If you are complaining on behalf of someone else, please complete **section 1 with your details** and complete **section 2 with their details**.

If the person who you are submitting this complaint for is over the age of 18, you **MUST** gain their consent. Please ensure they complete **section 3.**

|  |
| --- |
| **Section 1**: Details of person making the complaint  |
| Your Full Name: |  |
| Your D.O.B: |  |
| Your Address:  |  |
| Today’s date:  |  |

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| --- |
| **Section 2:** Details of person you are complaining on behalf of |
| Their name: |  |
| Their D.O.B |  |
| Their Address |  |

|  |
| --- |
| **Section 3:** Consent  |
| I give consent for the named person in section 1 to submit this complaint on my behalf. I understand that there will be an investigation into this complaint and am happy for the named person to be party to the information. |
| Print Name:  |
| Sign: | Date:  |  |

|  |
| --- |
| **Section 4:** Details of complaint  |
| Date(s) of event: |  |
| *Additional paper can be provided/used if needed (if completed electronically please continue on new page)* |
| Signed:  |