



## APPENDIX S: Annexe 4

### COMPLAINT FORM

1. Your Details - Please provide us with your name and contact details:

Question	Answer
Title	
First Name	
Last Name	
Address	
Daytime telephone	
Evening telephone	
Mobile telephone	
Email address	

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

However, we will tell the following people that you have made this complaint:

- The member(s) you are complaining about (Subject Member)
- The parish or town clerk (if applicable)

and the Monitoring Officer will be aware of your complaint.

We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint and the Subject Member(s) concerned will be given the right of reply to your complaint, before Initial Assessment.

2. Please tell us which complainant type best describes you:

- ☐ Member of the public
- ☐ An elected or co-opted member of an authority
- ☐ An independent member of the Standards Committee
- ☐ Member of Parliament
- ☐ Other Council Officer or authority employee
- ☐ Other (       )

3. Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of their authority:

Title	First Name	Last Name	Council or authority name

4. Making your complaint

Please explain in this section (or on separate sheets) what the Subject Member has done that you believe breaches the relevant Code of Conduct of the District Council or the particular Town/Parish Council. If you are complaining about more than one member you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.

Please provide us with the details of your complaint setting out the specific Code provisions you believe have been breached and how the conduct breaches the Code. You must submit with the complaint supporting witness statements and evidence. If these are not provided the Council may not investigate on your behalf.

Continue on a separate sheet if there is not enough space on this form.

It is important that you provide all the information you wish to have taken into account when it is decided whether to take any action on your complaint.

For example:

Question	Yes or no
Have you been specific, wherever possible, about exactly what you are alleging the member said or did.	YES/NO
Have you provided the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe	YES/NO
Have you confirmed whether there are any witnesses to the alleged conduct and provided their names and contact details if possible.	YES/NO
Have you provided all relevant background information and evidence	YES/NO
Did the behaviour take place within the last 30 days.	YES/NO
Have you sent the complaint to the police, ombudsman or another complaint process	YES/NO PLEASE PROVIDE DETAILS IF YES

Name of Witness(es)	Address of Witness(es)

## 5. Initial Tests

Before assessment of a complaint begins, the complaint has to meet the tests set out in Annexe 1 entitled "Criteria for Assessment of Complaints against Members in respect of the Code of Conduct"

If the complaint fails one or more of the Initial Intake tests set out in Annexe 1 entitled "Criteria for Assessment of Complaints against Members in respect of the Code of Conduct" it cannot be considered for Assessment and the complainant will be informed that no further action will be taken in respect of the complaint. The member(s) concerned will also be told of the complaint and that it had failed Initial Intake.

Furthermore, if you identify witnesses yet fail to provide witness statements or claim that there is supporting evidence but fail to supply it the complaint may not meet the Initial Intake tests for acceptance or satisfy Assessment tests when the merits are considered.

If you have any queries please direct these to the Monitoring Officer, on 01732 227245

## 6. Additional Help

Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

We can also help if English is not your first language.

If you need any support in completing this form, please let us know as soon as possible.

Help will be given in assisting a complainant who has a disability that prevents them from making a complaint in writing. Please contact the Monitoring Officer on 01732 227245 if you need such assistance.

This publication is available in large print. To ask for a copy please telephone 01732 227000. If you need help understanding the publication we can arrange for an interpreter to help you. Please call on 01732 227000 stating your language and telephone number.

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To return the completed form:

e-mail to: [members.conduct@sevenoaks.gov.uk](mailto:members.conduct@sevenoaks.gov.uk)  
(please save a copy for your records)

Paper copy to: The Monitoring Officer  
Sevenoaks District Council  
Argyle Road, Sevenoaks, Kent TN13 1HG