



FORM A

OUTLINE OF COMPLAINT

(For use by the Local Complaints Officer only)

LOCAL COMPLAINTS OFFICER:

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CIRCUIT NO.:

DATE SENT:

COMPLAINTS AND DISCIPLINE
Following any informal stage, if you wish to continue with your complaint, please complete this form, with as much information as possible and submit it to the Local Complaints Officer. For the purposes of the procedure, you will now be referred to as the “complainant.” The Local Complaints Officer will then arrange to meet with you, to discuss your complaint and provide you with guidance on the appropriate processes to be followed.

STRICTLY PRIVATE AND CONFIDENTIAL

YOUR DETAILS

Name:

Address:

Church, Circuit and District:

Details of the person against whom you are making a complaint:

Name:

Address:

Church, Circuit and District:

DETAILS OF THE COMPLAINT

Please outline the grounds of your Complaint (where possible please include details of any dates, places and witnesses).

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..... *Continue on an additional sheet of paper if needed*

Signed: (Complainant)

Print name:

Date: