



BRAMPTON
Flower City

Corporate Services
Enforcement and By-Law Services

485 Chrysler Drive
Brampton, ON L6S 6G3
T: 905.458.3424
F: 905.458.3903

Completing Your Witness Statement

It is recommended that you complete your statement as soon as possible while the information is fresh in your memory.

Steps to Completing Your Witness Statement:

1. Complete your statement in chronological order.
2. Remember to use the 4 W's - Who, What, Where, When. These questions should all be answered in your statement.
3. Please include a detailed description of any people /vehicles observed. Notable observations to include are: Height, clothing, male or female, # of people involved, and license plate number/description of vehicle.
4. All sections of the Witness Statement are to be completed in full.
5. Please only include only what you observed, and not what others have told you. If there are other witnesses, each person must complete this form.
6. Please initial at the end of your statement and put a diagonal line through any extra space left blank.

You will be required to attend court to present this statement as evidence. If you are not willing to attend, please contact an Enforcement Supervisor at 905-458-3424 x63230.

Or by email at enforcement@brampton.ca

Please note that your file may be closed due to insufficient evidence as a result.

NAME OF WITNESS: _____ FILE NUMBER: _____

TELEPHONE: (HOME): _____ (WORK): _____

LOCATION OF OFFENCE: _____

LICENCE PLATE/ DESCRIPTION OF VEHICLE _____

If charges are laid as a result of information received in this witness statement, you will be required to attend the court date to present this statement.

[illegible]

Signature: _____ Date: _____

Witness: _____

NAME OF WITNESS: _____ PAGE: _____

FILE NUMBER: _____

[illegible]

Signature: _____

Date: _____

Witness: