

Report

# Every Crime, Every Time!

## [ Incident Report Log Book ]

.....  
Company Name

.....  
Address

.....  
Post Code

.....  
Contact Name

.....  
Tel

.....  
Email

## **WHY report crime?**

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Approximately only one in every eight crimes committed against businesses in Britain is ever reported to the police!

Unless businesses start to report **ALL** incidents of crime, anti-social behaviour and verbal or physical abuse, the scale of the problem will continue to go unnoticed.

That is why we, and our partners, are encouraging firms to report...

### **Every Crime - Every Time!**

## **HOW to report a crime**

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Businesses should continue to report all crime, anti-social behaviour and physical/verbal abuse by calling 999 in emergencies, or to their local police if not urgent.

However, we're also encouraging firms to log information about incidents to get a more accurate and measurable picture of the crime issues you are experiencing.

Your information will help inform a national response to business crime.

Please use each page of this log book to report separate incidents.

Information on where to send this log book when completed, contact details and an important confidentiality note, can be found at the back of this booklet.

Please do not hesitate to contact us should you have any queries.

Reference Number (for Admin use only):	
Time of Incident:	Date of Incident:
Location:	Value of Losses/Damages:
Description of Incident:	

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*Business crime is grossly under recorded -  
only 1 in 8 incidents are reported.*

*Crimes against businesses make up at least  
20% of all crimes recorded*

*'Reporting crime is too much hassle'*

*'Reporting crime is a waste of time'*

*'No faith in the criminal justice system'*

**You can do something about it. Report it!**

### **Confidentiality Statement**

There can be no substitute for reporting every incident to the police or local authority. However, if you want to report to us, we will treat your information in the strictest confidence.

We will be collating and analysing information and passing this de-sensitised data onto the relevant agencies to help formulate a response against business crime. We ask for your details so we can identify sources of reports and to be able to contact you if we think further action needs to be taken.

We will always ask your permission before passing on your personal information to outside sources.

## On completion, please return this form to:

Northumbria Coalition Against Crime  
Ponteland, Newcastle upon Tyne, NE20 0BL

Tel: 01661 868424 Email: [office@ncac.org.uk](mailto:office@ncac.org.uk)  
Website: [www.thecoalition.org.uk](http://www.thecoalition.org.uk)  
Registered charity no: 702756



## Or to:

Federation of Small Businesses  
2 Catherine Place, Westminster, London, SW1E 6HF

Email: [ecet@fsb.org.uk](mailto:ecet@fsb.org.uk)  
Website: [www.fsb.org.uk](http://www.fsb.org.uk)



## Thank you for reporting to us!



In partnership with Scottish Local Retailer who originated this campaign