

Guidance on Completing the Witness Statement

1. Start by stating your full name and address.
2. If the statement is made by a person under 18, the age of the witness must be stated. If over 18 then 'over 18' is fine.
3. Only write what you actually saw, heard or felt. Nothing that someone told you they witnessed. So called 'third party'.
4. Limit yourself to the relevant facts, don't guess or give presumptions of what you thought others were feeling or thinking.
5. Go through the incident in a logical order giving date, time location and:
 - description of the attacking dog – breed, markings,
 - any distinguishing features, age if known
 - description of the owner/dog walker, name if known
 - address details of the attacking dog
 - whether the dog was on a lead
 - the location and time of the attack
 - whether there were any witnesses, names if known
 - any photos of the incident or injuries sustained
 - whether any vet bills have been incurred as a result of the attack
 - contact details of vet.
6. If you want to produce any document or photo it should be given a reference number and referred to in the statement.
7. If you use more than one page then all should be numbered.
8. End with this paragraph: 'I believe that the facts stated in this witness statement are true.'
and
9. Sign after the last word so nothing can be added without your knowledge and sign and date at the bottom of the last page.