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: |  |

|  |  |
| --- | --- |
| **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: | |