



Dear Customer

**East Linton Post Office®
39 High Street, East Linton, EH40 3AA**

Public Consultation – Branch Relocation

We are writing to let you know that in order to maintain a Post Office service to our customers, we are proposing to move this branch to The Mart, Station Road, East Linton EH40 3DN.

The Postmaster has resigned and the premises have been withdrawn for Post Office use and the branch is due to close at the current location at the end of the March 2018. Until then the branch will continue to operate but with reduced opening times. This will be on Monday, Wednesday and Friday mornings from 9:00 – 13:00.

We are, therefore, pleased to inform you that a new agent has been identified who wishes to operate East Linton Post Office and also its outreach services. Full details of the new branch are provided at the end of this letter.

Consulting on the change

Although the decision has been made to move this branch, we're starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the new location. We would really like to hear your views 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 change
- 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 281824

postofficeviews.co.uk

Dates for the local public consultation:

Local Public Consultation starts	13 March 2018
Local Public Consultation ends	26 April 2018

In this instance we have extended public consultation by 2 working days to allow for the holiday period over Easter.

In order to minimize any disruption of Post Office services to our customers, the re-location may take place during consultation. However, this does not affect the period of public consultation which is ongoing until 26 April 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.

Thank you for considering our proposal. We will inform our customers of the final decision by displaying a poster locally.

Thank you for considering our proposal.

Yours faithfully



Kenny Lamont
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.

East Linton Post Office information sheet			
Proposed new Post Office location (subject to local public consultation)			
Address	The Mart Station Road East Linton EH40 3DN		
Post Office Opening hours		Mon	09:00 - 17:30
		Tue	09:00 - 17:30
		Wed	09:00 - 17:30
		Thu	09:00 - 17:30
		Fri	09:00 - 17:30
		Sat	09:00 - 17:30
		Sun	09:00 - 17:30
Distance	500 metres away from the current branch, along varied terrain.		
Products & Services	The same range of services will continue to be available.		
Accessibility & Accessibility works	<p>Access and facilities This premises has a wide door and level access at the entrance.</p> <p>Transport/parking There is a car park outside the premises. Bus service runs along Station Road. The nearest bus stop is approximately 50 metres from the new premises.</p>		
Local Public Consultation starts	13 March 2018		
Local Public Consultation ends	26 April 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