



Dear Customer

**Arksey Post Office®**  
**Youth Centre The Old School House, High Street, Arksey, Doncaster, DN5 0SF**

**Public Consultation – Branch Relocation**

We are proposing to move this branch to Arksey Mini Mart, 86 Station, Road, Arksey, Doncaster, DN5 0SD.

As you will be aware, our Postmasters operate Post Office branches 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. An opportunity has arisen for our Postmaster to incorporate Post Office services into another local premises nearby, with a convenience store also on site. Our Postmaster firmly believes that the move will help safeguard the viability of their business, including the Post Office service.

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 152311

[postofficeviews.co.uk](http://postofficeviews.co.uk)

**Dates for the local public consultation:**

Local Public Consultation starts	10 April 2018
Local Public Consultation ends	22 May 2018

In order to maintain a Post Office service to our customers in Arksey, the relocation to the proposed new location may commence during consultation. However, this does not affect the period of public consultation which will be open between the dates stated above.

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.

Posters and leaflets will now be displayed in branch to let customers know about the changes and to ask their views. I've included information about the Code of Practice over the page and copies of the Code will also be available in branch.

Thank you for considering our proposal. At the end of the consultation we'll let you know our final plans by displaying a poster in the branch.

Yours faithfully

*Lesley McNally*

**Lesley McNally**  
**Network Operations Area Manager**

#### How to contact us:

-  [postofficeviews.co.uk](http://postofficeviews.co.uk)
-  [comments@postoffice.co.uk](mailto: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.**

<b>Arksey Post Office information sheet</b>			
<b>Proposed new Post Office location (subject to local public consultation)</b>			
<b>Address</b>	Arksey Mini Mart 86 Station, Road, Arksey, Doncaster DN5 0SD		
<b>Post Office Opening hours</b>	Mon	07:00 - 19:00	
	Tue	07:00 - 19:00	
	Wed	07:00 - 19:00	
	Thu	07:00 - 19:00	
	Fri	07:00 - 19:00	
	Sat	07:00 - 19:00	
	Sun	09:00 - 19:00	
<b>Distance</b>	170 metres away from the current branch, along varied terrain.		
<b>Products &amp; Services</b>	The same range of services will continue to be available.		
<b>Accessibility &amp; Accessibility works</b>	<p><b>Access and facilities</b> This branch has a wide door and level access at the entrance.</p> <p><b>Transport/parking</b> Roadside parking is available nearby.</p>		
<b>Local Public Consultation starts</b>	10 April 2018		
<b>Local Public Consultation ends</b>	22 May 2018		

## **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](http://www.postofficeviews.co.uk)