



Dear Customer

**Seacroft Post Office®  
Unit 8, Seacroft Green Shopping Centre, 21 Seacroft Avenue  
Seacroft, Leeds, LS14 6JD**

**Local Public Consultation Decision**

I am writing to confirm that we will be proceeding with our proposal to relocate this service to Leeds City Council (Offices), Deacon House, 1 Seacroft Avenue, Seacroft, Leeds, LS14 6JD.

We received no comments from customers or local representatives during the consultation period. I have carefully considered my original proposal and I am therefore confident that the relocation is the correct course of action to take.

The current branch will close at 17:30 on Wednesday 21 June 2017, with the new branch opening, at Leeds City Council (Offices), Deacon House, 1 Seacroft Avenue at 09:00 on Friday 30 June 2017. If there are any unforeseen schedule changes which mean these dates change, posters will be displayed in branch to let customers know. During this short period of closure customers requiring Post Office facilities may use any convenient Post Office service. Details of two alternative Post Office branches are provided below for your convenience:

- Skelton Wood Post Office, 40 Whitelaithe Approach, Leeds, LS14 2EH
- Kentmere Avenue Post Office, 141 South Parkway, Leeds, LS14 6ER

Posters will now be displayed in branch to let customers know about this decision.

Further details of the new service are provided at the end of this letter.

You can also find a copy of this letter on our website at [postofficeviews.co.uk](http://postofficeviews.co.uk). When entering the website you will be asked to enter the code for this branch: 183323.





Thank you for considering our proposal.

Yours faithfully

*Wayne Fitch*

**Wayne Fitch  
Network Operations Manager**

**How to contact us:**

-  [postofficeviews.co.uk](http://postofficeviews.co.uk)
-  [comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)
-  Customer Helpline: 03457 22 33 44  
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.



This communication process has been agreed with the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council, and is being carried out in line with our Code of Practice for changes to the Post Office network, which we have agreed with them. If you'd like copies of the Code they are available in branch, or by contacting us or on our website at: [www.postofficeviews.co.uk](http://www.postofficeviews.co.uk). If you think that the process has not been properly followed and wish to make a complaint, then please write to us or email us via the contact details included in our posters and letters and let us know why. We'll examine your complaint and respond to you as soon as we can. We will provide you with the relevant contact points for the consumer watchdog, so if you are still not satisfied when you have received our response, you can ask them for their assistance.

**To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.**

**Details of the new service:**

<p><b>Seacroft Post Office®</b> Leeds City Council (Offices) Deacon House 1 Seacroft Avenue Seacroft Leeds LS14 6JD</p> <div style="margin-top: 20px;">  <p><b>Opening times</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Monday</td><td>09:00 – 17:30</td></tr> <tr><td>Tuesday</td><td>09:00 – 17:30</td></tr> <tr><td>Wednesday</td><td>09:00 – 17:30</td></tr> <tr><td>Thursday</td><td>09:00 – 17:30</td></tr> <tr><td>Friday</td><td>09:00 – 17:30</td></tr> <tr><td>Saturday</td><td>09:00 – 14:30</td></tr> <tr><td>Sunday</td><td>Closed</td></tr> </table> </div>	Monday	09:00 – 17:30	Tuesday	09:00 – 17:30	Wednesday	09:00 – 17:30	Thursday	09:00 – 17:30	Friday	09:00 – 17:30	Saturday	09:00 – 14:30	Sunday	Closed	<div style="margin-bottom: 20px;">  <p><b>Services</b></p> <p>The same range of services will continue to be available. Customers can still collect benefits in cash using our everyday banking services or Post Office card account.</p> </div> <div>  <p><b>Access and facilities</b></p> <p>The premises will have level access with a wide door. Internally, there will be a hearing loop, a low level serving counter, a low level writing desk and space for a wheelchair.</p> </div>	<div style="margin-bottom: 20px;">  <p><b>Transport/parking</b></p> <p>There is a large car park with marked disabled bays at the shopping centre complex.</p> </div> <div>  <p><b>Route</b></p> <p>These premises are located approximately 250 metres away from the current service, along varied terrain.</p> </div>
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