|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | PO 690 | PO 208 | GPO Box 354 | PO 551 |
|  | Burnie 7320 | Devonport 7310 | Hobart 7000 | Launceston 7250 |
|  | Ph: (03) 647 7140 | Ph: (03) 647 84353 | Ph: (03) 616 57136 | Ph: (03) 677 72945 |

To make a claim for loss of income, and incurred expenses fill out the Statutory Declaration on the back of this form, and return it, along with any required supporting documentation, to the Court where you gave evidence.

**Loss of Wages/Salary:**

Claims for loss of wages/salary must be supported by a letter from the employer **stating the actual amount deducted** from your salary or wage while attending Court.

**Calculation of Loss of Wages/Salary/Income:**

The Court will pay the actual loss incurred (for each hour, or part of an hour), up to a maximum of 2.5% of the seasonally adjusted average weekly earnings of a full time adult employee in Tasmania as published by the Australian Bureau of Statistics.

**Self Employed:**

Claims for loss of income by self employed persons should be supported by some evidence of loss, such as a certificate from your accountant.

**Expert Witnesses:**

Expert Witnesses (doctor, engineer, architect etc) must be declared to be giving expert evidence by the Magistrate hearing the case. The Registrar of the Court will review claims by expert witnesses and will pay all just and reasonable expenses.

**Note:**

1. All claims are subject to verification by the Department of Justice.
2. All payments made to witnesses for loss of salary, wages or other income are taxable and should be declared in your income tax return.
3. GST - Failure to supply your ABN number may result in withholding tax being deducted from your payment.

**Account details:**

To have your payment credited direct to your account at a financial institution, please complete the following:

Account Name:…………………………………….Account Number:……………………………….

Name & Address of Bank / Other financial institution:………………………………………………

…………………………………………………………………………………………………………

BSB Number:………………………………………………………………………………………….

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Office use only)**

Date/s: Complaint Number: …………………….

Action: Police/ v.

Name of Witness:

I hereby certify that the above named appeared as a WITNESS / EXPERT WITNESS for the Crown and is entitled, by order of the Magistrate / Justice, to claim compensation and expenses.

**Signed:** ……………………………

(Court Clerk or Prosecutor)

**STATUTORY DECLARATION**

I ……………………………………………………. of

hereby declare that as a result of my attendance at court as a witness in the matter of the Police v ………………………………on the ……..day of……………….20\_\_\_\_, have suffered the following monetary loss:

|  |  |
| --- | --- |
|  | $ |
| 1 Wage and Salary That I have lost wages/salary as detailed on the attached letter from my employer stating the  actual amount of wages/salary **lost** due to court attendance, and that for the purposes of the  GST I am not carrying on an enterprise.  **Note: See over for method of calculation.** |  |
| **2 Self Employed**  That I am self employed as a …………………………….. and as a result of court  attendance have lost income of $……….. ..per day/hour, and that for the purposes  of GST the payment is received for an activity which is wholly of a private  or domestic nature.  **Note: See over for method of calculation.** |  |
| **3 Expert Witness (See over)**  That I am a ………………………………………………… and as a result of court  **(Occupation)**  attendance have lost income of $…………. per day/hour, and that for the purposes  of GST my ABN number is …………………………………  **Note: Non disclosure of your ABN will result in withholding tax being deducted.** |  |
| 1. That I have incurred other expenses as follows;   Meals ………………………………………………………………………………  Bus fare from……….................................... to ...................................and return.  Total kilometres travelled……….from……………………to……………………..and return.  Other……………………………………………………………………………  **Receipts to be attached where possible.** |  |
| **TOTAL** | $ |

and I make this solemn declaration by virtue of the provision of section 14 of the *Oaths Act* 2001.

Declared at ……………….……….this…………………day of……………………….. 20\_\_\_\_

…………………………………… ……………………………………

**Signature Commissioner of Declarations**

**Justice of the Peace**

**Approved:** …………………………………. (**A008 52812)** (**A005 52812)** (**A007 52812)** (**A011 52812)   
Clerk of Petty Sessions**