

BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

(Registered Charity No: 304724)

Mill Road, Buxhall, Stowmarket, Suffolk, IP14 3DS

COMPLAINTS FORM

Please use this form to make your complaint, or if you prefer you can write a letter or telephone.

1. Name and Organisation (if applicable):

2. Address (including post code):

3. Telephone/ E-mail:

4. Tell us about your complaint in your own words:
 - a) Clearly outline why you are not satisfied

 - b) Clearly outline what you want us to do to put things right

 - c) Have you tried to resolve your complaint before?
 - d) If "yes", please explain when and how

5. Any other comments?

Signed:

Print name:

Position in Organisation (If applicable):

Date:

Policy	Complaints Policy	
Date / Version	April 2023	
Review Date	April 2024	Page 1 of 1