

If the incident was litter, give a description of the litter

What was dropped:

If the litter was thrown from a vehicle was it:

Thrown by the driver

Thrown by a passenger

From which window was it thrown?

Front driver side  Front passenger side

Rear driver side  Rear passenger side

Vehicle type:

Colour:

Registration number:

**Brief account of the incident witnessed and if known, name and address of alleged offender.**

29874 03/12

# Incident report booklet

## for litter, flytipping and dog fouling

This card is to be used to report incidents of dog fouling, litter and flytipping. In order to ensure that Enforcement Officers can take action following such an incident it is important to obtain as much information about the person and the incident as possible. This book will help you do that.

**You are not expected to put yourself in danger or at risk and it may be possible to witness incidents without having any contact with the person committing the offence.**

If you have any questions  
please contact us on  
Tel: **0300 1234 212**

If you witness a person committing an offence - i.e. not clearing away after their dog has fouled or dropping litter it may be possible for officers to take formal action against them. It is worthwhile noting that litter is anything which is thrown down, dropped or otherwise deposited, and can be as small as a cigarette end.

Often the most important thing that officers will want to know is where the person lives. If you see someone committing an offence and then enter a property you should note the address. If they leave in a car a note should be taken of the registration number, car type and colour as it is possible to obtain information from the DVLA which will enable us to trace the owner.

When you have completed this booklet please hand it in at your nearest Cornwall Council One-Stop Shop or e-mail: [envhealthandlicensing@cornwall.gov.uk](mailto:envhealthandlicensing@cornwall.gov.uk)

As an alternative you can also telephone **0300 1234 212** where an officer will take details relating to the incident instead.

If Court proceedings are to be considered we shall ensure that you are fully informed of the procedure and your potential role in the proceedings.

**Zero tolerance to environmental crime!**

**Please help us to stamp out environmental crime and reduce costs to you.**

### Person reporting the incident

Name:

Department/address:

Tel no:

Are you willing to appear as a witness in Court?

Yes  No

### Details of the incident

Date:

Time: am/pm

Location:

### Description of person involved

Male  Female

Approximate age:

Height:

Build:

Hair colour/style:

Distinguishing features:

If the incident was dog fouling, give a description of the dog

Breed:

Colour: