

Outline here how you have attempted to resolve your concerns and the reason this was not a satisfactory solution for you.

Date/s dealt with:

Name of the person you raised your concern with:

What actions / resolution / outcome you would like to resolve your complaint.

Signature:

Date:

Official use

Date received:

By who:

Referred to:

Date referred:

NB: additional lines/spaces can be inserted into this form as required. All sections require completion.

If you are raising this complaint as a third party, acting on behalf of the complainant, consent is required by the complainant. They should complete the following section to confirm this.

I, _____ [PRINT NAME] give consent to

_____ [PRINT NAME] to raise this complaint on my behalf.

I am aware that this will mean you discussing my complaint and any relevant personal information with them.

Signature:	
Date:	