Witney Town Council

Mrs Sharon Groth Town Clerk



Town Hall, Market Square Witney, Oxon OX28 6AG Tel: 01993 704379

Fax: 01993 771893

E-mail: townclerk@witney-tc.gov.uk www.witney-tc.gov.uk

COMPLAINT FORM – STAGE ONE

Name
Address
Telephone
Date of report
Reported to
Nature of Complaint/Enquiry
Action Requested

For Office Use: Register No.	Fill in register A1/2 – Complaint/Enquiry Reports
Officer to action	(Name of Officer)
Immediate action taken or proposed	(
Date implemented	
Long term action proposed (if applicable)	
Long term action proposed (ii applicable)	
Date implemented	
Complainant/Enquirer Date	
	D. J.
Signed (Town Clerk)	Date

File completed form on A1/2