

WASHINGBOROUGH PARISH COUNCIL
COMPLAINT FORM

Your details

Name	
Address	
Telephone	
Email	

What is your preferred method of contact? (Please tick one)

Email	<input type="checkbox"/>	Phone	<input type="checkbox"/>	Letter	<input type="checkbox"/>
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Do you wish to waive your right to confidentiality? (Please tick one)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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What is the nature of your complaint (Please write in box below)

Continue overleaf

Your complaint (continued)

(Continue on another sheet if needed).

What do you want the Parish Council to do? (Please tick one)

a	Deal with my complaint, but I do NOT require a response	
b	Deal with my complaint, I DO require a response	

Notes

1. You should receive an acknowledgement of your complaint (if you have requested a response) within 5 working days.
2. Washingborough Parish Council aim to deal with all complaints within 12 weeks wherever possible. (When considering this time scale please bear in mind that Parish Council Meetings are held once every month.)
3. Your personal details will be held in confidence whilst the matter is being investigated, unless you have waived your right to anonymity.

Please return this form to –

The Parish Clerk, Civic Office, Fen Road, Washingborough LN4 1AB