

# On- line Application Form

## Application for a Case Review

If there have been **three complaints about three separate incidents within six months** of anti-social behaviour to any agency and you feel the response was inadequate, under the Broxtowe Community Trigger Procedure our Complaints Officer will acknowledge receipt of your complaint and the Head of Public Protection will convene a meeting to review the details of your complaint and decide if your application is a Qualifying Complaint. Please complete this application form and we will endeavour to contact you again within 20 working days of receipt of this form.

The Crime & Disorder Act 1998 and the Data Protection Act 1998 allow agencies to share relevant personal and sensitive details appropriately with other statutory partners in the Borough. Information may be stored in a hard copy file and/or electronically and will be destroyed in compliance with data protection principles. By completing this form you agree to these conditions.

Complainant/Victim Details			
Complainants Name			
Address			
Agency, organisation or group (if applicable)			
Date of Birth			
Phone No.		Email	
Describe any relevant vulnerabilities			

Advocate(helper) Details			
Organisation (if applicable)			
Phone No.		Email	

Declaration	
I agree that information about me relevant to my complaint of anti-social behaviour can be shared between organisations for the purpose of investigating my complaint.	
Signature	
Date	

In this section please complete the details of the three complaints you have made about anti-social behaviour which you want local agencies to review. These incidents must have been reported in the last six months.

<b>Reported Incidents</b>				
<b>INCIDENT ONE</b>				
<i>Must have been reported within one month of the incident occurring</i>				
<b>Date and Time of Incident</b>				
<b>Date you reported this incident</b>				
<b>Brief Details and Location</b>				
<b>Reported to</b>	<b>Name</b>			
	<b>Organisation</b>			
<b>Incident/Crime or Reference No.</b>				
<b>Method of Reporting (tick applicable)</b>	<b>Phone</b>	<b>Email/On-line</b>	<b>Written</b>	<b>In Person</b>
<b>Was any action taken, if so by whom?</b>				

<b>INCIDENT TWO</b>				
<i>Must have been reported within six months of reporting incident one</i>				
<b>Date and Time of Incident</b>				
<b>Date you reported this incident</b>				
<b>Brief Details and Location</b>				
<b>Reported to</b>	<b>Name</b>			
	<b>Organisation</b>			
<b>Incident/Crime or Reference No.</b>				
<b>Method of Reporting (tick applicable)</b>	<b>Phone</b>	<b>Email/On-line</b>	<b>Written</b>	<b>In Person</b>
<b>Was any action taken, if so by whom?</b>				

<b>INCIDENT THREE</b> <i>Must have been reported within six months of reporting incident one</i>				
<b>Date and Time of Incident</b>				
<b>Date you reported this incident</b>				
<b>Brief Details and Location</b>				
<b>Reported to</b>	<b>Name</b>			
	<b>Organisation</b>			
<b>Incident/Crime or Reference No.</b>				
<b>Method of Reporting (tick applicable)</b>	<b>Phone</b>	<b>Email/On-line</b>	<b>Written</b>	<b>In Person</b>

In this section please explain why you think your case should be reviewed, describe the current situation and how the anti-social behaviour makes you feel. Please also explain how you would like to see the matter resolved; you should note however that it may not be possible to meet your expectations for a resolution, and we will explain why if this is the case.

<b>Reason for Requesting a Case Review</b>
<b>What is the current situation?</b>
<b>Please confirm what action (if any) has been taken.</b>

**How would you like this matter to be resolved?**

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**How are these incidents affecting you?**

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Now you have completed the form please submit it or send to:

**Complaints Officer  
Broxtowe Borough Council  
Foster Avenue  
Beeston  
Nottingham  
NG9 1AB**

**tel:0115 917 3576  
typetalk:18001 0115 917 7777  
www.broxtowe.gov.uk**