Appleby-in-Westmorland Town Council
Complaints Form

Please describe your complaint:

1. What type of service has been at fault?

2. What has happened?

3. What should be done to resolve the problem?

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4. Have you reported this problem previously? *Who to:* *Date reported:*

NAME:		
ADDRESS:		
PHONE:	*MOB:*	*HOME:*
EMAIL:		

SIGNED:

DATE:

DATA PROTECTION
To investigate your complaint, the information you provide, including your personal details, may need to be divulged to Council employees and Councillors. Details of complaints received and our findings, without publishing names or other personal details, are reported to the Council, documented in the minutes and will be available to the public.

Please return this form to:
Appleby Town Council, Moot Hall, Boroughgate
Appleby-in-Westmorland, Cumbria, CA16 6YB

Email: clerk@applebytown.gov.uk