**Written Compliments and Complaints Form**

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This is a: Compliment

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Complaint

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| Name....................................................................................................................................  Date......................................................................................................................................  Address.................................................................................................................................  ..............................................................................................................................................  Postcode...............................................................................................................................  Telephone.................................................................................................................  Email......................................................................................................................... |

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| If you are writing on behalf of someone else, please write that person’s name here:  Name.....................................................................................................................................  Relationship to individual......................................................................................................  Your contact details...............................................................................................................  Are they aware that you are writing on their behalf? Yes/No |

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| Please give full details below, including dates and names where appropriate. Please also let us know if you have any special needs e.g. interpreter |

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| Feedback to complainant – Detailing if satisfactory outcome reached  Print Name............................................ Signature............................... Date........................ |

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| If this is a complaint, please state what you would consider to be an appropriate outcome.  Signed...............................................................  Thank you for completing the form. You will receive a response within 3 working days of receipt of this form.  **Data Protection: Blackburn with Darwen Parents in Partnership (BwDPiP) is committed to the confidentiality of your personal information. Personal data will be held and used in accordance with the Data Protction Act 1998 and will not be shared with any third parties for commercial use.** |

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| Further action/ recommendations (if necessary)  Print Name....................................... Signature..................................... Date..................... |