

Dear Customer



## Local public consultation - Have your say

**Garelochhead Post Office**  
**2 Rosslyn Buildings, Garelochhead, Helensburgh, G84 0AH**

We are proposing to move the above Post Office branch to a new location – Day to Day, 21 Inkerman Place, Garelochhead, Helensburgh, G84 0AL, where it would operate as one of our local style branches, subject to consultation.

### **Why are we proposing this move?**

As you may be aware, this branch has been operated on our behalf by a temporary postmaster. Whilst this arrangement has enabled us to maintain access to Post Office services to our customers in the area. We are pleased to inform you that a new permanent operator has been appointed who has identified an alternative location to operate Garelochhead Post Office. Our priority is to safeguard our services in the locality in the longer term and the relocation of Garelochhead Post Office would enable us to maintain a Post Office service to our customers in the local community.

The proposed new premises would undergo a refurbishment to incorporate Garelochhead Post Office. The new operator firmly believes that the move would help to secure continued access to Post Office services locally, as well as supporting the viability of their business.

### **We'd like your help**

We're now starting a period of local public consultation and your feedback is important to us as it will help to inform our decision. For more details of the proposed services and accessibility, please see the branch information summary later in this consultation document.

### **What exactly are we consulting on?**

We'd welcome your comments on the following areas:

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

Please note the proposed change of management of the branch is a decision for Post Office Ltd and therefore we are not seeking feedback on this aspect of the change.

Local Public Consultation starts	<b>Friday 30 May 2025</b>
Local Public Consultation ends	<b>Friday 11 July 2025</b>
Proposed month of change	<b>August/September 2025</b>

You can share your views on the change through our easy and convenient online questionnaire via [postofficeviews.co.uk](https://postofficeviews.co.uk). When entering the website, you can use the search function to find the consultation for this branch either by branch name, postcode or the unique branch code **125817**

### **How to share your views:**

#### **Consultation Hub ([postofficeviews.co.uk](https://postofficeviews.co.uk))**

[comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)

Call: 03452 66 01 15

Textphone: 03457 22 33 55

FREEPOST Your Comments – N.B. This is the full postal address. Items sent by Freepost take 2 working days, please allow enough time for responses to be received.

**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.



## Good to know

- Customers would access Post Office services at an open-plan modern serving point.
- Working with the postmaster, we'd adapt the current store layout, fixtures and fittings to accommodate the Post Office till if needed.
- The branch would offer similar services, so customers can access their Post Office when it's convenient. Customer satisfaction with local style branches is high, and many customers visit outside traditional opening hours.
- All staff employed by Post Office to work in the proposed new branch would be trained to the highest standards with on-going training on products and services, as well as operational and service related matters.
- Posters and leaflets will now be displayed in branch to let customers know about the proposal and to ask their views
- Any information we receive will be carefully considered as we finalise our plans.
- If you are a local representative, we will write to you again at the end of the consultation to respond to the main issues raised and to explain our final plans for the branch.
- This consultation is being carried out in line with our Principles of Community Engagement which have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland - the independent statutory consumer watchdogs. An extract relating to consultation is available at the end of this letter.

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 the changes we are proposing to Garelochhead Post Office. If you would like a supply of posters, please let us know. Our contact details can be found at the bottom of the first page.

Thank you for considering our proposal.

Yours faithfully

*Kenny Lamont*

**Kenny Lamont**  
**Regional Change Manager**  
**Post Office Limited**

## Garelochhead Post Office Information Summary

**There are times our branches may need to make changes to its opening hours. The latest available branch information can be found on our website [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)**

Current Location	Proposed New Location																												
2 Rosslyn Buildings, Garelochhead, Helensburgh, G84 0AH	Day to Day, 21 Inkerman Place, Garelochhead, Helensburgh G84 0AL																												
<p><b>Current opening times</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e2e3e5;">Monday</td><td style="background-color: #e2e3e5;">05:30 – 17:30</td></tr> <tr><td style="background-color: #e2e3e5;">Tuesday</td><td style="background-color: #e2e3e5;">05:30 – 17:30</td></tr> <tr><td style="background-color: #e2e3e5;">Wednesday</td><td style="background-color: #e2e3e5;">05:30 – 17:30</td></tr> <tr><td style="background-color: #e2e3e5;">Thursday</td><td style="background-color: #e2e3e5;">05:30 – 17:30</td></tr> <tr><td style="background-color: #e2e3e5;">Friday</td><td style="background-color: #e2e3e5;">05:30 – 17:30</td></tr> <tr><td style="background-color: #e2e3e5;">Saturday</td><td style="background-color: #e2e3e5;">05:30 – 13:00</td></tr> <tr><td style="background-color: #e2e3e5;">Sunday</td><td style="background-color: #e2e3e5;">05:30 – 13:00</td></tr> </table>	Monday	05:30 – 17:30	Tuesday	05:30 – 17:30	Wednesday	05:30 – 17:30	Thursday	05:30 – 17:30	Friday	05:30 – 17:30	Saturday	05:30 – 13:00	Sunday	05:30 – 13:00	<p><b>New opening times</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e2e3e5;">Monday</td><td style="background-color: #e2e3e5;">08:00 – 18:00</td></tr> <tr><td style="background-color: #e2e3e5;">Tuesday</td><td style="background-color: #e2e3e5;">08:00 – 18:00</td></tr> <tr><td style="background-color: #e2e3e5;">Wednesday</td><td style="background-color: #e2e3e5;">08:00 – 18:00</td></tr> <tr><td style="background-color: #e2e3e5;">Thursday</td><td style="background-color: #e2e3e5;">08:00 – 18:00</td></tr> <tr><td style="background-color: #e2e3e5;">Friday</td><td style="background-color: #e2e3e5;">08:00 – 18:00</td></tr> <tr><td style="background-color: #e2e3e5;">Saturday</td><td style="background-color: #e2e3e5;">09:00 – 14:00</td></tr> <tr><td style="background-color: #e2e3e5;">Sunday</td><td style="background-color: #e2e3e5;">Closed</td></tr> </table>	Monday	08:00 – 18:00	Tuesday	08:00 – 18:00	Wednesday	08:00 – 18:00	Thursday	08:00 – 18:00	Friday	08:00 – 18:00	Saturday	09:00 – 14:00	Sunday	Closed
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Services available																													
Similar products and services would still be available, with the addition of Dollars Travel Money.																													
Serving positions																													
There would be one open plan serving position in total.																													
Access																													
The proposed new premises would have a wide door and level access at the entrance. Internally, there would be a hearing loop and space for a wheelchair.																													
Getting there																													
The proposed new branch would be located approximately 30 metres away from the current branch, along mostly level terrain. There are two dedicated roadside parking spaces outside the proposed premises with additional spaces nearby.																													
Store retail available	Convenience store.																												

**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**

The latest available branch information, including possible alternatives Post Office branches in the area, can be found on our website [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

For additional information about product availability call 03457 223344.

For details of maximum value of transactions, please speak to the branch postmaster.

Services Available	Current Branch	Proposed Branch
<b>Everyday Personal &amp; Business Banking</b>		
Cash Withdrawals	✓	✓
Cash Deposits	✓	✓
Cheque Deposits	✓	✓
<b>Mails</b>		
Parcelforce Express Services	✓	✓
Drop & Go	✓	✓
<b>Pay Bills &amp; Top Up</b>		
Pay Bills & Top-up	✓	✓
<b>Travel</b>		
Foreign Currency	Euros	Euro/Dollar

Services not available at the new branch are available at

**Helensburgh Post Office:** 92-94 West Princes Street, Helensburgh, G84 8XD  
 Open hours: Mon - Sat 07:00 – 22:00  
 Sun - Closed

## **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 **Consult** - where we are seeking feedback on proposals prior to a decision being made on the:

- Permanent closure of a Post Office branch<sup>5</sup>
- Permanent relocation of a Post Office branch (including the franchising of a Directly Managed branch to a new site)

We will carry out a six-week<sup>6</sup> local public consultation, informing customers, locally elected representatives, Consumer Advocacy Bodies, and selected charities of the proposal. This information will also be made available online and for a Directly Managed branch a press release will be issued to local media. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.).

The consultation will ask specific questions on areas where we would like feedback on access to Post Office services and will confirm when the change will happen if the decision is made to proceed. We will provide clear information on any changes to services as well as access to and into the new branch.

We welcome all feedback with the following factors being taken into account in making our decision, which we expect to make within four weeks of the close of consultation:

- Customer access to, into and inside the new or alternative branch/branches with particular regard to vulnerable consumers
- Any local community issues which could be affected by or affect the proposal

At the end of the consultation process we will write to locally elected representatives, Consumer Advocacy Bodies, and respondents to the consultation (where practical) to confirm our decision and provide a summary of key issues raised with a clear response to each. This information will be made available online and in branch (where possible).

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

### 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 advocacy body (Citizens Advice, Consumer Scotland, or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The consumer advocacy body 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](mailto:Comments@postoffice.co.uk)**  
**FREEPOST Your Comments**

**Call: 03452 66 01 15**  
**Textphone: 03457 22 33 55**

<sup>5</sup> 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.

<sup>6</sup> If the consultation includes more than four weeks in July in Scotland and Northern Ireland or more than four weeks in August in England and Wales, we will extend the period by one calendar week. We will not start any local public consultation during the two-week period which includes the Christmas and New Year bank holidays.