

Complaints Form

Creswell Parish Council

Please use this form to submit a complaint about Creswell Parish Council services or administration. This helps us investigate and respond efficiently.

1. Your Details

Full Name:

Address:

Postcode:

Email Address:

Telephone Number (optional):

2. Details of Complaint

Please describe your complaint clearly. Include dates, locations, and names of any staff or councillors involved (if known).

3. What Outcome Are You Seeking?

Please tell us what you would like the Council to do to resolve your complaint:

4. Previous Contact

Have you already raised this issue with the Council?

☐ Yes

☐ No

If yes, please provide details (who you contacted and when):

5. Supporting Information

Please list any documents or evidence you are providing:

6. Declaration

I confirm that the information provided is accurate to the best of my knowledge.

I understand that: - My complaint will be handled in accordance with the Council's Complaints Procedure - The Council may contact me for further information

Signature: _____

Date: _____

Submission

Please send your completed form to:

Clerk to Creswell Parish Council

PO Box 8033, Rugeley, Staffordshire WS15 9GW – 07388 326259

clerk@creswell-pc.gov.uk

For Office Use Only

Date Received:

Reference Number:

Acknowledged (date):

Assigned To:

Response Due Date:

Date Responded:

Outcome:

- ☐ Resolved informally
 - ☐ Formal response issued
 - ☐ Escalated to review
-

You do not have to use this form to make a complaint, but it helps us process your complaint more efficiently.