**Feedback/Complaints Form**

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| **Fill in the details of the person who providing feedback / is making the complaint** |
| **Name of Person** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |
| **My preferred contact method is** |  |

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| **If you are providing the feedback / making the complaint on behalf of another person provide the following details.** |
| **Your Name:** |  |
| **What is your relationship to the person?** |  |
| **Does the person consent to the complaint/feedback being made?**  |  |

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| **Who is the person, or the service about with whom you have issue or providing feedback about?** |
| **Name/ Business name** |  |
| **Contact Details (if known)** |  |
| **What is your Feedback / Complaint about? Provide some details to help us understand your concerns. You should include what happened, where it happened, time it happened and who was involved.** |
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| **Supporting Information. Please attach copies of any documentation that may help us to investigate your complaint/feedback (for example letters, references, emails).** |

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| **What outcomes are you seeking as a result of the complaint/feedback?** |
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 **OFFICE USE ONLY**

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| **Complaint/Feedback received by** |  |
| **Date received** |  |
| **Action taken or required**  |  |
| **Date action completed** |  |