

**BY-LAW ENFORCEMENT SERVICES
OFF-ROAD VEHICLE – WITNESS
REPORT
FORM-BYL-104**



2585 King Road
King City, ON L7B 1A1

Directions

PLEASE FILL OUT THE CHART BELOW AND E-MAIL IT TO BY-LAW@KING.CA

NOTE: YOU WILL NEED TO DOWNLOAD AND SAVE THIS FORM BEFORE ATTACHING IT TO YOUR E-MAIL TO BY-LAW ENFORCEMENT SERVICES.

Please ensure to provide the following information so that an investigation can be opened about your concern.

We are unable to take anonymous complaints, and be advised that all complaint information remains confidential and will not be disclosed.

Witness Contact Information

Required Information	Details
Personal contact information: Your name, address and telephone number. (This will assist staff in following up).	
Date of the incident (Month/Day/Year)	
Time of the incident – please also include duration (e.g. from 7am-9am).	
Type of vehicle; (e.g. ATV, dirt bike, golf cart, etc)	
Location of the incident; (e.g. municipal address and where on the property, street names, intersections, other landmarks or specific details that help identify the location)	
Please provide any descriptions of the vehicles involved in the incident (e.g. make, model and colour of vehicle, licence plate)	

Please provide any descriptions of the people involved (e.g. gender, hair colour, clothing, height, etc)	
Are there any other witnesses? (e.g. other people that live with you, neighbours that had a similar experience – if applicable please provide their contact information)	
Any other information that may be relevant; (e.g. if you contacted York Regional Police, please provide what time this was, what was said, and any incident or call numbers)	
Photos or video if applicable. Please give a brief description of when and where the photos or video were taken.	

Notice of Collection

The personal information being collected on this form, by or on behalf of the Clerks' Office, will be used only for the purpose of administering off-road vehicle complaints under the authority of Municipal Act 2001, as amended. It will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act, Part II. Please contact the Deputy Clerk, at 905-833-4001, if there are questions about the collection or usage of this information.