

# **Bylaw Enforcement Witness Report**

Complete this form if you witness a bylaw infraction. Return the completed form and any supporting evidence/documents to an SLRD Bylaw Enforcement Officer as soon as possible by email at <a href="mailto:bylawenforcement@slrd.bc.ca">bylawenforcement@slrd.bc.ca</a> or in person. When completing this form, see reverse for further instructions.

### Complete all fields - Please print

WITNESS INFORMATION		
Name: FIRST NAME	LAST NAME Phone: (	) -
Address:	Email:	
INCIDENT DETAILS		
Date: YY / MM / DD	Time:	AM PM
Infraction:		
Name of Person (s) Involved:		
Location / Address of Event:		
Legal Description:		
Property I.D. Number (PID):		
Licence Plate No.: If applicable	Vehicle Description:	If applicable
What did you see, hear or smell? (inciden	nt details):	
What action, if any, did you take:		
ADDITIONAL WITNESS(ES)		
Name	Address	Contact Info
FIRST NAME LAST NAME		
EVIDENCE		
☐ Photos TIME TAKEN DA	TE TAKEN Documents	
☐ Video TIME TAKEN DA	TE TAKEN	
Date: YY/MM/DD Witness:	PRINT NAME Signature:	



## **Bylaw Enforcement Witness Report**

#### **Bylaw Contravention Considerations**

What is the act or omission you are reporting?

How does the act or omission contravene the bylaw?

#### **Evidence Consideration**

How can you prove that the contravention occurred as alleged?

When taking a photo of a bylaw contravention, ensure your photo captures the following:

- The contravention taking place (i.e. the sprinkler turned on)
- Date stamp (if available)
- Property, house, physical marker identifying location
- Person or company responsible

#### Do's / Don'ts

- 1. If you are unsure of any information, leave the field blank and don't guess.
- 2. Email Photos to the SLRD at: <a href="mailto:bylawenforcement@slrd.bc.ca">bylawenforcement@slrd.bc.ca</a>
- 3. Write your statement as soon as possible after the events you have witnessed while the facts are clear in your mind.
- 4. Please attach an addendum if more space is required.
- 5. See the <u>SLRD online mapping</u> for more information.
- 6. Your statement is likely to be attached to a Bylaw Enforcement Officer's report. Include only what information is necessary. Take care to use appropriate and objective language.
- 7. Limit your account to the specific incident or incidents.
- 8. Specify any other persons who were present and might have witnessed the incident(s).
- 9. Begin with the facts of what you witnessed. If you are reporting speech (i.e. a conversation), you should try to recall and report as far as possible the actual words used.
- 10. If your report is regarding noise, use multiple copies of the Witness Report form for each occurrence, or create a noise evidence log to record each date, start and stop time, noise description (eg: shrill, repetitive, thumping, penetrating, whooping, singing, amplified music, heard indoors, etc.) and how it affected you (eg: woke you up, gave you a headache, kids couldn't get to sleep, etc.)
- 11. Do not discuss your report with anyone else or ask others for their comments on it. Your statement should reflect what you witnessed and not what others think about the situation.
- 12. Treat the incident and your knowledge of it confidentially, as you would any personal and sensitive information under the provisions of the *Freedom of Information and Protection of Privacy Act*.