



Castle Point Borough Council

Comment and Suggestions form

Our fact sheet *Comments, suggestions and complaints* explains that we welcome and value comments and suggestions about how we run our services. This form is designed to help you make your comments and suggestions to a department or to the Chief Executive.

Data Protection Act 1998 - We will only process your personal data in order to respond to your comments and suggestions. In general it will be used for administrative and statistical purposes.

Please tick the appropriate boxes.

1. Mr Ms Mrs Miss Other

First Name:

Last Name:

2. Your Address:

Postcode:

3. E-mail Address:

4. Daytime phone number:

Evening phone number:

5. Which Council service is your comments or suggestions about?

6. What are your comments or suggestions?

7. Do you want a reply? **Yes** **No**

If you would like a reply, we will send you an acknowledgement within 5 working days of receiving your communication and tell you who will be dealing with it and how long it will take to send you a full reply. We try to respond quickly and reply within 20 working days.

To be signed by the person making the comments or suggestions:

Your signature:

Date:

Confidential

To help us monitor the accessibility of our services, we ask you to provide the following information about yourself. This will not affect the way your comments or suggestions will be dealt with.

Please tick the appropriate boxes.

A. Ethnic Group:

White

- British
- Irish
- Any other White background

Black or Black British

- Caribbean
- African
- Any other Black background

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

Chinese

- Chinese

Asian or Asian British

Indian
Pakistani
Bangladeshi
Any other Asian background

Other Ethnic Group

Any other group

B. Sex: Male Female

C. Age: Under 16 16-19 20-24 25-59 60-64 65 & above

D. Are you a disabled person? Yes No

Thank you for completing this form. Please print the form, sign it in the space provided above and send it to the Customer Care Officer, Castle Point Borough Council, Council Offices, Kiln Road, Thundersley, Benfleet, Essex, SS7 1TF.