28-day observation diary

Offaly 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

Offaly 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						
Day 02						
Day 03						
Day 04						

Use local time. Write “approx.” for estimated times. Keep all the sheets together.

Days 05–08

Offaly 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 05						
Day 06						
Day 07						
Day 08						

Use local time. Write “approx.” for estimated times. Keep all the sheets together.

Days 09–12

Offaly 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 09						
Day 10						
Day 11						
Day 12						

Use local time. Write “approx.” for estimated times. Keep all the sheets together.

Days 13–16

Offaly 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 13						
Day 14						
Day 15						
Day 16						

Use local time. Write “approx.” for estimated times. Keep all the sheets together.

Days 17–20

Offaly 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 17						
Day 18						
Day 19						
Day 20						

Use local time. Write “approx.” for estimated times. Keep all the sheets together.

Days 21–24

Offaly 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 21						
Day 22						
Day 23						
Day 24						

Use local time. Write “approx.” for estimated times. Keep all the sheets together.

Days 25–28

Offaly 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 25						
Day 26						
Day 27						
Day 28						

Use local time. Write “approx.” for estimated times. Keep all the sheets together.