

Jameson Road Odour Diary Sheet Guidance

Diary Sheets are an essential part of any odour investigation as they document the detail of each incident of odour and allow you to say how the odour affects you and your family.

Your completed Diary Sheets will:

- Help the Environmental Protection Department fully understand your complaint.
- Help the Environmental Protection Department identify any patterns of when the odour is most occurring. This information is used to identify the source of the odour and identify ways in which to abate it by those responsible. It is also used to identify when officers from the council are most likely to be able to witness the odour themselves, as officers will need to validate a proportion of the evidence received by residents in order to determine statutory nuisance.
- Form vital evidence should the matter progress to Court.

Completing Your Odour Diary

This instruction sheet is designed to help you in the completion of your evidence diary. It is recommended that you read the following instructions carefully.

1. Each adult affected by the odour should keep a separate diary of evidence, recording those incidents of odour which they personally experience, and detailing the affect those incidences have on them. Parents may include any impact on their children within their own evidence.
2. Only evidence provided on an official 'Diary Sheet' (as provided) can be accepted by the Council. It is recommended that you keep the diary sheets close to hand so that they can be completed at any time the odour is occurring e.g.: next to the bed, in the kitchen, etc. Records kept on any other material such as a notepad, loose paper, etc. must be transferred to an official Diary Sheet prior to submission.
3. Start completing your Diary Sheet as soon as possible, from the first day that you experience the odour. Once you have started your diary, you must continue to keep it for at least 7 consecutive days before submitting it (ideally 14 days). An entry is required on each day, even if you do not experience the odour. **'No odour'** can be entered for those days with no impact.

4. Provide as much detail as detail as possible about the odour you are experiencing ensuring that you are clear as to the date and the duration of the odour, e.g.: 8th April 2025 at 15:00 for 2hr 10 mins. Read the diary sheet columns carefully and ensure each column is completed for each odour entry. An example Diary Sheet is attached to assist you.
5. Ensure that you do not just state 'ditto' or 'as above' when completing your diary. This is particularly important for the column which asks for a 'description of the event'. This is the part of your diary which is most valuable in demonstrating how the odour is interfering in the use and enjoyment of your property. It allows you to say what you had to do to overcome the impact, or what the odour prevented you from doing, or what effect it had on each individual affected, e.g: could not open the windows for fresh air, the children could not play in the garden, etc.
6. **It is vital that your evidence only relates to the impact of the odour at your property as statutory nuisance is concerned with the interference of its use and enjoyment. Please therefore avoid listing occasions when you smell the odour when out and about in the community as this evidence will not be of relevance to the Council's case.**
7. Once you have completed at least 7 consecutive days of evidence you must fill in your personal details in the section provided and sign and date the sheet. If you are intending to complete and return your Diary Sheet on-line then please use an e-signature to sign your sheet, or if not possible, type you name. **If you fail to complete and sign your Diary Sheet the Council will be unable to use your diary as a statement of witness.**
8. All diary sheets should be returned by post or hand to the Environmental Protection Department, Wyre Council, Civic Centre, Breck Road, Poulton-le-Fylde, Lancashire, FY6 7PU. Alternatively diary sheets can be submitted electronically to JamesonRoadLandfill@wyre.gov.uk.
9. It is vital that you continue to keep a diary of evidence throughout the course of the Council's investigation, ideally submitting your diary after every 7 or 14 consecutive days of evidence.
10. Please remember that it will be necessary for the Council to validate a proportion of the diary sheets received by residents in order that it can demonstrate that the evidence provided is a true and accurate representation of what residents are experiencing. This will involve officers from the Council visiting residents at their property at a time in which they are likely to experience the odour in an attempt to witness it.

Access to your property will be required for this purpose, should your evidence be selected, however visits will always be by prior arrangement.

11. Please note that if your diary sheet is used as evidence in court you may be required to attend court and verify its contents. It is therefore vital that the information you provide is accurate and correct and is clearly understandable.

Date	Time (please use 24 hr or am/pm)	Duration of Odour (Hours/minutes)	Climatic Conditions (e.g. wind strength – still, moderate or strong) and direction (from S/SW etc.) Dry/rain/warm/cold etc.	Location (e.g. outside the house, inside the house, a particular room in the house)	Description of event (e.g. unable to hang washing out, have to close windows, unable to sit in room, etc.)	Strength of Odour using a scale of 1 – 5, with 1 being the least strong and 5 the most
05.04.2025	15:00	1 hr 45 mins	Wind in NW direction Warm sunny day.	Back garden.	Terrible odour. Unable to sit in garden. Children unable to play. Had to come in and close all the windows. Son has asthma and struggled to breathe.	5
06.04.2025	-	No Odour	No wind. Warm and sunny	Home and garden	No odour	0
07.04.2025	11:00	3hrs 50mins	Wind in NW direction. Cold and raining.	House	Slight odour. Noticeable in lounge and kitchen. Had to close windows.	2

Wyre Borough Council

STATEMENT OF WITNESS

(Criminal Justice Act 1967-S.9(2), Magistrates Court Act 1980-S.102, Magistrates Courts Rules 1981, r70, Criminal Procedures Rules r.27.1 (1))

STATEMENT OF Mr Paul Green

Age of Witness (if over 21 enter "over 21"): 35

Occupation of Witness: Retail Worker

Address 29 Finch Drive, Fleetwood, FY7 ***

Tel: 07000 00000

Email green@google.com

This statement, consisting of 2 sides and signed by me, is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

I have recently made a formal complaint to Wyre Borough Council regarding odours from Jameson Road landfill site which are causing me a nuisance. Following this complaint I have kept a detailed record of the times I am impacted by the odour, its duration on each occasion, the source of the odour where known, and how the odour has affected me personally, for consecutive days. This detailed record is overleaf and continued on a further page.

I confirm that during the recorded periods the odours have caused me a nuisance.

Dated the 9th day of April 2025

SIGNED: *P. Green*

BLOCK CAPITALS: P. Green