Form for complaints

Complaints Form	Ref No:
Date:	
Date complaint	
received:	
Personal Details: (Name, contact	
details if any)	
Nature of complaint:	
Details of complaint:	
Who dealt with the	
complaint?	
How was it dealt	
with?	
Outcome:	
(Outline of what has happened as a result of the complaint)	
Follow up required:	
Follow up required:	

Source: County Public Participation Guidelines, 2016, MoDP & CoG.