



**D When did the incident take place?**

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**E Are there any witnesses who can confirm what you say?  
If so, give their full names and contact details if known.**

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I understand and accept that my identify and the details of my complaint will be forwarded on to the Member who I am making a complaint about (within 7 working days of submitting this complaint form to the Monitoring Officer) and such other individuals as referred to in the Council's Local Dispute Resolution Procedure. I also understand and accept that the details of my complaint may become public knowledge. I confirm that I am prepared to give oral evidence in private in support of my complaint.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send to:

Debbie Marles  
Head of Legal Services and Monitoring Officer  
Civic Offices  
Holton Road  
Barry  
CF63 4RU

Email: [DMarles@valeofglamorgan.gov.uk](mailto:DMarles@valeofglamorgan.gov.uk)  
Tel: 01446 709402