

Complaints Form

Once you have completed this form please send it to:

Governance Team
Lothian Valuation Joint Board
17A South Gyle Crescent
Edinburgh
EH12 9FL

Or by email to complaints@lothian-vjb.gov.uk

ABOUT YOU

Your Name	
Your Address	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
Email Address:	

DETAILS OF YOUR COMPLAINT

PLEASE USE THIS SECTION TO GIVE US AS MANY DETAILS AS POSSIBLE ABOUT YOUR COMPLAINT
(ie what has gone wrong, how you want us to resolve the matter)

(Use the space overleaf to continue and then attach a separate sheet if required)

*** Delete as appropriate**

Have you attached/enclosed any other documents relating to your complaint

*Yes/No

If yes, would you like them returned to you?

*Yes/No

Would you like a copy of this sheet returned to you?

*Yes/No

continued from overleaf			
Date		Signature	

Thank you for completing this form, please return by post to:

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For office use only			
<i>Complaint Reference Number</i>		<i>Date Received</i>	
<i>Date acknowledgement issued</i>		<i>Date complaint response issued</i>	
<i>Issued By</i>		<i>Issued by</i>	
<i>Designation</i>		<i>Designation</i>	