Housing Department

**Housing Investigation Incident Report**

|  |
| --- |
| **Your Name & Address:** |
|  |
|  |
|  |
|  |
| **Contact Number:** |
| **Meath County Council can investigate the conduct of council tenants, members of tenants’ households and guests at Council tenants’ houses which are causing a nuisance to neighbours.** |

|  |  |
| --- | --- |
| **Important**  **Please identify the person/s and anyone else was involved and if these person/s reside in a house /apartment rented from Meath County Council? If the person is under 18 years of age, can you identify the parents/guardian and their address.** | |
| **If you only know them by nickname and cannot confirm their full name please include the nickname** | |
|  | |
|  | |
| **Address is required to confirm that the house is rented from Meath County Council:** | |
| **When did the incident happen?** |  |
| **Date of incident** (if overnight write both dates – e.g. 12/13 March2000)  **Day**…………………………**Month**……………………**Year**………….. | **Time of incident** – please state am or pm  Time Incident **Started:**………….……**Finished**……………………… |

|  |
| --- |
| **Where did it happen?**  Put the address where the incident happened – not your own address - unless it is the same |
| **Council House/flat number …………….. Road /Estate………………………………………………………… ……………….**  **…………………………………………………………………………………………………………………………………………**  **Note if it happened outside or inside the house or flat /apartment……………………………………………………………….** |
| **What happened?**  Please give a description of the incident, be it an assault ,verbal abuse using foul language, damage to property etc |
| **Further Information:** |
| **Has this behaviour occurred before and can you include details?** |
| **Any witnesses or any evidence.**  Did anyone else see or hear the incident. Put their name (s) and address (s). Please request them to complete a report also  …………………………………………………………………………………………………………………………………………  …………………………………………….…………………………………………………………………………………………… |

|  |
| --- |
| **Have you reported it to An Garda Síochána? If so, note the date, the Garda’s name and/or the Garda Station.**  **NOTE: Meath County Council’s role is to investigate *breaches of tenancy*.**  **This function does not replace the functions of An Garda Síochána.** |
| **Date Reported** ………………….  **Name of Garda**………………………………………………………… ………………………  **Garda Station**………………………………………………………………………………………………………………………… |

|  |
| --- |
| **Signature & Declaration** |
| “I believe that the information I have given above is a true description”  **Signed:** ……………………………………………………………………………………………..  **Print name:** ……………………….…………………………………………………………….  **Date:** ……………………………………………………………………………………………… |