

LAUNTON PARISH COUNCIL

Compliments and Complaints Form

Date Received _____

Your name: _____

How would you like to be contacted? Email ☐ Letter ☐ Telephone ☐

Your contact details: _____

If you would prefer to be contacted by telephone,
please tell us the best time to contact you: _____

Please give details of your compliment or complaint: _____

If necessary, please continue over the page

Have you spoken to, emailed or written to anyone at the Council? Yes / No

If yes, please give their name: _____

What happened as a result of this contact? _____

What outcome are you looking for (ie what would be the
best way for the Council to resolve your complaint)? _____

Please note that complaints will be treated in the strictest confidence. The names of those making a complaint and details of the complaint will only be disclosed to those members of staff needing to know for the purposes of the investigation. The Parish Clerk may also inform the Chairman.

Please return this form to the Parish Clerk, Mrs Jane Olds, 13 Oak Close, Bicester, OX26 3XD,
01869 247171, clerk@launton-pc.gov.uk