



COMPLAINT FORM

When filling out this form, please use block capitals.

Please give as much detail as possible so that the Complaints Officer can investigate your complaint quickly and efficiently.

1. Your Name

2. Your Address

.....

3. Contact Details:

Daytime:

Evening:

Mobile:

E-Mail:

4. Which Department does your complaint relate to? (If Known)

.....

.....

5. In what way do you feel we have let you down?

.....

.....

.....

.....

.....

6. What do you think the Council should do to put things right?

.....
.....
.....
.....
.....

7. Have you complained to the Department previously about the matter, if so, did you get a response?

.....
.....
.....
.....
.....

Date

Thank you for taking the time and trouble to complete this form. The relevant Complaints Officer will contact you shortly.

If you require a copy of this form in larger format, Welsh or any other Community Language, please let us know.

Arrangements can also be made for complaints to be taken verbally.