

Dear Customer

## **Local public consultation - Have your say**

**Knaresborough Post Office  
49 High Street, Knaresborough, Harrogate, HG5 0HB**

We are proposing to move the above Post Office branch to a new location - 34 High Street, Knaresborough, Harrogate, HG5 0EQ, where it would continue to operate as one of our main style branches, subject to consultation.

### **Why are we proposing this move?**

Unfortunately, the postmaster's lease for the current premises is due to expire and the premises will no longer be available for Post Office use. As the premises will no longer be available for Post Office use, the postmaster has identified an opportunity to move this branch into an alternative new location to continue to offer Post Office services to the local community. The premises would undergo refurbishment to incorporate Knaresborough Post Office, subject to consultation.

Our priority is to safeguard Post Office services to the local community in the longer term and the relocation of Knaresborough Post Office would enable us to maintain a Post Office service to our customers in the local community.

### **We'd like your help**

We're now starting a period of local public consultation and your feedback is important to us as it will help to inform our decision. For more details of the proposed services and accessibility, please see the branch information summary later in this consultation document.

### **What exactly are we consulting on?**

We'd welcome your comments on the following areas:

- **How easy is it to get to the proposed location?**
- **Are the proposed premises easy for you to get into and are they easily accessible once inside?**
- **Are there any other local community issues which you believe could be affected by or affect the proposed Post Office move?**
- **If the move were to proceed is there anything we could do to make it easier for customers?**

Local Public Consultation starts	<b>Monday 10 June 2024</b>
Local Public Consultation ends	<b>Monday 29 July 2024</b>
Proposed month of change	<b>August/September 2024</b>

In this instance we have extended public consultation to allow for the pre-general election period when there will be no sitting MP for local constituents to engage with until after the election. We will now be accepting comments until Monday 29 July 2024.

We're carrying out this consultation in line with our Principle of Community Engagement". You can find more information about the principles at the end of this letter.

You can share your views on the change through our easy and convenient online questionnaire via [postofficeviews.co.uk](https://postofficeviews.co.uk). When entering the website, you can use the search function to find the consultation for this branch either by branch name, postcode or the unique branch code **629323**

## How to share your views:

**Consultation Hub (postofficeviews.co.uk)**

comments@postoffice.co.uk

Call: 03452 66 01 15

Textphone: 03457 22 33 55

FREEPOST Your Comments – N.B. This is the full postal address. Items sent by Freepost take 2 working days, please allow enough time for responses to be received.

**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.



- Customers would access Post Office services in a modern, open-plan environment alongside the operator's retail.
- Working with the postmaster, we'd adapt the current store layout, fixtures and fittings to accommodate the Post Office. It would be in a dedicated area of the store with one screened and one open-plan position.
- The Post Office will offer the same range products and services over the same opening hours, so customers can access their Post Office when it's convenient. Customer satisfaction with this style of branch is high.
- All staff employed to work in the proposed new branch would be trained to the highest standards with on-going training on products and services, as well as operational and service related matters.
- Posters and leaflets will now be displayed in branch to let customers know about the proposal and to ask their views.
- Any information we receive will be carefully considered as we finalise our plans.
- If you are a local representative, we will write to you again at the end of the consultation to respond to the main issues raised and to explain our final plans for the branch.
- This consultation 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 consultation is available at the end of this letter.

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 the changes we are proposing to Knaresborough Post Office. If you would like a supply of posters, please let us know. Our contact details can be found at the top of this page.

Thank you for considering our proposal.

Yours faithfully

*Kenny Lamont*

**Kenny Lamont  
Network Provision Manager  
Post Office Limited**

## Knarborough Post Office Information Summary

---

Current Location	Proposed new Location
49 High Street Knarborough Harrogate HG5 0HB	34 High Street Knarborough Harrogate HG5 0EQ

### Current opening hours

Mon- Fri	09:00 – 17:30
Sat	09:00 – 13:00
Sun	Closed

### Proposed opening hours

Mon - Fri	09:00 - 17:30
Sat	09:00 - 13:00
Sun	Closed

**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](http://www.postoffice.co.uk/branch-finder)**

### Products & Services

The same range of products and services would still be available.

### Serving positions

There would be two serving positions in total; one screened and one open plan.

### Access

The proposed premises would have a wide door and level access at the entrance. Internally, there would be a hearing loop, a low-level writing desk, a low-level serving counter and space for a wheelchair.

### Getting there

The proposed branch would be located approximately 140 metres away from the current branch, along mostly level terrain. Time restricted roadside parking is available nearby to the proposed premises.

### Retail

Pharmacy Store.

---

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

- Permanent closure of a Post Office branch<sup>5</sup>
- 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-week<sup>6</sup> 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 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, Consumer 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](mailto:Comments@postoffice.co.uk)**  
**FREEPOST Your Comments**

**Call: 03452 66 01 15**  
**Textphone: 03457 22 33 55**

<sup>5</sup> 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.

<sup>6</sup> 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.