ANNEXE 7 (see paragraphs 3.8 and 11.1)

TRANSPORT AND PARKING – RESIDENTS' COMPLAINT/SUGGESTION QUESTIONNAIRE

The information on this form will be used to update the Borough's records of locations and areas for review and possible inclusion for action in the Unitary Development Plan

1	**Resident's Name and address:-** Name…… Address……. …… Postcode……☎……		
2	**Location or Area which is subject of complaint/suggestion** …… …… …… …… ……		
3	**Nature of problem identified** …… …… …… …… …… ……		
4	**Frequency of problem arising – how often does this happen?**		
	In the morning?	**yes**	**no**
	In the afternoon?	**yes**	**no**
	In the evening?	**yes**	**no**
	Every weekday ?	**yes**	**no**
	At weekends?	**yes**	**no**
	Once a week?	**yes**	**no**
	Once a month?	**yes**	**no**
	Once a quarter?	**yes**	**no**
	Once a year?	**yes**	**no**
5	**Your proposed suggestion or solution to remedy problem** …… …… …… …… …… …… …… (please refer to any attachments in this section).		

For official use:-
1. Action category:- ACCIDENT* SAFETY* CONGESTION* OBSTRUCTION* PARKING*
2. Reference number……..
3. Date received……..
4. Date acknowledged……
5. For action by……
6. Action proposed……
7. Action completed……
8. Resident advised of outcome……