NORTH EAST LINDSEY INTERNAL DRAINAGE BOARD

 WITHAM HOUSE

### NEL_3 J1 THE POINT

###  WEAVER ROAD

 **LINCOLN**

Mrs J.Froggatt

Chief Executive

#  LN6 3QN

#  Telephone (01522) 697123

##

enquiries@witham3idb.gov.uk

# COMPLAINT FORM

**Your name:**

**Your address, including postcode:**

**Your telephone number:**

**Your e-mail address:**

**What, briefly, is the nature of your complaint:**

**What went wrong? *(please give as much detail as you can)***

**What do you think the IDB should do to put things right?**

#### Signed Date

A copy of this form will be logged in a register by the Board’s Chief Executive who will nominate a senior officer in the Board to investigate your complaint. We will send you an acknowledgement within seven working days, telling you who is investigating your complaint. Within 15 working days of the date of that acknowledgement that person will send you, in writing, either a full response, or a progress report if more details or investigation is required.

If you are not satisfied with the reply you receive then you should write again to the above address and arrangements will be made for a further review to be carried out at a more senior level in the Board.

FOR OFFICIAL USE:

 Date received: Reference number: Person dealing:

comp form