

## Application for a Case Review

If there have been **three complaints submitted about three separate incidents** of anti-social behaviour (ASB) and you have not received a response or feel the response was inadequate where **evidence to take action was provided**.

Under the Broxtowe Borough Council ASB Case Review Procedure our Head of Communities and Crime will acknowledge receipt of your application for a case review and will assess the details of your complaint and decide if your application is a qualifying application. Please complete this application form and we will endeavour to contact you again within 20 working days of receipt of this form.

Where an ASB Case Review takes place information regarding the case will be gathered from all agencies not just those who received the original complaints. The panel will look into all aspects of the case including any counter allegations or mitigating circumstances should these exist. The panel is unable to look into issues, incidents or facts you did not report as part of your original complaints or into incidents which postdate the submission of the application.

The aim of an ASB Case Review is to prevent incidents of ASB recurring so it should be noted that the panel recommend that action to prevent further occurrences also includes action by or against the complainant.

The Crime & Disorder Act 1998 and the Data Protection Act 1998 allows agencies to share relevant personal and sensitive details appropriately with other statutory partners in the Borough. Information may be stored in a hard copy file and/or electronically and will be destroyed in compliance with data protection principles. By completing this form, you agree to these conditions.

Complainant Details			
<b>Complainants Name</b>			
<b>Address</b>			
<b>Agency, organisation or group (if applicable)</b>			
<b>Date of Birth</b>			
<b>Phone No.</b>		<b>Email</b>	
<b>Describe any relevant vulnerabilities</b>			

Advocate (helper) Details			
<b>Organisation (if applicable)</b>			
<b>Phone No.</b>		<b>Email</b>	

Declaration	
I agree that information about me relevant to my complaint of anti-social behaviour can be shared between organisations for the purpose of investigating my complaint.	
<b>Signature</b>	
<b>Date</b>	

In this section please complete the details of the three complaints you have made about anti-social behaviour which you want local agencies to review. These incidents MUST have been reported in the last six months and reported within one month of the incident occurring.

Reported Incidents				
<b>Reported to</b>	<b>Name/s</b>			
	<b>Organisation/s</b>			
<b>Incident One</b>				
<b>Date and Time of Incident</b>				
<b>Date you reported this incident</b>				
<b>Brief Details and Location</b>				
<b>Incident/Crime or Reference No. if applicable</b>				
<b>Method of Reporting</b>	<b>Phone</b>	<b>Email/On-line</b>	<b>Written</b>	<b>In Person</b>

<b>(tick applicable)</b>				
<b>Were you contacted about your report?</b>				
<b>What evidence did you supply to enable action to be taken?</b>				
<b>What action was taken?</b>				
<b>Incident Two</b>				
<b>Date and Time of Incident</b>				
<b>Date you reported this incident</b>				
<b>Brief Details and Location</b>				
<b>Incident/Crime or Reference No. if applicable</b>				
<b>Method of Reporting (tick applicable)</b>	<b>Phone</b>	<b>Email/On-line</b>	<b>Written</b>	<b>In Person</b>
<b>Were you contacted about your report?</b>				
<b>What evidence did you supply to enable action to be taken?</b>				
<b>What action was taken?</b>				

<b>Incident Three</b>				
<b>Date and Time of Incident</b>				
<b>Date you reported this incident</b>				
<b>Brief Details and Location</b>				
<b>Incident/Crime or Reference No. if applicable</b>				
<b>Method of Reporting (tick applicable)</b>	<b>Phone</b>	<b>Email/On-line</b>	<b>Written</b>	<b>In Person</b>
<b>Were you contacted about your report?</b>				
<b>What evidence did you supply to</b>				

<b>enable action to be taken?</b>	
<b>What action was taken?</b>	

In this section please explain why you think your case should be reviewed and describe the current situation and how you want it resolved.

<b>Reason for Requesting a Case Review</b>
<b>Why are you unhappy with the action taken so far?</b>
<b>What else would you like to see done to resolve the issue?</b>
<b>Are you currently receiving support from anyone regarding these incidents? Please describe.</b>

Now you have completed the form please submit it or send to:

**Head of Communities and Crime**  
**Broxtowe Borough Council**  
**Foster Avenue**  
**Beeston**  
**Nottingham**  
**NG9 1AB**

[spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk)

**tel:0115 917 777 3492**

**typetalk:18001 0115 917 7777**

**www.broxtowe.gov.uk**