

# Surrey Community Trigger Request Form

## What is a Community Trigger?

The Community Trigger is introduced by the Anti-Social Behaviour Crime and Policing Act 2014. It gives victims and communities the right to request a review of their anti-social behaviour complaints and brings agencies together to take a joined up, problem solving approach to find a solution. If a Community Trigger submission meets the defined threshold, a case review will be undertaken by the local Community Safety Partnership. Agencies will share information, review what action has been taken and decide whether additional actions are possible.

## You can submit a Community Trigger request if:

1. You have reported three times in the last six months separate, but related, anti-social incidents to agencies and the problem persists, **or**
2. You are aware that other people in the local community have reported separate, but related, anti- social incidents to agencies in the last six months and the problem persists. The trigger will be started if five or more individuals have made separate, but related reports over a six month period.

**Please note: a qualifying complaint of ASB is if the complaint is made within the period of one month beginning with the date on which the behaviour is alleged to have occurred.**

## You cannot submit a Community Trigger request if:

The agency/agencies involved have given you a time-frame for actions to be completed and this has not yet expired.

The agency/agencies involved have taken action but you are unhappy with the outcome. This should be directed back to senior officers within the relevant agency dealing with the issue and dealt with through their usual complaints procedure.

## What is Anti -Social Behaviour?

Anti-social behaviour is a broad term used to describe the day-to-day incidents of crime, nuisance and disorder that make many people's lives a misery – from litter and vandalism, to public drunkenness or aggressive dogs, to noisy or abusive neighbours. Such a wide range of behaviours means that responsibility for dealing with anti-social behaviour is shared between a number of agencies, particularly the police, councils and social landlords.

## Who will deal with my Community Trigger submission?

Your Community Trigger submission will be dealt with by your local Community Safety Partnership which is made up of a number of agencies including:

- District or Borough Council
- Surrey County Council
- Surrey Police

- Other agencies or organisations determined locally, for example, the local social housing provider.

### When will I get a response?

We will confirm receipt of your Community Trigger request within 3 working days of receipt of your submission.

### FORM ONE

You can submit a **Community Trigger request using this form** if you have reported three times in the last six months separate, but related, anti-social incidents to agencies and the problem persists.

#### Your contact details

Name:

Address:

Postcode:

Telephone:

Mobile:

Email:

#### Incident details

##### Incident One

Date:

What happened?

Where did it take place?

How has it affected you?

Who did you report it to?

Were you given reference numbers? If yes, what are they?

<p><b>What response did you get to this first report?</b></p>	
<p><b>Incident Two</b></p>	
<p><b>Date:</b></p>	
<p><b>What happened?</b></p>	
<p><b>Where did it take place?</b></p>	
<p><b>How has it affected you?</b></p>	
<p><b>Who did you report it to?</b></p>	
<p><b>Were you given reference numbers? If yes, what are they?</b></p>	
<p><b>What response did you get to this second report?</b></p>	
<p><b>Incident Three</b></p>	
<p><b>Date:</b></p>	
<p><b>What happened?</b></p>	
<p><b>Where did it take place?</b></p>	
<p><b>How has it affected you?</b></p>	
<p><b>Who did you report it to?</b></p>	

<b>Were you given reference numbers? If yes, what are they?</b>	
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<b>What response did you get to this third report?</b>	
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**Additional information**

**Please use the space below to provide any additional information you feel relevant.**

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**Declaration**

If you are the victim and requesting the case review, please sign the below declaration. If you are acting on behalf of a victim involved in this case, please ask them to sign the below declaration before submitting the case review request form.

“As a victim of the incident/s indicated on this form, I give consent for the Community Safety Partnership to request information from relevant organisations including the local council, police, health providers and housing associations about the case, and to share that information with appropriate agencies in order to determine if a case review meeting should take place.”

**Signature and Date**

<b><u>Victim's Name:</u></b>	
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<b><u>Signature:</u></b>	
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<b><u>Date:</u></b>	
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Please return this form to:

Shazia Sarwar  
Community Safety  
Runnymede Borough Council  
Station Road  
Addlestone  
Surrey  
KT15 2AH

**Thank you for submitting this information. You will receive acknowledgement  
within 3 working days of our receipt of the form.**