CONFIDENTIAL

Formal complaint form

To make a formal complaint against the Broads Authority, please complete this form and return it, with any other relevant documents, to: Broads Authority, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY or by email to [complaints@broads-authority.gov.uk](mailto:complaints@broads-authority.gov.uk).

Your contact details

Full name:

Address for correspondence:

Contact telephone number:

Email address:

Your complaint

Describe your complaint as fully and clearly as possible, including how you have been affected.

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Have you already contacted anyone at the Authority about this complaint? Yes 🞎 No 🞎

If **Yes**, please give details.

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| Name of person contacted:  Date contacted:  What happened as a result of this contact: |

In response to your complaint, what would you like the Authority to do to put things right?

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Please add any other relevant information in the box below, or attach it to this form.

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Signed:

Date:

Our **Data Protection Policy** sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. Visit [www.broads-authority.gov.uk/about-us/privacy](http://www.broads-authority.gov.uk/about-us/privacy) for more information.