**Complaint form**

The Landscape Institute can only deal with complaints about those who are currently members of the Institute. It is therefore important that before you complete this form that you check that the person against whom you wish to complain is actually a member.

You can do this online: <https://members.landscapeinstitute.org/li-members-directory/>

Via email: membership@landscapeinstitute.org or by calling the Institute on 020 7685 2640

If you wish to make a complaint about the professional conduct or competence of one of our members, please complete this form as fully as you can. You should also read our ‘Guidelines for Making a Complaint’, which sets out our complaints procedures.

It is important for us to understand your complaint as fully as possible, so please provide any necessary supporting information.

**YOUR DETAILS**

**Membership No** (LI members only):

**Name:**

**Address:**

**Telephone number**:

**Email address:**

**DETAILS OF THE MEMBER**

**Name:**

**Business/work address:**

**LI Membership number:**

**DETAILS OF THE COMPLAINT**

**What your relationship is to the member?**

* + Client
	+ Contractor
	+ Employee
	+ Fellow member of the Institute
	+ Other (please specify)

**Please describe the background to the complaint:**

**Please give details of when this happened:**

**Please list your specific complaints:**

**Please confirm whether you have raised your complaint directly with the member involved, and if so, what response they gave:**

**Please confirm whether this matter either has been, or is currently, the subject of any other legal proceeding, and if so, please provide details:**

**COMPLAINT STATEMENT**

Please sign this complaint statement to confirm that a copy of your complaint and your supporting evidence may be sent to the member you have complained against, and that you are not taking any legal action in relation to any matter connected with your complaint:

DATE: SIGNATURE: