

## Guidance Notes for the Community Trigger Application Form

### Community Trigger Threshold

The Community Trigger gives, those affected by anti-social behaviour, the right to request an Anti-Social Behaviour Case Review of the response to their reports of anti-social behaviour. The Community Trigger should only be used if you think your concerns have not been dealt with, or acted upon, by agencies.

Before submitting a Community Trigger Application Form, please ensure your case meets the below criteria, or threshold:-

- You, as an individual, have made three or more '*qualifying complaints*' about related incidents of anti-social behaviour that occurred on separate occasions, within the last six months

Or

- Five individuals have made '*qualifying complaints*' about related incidents of anti-social behaviour that occurred on separate occasions, within the last six months.

### *Explanatory Notes*

To be a '*qualifying complaint*', you must have formally reported the anti-social behaviour to the relevant organisation, within one month of it happening.

The anti-social behaviour should have been reported either in writing, by e-mail, by telephone or by visiting the offices of the relevant organisation. A discussion with an officer of an organisation whilst they are on-site in the community will not normally be considered, unless it is to a Police Officer or Police Community Support Officer on duty.

For the purposes of deciding whether the threshold is met, we can only consider incidents that have occurred within the last six months.

If your case does not meet the Community Trigger threshold, we will not be able to conduct an Anti-Social Behaviour Case Review, but we will still look at ways we can support you.

### Completing the Community Trigger Application Form

Below are guidance notes to help you complete the Community Trigger Application Form.

We are unable to progress incomplete applications, so please ensure full details are provided on your application form. \* indicates questions which must be completed. There are additional questions for you to provide more information to support your application, if you wish.

If you require further assistance with completing the form, contact **Community Safety Team, 01246 231111**

**Q1. On what basis are you making a Community Trigger application for an Anti-Social Behaviour Case Review?\***

We need to know if you are the person affected by the anti-social behaviour or if you are submitting an application on someone else's behalf. Where five or more people have been affected by the anti-social behaviour, one person should complete the application form on behalf of the others.

If you are the person affected by the anti-social behaviour, tick either 'a' or 'c' and complete your personal details at Question 3.

If you prefer, someone else can complete the Community Trigger application on your behalf, but we will need your written consent to enable us to progress the application.

If you are acting on behalf of the person(s) affected by the anti-social behaviour, tick either 'b' or 'd' and complete your personal details at Question 2.

**Q2. Advocate Details\***

If you ticked '1b' or '1d', because you are acting on behalf of the person(s) affected by the anti-social behaviour, complete your personal details.

**Q3. Details of the person(s) affected by the anti-social behaviour\***

Complete the personal details of the person affected by the anti-social behaviour.

If you are applying for the Community Trigger for five or more people affected by the anti-social behaviour, we need the personal details of each person.

If there are more than five people affected by the anti-social behaviour, please attach a separate sheet with their personal details.

**Q4. Briefly describe the type of anti-social behaviour you have been experiencing.\***

Details of the individual incidents are required at Question 5, so this is a summary of the anti-social behaviour, which you would like us to review.

**Q5. Please provide details of the anti-social behaviour incidents – who reported the incidents, when they were reported, who they were reported to and how.\***

In order for us to fully review your Community Trigger application, we need information about the incidents of anti-social behaviour you have reported:-

- Dates of the anti-social behaviour
- Details of the anti-social behaviour – ie what happened?
- Who reported the anti-social behaviour? (This should be one of the people detailed at Question 2 or Question 3)
- The date the incident was reported
- Which organisation the incident was reported to
- How it was reported to that organisation – eg in writing, over the telephone, in person

If there are more than five reported incidents of the anti-social behaviour, please attach a separate sheet with the details.

**Q6. How has the anti-social behaviour affected you/the person you are acting on behalf of?**

We want to understand the impact of the anti-social behaviour on the people experiencing it.

**Q7. What action has been taken, to your knowledge?**

Please tell us what action any of the organisations involved in dealing with the anti-social behaviour have taken.

**Q8. What further action are you hoping for?**

We want to understand what you want to happen as a result of your Community Trigger application.

**Q9. Have you any special circumstances that we need to take into consideration? If so, please provide details.**

Please include anything relating to your personal circumstances that you feel is relevant to the application.

**Q10. Please provide any other information relevant to your Community Trigger application.**

## **Signature\***

### How we will use your information

In order to undertake an Anti-Social Behaviour Case Review we need to share information.

We will use the information you provide to enable us to facilitate a review of your case, under the Anti-Social Behaviour, Crime & Policing Act 2014. The '*relevant bodies*' will share relevant, necessary and proportionate information to enable them to review the incidents you have reported and the action that has been taken, or could be taken, to resolve the situation.

The '*relevant bodies*' are the District/Borough/City Council, Police, Clinical Commissioning Group. Local housing providers are a relevant body, if it is appropriate to the case. In addition, the Youth Offending Service will be involved, where the anti-social behaviour involves someone who is under 18.

In some cases, it may be necessary to share information with other partners, that the relevant bodies deem appropriate to be involved in the review process, to help resolve your case.

Please, therefore, ensure the information you provide is accurate and confirm this by ticking the box.

### Consent

If you are applying for the Community Trigger on behalf of someone else, their individual written consent must be provided, in addition to the application form.

The Community Trigger Application Form will not be processed until the written consent, of all the people listed as being affected by the anti-social behaviour, has been provided.

### Submitting your Community Trigger application

All Community Trigger applications relating to **North East Derbyshire** must be either submitted on-line at **communitytrigger@ne-derbyshire.gov.uk** or in hardcopy to:-

**Community Safety Team**

**North East Derbyshire Community Safety Partnership**

**Pioneer House**

**Mill Lane**

**Wingerworth**

**Chesterfield**

**S42 6NG**

### **What happens next?**

When a completed Community Trigger Application Form is received, we will acknowledge receipt of your completed application for an Anti-Social Behaviour Case Review, within five working days.

We will review the information you have provided, to determine whether your case meets the Community Trigger threshold. If it does not meet the threshold, you will be advised, in writing, within 10 working days of us receiving your completed Community Trigger application.

If your application meets the threshold, an Anti-Social Behaviour Case Review will take place within 30 working days of us receiving your completed application. This will involve agencies sharing information, such as the police, housing, environmental health, social care and health providers, depending on the nature of the case. The Anti-Social Behaviour Case Review will discuss the issues you raise, consider what actions have already been taken and consider recommendations for additional action to resolve the problem.

We will inform you of the outcome and recommendations of the Anti-Social Behaviour Case Review.

If you are not satisfied with the outcome of the Community Trigger, you can lodge an appeal with the Office of the Police and Crime Commissioner for Derbyshire. For more information go to [www.derbyshire-pcc.gov.uk/Public-Information/CommunityTrigger](http://www.derbyshire-pcc.gov.uk/Public-Information/CommunityTrigger)

We welcome the opportunity to review cases of anti-social behaviour, but Community Trigger applications may be rejected if they are thought to be prejudicial, discriminatory, malicious, unreasonable or vexatious.