



Dear Customer

**Sheerness Post Office®
33 Broadway, Sheerness, ME12 1AA**

Local Public Consultation Decision

Further to our previous communication in which we advised that we would be proceeding with our decision to close Sheerness Directly Managed branch, I can now confirm the branch will close permanently at this location at 12:30 on Saturday 21 September 2019.

With any closure it's inevitable, but regrettable, that some customers will be inconvenienced. However, with The Clock Tower Post Office located approximately 0.1 miles from Sheerness Post Office, High Street (20) Post Office approximately 0.2 miles away and Queensway Post Office approximately 1.3 miles away, there are a number of alternative Post Office branches in the surrounding area, along with good public transport provision.

We are confident that our new branches have the capacity to meet customer demand and cater for additional customers, offering a wide range of Post Office products and services and, due to the extended opening hours, providing continued good access to our services. The small number of Post Office products and services that will not be available at our new branches, such as Passport Check & Send, Identification services, change giving and high value banking, will continue to be available at Minster on Sea Post Office. This branch is located approximately 3.4 miles from Sheerness Post Office and can be reached by a regular bus service.

Staff at the alternative branches are fully trained in Post Office transactions and staffing levels will be reviewed and carefully aligned to meet customer demand. Further information about the alternative branches in the area are given in the information sheet at the end of this letter.

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

Yours faithfully

A handwritten signature in black ink that reads "S. Blampied".

**Steve Blampied
Head of Directly Managed Branch Network
Post Office Limited**

Alternative branches in the area

The Clock Tower Post Office

Address	84 High Street Sheerness ME12 1UB						
Post Office Opening hours	<table border="1"><tr><td>Mon – Thu</td><td>07:00 – 20:00</td></tr><tr><td>Fri & Sat</td><td>07:00 – 21:30</td></tr><tr><td>Sun</td><td>08:00 – 20:00</td></tr></table>	Mon – Thu	07:00 – 20:00	Fri & Sat	07:00 – 21:30	Sun	08:00 – 20:00
Mon – Thu	07:00 – 20:00						
Fri & Sat	07:00 – 21:30						
Sun	08:00 – 20:00						
Distance	Approximately 0.1 miles away from Sheerness Post Office branch, along level terrain.						
Accessibility	<p>Access and facilities Access to the branch is level; an automatic door will be installed at the entrance. A low level serving counter and hearing loops are available.</p> <p>Transport/Parking Time restricted parking is available on The Broadway with 6 spaces, approximately 30 metres away.</p>						

High Street Post Office

Address	20 High Street Sheerness ME12 1NL				
Post Office Opening hours	<table border="1"><tr><td>Mon – Sat</td><td>07:00 – 23:00</td></tr><tr><td>Sun</td><td>08:00 – 23:00</td></tr></table>	Mon – Sat	07:00 – 23:00	Sun	08:00 – 23:00
Mon – Sat	07:00 – 23:00				
Sun	08:00 – 23:00				
Distance	Approximately 0.2 miles away from Sheerness Post Office branch, along level terrain.				
Accessibility	<p>Access and facilities There is a ramp at the entrance to the branch and a wide door. A bell and signage will be available for assistance.</p> <p>Transport/Parking Time restricted parking is available nearby for up to 8 cars.</p>				

Queensway Post Office

Address	124 Queensway Sheerness ME12 1LL				
Post Office Opening hours	<table border="1"><tr><td>Mon – Sat</td><td>07:00 – 21:30</td></tr><tr><td>Sun</td><td>08:00 – 21:30</td></tr></table>	Mon – Sat	07:00 – 21:30	Sun	08:00 – 21:30
Mon – Sat	07:00 – 21:30				
Sun	08:00 – 21:30				
Distance	Approximately 1.3 miles away from Sheerness Post Office branch, along varied terrain.				
Accessibility	<p>Access and facilities Access to the branch is level. A bell and signage will be available for assistance.</p> <p>Transport/Parking Parking is available for 2 cars outside the branch. Public transport services are available to and from the surrounding area.</p>				

Post Office® services available

For information about product availability call 03457 223344 or to provide you with details of maximum value of transactions please speak to the operator. Customers can also shop online at www.postoffice.co.uk

	Sheerness	The Clock Tower	High Street	Queensway
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	✓	Express 24 & 48	Express 24 & 48	✓
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) up to a maximum value.	✓	✓	✓	✓
Postal orders	✓	✓	✓	✓
Moneygram	✓	✓	✓	✓
Bill payments (card, barcoded or manual)	✓	✓	✓	✓
Key recharging	✓	✓	✓	✓
Driving				
Car tax	✓	✓	✗	✗
Driving licence renewals	✓	✗	✗	✗
Licences				
Rod fishing licences	✓	✓	✓	✓
Document Certification Service	✓	✗	✗	✗
Travel				
Pre-order travel money	✓	✓	✓	✓
On demand travel money	✓	Euros/ Dollars	Euros/ Dollars	Euros/ Dollars
Travel insurance referral	✓	✓	✓	✓
On demand travel insurance	✓	✗	✗	✗
Passport Check & Send	✓	✗	✗	✗
Mobile Top-ups & E vouchers				
Mobile Top-ups & E vouchers	✓	✓	✓	✓
Payment by cheque	✓	Car tax only	Car tax only	✓

Products marked ✗ are available at **Minster on Sea Post Office**, full details overleaf.

Minster on Sea Post Office											
Address	4 Chapel Street Minster on Sea Sheerness ME12 3QG										
Post Office Opening hours	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Mon & Tue</td> <td style="text-align: center;">08:00 – 17:30</td> </tr> <tr> <td style="text-align: center;">Wed</td> <td style="text-align: center;">08:00 – 18:00</td> </tr> <tr> <td style="text-align: center;">Thu & Fri</td> <td style="text-align: center;">08:00 – 17:30</td> </tr> <tr> <td style="text-align: center;">Sat</td> <td style="text-align: center;">08:00 – 18:00</td> </tr> <tr> <td style="text-align: center;">Sun</td> <td style="text-align: center;">Closed</td> </tr> </table>	Mon & Tue	08:00 – 17:30	Wed	08:00 – 18:00	Thu & Fri	08:00 – 17:30	Sat	08:00 – 18:00	Sun	Closed
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Sun	Closed										
Distance	Approximately 3.4 miles away from Sheerness Post Office branch, along varied terrain.										
Products & Services	The same wide range of products and services will be available as Sheerness branch including Driving Licence renewals, Security Industry Authority licensing and Passport Check & Send.										
Accessibility	<p style="text-align: center;">Access and facilities</p> <p style="text-align: center;">There is a ramp with a handrail at the entrance to the branch. A low level serving counter, low level writing desks and hearing loops are available.</p> <p style="text-align: center;">Transport/Parking</p> <p style="text-align: center;">There is a frequent bus service between Sheerness Post Office and this branch. The nearest bus stop is approximately 120 metres away. Roadside parking is available nearby.</p>										

To get this information in a different format, for example, in larger print, audio or braille, please call 03452 66 01 15 or Textphone 03457 22 33 55.