



Dear Customer

**Innerleithen Post Office®**  
**Previously located at: 23-25 High Street, Innerleithen, EH44 6HA**  
**Public Consultation – Branch Re-opening**

I am writing to let you know that we are proposing to re-open this service at The Allotment, 1 High Street, Innerleithen, EH44 6HA.

Innerleithen Post Office is currently operated as a Mobile service following the former Postmaster's resignation and the withdrawal of the previous premises for Post Office use. I am, therefore, pleased to inform you that a new agent has been appointed and the Post Office will now operate from The Allotment.

Full details of the proposed new service are provided at the end of this letter.

**Consulting on the proposed new location**

We're carrying out a local public consultation and we'd welcome your views on the proposal. We welcome feedback and comments that can help inform our plans, particularly on the following areas:

- How easy it is to get to the new location?
- 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?
- Do you have any comments about the proposed day/s and opening hours?
- Are there any other local community issues which you believe could be affected by or affect the proposed change
- Is there any feedback or general comments you would like to make about the proposed change

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 below. 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 **196830**

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

**Dates for local public consultation:**

Local Public Consultation starts	28 June 2018
Local Public Consultation ends	16 August 2018

In order to restore a Post Office service to our customers in Innerleithen, the new branch will open on Wednesday 29 August 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 16/08/2018 is the closing date for all enquires. At the end of the consultation we'll let you know our final plans by displaying a poster in the branch.

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.

Yours faithfully

*Steven Simpson*

**Steven Simpson**  
**Area Network Change Manager**

**How to contact us:**

postofficeviews.co.uk

comments@postoffice.co.uk

Customer Helpline: 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 [www.postoffice.co.uk/privacy](http://www.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.

<b>Innerleithen Post Office information sheet</b>			
<b>Proposed new Post Office location (subject to local public consultation)</b>			
<b>Address</b>	The Allotment 1 High Street Innerleithen EH44 6HA		
<b>Post Office Opening hours</b>		Mon	10:00 - 17:00
		Tue	10:00 - 17:00
		Wed	10:00 - 17:00
		Thu	10:00 - 17:00
		Fri	10:00 - 17:00
		Sat	09:30 - 13:00
		Sun	Closed
<b>Distance</b>	60 metres away from the previous branch, along level terrain.		
<b>Products &amp; Services</b>	A wide range of services would be available.		
<b>Accessibility &amp; Accessibility works</b>	<b>Access and facilities</b> The proposed premises has a wide door and level access at the entrance.  <b>Transport/parking</b> Time-restricted roadside parking is available nearby.		
<b>Local Public Consultation starts</b>	28 June 2018		
<b>Local Public Consultation ends</b>	16 August 2018		

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

## **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 [www.postofficeviews.co.uk](http://www.postofficeviews.co.uk)