



## BAILDON FARMERS' MARKET Feedback Form

*Baildon Farmers' Market Committee constantly seeks to balance the different needs of customers, stallholders, local businesses, regulators and the general public: we are very alert to these different interests, and aim to reach the best possible compromise between them. All are of vital importance to the continuing success of Baildon Farmers' Market. We hope that in the majority of cases any issues are addressed informally and through discussion with all the parties involved. However, we recognise that it is good practice to provide a more formal process for feedback or complaint where required, and we will follow the Complaints procedure adopted by Baildon Town Council. Please note : **All concerns should initially be addressed to the Market Supervisor (MS) for resolution using this form.***

*Please note we are unable to address anonymous feedback for obvious reasons.*

<b>Your Name</b>		<b>I am giving this feedback as: (Please tick):-</b>	
<b>Address</b>		<b>Customer</b>	
		<b>Stallholder</b>	
		<b>Local Business</b>	
<b>EMAIL</b>		<b>Other</b>	
<b>TELEPHONE</b>			
<b>My feedback is</b>			
<b>Date of occurrence(if appropriate):</b>			
<i>Please hand this form to the Market Supervisor or Information Desk for a response</i>			
<b>Market Supervisor response :</b>			
<b>Date response given to the person raising the issue:</b>			
<i>MS to retain a copy and return original to person named above</i>			
<b>Still not satisfied ?</b>			
<p><i>This section to be completed by the person raising the issue <b>only if you wish to indicate that you are dissatisfied with the response you have been given, and want to request that this matter be dealt with as a complaint through the Town Council's Complaints Procedure.</b> If so, please sign this form below and return this form to the Clerk, (Baildon Town Council, 35 Cliffe Avenue, Baildon BD176NX or via email to <a href="mailto:clerk@baildowntowncouncil.gov.uk">clerk@baildowntowncouncil.gov.uk</a>), who will acknowledge receipt within 5 working days and explain what will happen next. Thank you.</i></p>			
<b>Your Signature</b>		<b>Date</b>	