



# Loddon Parish Council

The Library Annexe | Church Plain | Loddon | NR14 6EX

[www.loddonpc.org.uk](http://www.loddonpc.org.uk) | [clerk@loddonpc.org.uk](mailto:clerk@loddonpc.org.uk) | 01508 522 020

## COMPLAINT FORM

### Your Contact Details

Name	
Name of organisation if applicable:	
Telephone Number:	
Address:	
Email Address:	
How would you like us to contact you?	

### Details of the Complaint

Please provide us with details of the complaint. Continue on a separate sheet if there is not enough space on this form.	
Please provide details relating to any previous contact with the Council about the matter (including names of who you spoke to/emailed and the outcome of the discussion)	
How would you like to resolve the complaint/what action would you like the Council to take in relation to the matter?	



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## Evidence of your complaint

Please attach evidence of your complaint. Please do not send any original documents, (reproductions/scans are acceptable). If inadequate evidence is provided, the formal complaint will be dismissed.

**Declaration:** I have read Loddon Parish Council's Complaint Procedure and guidance:

**Signed:**

**Print Name:**

**Date:**

**Additional Info:**

Complaints must be submitted in writing. However, in line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing. We can also help if English is not your first language. If you need any support in completing this form, please let us know as soon as possible.

**How the information on this form is used:** Data provided by you will be used to assess your complaint and contact you at relevant stages of the complaint. This form (and evidence) will be retained in line with Loddon Parish Council's document retention policy.

Anonymous complaints will not be considered.

A copy of Loddon Parish Council's Complaint Procedure and guidance is available via the website; [www.loddonpc.org.uk/policies](http://www.loddonpc.org.uk/policies)

**Please return the form by post to:**

Loddon Parish Council  
The Library Annexe  
Church Plain  
Loddon  
NR14 6EX

Office Use:

Date	
Received:	