

Instructions:

- Please print in BLOCK letters with a black or blue pen
- This form is used by a complainant or witness when reporting an incident related to a tenancy
- Use this form for anti-social behaviour (ASB), noise and nuisance complaints
- Mark boxes with a ✓
- Complete as much detail as you can
- If you need more room to answer questions please use a separate page and attach it to this form
- Our Antisocial Behaviour Policy is available on our website <https://housingtrust.org.au/about-us/policies/> or by calling us on 02 4254 1166.

<b>Your details</b>	
Title (Mr, Mrs, Ms, Miss)	
Surname	
Given name	
Address	
Phone	Mobile
Email address	
<b>Details of the person/s you are complaining about</b>	
Title (Mr, Mrs, Ms, Miss)	
Surname	
Given name	
Address	
Phone	Mobile
<b>Details of incident: Please answer as many of the questions as you can.</b>	
Location of the Incident:	
Please outline what the actual incident was	

1. When did the event take place?	Time	Date
2. Where were you when the incident occurred?(for example at my house across the road)		
3. What were you doing when the incident occurred?		
4. Did anyone else witness the incident? Provide details		
5. What did you see? Please be specific.		
6. Where was the alleged offending person/s?		
7. What was the alleged offending person/s doing?		
8. How did this affect you?		
9. Were the Police called?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, go to Consent and Declaration section
10. Who called the Police?		
11. Police event number		
12. Is there a police statement?	<input type="checkbox"/> Yes – please attach a copy	<input type="checkbox"/> No

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**Consent and Declaration****Privacy Notice**

The Housing Trust complies with Commonwealth and NSW privacy legislation when collecting and managing personal and health information. The information we collect from you, or an authorised third party will be held securely. It will be used to inform us to deliver services and improve the way we deliver our services.

Further information about your privacy rights can be found on our website at <https://housingtrust.org.au/about-us/policies/> or by calling us on 02 4254 1166.

If you are prepared to give evidence to the NSW Civil and Administrative Tribunal (NCAT) and you consent to this statement being used as evidence in the NCAT please read and sign the notice below. Please note that the opposing party in the NCAT will be given a copy of this statement. If you are not prepared to give evidence this will limit the Housing Trust's ability to successfully take action against a tenancy at the NCAT.

**Consent and Authority**

I am prepared to give evidence at the NSW Civil and Administrative Tribunal (NCAT) and consent to this statement being used as evidence in the NCAT

Full name (please print)	
Signature	
Date	

I authorise the Housing Trust to confirm information provided by me with any third party and/or any such third party to provide the Housing Trust with any relevant documentation or information sought by the Housing Trust when determining or supporting this statement

Full name (please print)	
Signature	
Date	

**Declaration**

To the best of my knowledge the information provided in this form is correct. I understand there are penalties for giving false or misleading information.

Full name (please print)	
Signature	
Date	

**Declaration from person assisting complainant/witness**

Is there another person helping you to fill out this form      Yes      No

If  yes, the person must read and sign the declaration below

- I filled in this form on the basis of the information the complainant/witness gave me
- I have read out the form and the answers to the complainant/witness who seemed to understand them
- I understand there are penalties for giving false or misleading information

Full name (please print)	
Signature	
Date	
Contact Phone Number	

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**If completing over the phone – please read below to the complainant:**

Thank you for taking the time to complete this form for our records, it will help with the investigation of your allegations against our tenant. Housing Trust will use the information provided to determine whether the tenant did breach any of their terms and conditions as outlined in the Residential Tenancies Act. If so, we will act accordingly.

Please be advised that should you feel threatened at any time please contact the NSW Police Service directly for assistance.

Unfortunately due to privacy reasons we will not be able to advise you of what or any actions we may take against our resident. However, we may suggest based on our findings that you consider mediation with the resident if applicable with a member of the Community Justice Centre.

**Internal Office Use:**

Processed by HT Staff Member (print name): .....

Signature: .....

Date:.....