



Co-ordinator's notes of visits

Date	Time	Comments



**Southend Neighbourhood Watch
Good Neighbour Scheme**

Points to Remember

- Cancel your milk, newspapers etc
- Use a time switch to put lights on
- Arrange for someone to hold the keys to your house
- Arrange for a neighbour to collect your post
- Arrange for a neighbour to put your rubbish sack out
- Inform your NW Co-ordinator
- Leave the heating on low (winter breaks)
- Secure all doors and windows
- Lock tools, ladders etc away
- Secure your shed, garage etc
- Fill in the police form and take it to your local police station. Please note, the police will **not** check your property whilst you are away
- Do not make it obvious that you are away from home (e.g. houseplants left soaking in the sink)

Ask your neighbours to call 999 immediately if they see any suspicious activity around your house whilst you are away.

Southend Good Neighbour Scheme



Instructions: Fill in the form below and send to your local police station (information is for their use only).

To the Officer in charge Leigh/Shoebury/Southend Police Station
(delete as applicable)

Name _____

Address _____

I shall be away from home
from _____ to _____

I have arranged for the following person to act as Keyholder:

Name _____

Address _____

Telephone No. _____

NW Group _____

Co-ordinator's Name _____

Telephone No. _____

Southend Good Neighbour Scheme



Instructions: Fill in the form below and hand to your Neighbourhood Watch group co-ordinator.

I would like my co-ordinator to arrange to have my house checked whilst I am away. I have cancelled my newspapers, milk etc. I understand that my local co-ordinator cannot be held responsible for any incidents that occur whilst I am away from home.

Signed _____ Date _____

Name _____

Address _____

I shall be away from home
from _____ to _____

I shall be staying at the following address _____

Telephone No. _____ Mobile _____

Keyholder Name _____

Telephone No. _____

Hazards around my
property _____

Attach additional Information if required