



Development & Planning Authority

**This Form, when completed, is treated
as a Confidential Document**



Registering a Customer Complaint

This document is to be used for registering a complaint with the Office *of the* Committee *for the* Development and Planning Authority. Please read the accompanying Customer Complaint Procedure before completing the form.

Please write clearly, using capital letters in your contact information.

Details of Person Complaining	
Name:	
Address:	
Telephone Numbers And Other Contact Information:	Daytime: Non Office hours: Mobile: Fax: E-mail:

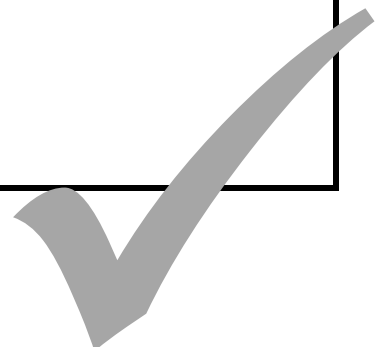
Details of Complaint

Please provide brief details of your complaint.

Please try to give only facts, including what happened (or failed to happen), when it happened and who was involved.

If you are not sure of an employee's name or position, or you need other assistance in completing this form, please ask a member of staff or the Complaints Registrar

You may attach further sheets if required.



Large empty rectangular box for signature and date.

Signed:	Dated:
---------	--------

Please return your completed form to:

The Complaints Registrar
The Office of the Committee for the Development and Planning Authority
Sir Charles Frossard House
La Charroterie
St Peter Port
Guernsey
GY1 1FH

Telephone: 717200

E-mail: developmentandplanning@gov.gg

