



Comhpháirtíocht Leader Waterford Leader  
Phort Láirge Partnership

### EXTERNAL COMPLAINT FORM

<b>Complainant Name</b>	
<b>Address</b>	
<b>Email</b>	
<b>Tel No.</b>	
<b>Mobile No.</b>	

**Describe in detail the nature of the complaint:**  
*(Please insert names, dates and locations)*

**Give the name of the person you  
first reported the complaint to:**

<b>WLP Office Address:</b>	
<b>Describe how your complaint has affected you negatively:-</b>	
<b>Describe what action can be taken in order to effectively deal with your complaint:</b>	
<b>Any additional comments:</b>	

*(Please note that any complaints in relation to projects funded under the Rural Development LEADER programme are dealt with by a separate appeals process).*

**Signed by Complainant:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Please return the signed and date form to Waterford Leader Partnership Ltd, Complaints Officer, John Barry House, Lismore, Co Waterford. (Only forms that are signed, dated and that provide contact details will be acted on)**