



Tell us about your compliment, comment or complaint

This form is for you to use, it will help you to tell us what you think.

Your name and address (PLEASE PRINT)

Your postcode

Your telephone number

Please tell us in as much detail as possible about what happened, where it happened, when it happened, and names or anyone involved. If you are making a complaint, tell us if you feel you have suffered discrimination. (Continue on an additional sheet if necessary)

If you are using this form to complain, tell us what you think the Council should do to put things right.

If you are using this form to complain, tell us if you have told the Council about this before. If you have, please name the member of staff you dealt with and give details if possible.

If you are writing on behalf of someone else, please give their name and address as well as yours.

Their name and address (PLEASE PRINT)

Their postcode

Their telephone number

Please tick box if you do not want us to contact this person to find out more about this matter

Your signature

Date

Please send you completed form to:
The Complaints team, Town Hall, Wakefield, WF1 2HQ or any Council Office will accept this completed form.
Please visit us or phone, 01924 305757, if you want advice