

# Complaints / Feedback Form

Fill in the details of the person who is making the complaint/ providing feedback.

<b>Name of Person</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>My preferred contact method is</b>	

If you are making the complaint/feedback on behalf of another person provide the following details.

<b>Your Name:</b>	
<b>What is your relationship to the person?</b>	
<b>Does the person know you are making this complaint/providing feedback?</b>	
<b>Does the person consent to the complaint/feedback being made?</b>	

Who is the person, or the service about whom you are complaining or providing feedback about?

<b>Name</b>	
<b>Contact Details (if known)</b>	

**What is your Complaint/Feedback 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**

<b>Complaint received by</b>	
<b>Date received</b>	
<b>Action taken or required</b>	
<b>Date action completed</b>	
<b>Signature</b>	