



Dear Customer

Haywards Heath Post Office®
59-63 South Road, Haywards Heath, West Sussex, RH16 4LQ

We are writing further to our letter dated 17 July 2018 in which we advised that Co-op had given us notice that they wish to close their store at the above premises.

We have been working to find a long-term solution for Haywards Heath, however regrettably we have been unable to secure a replacement for the branch and therefore the branch will be closing on Saturday 13 October 2018. We will continue to look for a long-term replacement for the branch and will consider all options for providing post office services in the Haywards Heath area.

We would like to apologise for the inconvenience this unavoidable temporary closure will cause and hope that our customers will continue to use Post Office services. Full details of alternative Post Office services in the area are shown at the end of this letter.

If you have any questions you would like to raise about this matter, please write to me via the National Consultation Team at the address shown at the end of the letter. Please note that your comments will not be kept confidential unless you expressly ask us do so by clearly marking them "In Confidence".

Any future changes to service provision would be handled in line with our Principles of Community Engagement and once we have established a suitable proposal for the area we will seek views from customers and local representatives during a six week local public consultation.

It would be helpful if you could share this information 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 what is happening to the Post Office in the local community. If you would like a supply of posters please let us know.

We will write to you again once I have any news about our plans for future service provision.

Yours faithfully

Roger Gale
Network & Sales Director
Post Office Limited

How to contact us:

postofficeviews.co.uk

comments@postoffice.co.uk

Call: 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.

Information Sheet

Perrymount Road Post Office					
Address	54-56 Perrymount Road Haywards Heath RH16 3DT				
Post Office Opening hours	<table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: center;">Mon - Fri</td><td style="text-align: center;">07:00 – 23:00</td></tr><tr><td style="text-align: center;">Sat - Sun</td><td style="text-align: center;">07:30 – 22:30</td></tr></table>	Mon - Fri	07:00 – 23:00	Sat - Sun	07:30 – 22:30
Mon - Fri	07:00 – 23:00				
Sat - Sun	07:30 – 22:30				
Distance	Approximately 1.3 miles away from Haywards Heath branch, along varied terrain.				
Products & Services	A wide range of products and services are available including purchasing of Euros and Dollars				
Accessibility	<p style="text-align: center;">Access and facilities</p> <p style="text-align: center;">Access is level with wide automatic doors at the entrance. Internally there is a hearing loop.</p> <p style="text-align: center;">Parking</p> <p style="text-align: center;">There is a free car park at the rear of the branch.</p> <p style="text-align: center;">Transport</p> <p style="text-align: center;">There is a frequent bus service available between Haywards Heath branch and this Post Office service. The nearest bus stop is approximately 25 metres away.</p>				

Lindfield Post Office							
Address	81 High Street Lindfield Haywards Heath RH16 2HN						
Post Office Opening hours	<table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: center;">Mon - Fri</td><td style="text-align: center;">06:00 – 17:00</td></tr><tr><td style="text-align: center;">Sat</td><td style="text-align: center;">07:00 – 17:30</td></tr><tr><td style="text-align: center;">Sun</td><td style="text-align: center;">07:00 – 13:00</td></tr></table>	Mon - Fri	06:00 – 17:00	Sat	07:00 – 17:30	Sun	07:00 – 13:00
Mon - Fri	06:00 – 17:00						
Sat	07:00 – 17:30						
Sun	07:00 – 13:00						
Distance	Approximately 1.9 miles away from Haywards Heath branch, along varied terrain.						
Products & Services	A wide range of products and services are available including purchasing of Travel Money and On Demand Travel Insurance.						
Accessibility	<p style="text-align: center;">Access and facilities</p> <p style="text-align: center;">Access is via steps with a manual door at the entrance. Internally there is a hearing loop.</p> <p style="text-align: center;">Parking</p> <p style="text-align: center;">Time restricted roadside parking is available nearby limited to two hours between 08:00 – 18:00.</p> <p style="text-align: center;">Transport</p> <p style="text-align: center;">There is a frequent bus service available between Haywards Heath branch and this Post Office service. The nearest bus stop is approximately 110 metres away.</p>						

Worlds End Post Office			
Address	20-24 Leylands Road Burgess Hill RH15 0QG		
Post Office Opening hours	Mon - Fri	08:00 – 20:00	
	Sat	08:00 – 18:00	
	Sun	Closed	
Distance	Approximately 2.9 miles away from Haywards Heath branch, along varied terrain.		
Products & Services	A wide range of products and services are available including purchasing Euros and National Lottery.		
Accessibility	<p style="text-align: center;">Access and facilities</p> <p>Access is level with a manual door at the entrance. Internally there is a hearing loop.</p> <p style="text-align: center;">Parking</p> <p>Parking is available at Worlds End Recreation Car Park approximately 155 metres away.</p> <p style="text-align: center;">Transport</p> <p>There is a frequent bus service available between Haywards Heath branch and this Post Office service. The nearest bus stop is approximately 75 metres away.</p>		

Burgess Hill Post Office			
Address	105-107 Church Walk Burgess Hill RH15 9AS		
Post Office Opening hours	Mon - Fri	09:00 – 17:30	
	Sat	09:00 – 15:00	
	Sun	Closed	
Distance	Approximately 4 miles away from Haywards Heath branch, along varied terrain.		
Products & Services	The same wide range of products and services are available.		
Accessibility	<p style="text-align: center;">Access and facilities</p> <p>Access is level with a manual door at the entrance. Internally there is a low level writing desk and a hearing loop.</p> <p style="text-align: center;">Parking</p> <p>There is a pay & display multi-storey car park at The Marlets Shopping Centre approximately 100 metres away.</p> <p style="text-align: center;">Transport</p> <p>There is a frequent bus service available between Haywards Heath branch and this Post Office service. The nearest bus stop is approximately 210 metres away.</p>		

Crawley Post Office			
Address	7 The Boulevard Crawley RH10 1AA		
Post Office Opening hours	Mon, Wed Thu, Fri & Sat	09:00 – 17:30	
	Tue	09:15 – 17:30	
	Sun	Closed	
Distance	Approximately 12.5 miles away from Haywards Heath branch, along varied terrain.		
Products & Services	The same wide range of products and services are available with the addition of the biometric enrolment for the Home Office.		
Accessibility	Access and facilities		
	Access is level with wide automatic doors at the entrance. A low level serving counter, low level writing desks, low level pinpads and hearing loops are available.		
	Parking		
	Time-restricted pay & display parking is available outside of the branch limited to one hour between 09:00 – 17:00.		
	Transport		
	Public transport services are available to and from the surrounding area. There nearest bus stop is approximately 120 metres away.		

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

Principles of Community Engagement on changes to the Post Office network

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 closure¹/ 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.

We will **Engage** - where we are seeking feedback on a decision that has been made on:

- Re-opening of a temporarily closed branch in a new location (where the branch has been closed for more than three months)
- Franchising of a Directly Managed branch in its existing site

While the decision to proceed will have already been made, we will welcome suggestions about specific aspects of the change such as access arrangements and the internal layout. We will provide four weeks' notice or, where extenuating circumstances prevent this, we will provide as much notice as possible.

During this period we will display a poster in branch and provide information online. We will contact locally elected representatives², the Consumer Advocacy Bodies and selected charities³, providing clear information on any changes to services or access arrangements at the branch. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.). We will publish the outcome of the engagement online and in branch, providing a summary of key issues raised with a clear response to each and any changes made to our original plans.

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

- Permanent closure of a Post Office branch⁴
- 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-week⁵ 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, 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
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¹We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

² Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Assembly, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

³ Selected charities are local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. All parties referred to in 2 and 3 above are encouraged to share all information with local groups and organisations who they believe have an active interest in changes to their local Post Office.

⁴ 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.

⁵ 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.