

Environmental Services – Noise Diary

City Development – Environmental Services

Please complete the noise log sheet over a period of at least 10 days. For the matter to be investigated you must be prepared to record:

1. The **time (start and finish) the noise** has occurred;
2. The **length of time** the noise occurs;
3. The **location in your house you are when you hear the noise**;
4. If your **windows opened or closed**;
4. The **specific type of noise** e.g. air conditioner, music from radio, etc;
5. An **indication of the volume of noise** as judged from where it can be heard, e.g. from your bedroom or living room; and
6. How **it affects you**, e.g. in disturbing sleep, difficulty listening to television.

Throughout the investigation you should continue to document the noise you experience, even after the initial 10 day period, as this too may be required as evidence in court. Please note that the information you provide the council in this log may be presented in court should the complaint not be resolved informally. Should the matter not be resolved upon Council investigation you may be required to attend Court as a witness to support the information you have provided. The information will help the officer verify your complaint and may also be used as evidence in any enforcement proceedings, and therefore it is vital that your records are **comprehensive, accurate** and **relevant**.

If satisfied that a nuisance exists, the Environmental Health Officer (EHO) will take action to abate the nuisance (including the service of notices if appropriate). Alternatively, the EHO may notify you that the evidence does not support a nuisance or believes that the matter is better settled privately and provide advice for settling the matter privately.

If the EHO is not satisfied that the evidence supports a nuisance, then you will be informed and no further action will be taken.

I confirm that the details given above are true and accurate Sign: _____ Date: _____

Name:	Phone Number:
Your Address:	Location/Address noise is coming from:

Highlighted below is an example of how to fill in the table:

Date	Time started (am/pm)	Time finished (am/pm)	Listener Location (e.g. room you were in whilst listening to the noise – were the windows open or closed)	Nature of Noise (e.g. Banging; drilling; loud music; pool pump; air conditioner)	How does the noise affect you? (e.g. Disturbs sleep; cannot hear television; cannot work/study)
12/1/17	8.43pm	11.30pm	In my bedroom, with the window closed	Loud music	Cannot sleep

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Important Information

Privacy & Public Access to Information

Information supplied on this form will be managed in accordance with [Council's Privacy Management Plan](#), [Public Access to Council Information Policy](#) and relevant legislation. Certain information supplied to and held by Council may be made available to the public pursuant to the provisions of the *Government Information (Public Access) Act 2009* (GIPA Act). Further information on privacy and public access to information can be found on Council's website: <https://shoalhaven.nsw.gov.au/My-Council/About-Council/Privacy-and-personal-information>

Lodgement Details

You can lodge the completed noise diary by

Email: council@shoalhaven.nsw.gov.au or

In person: Council offices at Bridge Rd, Nowra or Deering St, Ulladulla.

Mail: PO Box 42, Nowra NSW 2541 Australia, PO Box 737 Ulladulla NSW 2539

Once your application is received, a Council Officer will contact you if further information is required.

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