



# LONGHOUGHTON

COMMUNITY & SPORTS CENTRE

## COMPLAINTS FORM

If you have a complaint about the service or facilities at the Longhoughton Community and Sports Centre please complete the information below so that we can consider your complaint and respond.

NAME.....

ORGANISATION (if any).

POSTAL ADDRESS OF COMPLAINANT.....

.....

Post Code.....

EMAIL ADDRESS OF COMPLAINANT.....

TELEPHONE NUMBER OF COMPLAINANT

Land Line

Mobile

PLEASE DESCRIBE YOUR COMPLAINT

WHY ARE YOU NOT SATISFIED?

HOW DO YOU THINK WE CAN PUT THINGS RIGHT?

HAVE YOU TRIED TO RESOLVE YOUR COMPLAINT BEFORE?

YES/NO

IF YES, HOW HAVE YOU TRIED?

ANY FURTHER COMMENTS

SIGNED

DATE

WHAT TO DO WITH THIS FORM

Send this form to the Secretary of the Trust: Adrian Hinchcliffe, The Croft, Boulmer, Alnwick. NE66 3BW  
OR Email to [adrian.hinchcliffe@btopenworld.com](mailto:adrian.hinchcliffe@btopenworld.com) or Phone 01665 572888.