



Corporate Complaint Form
(Please complete all sections)

Should you need any advice in completing this form please telephone 0151 511 8081

If you wish to complete this form by hand please print off and return your completed form to:

Corporate Complaints, Corporate Performance & Improvement Team,
Halton Borough Council, Municipal Building, Kingsway, Widnes, Cheshire, WA7 7QF

If you wish to complete this form electronically please download and save the document to your device, complete the relevant sections and return it to corporatecomplaints@halton.gov.uk

Today's Date	
Your Name:	
Address:	
Postcode:	
Tel number(s)	
e-mail	

If you are making a complaint on behalf of somebody else please provide:-

Their Name:	
Their Address	

If you have previously contacted the Council about this matter who did you contact and how did you contact them i.e. by telephone, e-mail etc.?

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What is the nature of your complaint?

Please provide details of what it is that you feel that the Council has, or hasn't done, that has caused you to complain. If you are completing the form by hand please use additional sheets if necessary.

What action would you like the Council to take in response to your complaint?

