



Dear Customer

Local public consultation - Have your say

**Newtownhamilton Post Office
50 Dundalk Street, Newtownhamilton, Newry, BT35 0PB**

As you may be aware, we are consulting to move the above Post Office branch to a new location – 35 Dundalk Street, Newtownhamilton, Dundalk, Newry, BT35 0PB, where it would continue to operate as one of our local style branches, by the existing postmaster. We have now been provided with updated information on access to the proposed new location, which we have detailed later in this letter under good to know.

Why are we proposing this move?

As you may be aware, our postmasters operate Post Office branches alongside their private retail business, and it is important that they make the very best use of their resources to ensure future sustainability of both their business and the Post Office service. In this case, the postmaster has identified an opportunity to move this branch into a brighter, more modern premises, located on the same road nearby.

The new premises, which are currently empty and would undergo a full refurbishment. The postmaster firmly believes that the move would help secure continued access to Post Office services locally, as well as supporting the viability of their business, by incorporating Newtownhamilton Post Office within a newly refurbished retail unit.

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

What exactly are we consulting on?

We'd welcome your comments on the following areas:

- **How easy is it to get to the proposed new location?**
- **Are the new 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	7 February 2023
Local Public Consultation ends	21 March 2023
Proposed month of change	March/April 2023

You can share your views on the proposed change through our easy and convenient online questionnaire via 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 **125758**

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.



Good to know

- Customers would access Post Office services in a modern, open-plan environment alongside the postmaster's retail. The new premises are currently empty and would undergo a full refurbishment to accommodate a Post Office within the retail store. Working with the postmaster, we would adapt the current store layout, fixtures and fittings to accommodate the screened Post Office serving point in a dedicated area of the new retail store.
- The Post Office would continue to offer the same Post Office products and services and opening times would remain the same, so customers can access their branch when it's convenient. Customer satisfaction with local style branches is high, and many customers visit outside traditional opening hours.
- There is a step with a wide door at the main front entrance of the new premises, however, the postmaster would provide a portable entrance ramp with handrails to help customers with mobility issues or wheelchair users, get into the store. To let customers know that a ramp is available, there would be a clearly visible sign at the entrance of the store explaining how to request the ramp. There would also be bell for people to ring for assistance and both this and the sign would be accessible to wheelchair users. Staff would respond promptly to any requests.
- To further improve access, the postmaster would also provide a second entrance from the side of the building, which would have wide level access for customers, including wheelchair users. This entrance is adjacent to the main entrance and would be clearly signposted.
- All staff employed to work in the 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, Citizens Advice 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 Newtownhamilton 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

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.

Newtownhamilton Post Office Information Summary

Current Location		Proposed New Location	
50 Dundalk Street Newtownhamilton Newry BT35 0PB		35 Dundalk Street Newtownhamilton Dundalk Newry BT35 0PB	
Current opening hours		Proposed opening hours	
Monday to Friday	06:30 – 22:00	Monday to Friday	06:30 – 22:00
Saturday & Sunday	07:00 – 22:00	Saturday & Sunday	07:00 – 22:00

During the Coronavirus pandemic the branch 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

Products & Services

The same range of Post Office services products and services would still be available with the same opening hours.

Serving positions

There would a screened Post Office serving position located in a dedicated area within the new branch.

Access

There is a step and a wide door at the main front entrance, however, a portable entrance ramp with handrails would be available on request. To let customers, know that a ramp is available, there would be a clearly visible sign at the entrance of the store explaining how to request the ramp. There would also be bell for people to ring for assistance and both this and the sign would be accessible to wheelchair users. Staff would respond promptly to any requests.

To further improve access, the postmaster would also provide a second entrance from the side of the building, which would have wide level access for customers, including wheelchair users. This entrance is adjacent to the main entrance and would be clearly signposted.

Getting there

The new Post Office branch would be located on the same road, approximately 45 metres away from the current branch, along varied terrain.

Roadside parking would be available along Dundalk Street.

Retail

Convenience Store

Proposed Date of Change

March/April 2023

Newtownhamilton Post Office services available

For information about product availability call 03457 223344.

For details of maximum value of transactions, please speak to the operator.

	Current branch	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. Tracked & Signed)	✓	✓
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	✓	✓
Change giving	✓	✓
Bill payments (card, barcoded or manual)	✓	✓
Key recharging	✓	✓
Travel		
Pre-order travel money	✓	✓
Travel insurance referral	✓	✓
Mobile Top-ups & E vouchers		
	✓	✓
Payment by cheque		
	✓	✓
Other Products are available at Cullyhanna Post Office, 4 Skerriff Road, Cullyhanna, Newry, BT35 0JG	Opening times: Mon & Tue 09:00 – 15:00 Wed 09:00 – 12:30 Thu & Fri 09:00 – 17:00	
and Belleeks Post Office, 15 Main Street, Belleeks, Newry, BT35 7PH	Opening times: Mon & Thu 10:00 – 15:30 Tue, Wed, & Fri 10:00 – 13:00	

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 branch¹
- 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-week² local public consultation, informing customers, locally elected representatives³, Consumer Advocacy Bodies and selected charities⁴ 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, Citizens Advice 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, Citizens Advice 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.

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FREEPOST Your Comments

¹ 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.

² 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.

³ Locally elected representatives include 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.

⁴ Selected charities are local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. All parties referred to in ³ and ⁴ above are encouraged to share all information with local groups and organisations who they believe have an active interest in changes to their local Post Office.