

If a council officer has already tried to sort out the problem, please tell us their name:

If you have told a councillor about this problem, please tell us their name:

If you have sent any documents with this form, do you want us to return these to you?

Yes No

What would you like us to do about the problem?

If you have a preference for who responds to your complaint, please state below:

Male Female

Please complete the Service User/Resident Monitoring form enclosed with this booklet and then return both forms in the envelope provided. You do not need a stamp.

Compliments and Complaints Form

Your Title: Mr Mrs Ms Miss Dr

Other (please write in):

First name:

Surname:

Your address:

Postcode:

Home phone number:

Work phone number:

Mobile phone number:

Fax number:

Email address:

Signature:

Date:

Please use the form overleaf if you need to make a complaint.

Compliments

Who would you like to compliment?

Why do they deserve your praise?
