Complaints Form

Fill in the details of the person who is making the complaint	
Name of Person	
Address	
Phone	
Email	
My preferred contact method is	

If you are making the complaint on behalf of another person provide the following details.	
Your Name:	
What is your relationship to the person?	
Does the person know you are making this complaint/providing feedback?	
Does the person consent to the complaint/feedback being made?	

Who is the person, or the service about whom you are complaining or providing feedback about?	
Name/	
Contact Details (if known)	

What is your Complaint about?
Provide some details to help us understand your concerns. You should include what happened, where it happened, time it happened and who was involved.

Supporting Information

Please attach copies of any documentation that may help us to investigate your complaint/feedback (for example letters, references, emails).

What outcomes are you seeking as a result of the complaint/feedback?

OFFICE USE ONLY

Complaint received by	
Date received	
Action taken or required	
Date action completed	
Signature	