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- The application to use the ASB Case Review is made within six months of the report of anti-social behaviour.

### **What information will I need to provide?**

The form is very detailed and will ask you a series of questions which will enable your request to be assessed. You will need to explain when you reported the ASB and to whom, with dates of incidents, any incident/reference numbers you may have, plus information about the incidents reported.

### **What can I expect?**

Once you have requested for a case review to be undertaken, - insert local authority - will ask the agencies involved to provide details of your complaints and any actions that they have considered.

### **Who will decide if the threshold is met?**

Insert local authority – will decide as to whether the threshold has been met and will notify you of the decision.

### **What happens if the threshold is met?**

You will receive a letter confirming that the threshold has been met and this will also advise you of the timescales as to when the ASB Case Review will be finalised.

An ASB Case Review Panel Meeting will be held where all agencies/partners that have been involved in the case will be invited to attend. The meeting will establish what action (if any) has been taken so far and the Chair of this meeting may consider that further actions should be considered. These recommendations will be made to the relevant agencies regarding any future actions that must be considered.

### **What if I am not happy with the decision can I appeal against the decision?**

Yes you can appeal the decision and you will need to do this in writing within 21 working days of the receipt of your decision letter.

This will be escalated to the Chair of the local Community Safety Partnership (CSP) who will review the details of the case and consider if there are any grounds for appeal. The Chair of the CSP will notify the Police Crime Commissioner (PCC) of the decision accordingly.