

B6. APPEALS AND COMPLAINTS FOR APPLICANTS – Formal complaint form

This form is to be used in conjunction with the above policy. Please refer to this policy, section 6.27 onwards, for guidance, within five (5) working days of the Stage 1 response.

Your name: _____

Provide a clear statement of the nature of their concerns (e.g., why they believe the decision should be reviewed or why they feel the policies and procedures are not fit for purpose);, see policy 6.28 for guidance.

All relevant evidence or details of events in support of the request, including the informal steps they have taken to resolve it under Stage 1, if this was appropriate, and why they are dissatisfied with this response;

A list of any person (with contact details) who is known to have relevant information.

The outcome or resolution they would like to resolve the matter.

Signed: _____ Date: _____