



Dear Customer

**Branch Closure for Refurbishment**

**Kensington Church Street Post Office**  
**190 Kensington Church Street, London, W8 4DS**

We are writing to inform you that due to extensive building work and refurbishing the counters at the above location, the branch will need to close. The safety of our customers is of paramount importance to us, therefore, to allow for the building work to take place, it will be necessary for the service to close on Tuesday 11 February 2025 at 17:00.

It is envisaged that the work will take **approximately 4 weeks to complete**, following which the service will re-open on Tuesday 8 April 2025 at 13:00. The opening hours will stay the same: Monday to Friday 09:00 – 17:30; Saturday 09:00 – 12:30.

When the branch re-opens on Tuesday 8 April, it will change to one of our Main style branches. Services will be offered at one traditional fortress style counter, two open plan counters and a Post Office service point situated alongside the retail till of the store. There will also be some additional services available to customers - a comprehensive range of Travel Money, Vehicle Tax, Local Collect, Change Giving services for business banking customers, Automated Business deposits over £200 and Parcel Force Worldwide.

Customers will be able to access Post Office services at a screened counter and at a second open plan serving point. Working with the postmaster, we will adapt the current store layout, fixtures and fittings to accommodate the changes if this is needed. The branch will continue to operate the same hours as it currently does.

If there are any unforeseen circumstances which mean these dates change, posters will be displayed in branch to let customers know.

The branches listed overleaf will be happy to provide customers with Post Office services during this period and this information will be made available locally. Should the dates change, posters will be displayed in branch to let customers know.

If you are a local representative, it would be helpful if you could share this information through your social media channels and 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 would like to apologise for the inconvenience the closure may cause. We hope that our customers will continue to use the Post Office and full details of alternative Post Office services in the area are shown at the end of this letter.

This notification is being carried out in line with our Principles of Community Engagement which have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland - the independent statutory consumer watchdogs. An extract relating to Notification is available at the end of this letter.

Yours faithfully

*Mohammed Islam*

**Mohammed Islam**  
**Area Change Manager**

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

There are times our branches may need to make changes to its opening hours. The latest available branch information, including additional alternatives Post Office services in the area, can be found on our website [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

Information on public transport routes and timetables can be accessed at [www.tfl.gov.uk](http://www.tfl.gov.uk)

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.

Clarendon Road Post Office	Services				
109 Clarendon Road Holland Park London W11 4JG.	Offers similar services, however excluding a comprehensive range of Travel Money, Passport Check & Send, Vehicle Tax, On Demand Travel Insurance.				
Opening times	Access				
<table><tr><td>Mon - Sat</td><td>06:30 – 23:30</td></tr><tr><td>Sun</td><td>07:30 – 22:30</td></tr></table>	Mon - Sat	06:30 – 23:30	Sun	07:30 – 22:30	Access is level at the entrance to the premises.
Mon - Sat	06:30 – 23:30				
Sun	07:30 – 22:30				
Getting there					

Approximately 1.0 miles from Kensington Church Street Post Office branch, along varied terrain. Parking is restricted to residents only. Public transport is available to and from the surrounding areas.

Kensington Post Office	Services						
208-212 Kensington High Street, London W8 7RG.	Offers same services						
Opening times	Access						
<table><tr><td>Mon – Fri</td><td>09:00 – 17:30</td></tr><tr><td>Sat</td><td>09:00 – 12:30</td></tr><tr><td>Sun</td><td>Closed</td></tr></table>	Mon – Fri	09:00 – 17:30	Sat	09:00 – 12:30	Sun	Closed	Access is level at the entrance to the premises.
Mon – Fri	09:00 – 17:30						
Sat	09:00 – 12:30						
Sun	Closed						
Getting there							

Approximately 1.0 miles from Kensington Church Street Post Office branch, along varied terrain. There is roadside pay by phone parking on Phillimore Gardens. Public transport is available to and from the surrounding areas.

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
- Unplanned closure<sup>1</sup>/ planned service interruption
- Re-opening of a 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
- Franchising of a Directly Managed branch in its existing site where there are no changes to access to the Post Office serving point

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, aiming to provide four weeks' notice. Four weeks' notice may not be possible for an unplanned change, and in these instances, we will provide notice as soon as we are able to. For closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

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.

***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**

**[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>Where the closure is unplanned, the service provision in the area will be reviewed based on current usage, modelling and availability of any suitable replacement or alternative service model. A commercial decision will be made if to actively seek to replace the closed service and will not be subject to public consultation.