

Bylaw Enforcement Witness Statement Form

When preparing a statement for the City in regards to an incident, it is important to be as detailed as you can and prepare the statement as soon as possible following the incident. The following guidelines will help ensure that your statement is as complete as possible.

Name	<input type="text"/>	Date	<input type="text"/>
Address	<input type="text"/>	Phone Number	<input type="text"/>
		Email	<input type="text"/>
Date of Incident	<input type="text"/>	Time of Incident	<input type="text"/>
Location of Incident	<input type="text"/>		

Describe the property this statement concerns *(include the address if known)*

Describe the property owner *(include their name if known)*

Describe the location of the incident *(note also lighting and weather conditions)*

Details of the incident – describe what happened:

1. A description of what happened during the incident, including its duration, whether all individuals/ animals involved were within your view, and if there were any obstructions affecting your visibility.
2. A full description of the individual(s) involved (including the name, if known).
3. A full description of the animal(s) involved (including the name, if known, the breed, colour and markings, gender, whether it was wearing a collar, harness, etc).
4. A full description of any injuries you sustained, indicating whether these injuries required medical attention. Describe any treatment in detail and provide photos of the injuries.
5. A full description of any injuries to your dog/cat/other pet and indicate if the injuries required medical treatment and if you took your pet to see a veterinarian. Describe treatments your pet received in detail and provide photos of the injuries.

Details of conversations with the other party:

Witness names and contact information:

Other information (Vehicles, animals, etc.):

Provide any other information about the incident or the impact on you and your animal not detailed above, or any other information you consider might be relevant to the City's investigation.

I have read this statement and it is true and correct to the best of my knowledge. I acknowledge that this statement may be used during a ticket dispute process or in court.

Signature

**Signature of Guardian
(If Under 19yrs)**

Address

Signature Witnessed By

Phone #

Statement Delivered By

Date

Statement Delivered Date

Contact #

Bylaw File # (If Known)