



Dear Customer

**Branch Temporary Closure**

**Fontmell Magna Post Office  
Church Street, Fontmell Magna, Shaftesbury, SP7 0NY**

We are writing to update you, following the temporary closure of the Fontmell Magna branch, we have re-opened the Post Office service on Tuesday 3 October 2023.

Please accept our apologies for any inconvenience caused by the delay and the temporary closure.

Customers will continue to access the same Post Office products and services and the same opening hours. Full details of the new service are provided at the end of this letter.

I know that the local community will join me in welcoming this good news and hope that you and our customers will continue to use this service. If you are a local representative, please feel free to share this information with those in your organisation who you feel would have an active interest in this particular matter.

If you have any questions about the new service, please contact the National Consultation Team, as detailed below. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

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

Thank you for your patience and support.

Yours faithfully

*Antoinette Chitty*

**Antoinette Chitty  
Network Provision Lead**

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.

**Details of the New Service Post Office Service at: Fontmell Magna**

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<b>Fontmell Magna Post Office</b>	<b>Services</b>
Church Street	The same range of Post Office products and services will be
Fontmell Magna	continue to be available.
Shaftesbury	
SP7 0NY	

<b>Opening times</b>	<b>Access</b>						
<table><tr><td>Monday to Friday</td><td>09:00 - 12:00 13:00 – 17:30</td></tr><tr><td>Saturday</td><td>09:00 - 13:00</td></tr><tr><td>Sunday</td><td>09:00 – 11:00</td></tr></table>	Monday to Friday	09:00 - 12:00 13:00 – 17:30	Saturday	09:00 - 13:00	Sunday	09:00 – 11:00	The branch will have a wide door and access will be via a step at the entrance. Internally there will be a hearing loop.
Monday to Friday	09:00 - 12:00 13:00 – 17:30						
Saturday	09:00 - 13:00						
Sunday	09:00 – 11:00						

**Getting there**  
This new Post Office service will be located at the same premises on Church Street in Fontmell Magna.  
Roadside parking will be available nearby.

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## **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](https://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 closure<sup>1</sup> / 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, Consumer 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, Consumer 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**

**Call: 03452 66 01 15**

**Textphone: 03457 22 33 55**

<sup>1</sup> 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.