**Please complete this form when making a complaint to Little Witley Parish Council under its Complaints Procedure.**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone No |  |
| Email address (optional) |  |

|  |
| --- |
| Provide here the details of your complaint (Continue overleaf if necessary) |

|  |  |  |
| --- | --- | --- |
| Have you spoken to, emailed or written to anyone at the Council about your complaint? | Yes | No |
| If Yes, provide their name: | | |
| What happened as a result of this contact? (Continue overleaf if necessary) | | |

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| --- |
| What would be the best way for the Council to resolve your complaint? (Continue overleaf if necessary) |