

Date/s dealt with informally:	
Name of the person you raised your concern with informally:	

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:	