? | 🞎 Yes | 🞎 No |
| Are you prepared to have this matter mediated? | 🞎 Yes | 🞎 No |
| Are you prepared to give evidence in Court if necessary? | 🞎 Yes | 🞎 No |
| Have any of your neighbours mentioned this problem to you?  If yes, are they prepared to support your claim? | 🞎 Yes  🞎 Yes | 🞎 No  🞎 No |

## 4 Statement

I, the undersigned, wish to lodge a formal complaint with the Horsham Rural City Council in relation to the noise nuisance described above which is to such a degree that it unreasonably interferes with my (peace), (comfort) or (convenience) in my premises. (Please strike out items not applicable in bracketed areas).

I confirm that the information contained in the Noise Nuisance Log affixed as “Attachment A” is true and correct, in the knowledge that it may be presented as evidence in a Court, and that Council will take no action in this matter until this document is completed and returned.

Signature of Complainant: Date:

This document and the log sheet must be completed in full, signed and returned to the Community Safety Unit. The form can be delivered in person to the Council Chambers, Roberts Avenue, Horsham, or emailed to council@hrcc.vic.gov.au.

After receiving this completed document, should Council officers consider it warranted, a Notice to Abate the nuisance will be sent to the offending owner. Appropriate advice will be given by the officer attending to assist the owner in complying with the notice. Following this you will be required to further monitor the situation and complete another Log Sheet for seven days. The result of this log sheet will determine if Court action is necessary and if you will be required to give evidence.

Attachment “A”

**NOISE NUISANCE LOG**

Your accuracy in recording information on the Log Sheet is important as it may be presented as evidence in a Court.

| **Date** | **Time Noise**  **Started** | **Time Noise**  **Stopped** | **Duration** | **Your Location** | **Description of Noise** | **Any Effects / Comments**  ***For example, unable to sleep*** |
| --- | --- | --- | --- | --- | --- | --- |
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PRIVACY INFORMATION: The personal information requested on this form is being collected by Council for the purpose of evaluating a noise nuisance complaint. The responsible handling of personal Information is vital. Horsham Rural City Council is strongly committed to ensuring that personal information collected, stored and used by Council is handled in a responsible manner and according to the Privacy and Data Protection Act 2014.

□ **Please tick this box if you DO NOT give permission for the person causing the noise to view the log sheet showing times and duration. Your personal details will NOT be disclosed.**