

**City of Cardiff Council
Comment, Complaint and Compliment Form**

**Cyngor Dinas Caerdydd
Ffurflen Sylwadau, Cwyno a Chanmol**

Once completed, please send this form to
Complaints & Compliments
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Wedi i chi lenwi hon, anfonwch hi i
Cwynion & Chanmoliaeth
Neuadd y Sir
Glanfa'r Iwerydd
Caerdydd
CF10 4UW

**Your details
Eich manylion**

Surname Cyfenw	Name Enw	Title Teitl
Address and postcode Cyfeiriad a Chod Post		
E-mail E-bost		
Telephone Rhif ffôn		

How would you like to be contacted?

Sut hoffech i ni gysylltu â chi?

Post	
Telephone	
E-mail	

Post	
Ffôn	
E-bost	

The person who experienced the problem should normally fill in this form. If you are completing this form on behalf of someone else, please complete the following section.

Yr unigolyn a gafodd y broblem ddylai lenwi'r ffurflen hon fel arfer. Os ydych yn ei llenwi ar ran rhywun arall, cwblhewch yr adran ganlydol.

**Making a complaint on behalf of someone else (Please only complete if making a complaint)
Cwyno ar ran rhywun arall (Peidiwch â chwblhau onid ydych yn gwneud cwyn)**

Surname Cyfenw	Name Enw	Title Teitl
Address and postcode Cyfeiriad a Chod Post		
What is your relationship to them? Beth yw eich perthynas ag ef / â hi?		
Why are you making a complaint on their behalf? Pam ydych yn cyfleu'r gŵyn ar ei r(h)an?		

If they are able to do so, the person you are complaining on behalf of should sign in the box below, to confirm that they support the action of making this complaint

Os yw'n gallu, dylai'r person rydych yn cwyno ar ei ran lofnodi'r blwch isod i gadarnhau ei fod ef / hi yn cefnogi'r weithred o gyflwyno'r gŵyn hon

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Name of the department you wish to contact us about Enw'r adran yr hoffech gysylltu â ni yn ei chylch?	
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What is your comment, complaint or compliment? Ynglŷn â'ch sylw, eich cwyn neu'ch canmoliaeth?

Have you contacted us regarding this issue before? If so, please provide the name of any officer(s) you dealt with: Ydych chi wedi cysylltu â ni ynghylch y mater hwn o'r blaen? Os 'Ydych', rhwch enw unrhyw swyddog(ion) y buoch chi'n trafod â nhw:

Signature Llofnod	
Date Dyddiad	