

Code of Conduct for Elected Members

To: The Monitoring Officer

Please read the Guidance Notes before completing this form.

COMPLAINT FORM

A. Your details

Please read note 1 in the accompanying leaflet before completing this section. Anonymous complaints will only be considered if there is independent evidence to substantiate the complaint.

Title:	
First name:	
Surname :	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	
Email address:	
Signature:	
Date of complaint:	

Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- Council officer or authority employee
- Other (please indicate)

B. Making your complaint

Please read note 2 in the accompanying leaflet, before completing this section.

Please provide us with the name of the member(s) you believe have failed to comply with the Code of Conduct and the name of their authority:

Title	First Name	Surname	Council or authority name

Please read note 3 in the accompanying leaflet, before completing this section.

Please provide us with the details of your complaint. Continue on a separate sheet(s) if there is not enough space on this form.

Continue on separate sheet(s) as necessary

C. Confidentiality of complainant and complaint details

Please read [note 4](#) in the accompanying leaflet, before completing this section.

Only complete this next section if you are requesting that your identity is kept confidential.

Please provide us with details of why you believe we should withhold your name and/or details of your complaint:

D. Remedy sought

Please read [note 6](#) in the accompanying leaflet

Please indicate the remedy or remedies you are looking for or hoping to achieve by submitting this form

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E. Process from here

Please read [note 5](#) in the accompanying leaflet.

F. Additional Information

Please read [note 7](#) in the accompanying leaflet.

For further information please contact:

Susan Tovey
Monitoring Officer
Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover
Hampshire, SP10 3AJ.

Telephone: 01264 : 368401
Fax Number: 01264 : 368449
e-mail address stovey@testvalley.gov.uk

Please return this form to:

Susan Tovey
Monitoring Officer
Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover
Hampshire, SP10 3AJ.

July 2012

(CoC 1 250712)



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