

Complaint form

Making a complaint about us

We recognise that we may not always get things right. If this happens, it is important that you tell us about it as soon as possible. We can deal with complaints about how we carry out our activities, including complaints about members of our staff or people working on our behalf.

You may wish to fill in this form to tell us about your complaint.

First of all please provide us with some contact details:

Your name	
Address	
Email	
Phone	

Please could you answer the questions below:

Who are you complaining about?	
What do you think they did wrong?	
When did this happen?	
What is the outcome you are looking for?	

Signed: _____

Date: _____