



Dear Customer

Lepton Post Office®
Previously located at: 55 Highgate Lane, Lepton, Huddersfield, HD8 0DS

Public Consultation – Branch Re-opening

We are writing to let you know that we are proposing to re-open the above Post Office service at a new location.

Unfortunately, following the resignation of the Postmaster and the withdrawal of the premises for Post Office use, the above Post Office branch closed on Monday 4 December 2017. Please accept our apologies for the late notification on this occasion.

We are, therefore, pleased to inform you that a new agent has been appointed and the Post Office will operate from McColls Retail Group, 135 Highgate Lane, Lepton, Huddersfield, HD8 0HJ.

Our priority is to safeguard Post Office services to the local community in the longer term. The re-opening of the branch will create a more secure Post Office service to the local Lepton community for the future.

Customers would benefit from the longer opening hours and we will be enhancing the range of products which will be available at the new branch. Customers will still be able to transact manual banking and Royal Mail and Parcelforce Worldwide International Parcel Services. Additionally cheques will continue to be accepted as a method of payment. Full details of the proposed new service, are provided at the end of this letter.

Consulting on the change

Whilst the decision has already been made to re-open Lepton branch we believe this is the best way forward towards securing a more permanent Post Office service locally. We would still like your views on the service offer at the new location and we are now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the new location, 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?

If you have any comments or questions, please email or write to me via our Communication and Consultation team, whose contact details are below. Any information we receive will be considered as we finalise our plans for the new service.

Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

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 191320

postofficeviews.co.uk

Dates for the local public consultation:

Local Public Consultation starts	29 March 2018
Local Public Consultation ends	14 May 2018
Proposed month of change	April/May 2018

In this instance we have extended public consultation by 2 working days to allow for the holiday period over Easter.

We're planning to re-open the Post Office service in April/May 2018. However this does not affect the period of public consultation which is ongoing until 14 May 2018.

We're carrying out this consultation in line with our Code of Practice. You can find more information about the Code at the end of this letter.

We will inform our customers of the final decision by displaying a poster at McColls Retail Group.




Thank you for considering our proposal.


Yours faithfully

Wayne Fitch

Wayne Fitch
Network Operations 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
**Please note this is the full address to use
and no further address details are required.**

We've published our final plan on-line, to see it, scan here.

If you don't have a QR code scanner on your phone, you can find one in your app store.



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.

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.

Lepton Post Office information sheet															
Proposed new Post Office location															
Address	McColls Retail Group 135 Highgate Lane Lepton Huddersfield HD8 0HJ														
Post Office Opening hours	<table> <tr><td>Mon</td><td>07:00 - 22:00</td></tr> <tr><td>Tue</td><td>07:00 - 22:00</td></tr> <tr><td>Wed</td><td>07:00 - 22:00</td></tr> <tr><td>Thu</td><td>07:00 - 22:00</td></tr> <tr><td>Fri</td><td>07:00 - 22:00</td></tr> <tr><td>Sat</td><td>07:00 - 22:00</td></tr> <tr><td>Sun</td><td>07:00 - 22:00</td></tr> </table>	Mon	07:00 - 22:00	Tue	07:00 - 22:00	Wed	07:00 - 22:00	Thu	07:00 - 22:00	Fri	07:00 - 22:00	Sat	07:00 - 22:00	Sun	07:00 - 22:00
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Sat	07:00 - 22:00														
Sun	07:00 - 22:00														
Distance	400 metres away from the previous branch, along varied terrain.														
Products & Services	The same range of services will continue to be available. However, excluding On Demand Travel Insurance.														
Accessibility & Accessibility works	<p>Access and facilities There is a gradient slope leading to level access with a wide door at the entrance of the new premises. Internally, there will be a hearing loop and space for a wheelchair.</p> <p>Transport/parking Roadside parking is available outside the new premises with further roadside parking on Highgate Avenue within 50 metres.</p>														
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Lepton Post Office® services available	
Your Operator or our Customer Helpline on 03452 66 01 15 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at www.postoffice.co.uk	
	New branch
Mail	
First & Second Class mail	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓
Special stamps (Christmas issue only) & postage labels	✓
Signed For	✓
Special Delivery	✓
Home shopping returns	✓
Inland small, medium & large parcels	✓
Express & contract parcels	✓
British Forces Mail (BFPO)	✓
International letters & postcards (inc. signed for & Airsure)	✓
International parcels up to 2kg & printed papers up to 5kg	✓
Parcelforce Worldwide International parcels	✓
Articles for the blind (inland & international)	✓
Royal Mail redirection service	✓
Local Collect	✓
Drop & Go	✓
Withdrawals, deposits and payments	
Post Office Card Account	✓
All personal and business banking cash withdrawals, deposits, balance enquiries & enveloped cheque deposits (card, barcoded or manual).	✓
Postal orders	✓
Moneygram	✓
Bill payments	
Bill payments (card, barcoded or manual)	✓
Key recharging	✓
Licences	
Rod fishing licences	✓
Travel	
Pre-order travel money	✓
On demand travel money	Euros/Dollars
Travel insurance referral	✓
On demand travel insurance	x
Mobile Top-ups & E vouchers	✓
National Lottery Terminal	✓
Payment by cheque	✓
Products marked x are available at Almondbury Post Office, 101-103 Townend, Almondbury, Huddersfield, HD5 8RT	
Opening times: Mon – Thu 08:30 – 17:30 Fri 09:00 – 17:30 Sat 09:00 – 12:30	

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