



Dear Customer

Local public consultation - Have your say

Normanby Post Office

Previously located at: McColl's, 33 High Street, Normanby, TS6 0NH

We will be reopening the above Post Office branch in a new location: Premier, Normanby Mini Market, 551 Normanby Road, Normanby, TS6 0JX. Where it will continue to operate as one of our local style branches.

Why are we moving?

As you may be aware our retail partner, Morrisons, has recently taken the difficult decision to close several of their McColl's branded stores, some of which incorporated a Post Office service. Therefore, this branch closed temporarily on Wednesday 4 January 2023, following the registration of the postmaster and the withdrawal of the premises for Post Office use. We have therefore had to identify an alternative location to continue to offer Post Office services to the local community. We are pleased to inform you that a new agent has been appointed who has identified an alternative location to operate the Post Office service.

The new Post Office is schedule to open at Premier, Normanby Mini Market, 551 Normanby Road, Normanby, TS6 0JX on Friday 24 March 2023 at 13:00. If there are any unforeseen changes which means this date changes, posters will be displayed in the new premises to let customers know.

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

What exactly are we consulting on?

Whilst the decision has already been made to reopen Normanby Post Office, we would still like your views on access into and inside the new location. Therefore, we're now commencing a local public consultation and we would like to hear your views, particularly around the following questions.

- Are the new premises easy for you to get into and is the inside easily accessible?
- Are there any other local community issues which you believe could be affected by or affect the change?
- Is there anything we could do to make it easier for customers?

Local Public Consultation starts	21 February 2023
Local Public Consultation ends	4 April 2023

This Post Office service will reopen on Friday 24 March 2023 however, this does not affect the period of public consultation which is ongoing until Tuesday 4 April 2023.

You can share your views on the 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 **318327**

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 will access Post Office services at a low-screened, open-plan, modern serving point that's part of the retail counter.
- Working with the postmaster, we'd adapt the current store layout, fixtures and fittings to accommodate the Post Office till if needed.
- The Post Office will offer products and services over longer opening hours 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.
- All staff employed by in the new branch will 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 the new premises to let customers know about the change and to ask their views.
- Any information we receive will be carefully considered as we finalise our plans.
- 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.

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 Normanby Post Office. If you would like a supply of posters, please let us know. Our contact details can be found at the bottom of the first page.

Thank you for considering our changes and supporting Normanby Post Office.

Yours faithfully

Jason Collins

Jason Collins
Network Provision manager
Post Office Limited

Normanby Post Office Information Summary

Previous Location		New Location	
McColl's 33 High Street Normanby TS6 0NH		Premier Normanby Mini Market 551 Normanby Road Normanby TS6 0JX	
Previous opening hours		New opening hours	
Mon- Sat	06:00 – 17:00	Mon - Sun	08:00 - 19:00
Sun	06:00 – 13:00		

**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

Similar Post Office products and services will still be available.

Serving positions

There will be a Post Office serving point at the retail counter.

Access

The new premises will have a wide automatic door and a ramp with handrails at the entrance. Internally there will be a hearing loop and space for a wheelchair.

Getting there

The new branch will be located approximately 100 metres away from the previous branch location, along mostly level terrain. There is a time restricted car park within 50 metres of the new premises. Public transport available to and from the surrounding areas.

Retail

Convenience 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.**

Normanby Post Office services available		
For information about product availability call 03457 223344. For details of maximum value of transactions, please speak to the operator.		
	Previous branch	New branch
Mail		
First & Second Class mail	✓	✓
Stamps, stamp books (1st class 6 & 12 only, 2nd 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	✓	Express 24 & 48
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	✓	✓
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.	✓	✓
Postal orders	✓	✓
MoneyGram	✓	✓
Change giving	✓	✓
Automated bill payments (card or barcoded)	✓	✓
Key recharging	✓	✓
Travel		
Pre-order travel money	✓	✓
On demand travel money	✓	Euros/Dollars
Travel insurance referral	✓	✓
Mobile Top-ups & E vouchers	✓	✓
Payment by cheque		
Products marked ✗ are available at Eston Post Office , 87 High Street, Eston, Middlesbrough, TS6 9JD	Opening times: Mon, Tue, Thu & Fri 09:00 – 13:00 13:30 – 16:30 Wed 09:00 – 13:00 Sat 08:00 – 19:00 Sun Closed	

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 consultation³, 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.

Postofficeviews.co.uk
03452 66 01 15

Comments@postoffice.co.uk
Textphone: 03457 22 33 55

FREEPOST Your Comments Call:

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.