



Dear Customer

Local public consultation – Decision

**Holywell Post Office
50 High Street, Holywell, Flintshire, CH8 7AA**

I'm writing to confirm that following a period of local public consultation and review, we have made the decision to proceed with the move of the above Post Office into Premier, Victoria Place, Holywell, Flintshire, CH8 7TR. Where it would continue to operate as one of our mains style branches.

During the consultation period, the site was referred to as 'Hollywell Stores' based on the anticipated rebranding, however the new operator has decided they are not changing the branding of the shop as advised so it will remain a premier store now.

Following confirmation that the shop will retain its current branding; the site will continue to operate as a Premier store. Therefore, all references in the decision materials use the current trading name, Premier.

I would like to thank everyone who took the time to let us have their comments and provide information. All the feedback we received helped us to better understand the views of customers and this was taken into account, along with all other relevant factors, in making our decision. A summary of the feedback is enclosed along with an information sheet providing further details about the new branch.

After careful consideration of the feedback received, we remain confident that the layout and location of the new branch will continue to meet customer needs and deliver an excellent service, whilst securing the long-term viability of Post Office services in the local community.

We're currently making the final arrangements for the move and further information will be provided in branch once the dates have been agreed.

This information is also available on the Post Office Consultation Hub at: postofficeviews.co.uk

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

Yours faithfully

Sarah Cottrell

**Sarah Cottrell
Regional Change Manager
Post Office Limited**

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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.**

Appendix A

Response to Local Public Consultation

Consultation started 21 January 2026

Consultation ended 4 March 2026

Consultation responses

- 121 responses from customers

Meetings

Post Office representatives met with Ms Becky Gittins MP on 3 March 2026.

Key issues raised

- Parking
- Staff
- Internal space

Response to issues raised

Parking

Parking and peak time traffic congestion are problems faced generally in many locations nationwide. Whilst the availability of parking spaces is outside the direct control of Post Office Limited, a further review of parking has been carried out and has confirmed that there is parking for 6 cars will be available directly outside the new premises, there is also a pay and display car park, with disabled parking bays approximately 160 metres from the new premises.

Staff

Staff will be fully trained and staffing levels will be aligned to meet customer demand. The staff training includes respecting customer confidentiality and adhering to the stringent security procedures which will be put in place to protect staff and customers. Additionally, any staff that will handle Post Office transactions will also have completed compliance training for a number of areas, including Data Protection and Mail Handling.

Internal Space

Internally the new branch will be in line with Post Office specifications, making sure there is sufficient space for the Post Office service to operate alongside the retail offer. We will be working closely with the new operator on the internal layout, and some fixtures and fittings will be re-aligned or removed to make sure there is clear access into the premises, ensuring the entrance, aisles and the waiting area are kept free from obstructions and adequate room is provided for customers and a wheelchair to move around without difficulty.

Appendix B

Holywell Post Office Information Summary

There are times our 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

New Location	
Premier, Victoria Place, Holywell, Flintshire, CH8 7TR	
New opening times	
Monday	08:00 – 21:00
Tuesday	08:00 – 21:00
Wednesday	08:00 – 21:00
Thursday	08:00 – 21:00
Friday	08:00 – 21:00
Saturday	08:00 – 21:00
Sunday	08:00 – 21:00
Products and Services	
The same products and services will still be available.	
Serving positions	
There will be two serving positions in total: one screened and one open plan. The total number of serving positions has been based on current and future predicted business levels.	
Access	
Access will be level at the entrance to the new premises. Internally, there will be Low-level serving counters, hearing loops and space for a wheelchair.	
Getting there	
The new branch will be located approximately 120 metres away from the current branch, along level terrain. Parking for 6 cars will be available directly outside the new premises, there is also a pay and display car park, with disabled parking bays approximately 160 metres from the new premises.	
Store retail available	Convenience store

The latest available branch information, including possible alternative Post Office branches in the area, can be found on our website 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.

We sell Royal Mail and Parcelforce Worldwide services.
Postage services from other companies are also available in selected branches

Services available	New Branch
<u>Cash Withdrawals</u>	✓
<u>Cash Deposits</u>	✓
<u>Cheque Deposits</u>	✓
Mails	
<u>Drop & Go</u>	✓
<u>Parcelforce Express Services</u>	✓
<u>Parcelforce Express 48 Large</u>	✓
<u>DPD - Buy in branch</u>	✓
<u>DPD - Drop off and collections</u>	✓
Pay Bills & Top Up	
<u>Pay Bills and Top up</u>	✓
Passport Applications	
<u>Paper Check & Send - New & Renewals</u>	✓
Identity Services	
<u>Document Certification Service</u>	✓
Driving	
<u>Vehicle Tax</u>	✓
Travel	
<u>Foreign Currency</u>	✓
<u>Travel Insurance</u>	✓
<u>Travel Money Card</u>	✓
Your Finances	
<u>Western Union</u>	✓
<u>Savings application forms</u>	✓
<u>Savings Account ID Verification (free)</u>	✓

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

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 branch⁵
- 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-week⁶ 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

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FREEPOST Your Comments

⁵ 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.

⁶ 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.