

Appendix III – Example Witness Statement

Heading : Should contain:

- Case reference
- Names of parties

REF/2004/.....

**A.B – Applicant
Vs.
C.D – Respondent**

Heading should also contain:

- Party on whose behalf statement is made
- Witness initials and surname
- Cross reference to SoC
- Cross reference to exhibits referred to
- Date

**Witness statement on behalf of A.B
Made by E.F. Smith
SoC ref: WS1
Exhibits referred to: WX1**

Body of statement should be:

- in the first person
- in the witnesses own words
- give the full name of the witness

Body of Statement should give:

- Place of residence
- Business premises if acting in a professional capacity

Body of statement should give:

- Position and name of firm if acting in a professional capacity
- Occupation or description if acting as private individual

- 1) **I John Charles Adams of 123 Fake Street fencing contractor in the firm of EasyFence Ltd. make the following statement.**
- 2) **Whilst contracted by A.B, in my position as fencing contractor I did at the request of A.B. in July 1989 erect a post and rail fence fully enclosing the land in question. I refer to the plan WX1 showing the extent of the land enclosed by green hatching. The post and rail fence is marked A-B-C-D on plan WX1. Boundary D-E-A consisted of the existing hedge on site, and did not require further fencing.**

Where a witness refers to an exhibit he should state 'I refer to the (description of exhibit) marked ...'

Body of the statement should include *facts in the knowledge of* the witness

- 3) **Whilst in the course of my work, in a conversation with A.B, I was led to believe he had occupied the land two months before I was contracted, and had cleared and resurfaced land that was heavily overgrown, and obviously unused.**

Paragraphs should be numbered

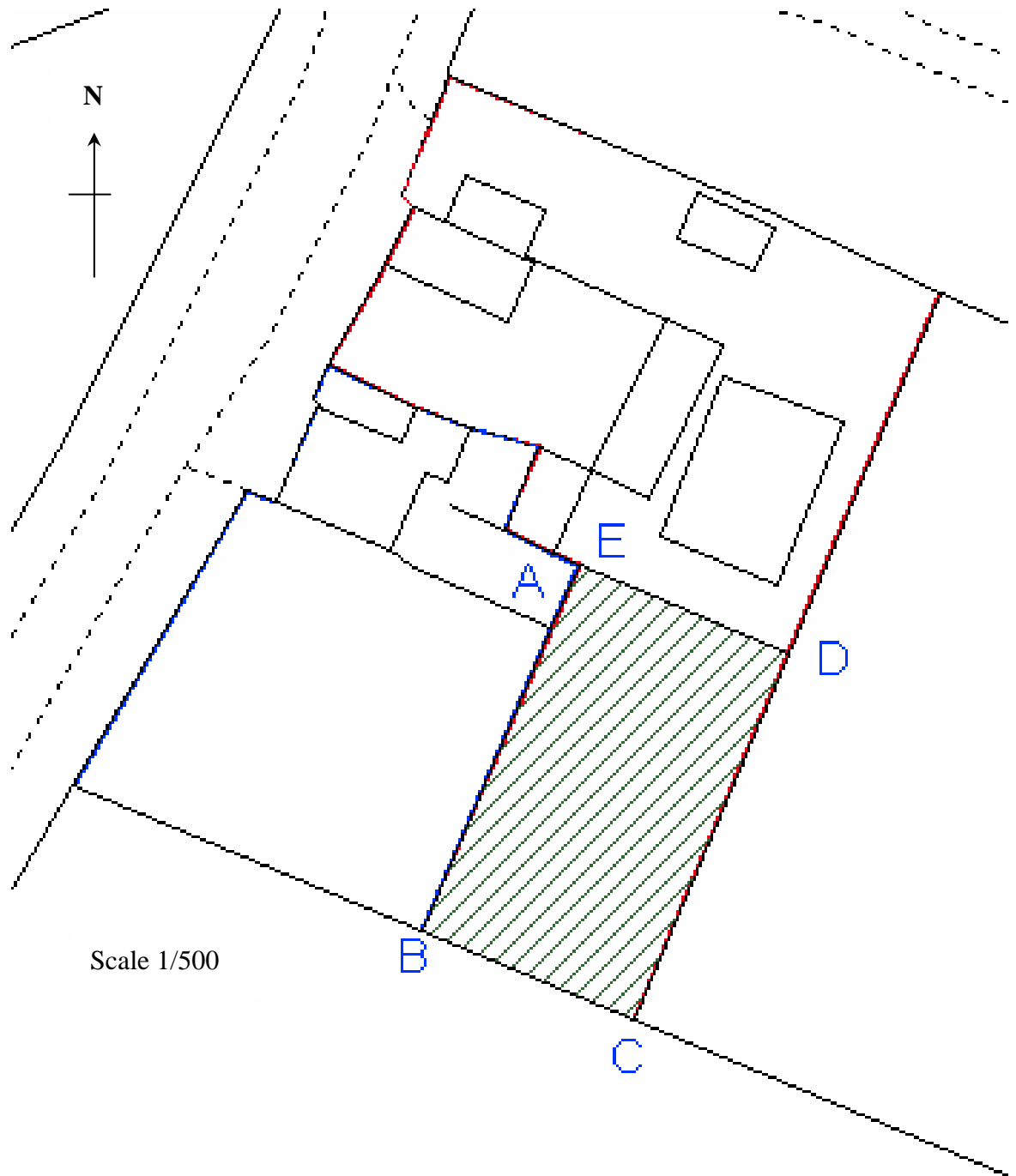
A statement of truth is required to verify the statement.

Body of the statement must indicate which of the statements are *a matter of belief, and the source of any matters of belief.*

- 5) **I believe that the facts stated in this witness statement are true.**

Pages should be numbered

Exhibit WX1 - Plan



Scale 1/500