



Dear Customer

**Appledore Post Office®
7 The Quay, Appledore, Bideford, EX39 1QS**

Public Consultation – Appledore Relocation

We are writing to let you know that we are proposing to move this branch next door to Johns of Appledore, 4 The Quay, Appledore, Bideford, EX39 1QS.

We are pleased to tell you that, if the move goes ahead, subject to consultation, the new premises will offer the same products and services.

As you will be aware, our Postmaster operates Post Office branch alongside their private retail business, and it is important that they make the very best use of their resources to ensure future sustainability of the service. In this case, our partner has identified an opportunity to move this branch into a more modern premises that is located next door and which will be refurbished to provide customers a better standard of service. Full details of the service are provided at the end of this letter.

The current branch is due to close on Tuesday 13 February 2018 at 18:00 with the new post office branch opening on Thursday 1 March 2018.

During this short period of closure customers requiring Post Office facilities may use any convenient Post Office service. Details of two alternative Post Office branches are provided below for your convenience:

Northam Post Office, Costcutter, The Square, Northam, Bideford, EX39 1AR

Westward Ho Post Office, 23-25 Nelson Road, Westward Ho, Bideford, EX39 1LQ

Full details of the proposed new service are provided at the end of this letter.

Consulting on the proposed change

We're now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the proposed new location. Before we finalise our plans, we would really like to hear your views on this proposal particularly on the following areas:

- How suitable you think the new location and premises are and how easy it is to get there
- Are the new premises easy for you to get into and is the inside easily accessible
- Are there any other local community issues which you believe could be affected by or affect the proposed change
- If the move were to proceed is there anything we could do to make it easier for customers

If you have any comments or questions, please email or write to me via our Communication and Consultation team, whose contact details are below. Any information we receive will be considered as we finalise our plans for the new service. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

You can share your views on the proposed change through our easy and convenient online questionnaire via the link below. When entering the site you can use the search function to find the consultation for this branch either by entering branch name, postcode or the unique branch code 497519

postofficeviews.co.uk

Dates for the local public consultation:

Local Public Consultation starts	7 February 2018
Local Public Consultation ends	21 March 2018

This branch is due to open on 1 March 2018. However, this does not affect the period of consultation which is ongoing until 21 March 2018.

We're carrying out this consultation in line with our Code of Practice. You can find more information about the Code at the end of this letter.

At the end of the consultation I'll be in touch again to let you know our final plans.

Thank you for considering our proposal. At the end of the consultation we'll display posters locally.

Yours faithfully

Sarah Cottrell

Sarah Cottrell
Network Operations Area Manager

How to contact us:

-  postofficeviews.co.uk
-  comments@postoffice.co.uk
-  Customer Helpline: 03452 66 01 15
Textphone: 03457 22 33 55
-  FREEPOST Your Comments

Please note this is the full address to use and no further address details are required.

Want to tell us what you think right here and now – scan here.

If you don't have a QR code scanner on your phone, you can find one in your app store.



Items sent by Freepost take 2 working days to arrive. Therefore, responses by Freepost should be sent in sufficient time to arrive before the end of the consultation period. Working days do not include Saturdays or Sundays. Responses received after the deadline will not be considered.

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03452 66 01 15 or Textphone 03457 22 33 55.

Appledore Post Office information sheet																	
Proposed new Post Office location (subject to local public consultation)																	
Address	<p style="text-align: center;">Johns of Appledore 4 The Quay Appledore Bideford EX39 1QS</p>																
Post Office Opening hours		<table border="1"> <tr> <td>Mon</td> <td>08:00 - 18:00</td> </tr> <tr> <td>Tue</td> <td>08:00 - 18:00</td> </tr> <tr> <td>Wed</td> <td>08:00 - 18:00</td> </tr> <tr> <td>Thu</td> <td>08:00 - 18:00</td> </tr> <tr> <td>Fri</td> <td>08:00 - 18:00</td> </tr> <tr> <td>Sat</td> <td>08:00 - 18:00</td> </tr> <tr> <td>Sun</td> <td>08:00 - 18:00</td> </tr> </table>	Mon	08:00 - 18:00	Tue	08:00 - 18:00	Wed	08:00 - 18:00	Thu	08:00 - 18:00	Fri	08:00 - 18:00	Sat	08:00 - 18:00	Sun	08:00 - 18:00	
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Sun	08:00 - 18:00																
Distance	Next door to the current branch.																
Products & Services	The same range of services will continue to be available																
Accessibility & Accessibility works	<p>Access and facilities This branch has a wide door and level access at the entrance.</p> <p>Transport/parking Roadside parking including one disabled space is available outside the branch. There is a car park approximately 100 metres of the branch.</p>																
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Code of Practice for changes to the Post Office® network

What's a Code of Practice?

The Code of Practice contains guidelines we follow. They tell us how, and when to tell you about changes to your local Post Office services. We've worked with the independent statutory consumer watchdog on these guidelines, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

What kind of changes does it include?

Information about when we're planning to move or close one of our branches or outreach services. This also covers information about when a branch has suddenly closed unexpectedly because of something like a flood or fire.

Who do we tell about changes?

You and your representatives (who are often local MPs or local authorities and councils).

How will we tell you what's happening?

If there's a minor change – like changing opening times, then we'll let you know by putting up posters in the Post Office. If the plan is to move a Post Office then we'll put up posters and hand out letters in the branch as well as writing to your representatives. We'll have a press release and, the relevant information will be easy to find on our website.

How long will it take?

We'll let you know about any changes as soon as we possibly can. Sometimes, change is out of our control but we'll try to keep you as up-to-date about what's happening as much as we can. We try to make sure you have 4 weeks' notice before anything happens. If we're going to make big changes, there'll be a 'consultation period' which lasts about 6 weeks. This means that you've got time to let us know how you feel.

It's easy to let us know what you think...

We want to hear what you and your representatives think about change and to make sure it's easy for you to let us know, all of our contact details can be found on all our posters and letters. You can contact us by email, letter or `phone.

How will you find out about the final plans?

We'll be letting you know in as many ways as possible. There'll be posters put up in or around your local area, letting you know what's going on. We'll also write to local representatives and, the information will be on our website.

If you let us know what you think, we'll make sure you know about our final plans either by writing to you, or having the information easily available in the Post Office or on our website.

What can you do if you think we haven't followed the Code of Practice?

If you don't think we've followed the Code, then please write to us or email us via the contact details included in this letter and let us know why.

To have a look at the full Code of Practice, it's on our website at www.postofficeviews.co.uk