

Making a complaint about an AAT member

Before completing this form, please read the *Complainants Guide to the Complaints process* in full. This will provide you with information on how AAT's complaint's process works.

1. Your details

Title	
Forename	
Surname	
Address	
Telephone number	
Email address	

2. Name of member or practice you are complaining about

Title	
Forename	
Surname	
Address	
Telephone number	
Email address	

3. Your complaint

Please explain your complaint, including relevant date(s) / chronology:

4. Internal complaints procedure

The *member* must have been given an opportunity to resolve the complaint via their own internal complaint handling procedures. Please provide details of the outcome and copies of correspondence.

5. Are there any ongoing legal / civil proceedings regarding your complaint?

If yes, please provide details.

6. Evidence to support complaint

AAT will not investigate your complaint if you do not have documentary evidence to support your allegations. Please confirm what documents you have enclosed/attached.

Ref	Name of document	Relevance to the complaint

Please send a copy of your complaint form and supporting evidence to:

Professional Standards Team
AAT
140 Aldersgate Street
London
EC1A 4HY

Alternatively, please attach this form and send to aatstandards@aat.org.uk