Noise Investigation Package

This Noise Investigation Package contains the documents below to help us respond to your request:

- Noise Investigation Request Form
- Noise Log Sheet

To request a noise investigation, complete and return the enclosed 'Noise Investigation Request Form' and 'Noise Log Sheet' to enable the City of Busselton to process and investigate your noise concerns.

Before Lodgement

The City of Busselton considers it reasonable that in the first instance you attempt to resolve the issue by talking with the party making the noise. Should this be unsuccessful or you feel uncomfortable doing so, the City can assist further. Alternatively Citizens Advice Bureau provides a mediation service (08) 9221 5711 / www.cabwa.com.au

Log Sheet Requirements

To support investigation please record noise evets over approximately two weeks however a shorter time frame may be sufficient depending on the severity. This information is used to determine the nature of the noise, detect patterns and identify possible action.

Legal Action

In some cases, legal action may be necessary to resolve a noise matter. Evidence given by affected persons may be vital to achieving a successful outcome. Anyone lodging a noise investigation request may be required to give evidence in court should the need arise.

Customer Request Management

If you have reported this issue online the customer request file will be closed and you may receive a notification. On receipt of the enclosed noise investigation request form and noise log a new customer request file will be created and allocated to an Environmental Health Officer to review.

Should you require further information or help completing the forms, please call Environmental Health Services on 9781 0444.

Please return the completed forms to:

Via email: city@busselton.wa.gov.au
or post:
City of Busselton
Environmental Health Services
Locked Bag 1
BUSSELTON WA 6280

Noise Investigation Request Form

Complainants Details

Name	
Residential Address	
Postal Address	
Contact Number/s	

Have you attempted to resolve this matter yourself?   Yes ☐   No ☐

Details of this action:

_____

_____

Nature of Complaint

Source of Noise	
Address of Noise source	

Log Sheet Duration

Type of Noise	Construction site, power tools, swimming pool equipment, air conditioning unit, other noise.	Amplified music, party or musical instruments.
Log Duration	7 days	14 days

Further Comments

_____

_____

Please note:

- Whilst all complaints will remain confidential, the City of Busselton is subject to the Freedom of Information Act 1992.
- Should legal action be necessary, you may be required to give evidence in court.
- This form is to be completed in full, including the noise log sheet, prior to submission to the City of Busselton for investigation.

I wish to lodge a noise investigation request in relation to the details provided above.

SIGNED:_____

DATE:_____

City of Busselton
Geographe Bay

Noise Log Sheet

Address of Noise Source: _____

DATE	TIME		DURATION	TYPE OF NOISE	DESCRIPTION OF NOISE	
	Start	**Finish**				
E.g. 01/01/10	*1pm*	*3pm*	*2 hours*	*Loud stereo music*	*Loud music, could clearly hear bass. Can't sleep*	**Window/Door** Open ☐ Closed ☐
						Open ☐ Closed ☐
						Open ☐ Closed ☐
						Open ☐ Closed ☐
						Open ☐ Closed ☐
						Open ☐ Closed ☐
						Open ☐ Closed ☐
						Open ☐ Closed ☐
						Open ☐ Closed ☐
						Open ☐ Closed ☐

Signature: _____   Date: _____