# 28-day observation diary

## Carlow County Council

Gate opening and closing times

**Council or planning case reference** _____

**Observation point (for example, rear window)** _____

**Date of day one** _____

**Reference hours and time zone, if applicable** _____

## How to make an entry

Use local time and the calendar date. Use one row for each separate event. If it continues after midnight, include both dates. Mark times you had to estimate. Leave unobserved periods blank or write “not observed”.

Separate a gate seen opening from a vehicle you saw pass. An opening alone cannot establish a vehicle count.

Keep the original sheets. For more than five entries on a day, copy its sheet and label the continuation. Ask your council if it needs its own form.

## Local reference

Check the published permission and any approved changes for the location. Record any relevant reference hours exactly as written.

Published council contact details

### What belongs in the diary

Use a location label such as “rear window”. Write what you noticed personally. Omit third-party names, allegations and guesses about the source.

# Days 01–04

Carlow County Council / Gate opening and closing times

Case ref. _____ Observation point _____

| **Date** dd/mm | **Exact** start | **Exact** finish | **Description** What did you notice? | **Room** affected | **Sleep woken** Y / N | **Witness** initials |
|---|---|---|---|---|---|---|
| **Day 01** | | | | | | |
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| **Day 02** | | | | | | |
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| **Day 03** | | | | | | |
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| **Day 04** | | | | | | |
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Use local time. Write “approx.” for estimated times. Keep all the sheets together.

# Days 05–08

Carlow County Council / Gate opening and closing times

Case ref. _____ Observation point _____

| **Date** dd/mm | **Exact** start | **Exact** finish | **Description** What did you notice? | **Room** affected | **Sleep woken** Y / N | **Witness** initials |
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| **Day 05** | | | | | | |
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| **Day 06** | | | | | | |
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| **Day 07** | | | | | | |
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| **Day 08** | | | | | | |
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Use local time. Write “approx.” for estimated times. Keep all the sheets together.

# Days 09–12

Carlow County Council / Gate opening and closing times

Case ref. _____ Observation point _____

| **Date** dd/mm | **Exact** start | **Exact** finish | **Description** What did you notice? | **Room** affected | **Sleep woken** Y / N | **Witness** initials |
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| **Day 09** | | | | | | |
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| **Day 10** | | | | | | |
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| **Day 11** | | | | | | |
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| **Day 12** | | | | | | |
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Use local time. Write “approx.” for estimated times. Keep all the sheets together.

# Days 13–16

Carlow County Council / Gate opening and closing times

Case ref. _____ Observation point _____

| **Date** dd/mm | **Exact** start | **Exact** finish | **Description** What did you notice? | **Room** affected | **Sleep woken** Y / N | **Witness** initials |
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| **Day 13** | | | | | | |
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| **Day 14** | | | | | | |
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| **Day 15** | | | | | | |
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| **Day 16** | | | | | | |
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Use local time. Write “approx.” for estimated times. Keep all the sheets together.

# Days 17–20

Carlow County Council / Gate opening and closing times

Case ref. _____ Observation point _____

| **Date** dd/mm | **Exact** start | **Exact** finish | **Description** What did you notice? | **Room** affected | **Sleep woken** Y / N | **Witness** initials |
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| **Day 17** | | | | | | |
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| **Day 18** | | | | | | |
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| **Day 19** | | | | | | |
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| **Day 20** | | | | | | |
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Use local time. Write “approx.” for estimated times. Keep all the sheets together.

# Days 21–24

Carlow County Council / Gate opening and closing times

Case ref. _____ Observation point _____

| **Date** dd/mm | **Exact** start | **Exact** finish | **Description** What did you notice? | **Room** affected | **Sleep woken** Y / N | **Witness** initials |
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| **Day 21** | | | | | | |
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| **Day 22** | | | | | | |
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| **Day 23** | | | | | | |
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| **Day 24** | | | | | | |
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Use local time. Write “approx.” for estimated times. Keep all the sheets together.

# Days 25–28

Carlow County Council / Gate opening and closing times

Case ref. _____ Observation point _____

| **Date** dd/mm | **Exact** start | **Exact** finish | **Description** What did you notice? | **Room** affected | **Sleep woken** Y / N | **Witness** initials |
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| **Day 25** | | | | | | |
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| **Day 26** | | | | | | |
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| **Day 27** | | | | | | |
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| **Day 28** | | | | | | |
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Use local time. Write “approx.” for estimated times. Keep all the sheets together.