

Hill Street Family Resource Centre Complaints Form

Hill Street Family Resource Centre takes service user complaints seriously. So that we may properly investigate your concern, please fill out this form as completely as possible. Please use additional sheets of paper where needed. After a prompt and thorough investigation into your complaint you will be notified of Hill Street's intended action. Thank you.

Name:	Mobile Number:
Service Used:	Date:

1. Please describe in as much detail as possible the nature of your complaint:

2. Please provide the names of any people involved in your concerns:

3. Please describe how the actions you complain about have affected your use of our services:

4. Please describe any solutions you believe can help resolve your complaint.

5. Please provide any additional comments you wish Hill Street to consider when investigating your complaint.

I declare that the information above is true and accurate.

Signature: _____

Date: _____