

HOW TO COMPLAIN TO HEATON-WITH-OXCLIFFE PARISH COUNCIL

Complaint Form

Date:	
Name:	
Address:	
Postcode	
Daytime phone number:	
Evening Phone number:	
Nature of Complaint - please give details of:	
1. What you wish to complain about to the parish council.	
2. When and where the situation took place including if possible details such as time, day, date and location.	
3. The names and, if possible, contact details of any others involved.	
4. In your opinion, what action or decision would resolve the matter?	

Please continue your comments on a separate sheet if necessary.

To register a complaint please complete and return this form with any other information you wish to provide to support your complaint to: **Parish Clerk, Mr A Osmotherley, 106 Broadway, Morecambe, Lancashire, LA45XZ**. If the complaint concerns the Clerk, it should be sealed and clearly marked '**Chairman, Heaton-with-Oxcliffe Parish Council – Private and Confidential**' and sent to the above address.