

THAMESLINK 2000 INQUIRY

Guidance for Document Preparation and Numbering

Documents

1. All proofs of evidence are to be submitted three weeks before the opening of the inquiry. If any party considers it necessary to submit supplementary or rebuttal proofs, this must be done one week before the objection is to be heard, at the latest. If the total material in any supplement exceeds 30 pages (including the operative part of any appendix), it must be submitted at least 10 working days before it is to be heard. Objectors who are in negotiation with Network Rail, see progress being made, and whose objection only concerns matters of detail may submit their proofs three weeks before the objection is to be heard.
2. The importance of keeping to this timetable is stressed. The smooth running of the inquiry depends on the presentation of evidence by summary. That can only be done if the Inspectors have the time to read and understand the full proofs and their appendices before they are presented; and if the opposing parties are given adequate time to assimilate the evidence they have to deal with.
3. Documents should be provided as follows:

Inspectors	4 Copies
Library	1 Copy

4. Documents should be referenced according to the following system:

Objector No/Witness No/ Document letter

124/1/A	would be the summary proof of the first witness for objector 124
124/1/A1	would be the proof of the first witness for objector 124
124/1/A2	would be the same witness's supplementary proof
124/1/B	would be volume 1 of the witness's appendices
124/2/A	would be the summary proof of the second witness for objector 124
30.102.103/1/B	Would be volume 1 of the first witness's appendices for objectors 30, 102 and 103

Proofs and appendices should be bound separately. Both should be paginated. Where a proof exceeds 1500 words a summary should be prepared and it will be that which is read at the inquiry. Proofs should be structured with topics in the following order, Transport and Works Act, planning, conservation area, and conditions. Appendices should be separated by coloured dividers with thumb tags. Where the appendix is an extract from another document, it is necessary

only to provide a copy of the identifying pages (eg the cover page plus a record of the date of publication), the extracts being referred to and sufficient of the document to give the context of the extract. A list of core documents, which are expected to form the background to the inquiry, is included in Network Rail's Statement of Case. If a document is listed as a core document there is no need to reproduce any extracts from it in appendices.

5. Where a party is producing a series of documents, it is often preferred to adopt a house style for the cover page. If there are likely to be several such documents it would assist the Inspector in finding the document quickly during the inquiry if a selection of colours could be used as background, border, or corner of the cover.
6. If a proof or summary is to be one or two pages long, there should be a cover sheet identifying the party giving the evidence and containing the document reference. Parties producing summaries should use them to emphasise the main thrust of their argument. A summary that reads as though it was an elaborated table of contents is normally of limited utility.
7. All proofs etc should be A4 size. Plans that are larger than A4 should be either A3 size or folded to A4 size. If there are several plans, they should either be bound together, or contained in a wallet with, in all cases, identification of the party and a document reference.
8. Within proofs, every paragraph must be numbered. Individual paragraphs should be kept short – a maximum of 1/3 of a page. Bullet points should be avoided, since they hamper easy reference. Only metric units should be used. If photographs are used, they should be bound into appendices, with a plan showing the viewpoint and a note giving the date. Original prints or good quality coloured copies should be provided. Evidence on video or audio tape is not normally acceptable, nor is overhead projection or other slides. In addition to hard copies, where possible evidence should also be provided on CDs or floppy disks to enable documents to be put on the Inquiry web site.
9. If any legal submissions are to be made the arguments should be presented in writing. If any advocates propose to make an opening statement they should be provided in writing, as should any closing statement longer than 10 minutes. Both should be provided in electronic format. Time will be allowed for preparation of closing statements including adjourning the inquiry to allow their preparation. Adjournment time will be used for site visits and administrative tasks.
10. The inquiry library will be available to everyone and will be kept by the Programme Officer. Arrangements for access to the Inquiry Library prior to the Inquiry will be discussed at the Pre-Inquiry Meeting.