

**Brecon Beacons National Park Authority**

**Complaints, Compliments and Comments Form**

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| Please complete all sections of this form.  |

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| Your details | Name……………………………………………………………Address………………………………………………......................……………………………………………………………...............Postcode……………………………………………….................... |
| Your telephone number |  |
| Your email address |  |
| Please tell us how you would like us to contact you (e.g. email, letter, telephone call) |  |
| The best time to contact you  |  |
| If you are completing this form on behalf of someone else, please give the name and address of the person wishing to make the complaint, comment or compliment | Name……………………………………………………………Address…………………………………………………………………………………………………………………………...............Postcode……………………………………………......................... |

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| I would like to make a: | Complaint | Compliment | Comment |

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| Please give details of your complaint, compliment or comment (continue on a separate sheet if necessary) |  |
| Complaints only - How would you like the matter to be put right? |  |
| Complaints only - Have you raised this concern before? |  |
| Complaints only - If yes, please provide brief details of how and when you raised this concern before (including department contacted and name of member of staff) |  |
| Complaints only – If applicable, what was the outcome of this previous concern: |  |

Signed:……………………………………………………………

Date:……………………………………………………………..

**(Please return this form to the Complaints Officer, Brecon Beacons National Park Authority, Brecon, Powys, LD3 7HP or by email to** **complaintsandcompliments@beacons-npa.gov.uk** **or** **enquiries@beacons-npa.gov.uk**

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| **For office use only**  |

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| Complaint reference number: |  |
| Investigating officer (where applicable): |  |
| Date received: |  |