

What do you think the Council should do to put things right?

Have you raised this matter with staff concerned?

Yes		No	
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Is there anything that makes it difficult for you to pursue your complaint?

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 15 working days.

Signed

Date

Written correspondence to: -

**Mrs Brenda Byrne
Equality Unit
Newry & Mourne District Council
O'Hagan House
Monaghan Row
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BT35 8DJ**

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This is available in a range of different formats upon request.

FOR OFFICE USE ONLY

Please tick

Which service is the complaint about?

- **Corporate Communications**
- **Equality**
- **Good Relations**
- **Member Services**
- **Performance Management**
- **Other Services – specify department**
