



## *Compliments and Complaints form*

Your title: Mr Mrs Ms Miss Dr

Other (please write in): \_\_\_\_\_

Your first name and surname: \_\_\_\_\_

Your address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please use the form overleaf if you need to make a complaint.**

### **Compliments**

Who would you like to compliment? \_\_\_\_\_

\_\_\_\_\_

Why do they deserve your praise? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





---

---

---

---

---

If you run out of space, please use an extra sheet of paper.

If a council officer has already tried to sort out the problem, please tell us their name.

---

If you have told a councillor about this problem, please tell us their name.

---

If you have sent any documents with this form, do you want us to return these to you?

Yes                       No

*continued on back page*

What would you like us to do about the problem?

---

---

---

---

**Please also complete the Equal Opportunities form enclosed with this booklet and then return both forms to:**

**Freepost RRBY-UJEC-RSRA  
Compliments and Complaints  
Epping Forest District Council  
Civic Offices  
323 High Street  
Epping  
CM16 4BZ**

**You do not need to use a stamp.**

**F O R O F F I C I A L U S E O N L Y**

Date received: \_\_\_\_\_ Ref no: \_\_\_\_\_

Service area: \_\_\_\_\_

Complaint designated step: \_\_\_\_\_ Assigned to: \_\_\_\_\_