

Complaint Form

LONDON BOROUGH OF RICHMOND UPON THAMES

ALLEGATION OF A BREACH OF THE MEMBERS' PROTOCOL

1.	Full name(s) of person(s) making allegation:	
2.	Address:	
3.	Telephone Number:	
4.	Fax Number:	
5.	E-mail address:	
6.	Against whom is your allegation of a breach of the Members' Protocol being made?	
7.	What do you allege the Member did wrong?	

8.	What provision(s) of the Members' Protocol do you say the Member has breached? [Note - you can obtain copies of the Protocol from the authority]
9.	In what way do you say that the Member has breached the Members' Protocol?
10.	When did the alleged breach occur?
11.	What is your evidence for alleging that the Member has breached the Members' Protocol? (Set out below the evidence and if necessary write on additional sheets. Attach copies of any relevant correspondence, papers, documents which you say support your allegation).

12.	Are there witnesses who can corroborate what you say? If so, set out below their full names, addresses and telephone numbers.	
13.	Do you understand that your identity will probably have to be made known to the Member against whom you are making the allegation, to the authority and possibly to others who need to know who you are?	
14.	Are you prepared, if called upon to do so, to give oral evidence in public in support of your allegation to the Standards Committee of the authority?	
15.	Signature of person making allegation: 	Date of signature:

Please return this form (marked “Confidential”) to:

**Paul Evans
Head of Shared Legal Services
Gifford House
67c St Helier Avenue
Morden
Surrey SM4 6HY**