

Staploe Parish Council Complaint Form

Name of Parish Council

Address

Staploe Parish Council

33, Staploe, St. Neots, Cambs. PE19 5JA

Please be aware that we are bound by the data protection act and will protect your personal information and we will ensure that we do not divulge your name as the source of the complaint in a public meeting without your consent. However, by completing this form you should be aware that the information will be shared with all members of the Parish Council and we may need to divulge your name and contact details to the relevant authorities if vulnerable people or children are at risk or a crime has been committed.

Date	
Name	
Address	
Postcode	
Daytime phone number	
Evening Phone number	
Nature of Complaint - please give details of:	
1. What you wish to complain about to the parish council.	
2. When & where the situation took place including if possible details such as time, day, date & location.	
3. The names & if possible contact details of any others involved.	
4. In your opinion, what action or decision would resolve the matter.	

To register a complaint please complete & return this form with any other information you wish to provide to support your complaint to the Parish Clerk Mrs Lucy Crawford, 33, Staploe, St. Neots, Cambs PE19 5JA or lucy_crawford@hotmail.com.

Please continue your comments on a separate sheet if necessary.

We would also be delighted to receive any comments or compliments you may have about the work of the Parish Council.