



Dear Customer

Gorsley Post Office®
Gorsley, Ross-on-Wye, HR9 7SW

Local public consultation

We are proposing to move the above Post Office branch to a new location - Gorsley Community Shop, Gorsley Baptist Church, Gorsley, Ross-on-Wye, HR9 7SE.

As you may be aware, following the resignation of the Postmistress, the above branch closed temporarily in August 2017. We restored Post Office services to the community of Gorsley with the introduction of a temporary Mobile service, which commenced in December 2017.

We are now in a position to relocate this service to Gorsley Community Shop, where it will change to one of our new local style branches.

Why are we moving?

This move is part of the ongoing modernisation of our branch network. Over the last five years we have transformed over 7,500 branches so more customers can access Post Office products and services in a modern and friendly environment, often over longer hours including Sundays. We are confident that introducing a local style branch alongside a successful retail store is the most effective way to safeguard sustainable Post Office services in the local community into the future.

Your new Post Office branch

Customers would access Post Office services at a low-screened, open-plan, modern serving point that's part of the retail counter. Working with the operator, we'd adapt the current layout, to accommodate the Post Office till. The branch will offer a wide range of Post Office products and services over longer opening hours, so customers can access their Post Office when it's convenient. Customer satisfaction with local style branches stands at 96 per cent, and nearly 20 per cent of local branch customers visit outside traditional opening hours.

Consulting on the proposed new location

Whilst the decision has already been made to re-open, we would still like your views on access and service provision at the new location and we are now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the new location particularly on the following areas:

- Are the new premises easy for you to get into and is the inside easily accessible?
- Are there any other local community issues affected by the move?
- If the move were to proceed is there anything we could do to make it easier for customers?

I've enclosed an information sheet that provides more details about the new location and the range of products that will be available. If you have any comments or questions, please email or write to me via our National Consultation team, whose contact details are overleaf. Any information we receive will be considered as we finalise our plans for the new branch.

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 branch name, postcode or the unique branch code 301618

postofficeviews.co.uk

Dates for local public consultation:

Local Public Consultation starts	31 July 2018
Local Public Consultation ends	18 September 2018
Planned Opening Date	1 September 2018

In this instance we have extended public consultation by one calendar week to all for the summer holiday period. Therefore, if you do wish to contact me, please note that 18 September 2018 is the closing date for all enquires.

The new branch will open at Gorsley Community Shop on Saturday 1 September 2018. However, this does not affect the period of public consultation. At the end of the consultation period I will review any feedback received from our customers and local representatives, following which I will write to you again confirming the final service offer.

I've included information about the Code of Practice over the page and a copy of the Code will also be available to view in the 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



Neil F Jenkins
Area Network Change Manager

How to contact us:

postofficeviews.co.uk

comments@postoffice.co.uk

Call: 03452 66 01 15

Textphone: 03457 22 33 55

FREEPOST Your Comments

This is all you need to add to your envelope for your letter to reach us

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.



Post Office Limited is committed to protecting your privacy. Information about how we do this can be found on our website at postoffice.co.uk/privacy

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.

Gorlsey Post Office information sheet																			
	Current Post Office location	Proposed new Post Office branch location (subject to local public consultation)																	
Address	Car Park Gorsley Baptist Church Gorsley Ross-on-Wye HR9 7SE	Gorsley Community Shop Gorsley Baptist Church Gorsley Ross-on-Wye HR9 7SE																	
Post Office opening hours	<table><tr><td>Wed</td><td>14:30 – 15:30</td></tr><tr><td>Fri</td><td>14:15 – 15:15</td></tr></table>	Wed	14:30 – 15:30	Fri	14:15 – 15:15	<table><tr><td>Mon</td><td>08:30 – 17:30</td></tr><tr><td>Tue</td><td>08:30 – 17:30</td></tr><tr><td>Wed</td><td>08:30 – 17:30</td></tr><tr><td>Thu</td><td>08:30 – 17:30</td></tr><tr><td>Fri</td><td>08:30 – 17:30</td></tr><tr><td>Sat</td><td>09:00 – 12:30</td></tr></table>		Mon	08:30 – 17:30	Tue	08:30 – 17:30	Wed	08:30 – 17:30	Thu	08:30 – 17:30	Fri	08:30 – 17:30	Sat	09:00 – 12:30
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Wed	08:30 – 17:30																		
Thu	08:30 – 17:30																		
Fri	08:30 – 17:30																		
Sat	09:00 – 12:30																		
Distance	Adjacent to the current location of the mobile service.																		
Accessibility	Access and facilities There is a step into the Mobile vehicle, but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities. Parking Parking is available in the church car park.	Access and facilities The premises would have a wide door and level access. Internally, there would be a hearing loop and space for a wheelchair. Parking Parking is available in the church car park.																	
Retail	No retail	Community Shop																	
Local Public Consultation starts	Tuesday 31 July 2018																		
Local Public Consultation ends	Tuesday 18 September 2018																		
Planned Opening Date	Saturday 1 September 2018																		

To get this information in a different format, for example, in larger print, audio or braille please call 03452 66 01 15 or Textphone 03457 22 33 55.

Gorsley Post Office® services available

For information about product availability call 03457 223344 or to provide you with details of maximum value of transactions please speak to the operator. Customers can also shop online at www.postoffice.co.uk

	New branch
Mail	
First & Second Class mail	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓
Special stamps (Christmas issue only) & postage labels	✓
Signed For	✓
Special Delivery	✓
Home shopping returns	✓
Inland small, medium & large parcels	✓
Express & contract parcels	Express 24 & 48
British Forces Mail (BFPO)	✓
International letters & postcards (inc. signed for & Airsure)	✓
International parcels up to 2kg & printed papers up to 5kg	✓
Parcelforce Worldwide International parcels	✗
Articles for the blind (inland & international)	✓
Royal Mail redirection service	✓
Local Collect	✓
Drop & Go	✓
Withdrawals, deposits and payments	
Post Office Card Account	✓
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.	✓
Postal orders	✓
Moneygram	✓
Bill payments	
Automated bill payments (card or barcoded)	✓
Key recharging	✓
Licences	
Rod fishing licences	✓
Travel	
Pre-order travel money	✓
Travel insurance referral	✓
Mobile Top-ups & E vouchers	✓
Payment by cheque	✗
<div> <div> Products marked ✗ are available at Newent Post Office, 29 Church Street, Newent, GL18 1AA </div> <div> Opening times: Mon – Fri 09:00 – 17:30 Sat 09:00 – 14:30 </div> </div>	

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 postofficeviews.co.uk

