



CONFIDENTIAL

## Complaint form

To make a formal complaint against about Thorpe St Andrew Town Council, please complete this form and return it, with any other relevant documents, to: Town Hall, Pound Lane, Thorpe St Andrew or by email to [complaints@thorpestandrew-tc.gov.uk](mailto:complaints@thorpestandrew-tc.gov.uk).

Your contact details

Full name:
Address for correspondence:
Contact telephone number:
Email address:

Your complaint

Describe your complaint as fully and clearly as possible, including how you have been affected.

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Have you already contacted anyone at the Council about this complaint? Yes  No   
If **Yes**, please give details.

Name of person contacted:

Date contacted:

What happened as a result of this contact:

In response to your complaint, what would you like the Council to do to put things right?

Please add any other relevant information in the box below, or attach it to this form.

Signed:

Date:

Our **Data Protection Policy** sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. Visit <https://bit.ly/33osw4J> for more information.