

WAVERLEY BOROUGH COUNCIL

Local resolution of housing complaints – provision of information to ‘designated persons’

**Part 1**

Name of complainant: .....

Address: .....

Details of complaint:  
.....  
.....  
.....  
.....  
.....

I authorise Councillor [*insert name*] to act as a ‘designated person’ to take action on my behalf in helping me resolve my complaint. I authorise Waverley Borough Council, as my landlord, to release to Councillor [*insert name*] personal information about my complaint.

Signature:..... Date: .....

**Part 2**

I, Councillor [*insert name*], confirm that I have agreed to act as a ‘designated person’ on behalf of [*insert name of complainant*] to help him/her resolve his/her complaint against Waverley Borough Council.

I confirm that I will keep confidential all information that Waverley provides to me about [*insert name of complainant*] complaint, and will not disclose this information to any third party.

Signature: ..... Date: .....