

What do you think we should do to put things right?

Have you spoken to the Clerk to the Council, or a Parish Councillor, or member of the Council workforce about this complaint? Yes No

If yes can you tell us their name?

The information you provide will be treated in confidence and with respect and will only be used to monitor and manage our services. Thank you for your assistance.

For Office Use	
Date Complaint Received	
Date Complaint Acknowledged	
Complaint Reference	
Stage 1 – Date Response Issued	
Stage 1 Not Accepted – Date Received	
Stage 2 – Date of Notification	
Date of Council Meeting	
Council Decision	COMPLAINT UPHELD / NOT UPHELD
Date of Decision Notification	
Vexatious Complaint – Date of Notification	