



Dear Customer

Local public consultation – Decision

**Appleby Post Office
26 Boroughgate, Appleby-in-Westmorland, Cumbria, CA16 6UZ**

Further to our previous communication advising that the above Post Office branch would close on 27 July 2026 and reopen at Spar, Westmoreland House, 8 Boroughgate, Appleby, Cumbria, CA16 6XB, on 28 July 2026, we are writing to inform you that the relocation has been delayed.

The branch is now scheduled to reopen at the new Spar location on **Tuesday 18 August 2026 at 08:30**. We apologise for any inconvenience this delay may cause and thank you for your patience and understanding.

We hope that our customers will continue to use Post Office services and details of possible alternative Post Office branches in the area are shown at the end of this letter. The latest available branch information can be found on our website, www.postoffice.co.uk/branch-finder

This information is also available on the Post Office Consultation Hub at: postofficeviews.co.uk

We're carrying out this notification in line with our Principles of Community Engagement. An extract relating to Consultation is available at the end of this letter.

Yours faithfully

Samuel Williams

**Samuel Williams
Divisional Regional Change Manager Post
Office Limited**

comments@postoffice.co.uk

postofficeviews.co.uk FREEPOST

Your Comments

**To get this information in a different format, for example, in larger print,
audio or braille call 03452 66 01 15 or Textphone 0345722 33 55.**

There are times our branches may need to make changes to their opening hours. The latest available branch information, including any additional possible alternative Post Office branches in the area, can be found on our website www.postoffice.co.uk/branch-finder

For additional information about product availability call 03457 223344.
For details of maximum value of transactions, please speak to the branch postmaster.

We sell Royal Mail and Parcelforce Worldwide services.
Postage services from other companies are also available in selected branches.

Kirkby Thore Post Office		Services available
Kirkby Thore Penrith Cumbria CA10 1UD		Offers similar services, however excluding Passport Check & Send, Vehicle Tax, a Comprehensive range of Travel Money except Euro Travel Money and On Demand Travel Insurance.
Opening times		Access
Mon - Fri	09:30–17:30	Access is level at the entrance to the premises.
Sat	08:00–12:00	
Sun	09:00–12:00	
Getting there		
Approximately 5.1 miles from Appleby Post Office branch, long varied terrain. Roadside parking is available nearby. Public transport is available to and from the surrounding area.		

Penrith Post Office		Services available
Unit 4 Angel Square, Graham Lane, Penrith Cumbria CA11 7BT		Offers the same services.
Opening times		Access
Mon - Sat	09:00 – 17:30	Access is level at the entrance to the premises.
Sun	Closed	
Getting there		
Approximately 13.3 miles from Appleby Post Office branch, along varied terrain. Parking is available nearby. Public transport is available to and from the surrounding area.		

Principles of Community Engagement on changes to the Post Office network (extract)

A full version of this document is available on our Consultation Hub - postofficeviews.co.uk

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following Principles will be adopted when communicating about changes to your local Post Office branch.

We will **Consult** - where we are seeking feedback on proposals prior to a decision being made on the:

- Permanent closure of a Post Office branch⁵
- Permanent relocation of a Post Office branch (including the franchising of a Directly Managed branch to a new site)

We will carry out a six-week⁶ local public consultation, informing customers, locally elected representatives, Consumer Advocacy Bodies, and selected charities of the proposal. This information will also be made available online and for a Directly Managed branch a press release will be issued to local media. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.).

The consultation will ask specific questions on areas where we would like feedback on access to Post Office services and will confirm when the change will happen if the decision is made to proceed. We will provide clear information on any changes to services as well as access to and into the new branch.

We welcome all feedback with the following factors being taken into account in making our decision, which we expect to make within four weeks of the close of consultation:

- Customer access to, into and inside the new or alternative branch/branches with particular regard to vulnerable consumers
- Any local community issues which could be affected by or affect the proposal

At the end of the consultation process we will write to locally elected representatives, Consumer Advocacy Bodies, and respondents to the consultation (where practical) to confirm our decision and provide a summary of key issues raised with a clear response to each. This information will be made available online and in branch (where possible).

These Principles have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland, the independent statutory consumer advocacy bodies.

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer advocacy body (Citizens Advice, Consumer Scotland, or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The consumer advocacy body will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

Postofficeviews.co.uk

Call: 03452 66 01 15

Comments@postoffice.co.uk

Textphone: 03457 22 33 55

FREEPOST Your Comments

⁵ There may be a small number of cases where due to circumstances outside our control we have no option other than to permanently close a branch in a particular location. In these cases, the consultation will seek feedback on alternative Post Office service provision in the area.

⁶ If the consultation includes more than four weeks in July in Scotland and Northern Ireland or more than four weeks in August in England and Wales, we will extend the period by one calendar week. We will not start any local public consultation during the two-week period which includes the Christmas and New Year bank holidays.