



Dear Customer

**Branch Temporary Closure**

**Great Waldingfield Post Office  
Lavenham Road, Great Waldingfield, Sudbury, CO10 0SA**

We are writing to advise you that, for operational reasons, the above branch closed temporarily on 23 June 2022. Please accept my apologies for the late notification on this occasion.

We are working to restore Post Office services at Great Waldingfield and I apologise for any inconvenience this temporary closure may cause locally. In the interim, we hope that our customers will continue to use Post Office services and details of alternative Post Office branches in the area are shown at the end of this letter. Due to the effects of Covid 19 branch opening hours may vary. The latest available branch information can be found on our website [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

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.

If you are a local representative, we will ensure that you are kept advised of developments in due course.

We would like to thank you for your patience at this time.

Yours faithfully

*Wendy Hamilton*

**Wendy Hamilton  
Network Provision Lead**

How to contact us:

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

[postofficeviews.co.uk](http://postofficeviews.co.uk)

FREEPOST Your Comments

### 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](http://www.postoffice.co.uk/branch-finder)

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#### High Street Post Office

4 High Street  
Acton  
Sudbury  
CO10 0AL

#### Services

The same range of services will continue to be available, however excluding Vehicle Tax, Euro Travel Money and national Lottery.

#### Access

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

#### Opening times

Monday - Saturday	06:00 – 20:00
Sunday	08:00 – 17:00

#### Getting there

This Post Office service is located approximately 1 mile away from Great Waldingfield branch, along varied terrain. Roadside parking is available nearby. There is a frequent bus service available between Great Waldingfield branch and this Post Office service. The nearest bus stop is approximately 150 metres away.

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#### Long Melford Post Office

Hall Street  
Long Melford  
Sudbury  
CO10 9JL

#### Services

The same range of services will continue to be available, however excluding National Lottery.

#### Access

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

#### Opening times

Monday - Friday	09:00 – 16:00
Saturday	09:00 - 12:30
Sunday	Closed

#### Getting there

This Post Office service is located approximately 3.5 miles away from Great Waldingfield branch, along varied terrain. Parking is available outside the branch with disabled bays. There is a frequent bus service available between Great Waldingfield branch and this Post Office service. The nearest bus stop is approximately 32 metres away.

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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.

## **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, 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](mailto: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.