



FUEL DRIVE-OFF

REPORTING PACK GUIDE

A Fuel Drive-off occurs when a person puts fuel into a vehicle and drives off without paying. It may be considered a Stealing Offence.

The steps below detail the process for a Service Station to report a Fuel Drive-off incident to the Western Australia Police Force.

1. Service Station employee to immediately report the incident to the Western Australia Police Force on telephone 131 444. The Service Station employee may be advised to complete a Fuel Drive-off Reporting Pack for submission to the local police station.

If completion of a Fuel Drive-off Reporting Pack is advised:

2. Service Station employee to print a transaction receipt of the Fuel Drive-off incident. Transaction receipt to include the incident date and time, fuel type and amount in litres, and value of fuel in dollars and cents.
3. The Service Station employee who witnessed the incident to complete Form 1 - Eye Witness Particulars and a statement. The statement is to be signed by the Service Station employee and witnessed by a police officer.
4. Download Closed Circuit Television (CCTV) footage related to the incident onto a portable device, such as a USB Drive, CD or DVD. The footage will be used as evidence.
5. The Service Station employee who downloaded the CCTV footage to complete Form 2 - Other Significant Witness Particulars and a statement. The statement is to be signed by the Service Station employee and witnessed by a police officer.
6. The owner/manager/business representative of the Service Station to complete Form 3 - Other Significant Witness Particulars and a statement. The statement is to be signed by the owner/manager/business representative of the Service Station and witnessed by a police officer.
7. Use the Fuel Drive-off Reporting Pack Checklist (page 2 of this document) to ensure all required documents are completed and signed.
8. Deliver completed Fuel Drive-off Reporting Pack to the local police station.
9. Police will review the submitted Fuel Drive-off Reporting Pack. If an Incident Report is generated, police will provide the report number to the Service Station.



FUEL DRIVE-OFF

REPORTING PACK CHECKLIST

- 1. Transaction receipt**
- 2. Form 1 - Eye Witness Particulars**
To be completed by employee who witnessed the Fuel Drive-off.
- 3. Statement**
To be completed by employee who witnessed the Fuel Drive-off.
- 4. CCTV footage**
To be downloaded onto a portable device e.g. USB/CD/DVD.
- 5. Form 2 - Other Significant Witness Particulars**
To be completed by employee who downloaded CCTV footage onto the portable device.
- 6. Statement**
To be completed by employee who downloaded CCTV footage onto the portable device.
- 7. Form 3 - Other Significant Witness Particulars**
To be completed by owner/manager/business representative.
- 8. Statement**
To be completed by owner/manager/business representative.



EYE WITNESS PARTICULARS
To be completed by the employee who witnessed the Fuel Drive-off incident.

Witness's Full Name: _____
Home Address: _____
Home Phone: _____ Mobile Phone: _____
Work Phone: _____ Email Address: _____
Employed Address: _____
Employment As: _____

UNAVAILABLE DATES
Please list any dates in the next 12 months the witness is unavailable to attend Court should they be required.

John Paul SMITH

STATES

1. I am the employee of Morley Service Station located at 100 Morley Drive, Morley.
2. I am employed as a front counter attendant.
3. At about 2.00pm on Monday the 01/01/2018, I observed a red Toyota Corolla, registration number 1XYZ321 pull into the service station and park alongside Pump 1.
4. The male driver got out of the vehicle and filled the vehicle with \$20.00 of unleaded petrol.
5. There were no other occupants inside the vehicle.
6. The male driver was about 20 years old, 175cm tall and a skinny build.
7. The male driver was wearing a red baseball cap and a fluoro yellow t-shirt.
8. I saw the male driver get back into his vehicle and drive off without paying for the petrol.

EXAMPLE STATEMENT

Statement of John Paul SMITH
continued.

9. I called the Police and advised them of what I saw.
10. I printed the transaction receipt.
11. EXHIBIT I now produce the transaction receipt to the court.
12. This statement is true to the best of my knowledge and belief. I have made this statement knowing that, if it is tendered in evidence, I will be guilty of a crime if I have wilfully included in the statement anything that I know to be false or that I do not believe is true.

Signed _____

Date _____ Time _____

Witnessed at _____

On _____ at _____

By _____

Rank _____ Reg _____

EXAMPLE STATEMENT

STATES

1. I am the employee of

located at
_____.

2. I am employed as

_____.

3. At about _____ on _____ the
____/____/_____, I

_____.

4.

_____.

5.

_____.

6.

_____.

7.

_____.

8.

_____.

Statement of _____
continued.

9. _____

_____.

10. This statement is true to the best of my knowledge and belief. I have made this statement knowing that, if it is tendered in evidence, I will be guilty of a crime if I have wilfully included in the statement anything that I know to be false or that I do not believe is true.

Signed _____

Witnessed at _____

On _____ at _____

By _____

Rank _____ Reg _____



OTHER SIGNIFICANT WITNESS PARTICULARS

To be completed by the employee who downloaded the CCTV footage.

Witness's Full Name:

Home Address:

Home Phone: Mobile Phone:

Work Phone: Email Address:

Employed Address:

Employment As:

UNAVAILABLE DATES

Please list any dates in the next 12 months the witness is unavailable to attend Court should they be required.

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STATES

1. I am the employee of _____
which is located at _____.

2. At about _____ on _____ the
____/____/_____, I downloaded security
footage of an incident being a
_____ that occurred on
____/____/_____.

3. I handed a DVD / CD / USB DRIVE
containing this security footage to

to deliver to _____

Police Station on ____/____/_____.

4. EXHIBIT I now produce the footage to the court.

5. This statement is true to the best of my
knowledge and belief. I have made this
statement knowing that, if it is tendered in
evidence, I will be guilty of a crime if I have
wilfully included in the statement anything
that I know to be false or that I do not
believe is true.

Signed _____

Witnessed at _____

On _____ at _____

By _____

Rank _____ Reg _____



OTHER SIGNIFICANT WITNESS PARTICULARS

To be completed by the owner/manager/business representative.

Witness's Full Name:

Home Address:

Home Phone: Mobile Phone:

Work Phone: Email Address:

Employed Address:

Employment As:

UNAVAILABLE DATES

Please list any dates in the next 12 months the witness is unavailable to attend Court should they be required.

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STATES

1. I am the owner / manager / business representative of _____ which is located at _____.

2. At about _____ on _____ the _____/ _____/_____, I was told by employee _____, about a stealing of fuel from our site.

3. I reviewed the details and can confirm that I have not received any payment for the fuel that was taken on this occasion.

4. I did not give anyone in this vehicle consent to take the fuel without paying.

5. This statement is true to the best of my knowledge and belief. I have made this statement knowing that, if it is tendered in evidence, I will be guilty of a crime if I have wilfully included in the statement anything that I know to be false or that I do not believe is true.

Signed _____

Witnessed at _____

On _____ at _____

By _____

Rank _____ Reg _____