**Parish Council Complaint Form**

**Name of Parish Council** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Date |  |
| Name |  |
| Address |  |
| Postcode |  |
| Daytime phone number  |  |
| Evening Phone number  |  |
| Nature of Complaint - please give details of: |
| 1. What you wish to complain about to the parish council?
 |  |
| 1. When & where the situation took place including if possible details such as time, day, date & location?
 |  |
| 1. The names & if possible contact details of any others involved?
 |  |
| 1. In your opinion, what action or decision would resolve the matter?
 |  |

To register a complaint please complete & return this form with any other information you wish to provide to support your complaint to your parish/town council.

Please continue your comments on a separate sheet if necessary.