



## Complaint Form

Section 1 – Complainant Details			
<b>First Name</b>		<b>Surname</b>	
<b>Address</b>			
<b>Contact Number</b>		<b>E-mail address</b>	
If you are complaining on behalf of another person, please enter their details below:			
<b>First Name</b>		<b>Surname</b>	
<b>Address</b>			
<b>Contact Number</b>		<b>Email address</b>	
<b>What is your relationship to the person who wants to complain?</b>			
<b>Have they agreed to you making this complaint on their behalf?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 2 – Details of Complaint
Please give details about what your complaint is about below. You should include as much detail as possible e.g. times, dates, locations, names and positions of people involved.
How has this affected you/the person on whose behalf you are complaining?

What would you like Fylde Community Link to do to resolve your complaint?

<b>Section 3 – Declaration and Signature</b>	
I declare that to the best of my knowledge, everything I have reported in this form is correct.	
<b>Signature</b>	
<b>Date</b>	

Please return this Complaint Form to:

Fylde Community Link  
 19 Church Road  
 Lytham  
 Lancashire  
 FY8 5LH

We will contact you within 5 working days of receiving your complaint with an initial response.

<b>For Office Use Only</b>	
<b>Complaint Form received by</b>	
<b>Signature</b>	
<b>Date received</b>	