



# Complaint Form

Your Name

Your Address  
(including post code)

Your Telephone Number

**Please tell us about your complaint**

**If you've contacted us about this complaint before, what is the name of the person you contacted and which department did they work in?**

Name

Council Department

**How did we respond to your complaint?**

**What would you like us to do to put the matter right?**

If there is any further documentation or information you feel may be required to allow us to fully assess your complaint please attach this to the e-mail separately.