**Complaint Form**

We want to make it easy for you to lodge a complaint with Elizabeth Beggs- driving instructor. Once you have filled in this form, please email it to: one4lizbeggs@gmail.com

Please attach copies of any correspondence or relevant documents relating to the complaint. We will assess your complaint and get back to you.

**Your contact details**

 Title: \_\_\_\_\_\_\_\_\_\_\_ First name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Address: Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_ Preferred telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Complaint**

We can investigate the decisions and actions of Driving instructors related to Elizabeth Beggs- driving instructors

We generally ask that you approach the organisation about the matter before we will consider your complaint.

What instructor are you complaining about? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What happened and when?

Why do you think this is unfair or wrong?

 Why are you unhappy with the organisation’s response?

What do you want to happen to fix the complaint?

Have you attached copies of relevant correspondence or other documents? Yes Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information about you

What disability do you have?

Do you have a parent or guardian talk on your behalf in relation to this incident?

What are their contact detail?

Signature:

Date: