



W E S T B E R G H O L T P A R I S H C O U N C I L

Complaints Form

Please complete the form in black ink and capital letters.

Please note: All personal information provided will remain secure and not be kept by longer than necessary.

	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?
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 07726 424419 or email clerk@westbergholt-pc.gov.uk:

Return this form and any accompanying letter to:
West Bergholt Parish Council, 80 Chapel Road, West Bergholt, Colchester CO6 3HL