



Dear Customer

Local public consultation – Decision

**Kilbirnie Post Office
70-72 Main Street, Kilbirnie, KA25 7AE**

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 89 Main Street, Kilbirnie, KA25 7AA, where it will be operated by a new postmaster.

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 their representatives 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

Kenny Lamont

**Kenny Lamont
Regional Change Manager
Post Office Limited**

comments@postoffice.co.uk
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 Wednesday 16 July 2025

Consultation ended Wednesday 27 August 2025

Consultation responses

- 34 responses from customers and local representatives

Key issues raised

- Access and Internal Space

Response to issues raised

Access and Internal Space

We recognise that the Post Office plays an important part in the lives of our customers, particularly to the older and disabled people and we want to make our services as accessible as possible. Currently, access at the new location has steps however, a bell and signage will be installed at the entrance to the new premises and a portable ramp will be available on request to improve access for customers.

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 postmaster 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

Kilbirnie Post Office Information Summary

There are times our branches may need to make changes to its opening hours. The latest available branch information can be found on our website www.postoffice.co.uk/branch-finder

New Location																	
89 Main Street, Kilbirnie, KA25 7AA																	
<table><tr><th colspan="2">New opening times</th></tr><tr><td>Monday</td><td>09:00 – 17:00</td></tr><tr><td>Tuesday</td><td>09:00 – 17:00</td></tr><tr><td>Wednesday</td><td>09:00 – 17:00</td></tr><tr><td>Thursday</td><td>09:00 – 17:00</td></tr><tr><td>Friday</td><td>09:00 – 17:00</td></tr><tr><td>Saturday</td><td>09:00 – 17:00</td></tr><tr><td>Sunday</td><td>Closed</td></tr></table>		New opening times		Monday	09:00 – 17:00	Tuesday	09:00 – 17:00	Wednesday	09:00 – 17:00	Thursday	09:00 – 17:00	Friday	09:00 – 17:00	Saturday	09:00 – 17:00	Sunday	Closed
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Sunday	Closed																
Services available																	
The same range of products and services will still be available.																	
Serving positions																	
There will be one serving point at the retail counter.																	
Access																	
The new premises currently has a wide door with steps, however a bell and signage will be installed at the entrance to the new premises and a portable ramp will be available on request. Internally, there will be a hearing loop and space for a wheelchair.																	
Getting there																	
The new branch will be located approximately 50 metres away from the current branch, along mostly level terrain. There is Newton Street Car park available with designated disabled parking bays, 85 metres away on Newton Street.																	
Store retail available	Convenience store.																

Services available	New Branch
Everyday Personal & Business Banking	✓
<u>Cash Withdrawals</u>	✓
<u>Cash Deposits</u>	✓
<u>Cheque Deposits</u>	✓
<u>Mails</u>	
<u>Drop & Go</u>	✓
<u>Parcelforce Express Services</u>	✓
<u>Pay Bills & Top Up</u>	
<u>Pay Bills and Top up</u>	✓
<u>Driving</u>	
<u>Vehicle Tax</u>	✓
<u>Travel</u>	
<u>Foreign Currency</u>	Euros
<u>Travel Insurance</u>	✓
<u>Travel Money Card</u>	✓

Services not available at the new branch are available at	<u>Beith Post Office:</u> 83 Eglinton Street, Beith, KA15 1AJ Opening hours: Mon - Fri - 09:00 - 17:30 Sat - 09:00 - 13:00 Sun - Closed
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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

Call: 03452 66 01 15

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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.