# Bye Law 7 – Complaints Procedure

Appendix – Complaint Template

This form has been included to help you structure your complaint. You do not have to use this, but it may help you include all of the relevant details.

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| **Section 1 – Details of your complaint** |
| *You should include a description of what the complaint is, detailing where it happened and if possible what date and time. You should also include any names of anyone involved in the complaint. The boxes below will automatically expand if being typed on a computer.* |
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| **Section 2 – Details of your complaint** |
| *Please let us know how the matter has affected you in as much detail as you wish to provide.* |
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| **Section 3 – Outcome** |
| *Please let us what you want to happen as a result of your complaint.* |
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| **Section 4 – Contact Details** |
| *You must include your name and one method of contacting you if you wish to have a response to your complaint. By giving us your contact details you are giving us consent to contact you on the matter of your complaint.* |
| Your Name: |  | Your Address |  |
| Your Email: |  |
| Tel no: |  |