**NORTH HERTFORDSHIRE DISTRICT COUNCIL – HOUSING & PUBLIC PROTECTION SERVICE**

**SMELL OR FUMES NUISANCE RECORD SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name of person(s) responsible for the nuisance: |  |
| Address: |  | Address complained of: |  |
| Describe the smell or fumes: | | | |

It is vital that you keep accurate details of both when the smell or fumes starts and stops. Without accurate information this Council will be unable to proceed with your complaint.

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| --- | --- | --- | --- | --- | --- |
| **Date (DD/MM/YY)** | **Day of the week** | **Time smell or fumes started**  **(24-hour clock)** | **Time smell or fumes stopped**  **(24-hour clock)** | **Wind direction/strength** | **What did the smell or fumes prevent you from doing?** |
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I confirm that this is a true and accurate record and I am aware that, if it is tendered in evidence, I shall be liable for prosecution if I have wilfully stated anything I know to be false or do not believe to be true. I am prepared to give evidence in a court of law.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If submitting this electronically please type full name or use an electronic signature)

You can add this nuisance record sheet as an attachment when you submit your complaint to the Council at the following web address:

<https://northhertfordshire-self.achieveservice.com/fillform.php?self=1&form_id=hJbR6mXKGqx&1>

Alternatively you can post it to: Housing and Public Protection Service, North Hertfordshire District Council, PO Box 10613, NG6 6DW