# Tenterden Town Council

## Complaints Form

If you have read the guidelines in our Complaints Procedure and are ready to submit your complaint, please fill in the form below. Details of who this completed Complaints Form should be sent to, are set out in the Complaints Procedure.

**Your Name**

**Your Address**

**Your e-mail address**

**Your telephone**

**What is the nature of your complaint?** *Provide confirmation of relevant events, dates, names of parties involved.*

**What action do you feel should be taken?**

**Do you wish to waive your right to confidentiality?** *(Requirement of the Data Protection Act 1998)*

**Date**

**Date**