

COMPLAINT FORM

Denison House, Hexthorpe Road, Doncaster, South Yorkshire, DN4 0BF

Telephone No. 01302 342055 Fax No. 01302 329887

1.1 Complainant Information

IDB	
Name	
Address	
Telephone No.	
Email Address	
What, briefly, is the nature of your complaint?	
What Went Wrong? <i>(please give as much detail as you can)</i>	
What do you think the IDB should do to put things right?	
Signed:	Date:

A copy of this form will be logged in a register by the clerk to the Board who will identify a senior person in the Board to deal with your complaint. We will send you an acknowledgement within two working days, telling you who is dealing with your complaint. Within 15 working days of the date of that acknowledgement that person will send you in writing, either a full response, or a progress report if more details or investigation is required.

If you are not satisfied with the reply you receive then you should write again to the above address and arrangements will be made for a further review to be carried out at a more senior level in the Board.

1.2 For Official Use:

Date Received	
Person Dealing	
Reference Number	
OS National Grid Reference	
Date of Inspection	
Nature of Works Required	