



Dear Customer

Branch Temporary Closure

**Castletown Post Office
Main Street, Castletown, Thurso, KW14 8TU**

We are writing to inform you that due to extensive building work at the above location, the branch will need to close temporarily.

The safety of our customers is of paramount importance to us, therefore, to allow for the building work to take place, it will be necessary for the service to close, temporarily, on Friday 5 May 2023 at 22:00.

It is envisaged that the work will take approximately five weeks to complete, following which the service will re-open on Tuesday 6 June 2023 at 09:00

Should the dates change, posters will be displayed in branch and the store to let customers know.

The branches listed overleaf will be happy to provide customers with Post Office services during this period and this information will be made available locally.

If you are a local representative, it would be helpful if you could share this information through your social media channels and with any local groups or organisations that you know within the community, for example on noticeboards, local charities and in GP surgeries, to help our customers and your constituents understand what is happening to the Post Office in the local community. If you would like a supply of posters, please let us know.

We would like to apologise for the inconvenience the temporary closure may cause. We hope that our customers will continue to use the Post Office and full details of alternative Post Office services in the area are shown at the end of this letter.

This notification is being carried out in line with our Principles of Community Engagement which have been agreed with Citizens Advice, Citizens Advice Scotland and the General Consumer Council for Northern Ireland - the independent statutory consumer watchdogs. An extract relating to Notification is available at the end of this letter.

Yours faithfully

Adam Shillcock

**Adam Shillcock
Partner Account Manager**

How to contact us:

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 03457 22 33 55.

Alternative branches

During the Coronavirus pandemic some branches may need to make changes to their opening hours.

The latest available branch information can be found on our website
www.postoffice.co.uk/branch-finder

Thurso Post Office

Meadow Lane
Thurso
KW14 8ER

Opening times

Monday - Saturday	09:00 – 17:30
Sunday	Closed

Services

Offers the similar services, with the addition of a comprehensive range of Travel Money, Vehicle Tax, Passport Check & Send, On Demand Travel Insurance, and National Lottery.

Access

This branch has a wide automatic doors and level access at the entrance.

Internally, there is a hearing loop and space for a wheelchair.

Getting there

This Post Office service is located approximately 5 miles away from Castletown branch, along varied terrain.

Customer parking is available at the Meadow Lane Car Park outside the branch.

There is a regular bus service available between Castletown branch and this Post Office service.

The nearest bus stop is approximately 350 metres away.

Gillock Post Office

Gillock Mains
Gillock
Wick
KW1 5UR

Opening times

Monday & Tuesday	10:00 – 14:00
Wednesday	10:00 – 12:00
Thursday & Friday	10:00 – 14:00
Saturday & Sunday	Closed

Services

Offers the similar services.

Access

This branch has a wide door and level access at the entrance.

Internally, there is a hearing loop and space for a wheelchair.

Getting there

This Post Office service is located approximately 7.5 miles away from Castletown branch, along varied terrain.

Roadside parking is available outside the branch and nearby.

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 **Notify** - where we are informing customers of changes around:

- Opening hours
- Temporary closure¹ / temporary service interruption
- Re-opening of a temporarily closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, providing four weeks' notice. Where four weeks' notice is not possible, we will provide notice as soon as we are able to. For temporary closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

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

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 watchdog (Citizens Advice, Citizens Advice Scotland or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The watchdog 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

Comments@postoffice.co.uk

FREEPOST Your Comments

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Textphone: 03457 22 33 55

¹ We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

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.

We notify locally elected representatives including but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Parliament, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council, selected charities, local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. They are also encouraged to share all information additionally with local groups and organisations who they believe have an active interest in changes to their local Post Office.