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**COMMUNITY LIVING REPORT FORM**

This form should be used to report a University of Bristol students' unacceptable behaviour in the community.

**Please submit your completed form to the Community Liaison Officer:** [**community-living@bristol.ac.uk**](mailto:community-living@bristol.ac.uk)

Where possible the Community Liaison Officer will try to resolve issues informally, however some reported behaviour may result in formal action being taken in accordance with the Local Rules and Regulations of the University Student Disciplinary Regulations.

**Please note that the University is not able to take disciplinary action on the basis of anonymous reports.**

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| **1. YOUR PERSONAL DETAILS** |
| **Full Name(s) of those making a report:**  **What is your connection to the University of Bristol:**   * University of Bristol student [ ] * University of Bristol staff member [ ] * Member of the Community [ ]   **Address:**  **Telephone number:**  **Email address:**  *The University will communicate with you about your report by email.* |

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| **2. DETAILS OF THE STUDENT(S) YOU ARE REPORTING** |
| **Please provide details of all student(s) involved. It is important that we are able to identify the specific students involved in incidents reported to the University.**  **House Address**:  **Student Name(s)**: |

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| **3. NATURE OF REPORT** |
| ☐ Excessive noise or gatherings that cause a disturbance to members of the local community  ☐ Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language addressed to members of the community whether expressed orally or in writing, including online behaviour in electronic form  ☐ Bullying, harassment or unacceptable behaviour affecting any member of the local community |

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| **4. DETAILS** |
| **Please provide details of the incident. Give as much detail as possible including the type of behaviour, what happened, date, time, location, people present and how you have been affected by the incident. Where possible present the events in chronological order.** |
| **Please set out the steps you have taken to address the matter informally prior to reporting, for example contacting the landlord or appropriate organisation. If this has not been possible, please set out why.** |

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| **5. SUPPORTING EVIDENCE** |
| **When submitting the form please provide evidence of the incident wherever possible, including the names of any witnesses. Evidence may include photographs, copies of emails, screenshots or comments/messages posted in social media. List below the evidence that you are providing:** |

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| **6. OUTOME BEING SOUGHT** |
| **Please suggest any outcome or further action you are seeking. We will be clear if your preferred outcome is or is not possible in line with the Disciplinary regulations.** |

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| **7. REPORTING THE INCIDENT ELSEWHERE** |
| **Have you reported the incident to any external agent or service, such as the Police?** |

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| **8. DECLARATION** |
| **I declare that the information provided in this form is to the best of my knowledge true, and that I would be willing to answer further questions relating to it if necessary.**  **Signed:**  **Date:** |

**More information about the reporting student behaviour can be found** [**here.**](https://www.bristol.ac.uk/accommodation/community/complaints.html)