



Guide to writing a statement

Who can make a statement?

- either party (applicant or respondent)
- the customer
- a witness
- a technical expert who has knowledge of the case

What should be in a statement?

1. STARTING THE STATEMENT

The Statement should start with a heading containing the following information:

Name of the Applicant or Respondent:

Office of the NSW Small Business Commissioner's Reference Number (if known): (eg. FOR 2017 0000)

.....

Name of person making statement

The statement should start with a sentence containing the details of the person making the statement: name, address, occupation and that "they state".

EXAMPLE

I, Sam Smith, of 1 George Street Wetherill Park NSW 2123, an employee at Best Body Repairs state:

2. THE BODY OF THE STATEMENT

In numbered paragraphs, the person making the statement should state the events in the order of when they happened. Make sure to describe the role of those persons mentioned.

EXAMPLE

1. On 20 January 2016 at about 11:00 am, I was working in the body shop, 'Best Body Repairs' at Wetherill Park on Parramatta Road, when I saw Mrs Caldwell (customer) approach the proprietor, Barry Brown.

2. I heard Mrs Caldwell tell Barry that she had been in a collision and needed some urgent repairs pointing to the VW Golf that was being unhooked from a tow truck in front of the repair shop.
3. Barry asked me to take a photograph of the damage to the front panel. **Attachment A is a copy of the photograph.**
4.

3. ENDING THE STATEMENT

The statement should end with a sentence stating the belief that the contents are true and correct:

EXAMPLE

9.
10. I believe the contents of this statement are true and correct.

4. SIGNING THE STATEMENT

The person making the statement should sign and date the statement:

EXAMPLE

Signed: *S Smith*
Name: Sam Smith
Dated: 1 July 2017