

The 5-Part Witness Statement Model

1

Introduction

Identify what the witness statement will be referring to and establish who the witness is. This should be a short introduction and should not normally be more than a couple of sentences. For officer statements it should include any specialist training or qualifications that are relevant to the matter being referred to in the statement.

2

People / Vehicles

Identify the people who will be referred to in the witness statement by the witness, including if and how the witness knows them. Descriptions of individuals should be included in this part - remember to use the 10-point description when describing people. It is also important to ensure that it is clear how the witness will be referring to each individual in part 4 of the statement e.g. by name or by another identifying means such as individual 1 / individual 2 etc.

Also detail as much information about any vehicles which the witness refers to within the statement, and how these will be referred to within the statement.

3

Places

Describe the locations which are relevant to the matters being referred to in the statement. This will normally be the place of the offence.

4

Account

This will be the largest part of the statement and provides the account of the witness. This part describes the actual events that took place as known by the witness. This should be written in a chronological order and make reference to any exhibits referred to within the statement. The witness statement should contain facts known directly to the individual and should not contain hearsay (unless it is exempted hearsay).

5

Clarification

The final part of the witness statement will clear up any ambiguities, such as adding any information not captured elsewhere in the statement. It should contain ADVOKATE and detail any continuity of exhibits etc.