



Hellingly Parish Council Complaint Form

Please complete all sections. Fields marked with * are mandatory.

Section	Details
1. Complainant Details	Name*:
Address*:	
Email*:	
Telephone*:	
Submitting on behalf of someone else? (Yes/No):	

2. Nature of Complaint: Informal or Formal*:

Describe the complaint*: (Include dates, locations, persons involved)

How has this issue affected you or others? *:

Have you raised this issue informally before? (Yes/No):

If yes, provide details of any response received:

3. Complaint Category: Please indicate the type of complaint:

Please ✓ **Tick:**

Council procedure or administration

Council service provided

Employee conduct

Other (please specify):

4. Desired Outcome: Describe what action you believe would resolve your complaint:

5. Supporting Documentation: Please attach any relevant documents, emails, or evidence supporting your complaint:

6. Declaration: I confirm the information provided is accurate and complete to the best of my knowledge.

Signature*: _____

Date*: _____

Submission Instructions

- **Submit this form to:** Clerk, Hellingly Parish Council, The Drive, Hellingly, BN27 4EP
- Or via email: clerk@hellinglyparishcouncil.gov.uk
- **Complaints about the Clerk** should be submitted directly to the Chair of the Council: cllr.david.white@hellingly-pc.gov.uk

The Council will acknowledge receipt within 5 working days and provide information on the next steps.