



Rehabilitation and  
Retraining Trust

## PRRT Complaints Form CP3

### Stage 3

This form should be used only when the response received at Stage 2 of the Complaints Procedure has been unsatisfactory

#### **Contact Details:**

Name:

Address:

Telephone No:

**Details of Complaint:**



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**Summary of Action Taken to Resolve the Complaint:**

**Reasons for Ongoing Dissatisfaction:**

I understand that a copy of this form may be provided to the member of staff who is the subject of the complaint and any others who are directly or indirectly involved.

**Signature:**

**Date:**

Please return the completed form to:

The Chief Executive, PRRT, Maryfield Complex, 100 Belfast Road, Holywood, BT18 9QY

**Date Complaint Received:**