



**Town of Whitby  
Legal Department**

575 Rossland Road East, Whitby, ON L1N 2M8  
www.whitby.ca

**Subject: Instructions for Completing the Noise Disturbance Record**

The attached document is the Town of Whitby By-law Services Noise Disturbance Record (NDR). The document is to be completed by a person who is being adversely affected by a noise disturbance and serves as an official record which may be required to support a prosecution by Whitby By-law Services.

Persons completing the NDR should adhere to the following:

- NDR must be completed in the affected person's handwriting and shall be in permanent ink. Other persons shall not complete the NDR and electronic notes are not advisable. Should there be other affected persons living in the same household, each person should complete their own NDR.
- Should an affected person need to make any changes or deletions to any part of the NDR, each correction should be indicated by putting a single line through the change or deletion followed by the affected person's initials. This confirms that the affected person was the one who made the change or deletion.
- NDR must be completed in full, including **Part 1** - the affected person's name, address and contact information. This personal information is kept confidential by By-law Services and would only be revealed if the affected person agrees to provide evidence in a court setting.
- **Part 2** - Noise Source Information identifies the property where the noise is occurring. This section must be accurate in order to verify the location of the noise disturbance.
- Each individual noise disturbance should be entered on a separate line of the NDR at the time the noise is occurring. It is not permissible to fill in the NDR at a later date or time. Should the affected person complete all 10 lines on the NDR, a second NDR should be printed out and completed in the same manner as the first NDR.
- When documenting noise disturbances on the NDR, the **Noise Start Time** must be recorded. The Noise Start Time is the time at which the affected person first becomes aware of the noise disturbance. For example, the affected person may have returned home from an errand or been awoken from sleep. Regardless, the

Noise Start Time is the first moment the affected person becomes aware of the noise disturbance.

- The **Noise Stop Time** is the time at which the noise disturbance stops. This may not always be known. If unknown, this section shall be left blank or filled in with the word “unknown”. For example, should the affected person leave their home or fall asleep during the noise disturbance, the Noise Stop Time may be unknown.
- The **Activity at Time of Noise** should record what the affected person was doing when they first became aware of the noise disturbance. For example, a person may be reading, watching television, eating a meal or sleeping when they first become aware of a noise disturbance.
- The **Noise Type** should record the type of noise being heard by the affected person. For example, the Noise Type may be a stereo, television, loud conversation or yelling. If the Noise Type is not known, it should be described as best as possible. For example, if the affected person is hearing loud bass but cannot tell if the noise is from a television or stereo, this section should be completed with a note stating, “loud bass”.

Once the NDR has been completed by the affected person, a photocopy or scan of the NDR should be provided to By-law Services. The original NDR should be retained in a safe place by the affected person. As the NDR is the affected person’s official record which may be required to support a prosecution, it is very important that the NDR is kept secure in the custody of the affected person.

If there are any questions about how to complete the NDR, persons are encouraged to contact By-law Services at 905.430.4345 or email [bylaw@whitby.ca](mailto:bylaw@whitby.ca).

Personal information on the attached Noise Disturbance Record is collected pursuant to the Municipal Act. Information is collected for the purpose of determining compliance with Town of Whitby By-law 6917-14. Any questions related to the collection of information should be directed to the Records Manager, 575 Rossland Road East, Whitby, ON L1N 2M8.



# Noise Disturbance Record (NDR)

Town of Whitby Noise By-law 6917-14  
By-law Services | 905.430.4345 | [bylaw@whitby.ca](mailto:bylaw@whitby.ca)

## Part 1: Customer Information

Given Name		Middle Initial	Surname	
Address			Unit No.	Postal Code
Municipality	Telephone No.		Alternate Telephone No.	

## Part 2: Noise Source Information

Address of Noise Source				Unit No.
Municipality	Owner / Occupant Name (if known)			

## Part 3: Noise Disturbance Record

Date (MM/DD/YY)	Noise Start Time	Noise Stop Time	Activity at Time of Noise	Noise Type
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

## Part 4: Declaration

I certify that the information contained in this document is complete and accurate to the best of my knowledge.

Signature	Date
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