



WEST BERGHOLT PARISH COUNCIL

## Complaints Form

Please complete the form in black ink and capital letters.

	Your details:	
1.	Name:	
2.	Address for correspondence:	
3.	Telephone number (Day):	Telephone number (Eve):
4.	Email:	
5.	What do you consider the Council has done wrong or failed to do?	
6.	How has the problem affected you?	



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7.	What should the Council do to put things right?
8.	Who have you spoken to about this and when?
Signed:	
(to be signed by the person making the complaint)	
Date:	

If you require assistance in completing the application form or submitting the supporting information, please contact the Parish Clerk on 01206 240772:

Return this form and any accompanying letter to:

**West Bergholt Parish Council, 80 Chapel Road, West Bergholt, Colchester CO6 3HL**