

Online 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 Chief Communities Officer 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 Number	
Email Address	
Describe any relevant vulnerabilities	
Advocate(helper) Details	
Organisation (if applicable)	
Phone Number	
Email Address	
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 antisocial behaviour which you want local agencies to review. These incidents must have been reported in the last six months.

Reported Incidents	
INCIDENT ONE	
<i>Must have been reported within one month of the incident occurring</i>	
Date and Time of Incident	
Date you reported this incident	
Brief Details and Location	
Reported to Name and organisations	
Incident/Crime or Reference No.	
Method of Reporting, please include all that are relevant: Phone/Email or Online/Written or In person	
Was any action taken, if so by whom?	

INCIDENT TWO	
<i>Must have been reported within six months of reporting incident one</i>	
Date and Time of Incident	
Date you reported this incident	
Brief Details and Location	
Reported to Name and organisation	
Incident/Crime or Reference No.	
Method of Reporting, please include all that are relevant: Phone/Email or Online/Written or In person	

INCIDENT THREE <i>Must have been reported within six months of reporting incident one</i>	
Date and Time of Incident	
Date you reported this incident	
Brief Details and Location	
Reported to Name and organisation	
Incident/Crime or Reference No.	
Method of Reporting, please include all that are relevant: Phone/Email or Online/Written or In person	

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.

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

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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**