

Northborough Parish Council

Complaint Form

SECTION 1 - YOUR DETAILS	
Name:	
Address:	
Postcode:	
Telephone:	Email:
SECTION 2 – DETAILS OF COMPLAINT	
Who and/or what is the complaint about?	☐ Council administration or procedure ☐ Clerk to the Council ☐ Other employee (please specify):
<i>Please describe your concern (include dates, names, and what happened):</i> <i>(Continue on a separate sheet if necessary)</i>	
SECTION 3 - DESIRED OUTCOME	
<i>Please describe what you like the Council to do to resolve this? (For example: explanation, apology, change in procedure.)</i>	
SECTION 3 – SUPPOTING DOCUMENTS	
<i>Please list any documents you are enclosing</i>	
SECTION 5 - DECLARATION	
I confirm that the information provided is accurate to the best of my knowledge. Signature: _____ Date: _____	

Please ensure all relevant sections are complete and return your form to:
clerk@northborough-pc.gov.uk. Postal address is available on request.