

**A. FOR REPORTING ACTUAL AND ATTEMPTED CRIME EVENTS****Category of crime or
Description of crime****Date of Crime**

Start

End

Method of Entry**Time of Crime**

Start

End

**Short description of
weather during time
of crime**

(e.g. overcast and rainy with moderate wind)

Address /Location

If detailed address is supplied i.e. name of business or residence number then ensure permission to supply this information has been granted by the owner/resident, When supplying a street number range please consult the guidelines below.
A quick way to determine the range number is to take your street number, divide it by 10, disregard the fraction part remaining and add 1 to the integer part e.g. If your street number is 165, by dividing this by 10 will result in 16.5 Disregarding the .5 (fraction) part, add 1 to the integer part 16 to determine that the range number is 17. Alternatively, when giving a street number as a range record it as 10 -19 if the actual street number is say 17.

**Is the Number
above a range
number**

(tick which does NOT apply)

YES

NO

**If Business Name
or Street Number
was supplied,
Signed Consent of
Owner/ Resident
to release**

Name & Signature

**Was this crime
reported to SAPS**

YES

NO

If not, why not?**Remarks on FH SAPS
Response or Service**

If approached?

Items TakenIf resident/ owner/ victim is
willing to share it**Photographs/ video
of suspect(s)**

Available?

SAPS FH Case Number

If reported to FH SAPS

**B. FOR REPORTING A SUSPICIOUS ACTIVITY / PLACE/ PERSON**

**Description
of
Person(s), Event(s)
or Place**

Address /Location

Date of Concern

Start

End

Time of Concern

Start

End

**Other information
of relevance**

**Photographs/ video
of suspect(s)**
Available?

**SAPS FH Occurrence
Book Number**
If reported to FH SAPS

**Remarks on FH SAPS
Response or Service**
If approached?

**Was this matter
reported to SAPS**
(tick which does NOT apply)

YES

NO

If not, why not?

Guidance on Street Number Ranges

- 1 For a number between street numbers 1 – 9
- 2 For a number between street numbers 10 – 19
- 3 For a number between street numbers 20 – 29 etc.

Alternatively, when giving a street number as a range, record it as 10 -19 if the actual street number is say 17.
This is important for long streets!

Where to send your information

Email the completed form to crime@fishhoekcpf.co.za.