

Application for Review



Police Investigations &
Review Commissioner

For office use only

Reference number:



If you need this form in a different format (for example in Braille, on audio tape, in large print, and so on) or in a different language, please let us know.



You can complete this form and send it to us by email/post or you can go to our website and submit an [online form](#) - pirc.scot/complaint-handling-reviews

IMPORTANT INFORMATION: PLEASE READ

All sections of this form must be completed. Incomplete application forms will be refused. You can provide supplementary information with your fully completed application form.

Further information about our role or powers can be found [here](#), or by searching: “A guide for the public on the role of the Police Investigations & Review Commissioner” on our website.

Section A — About You

Which title would you like us to use when we are corresponding with you?

Mr

Mrs

Ms

Miss

Other

Mx

Dr

None

(please tell us)

If your application for a review is successful, which pronouns would you like us to use in your report?

She/her/hers

He/him/his

They/them/their

None

Name	
Address	
Date of Birth	
Phone number	
Email	

Contact with the PIRC

We will correspond with you by **e-mail** unless otherwise specified. If you would prefer an alternative form of contact, please indicate below.

By letter to you Through your personal representative
(please complete the attached consent form)

We want to ensure that our services are accessible to all. Please tell us if there are any reasonable adjustments that we can carry out to make this process easier for you, for example, if you require us to change the way that we communicate with you.

Please note, while we will aim to meet your needs, not all requests can be fulfilled.

Section B — Your complaint case

1. Have you complained to the relevant police body? Yes No
2. Which police body did you complain to?
3. Police Complaint Reference Number:
4. Has the police body finished looking at your complaint? Yes No
5. Did the police body agree a list of complaints with you? Yes No
6. Is any other organisation dealing with your complaint? Yes No
If you answered 'Yes', please state the name of the organisation
7. Is your complaint the subject of on-going court proceedings? Yes No
If you answered 'Yes' please state the nature of the proceedings
8. What is the date of the police body's final written response?

Is your application delayed?

You must submit your application within three months of the date of your written response from the police body. If your application falls out with this deadline, we may legally be unable to proceed with the review.

If your application is late, please let us know why. Please also enclose any supporting evidence with this application form.

Unless we are satisfied that there are exceptional circumstances for the delay, we may not be able to consider your complaint.

Section C – Your complaints

Important: if this section is not complete, your form may not be accepted

Please note that we cannot review:

- a complaint that has not previously been made to the police
- a complaint where you received a response from the police more than three months ago (unless there are exceptional circumstances which you have explained above)
- a criminal allegation about a police officer or civilian member of staff
- complaints from individuals about the terms and conditions of their service with the police

If you wish to proceed with your application, please use the boxes below to describe each complaint that you would like us to review.

If you have agreed “Heads of Complaint” with the relevant police body, these are the complaints that should be listed below. If you believe that the “Heads of Complaint” agreed with the police body are incorrect, please tell us why in the “Why are you unhappy with how this complaint was handled by the police?” boxes below.

Complaint 1
Why are you unhappy with how this complaint was handled by the police?

Complaint 2
Why are you unhappy with how this complaint was handled by the police?

Complaint 3

Why are you unhappy with how this complaint was handled by the police?

Complaint 4

Why are you unhappy with how this complaint was handled by the police?

Complaint 5

Why are you unhappy with how this complaint was handled by the police?

You may continue on an extra sheet if you need more space, or have more complaints

Section D – Your Experience

The Equality Act 2010 states that people must not be treated differently because of a protected characteristic.

Protected characteristics are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex, and;
- sexual orientation.

Do you feel that you were treated differently by the police body due to a protected characteristic? Yes No

If you answered 'Yes' please use the box below to explain.

Section E – Expectations

Please note that we cannot:

- order the payment of compensation or other financial penalty
- order the investigation of criminality or charge individuals
- become involved with criminal procedures
- recommend that an officer is subject to a conduct or disciplinary action

Our function is to review the handling of your complaint. If your complaint also concerns another organisation, such as the DVLA, you may be able to appeal to directly to that organisation.

If you are happy to proceed with your review on this basis, using the box below, please describe what you hope or expect to achieve from the review of your complaint(s).

Section F – Authorisation

So that the PIRC can deal with your case, please sign and date below.

Signed:	
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Date:	/ /
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Where to send your application form

By post: PIRC
Hamilton House
Hamilton Business Park
Caird Park
Hamilton
ML3 OQA

By e-mail : enquiries@pirc.gov.scot

Consent form



Police Investigations &
Review Commissioner

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Reference number:

If you would like somebody to act on your behalf (such as a solicitor, friend or relative), please give their details here:

Name	
Address	
Postcode	
Phone number	
Mobile number	
E-mail	

To give us your permission to talk to your representative about your case, please sign and date below.

I agree to you sharing information about my case with my representative named above.

Signed:

Date: