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| **Your Name** |  |

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| **Your Address**  **inc. Post Code** |  |

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| **Email Address** |  |

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| **Name of the Community Council** |  |

**Please tell us about your complaint providing as much information as you can.**

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**If you have contacted the Community Council about this complaint before, how did the Community Council respond to your complaint?**

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**How would you like the Community Council to put the matter right?**

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**Please Note: *ALL* sections of this form must be completed for the complaint to be considered.**

If there is any other information or documentation you feel may be required to allow the Community Council to fully assess your complaint, then please attach it to this Complaint form.

The information provided by you is processed in accordance with the Data Protection Act 2018 to allow us to effectively handle your complaint. The Data Protection Act 2018 gives you the right to know how we will use your data.

**Submission of completed form.**

Submit this form and any additional information to the Chairperson or Secretary of the Community Council concerned. You should receive a response with 10 working days.

**The contact details of Midlothian Community Councils are available here.**

<https://www.midlothiancommunitycouncils.org.uk/directory-of-community-councils>