

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	e tick the	appropria	ite boxes.				
1.	Mr 🗌	Ms□	Mrs 🗌	Miss 🗌	Other		
	First Nan	ne:					
	Last Nam	ne:					
2.	Your Add	lress:					
	Postcode	: :					
3.	E-mail Ad	ddress:					
4.	Daytime	phone nur	nber:				
	Evening p	phone nun	nber:				
5.	Which Co	ouncil serv	vice is your	comment	s or sugg	stions about?	

6.	What are your comments or suggestions?									
7.	Do you want a reply?	Yes □	No 🗆							
If vo	u would like a reply we will send you	ı an acknowle	edgement within 5 working days of rec	eivina vour						
com		ealing with it	and how long it will take to send you a							
To b	e signed by the person making the co	omments or s	suggestions:							
You	r signature:		Date:							
To h	· ·		ask you to provide the following inform	ation about						
-	rself. This will not affect the way your	comments or	suggestions will be dealt with.							
	Ise tick the appropriate boxes.									
Α.	Ethnic Group:									
	White		Black or Black British							
	British		Caribbean							
	Irish		African							
	Any other White background		Any other Black background							
	Mixed		Chinese							
	White and Black Caribbean		Chinese							
	White and Black African									
	White and Asian									
	Any other mixed background									

	Indian				Any other group		
	Pakistani						
	Bangladeshi						
	Any other Asian background						
В.	Sex:	Male □	Female				
C.	Age:	Under 16 □	16-19 🗌	20-24 🗌	25-59 🗌	60-64 🗆	65 & above □

Other Ethnic Group

Asian or Asian British

D.

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.

Are you a disabled person? Yes \square No \square