



Dear Customer

I'm writing to update you on the slight delay in starting our trial of a new type of Post Office branch in your area at S K Newsagent Ltd, 51 Tudor Road, Harrow, HA3 5PQ.

The branch was previously scheduled to open on Wednesday 16 February 2022 at 13:00, however, due to unforeseen circumstances, the branch opening at the store has been delayed and it is now scheduled to open on Wednesday 2 March 2022 at 13:00.

The new format at S K Newsagent Ltd will offer Post Office services from a handheld device, providing convenient access to customers for parcel returns. Details of the opening hours and the products and services available are provided below.

Please feel free to share this information with others who may be interested to hear about the new service. If there are any unforeseen changes which mean opening date change, posters will be displayed in store to let customers know.

We're carrying out this notification in line with our Principles of Community Engagement. An extract relating to Notification is available at the end of this letter.

We hope that you and the local community will support the new service in your area.

Yours faithfully

Martin Hulks

Martin Hulks
Retail and Franchise Network

How to contact us:

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.

Opening times & Post Office services available			
Mon - Sat	06:00 – 22:30	-	
Sun	06:00 – 22:00	-	
Mail			
Stamp books (1 st class 6 & 12 only, 2 nd class 12 only)			
Parcel return			
Other			
Bill payments			
Mobile top-up service			
National Lottery Terminal			
Gift cards			
For information about product availability call 03457 22 33 44.			

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 **Notify** - where we are informing customers of changes around:

- Opening hours
- Temporary closure¹ / temporary service interruption
- Re-opening of a temporarily closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, providing four weeks' notice. Where four weeks' notice is not possible, we will provide notice as soon as we are able to. For temporary closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

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

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¹ We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

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.

We notify locally elected representatives including 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, selected charities, local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. They are also encouraged to share all information additionally with local groups and organisations who they believe have an active interest in changes to their local Post Office.