



Dear Customer

Strumpshaw Post Office® branch
Previously located at: Norwich Road, Strumpshaw, Norwich, NR13 4AG

Proposed move to new premises & branch modernisation

We are pleased to let you know that we are now proposing to re-open this service at a new location in Strumpshaw.

The branch closed temporarily in December 2017 due to the resignation of the Postmaster and the withdrawal of the premises. We are, therefore, pleased to inform you that a new agent has been appointed and the Post Office will now operate from Spar Lingwood, 2 Norwich Road, Lingwood, Norwich, NR13 4BH.

This change is part of a major programme of modernisation taking place across the Post Office network, the largest in the history of Post Office Ltd. The Programme is underpinned by Government investment and will see up to 8,000 branches modernised and additional investment in over 3,000 community and outreach branches.

Full details of the proposed new service, are provided at the end of this letter.

What will this mean for customers?

- Post Office services will be offered from a till on the retail counter in a modern open plan branch
- Longer opening hours
- The majority of Post Office products and services will still be available

Consulting on the proposed new location

We're now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the proposed new location. Before we finalise our plans, we would really like to hear your views on the proposed location, particularly on the following areas:

- How suitable you think the new location and premises are and how easy it is to get there
- 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 proposed change
- If the move were to proceed is there anything we could do to make it easier for customers

We are enclosed an information sheet that provides more details about the new location and the range of products that will be available. If you have any comments or questions, please email or write to me via our Communication and Consultation team, whose contact details are below. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence". Any information we receive will be considered as we finalise our plans for the new branch.

You can share your views on the proposed change through our easy and convenient online questionnaire via the link below. When entering the site you can use the search function to find the consultation for this branch either by branch name, postcode or the unique branch code 239136

postofficeviews.co.uk

Dates for local public consultation:

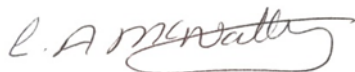
Local Public Consultation starts	9 March 2018
Local Public Consultation ends	24 April 2018
Proposed month of change	May/June 2018

In this instance we have extended public consultation by 2 working days to allow for the period over Easter.

We included information about the Code of Practice over the page and copies of the Code will also be available in branch.

Thank you for considering our proposal. We will inform our customers of the final decision by displaying a poster locally.

Yours faithfully



Lesley McNally
Network Operations Area Manager

How to contact us:

-  postofficeviews.co.uk
-  comments@postoffice.co.uk
-  Customer Helpline: 03452 66 01 15
Textphone: 03457 22 33 55
-  FREEPOST Your Comments

**Please note this is the full address to use
and no further address details are required.**

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.



Items sent by Freepost take 2 working days to arrive. Therefore, responses by Freepost should be sent in sufficient time to arrive before the end of the consultation period. Working days do not include Saturdays or Sundays. Responses received after the deadline will not be considered.

Strumpshaw Post Office® services available		
Your Postmaster or our Customer Helpline on 03452 66 01 15 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at www.postoffice.co.uk		
	Previous 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	✓	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	✓	x
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	✓	✓
Bill payments		
Automated bill payments (card or barcoded)	✓	✓
Key recharging	✓	✓
Licences		
Rod fishing licences	✓	✓
Travel		
Pre-order travel money	✓	✓
On demand travel money	✓	✓
Travel insurance referral	✓	✓
Mobile Top-ups & E vouchers	✓	✓
National Lottery Terminal	✓	x
Payment by cheque	✓	x
Products marked x are available at Brundall Post Office, The Street, Brundall, Norwich, NR13 5AA		Opening times: Mon – Fri 09:00 – 17:30 Sat 09:00 – 14:30

Strumpshaw Post Office information sheet							
	Previous Post Office location			Proposed new Post Office branch location (subject to local public consultation)			
Address	Strumpshaw Post Office® Norwich Road Strumpshaw Norwich NR13 4AG			Spar Lingwood, 2 Norwich Road Lingwood Norwich NR13 4BH			
Post Office opening hours		Mon	09:00 – 13:00 14:00 – 17:00		Mon	07:00 – 22:00	
		Tue	09:00 – 13:00 14:00 – 17:00		Tue	07:00 – 22:00	
		Wed	09:00 – 13:00 14:00 – 17:00		Wed	07:00 – 22:00	
		Thu	09:00 – 13:00 14:00 – 17:00		Thu	07:00 – 22:00	
		Fri	09:00 – 13:00 14:00 – 17:30		Fri	07:00 – 22:00	
		Sat	09:00 – 12:30		Sat	07:00 – 22:00	
		Sun	Closed		Sun	07:00 – 22:00	
	Distance	320 metres away from the previous branch, along level terrain.					
	Accessibility & Accessibility works	Access and facilities Previous branch had a wide door and level access. Parking Parking available outside the branch.			Access and facilities Proposed premises has a wide door and level access. Internally, there will be a Hearing Loop and a space for a wheelchair. Parking Off-road parking would be available outside premises. Buses Regular bus service is available between previous Post Office branch and proposed premises. The bus stop is opposite the proposed premises.		
Retail	Wine, gifts, flowers			Convenience store			
Local Public Consultation starts	9 March 2018						
Local Public Consultation ends	24 April 2018						
Proposed month of change	May/June 2018						

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

Code of Practice for changes to the Post Office® network

What's a Code of Practice?

The Code of Practice contains guidelines we follow. They tell us how, and when to tell you about changes to your local Post Office services. We've worked with the independent statutory consumer watchdog on these guidelines, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

What kind of changes does it include?

Information about when we're planning to move or close one of our branches or outreach services. This also covers information about when a branch has suddenly closed unexpectedly because of something like a flood or fire.

Who do we tell about changes?

You and your representatives (who are often local MPs or local authorities and councils).

How will we tell you what's happening?

If there's a minor change – like changing opening times, then we'll let you know by putting up posters in the Post Office. If the plan is to move a Post Office then we'll put up posters and hand out letters in the branch as well as writing to your representatives. We'll have a press release and, the relevant information will be easy to find on our website.

How long will it take?

We'll let you know about any changes as soon as we possibly can. Sometimes, change is out of our control but we'll try to keep you as up-to-date about what's happening as much as we can. We try to make sure you have 4 weeks' notice before anything happens. If we're going to make big changes, there'll be a 'consultation period' which lasts about 6 weeks. This means that you've got time to let us know how you feel.

It's easy to let us know what you think...

We want to hear what you and your representatives think about change and to make sure it's easy for you to let us know, all of our contact details can be found on all our posters and letters. You can contact us by email, letter or phone.

How will you find out about the final plans?

We'll be letting you know in as many ways as possible. There'll be posters put up in or around your local area, letting you know what's going on. We'll also write to local representatives and, the information will be on our website.

If you let us know what you think, we'll make sure you know about our final plans either by writing to you, or having the information easily available in the Post Office or on our website.

What can you do if you think we haven't followed the Code of Practice?

If you don't think we've followed the Code, then please write to us or email us via the contact details included in this letter and let us know why.

To have a look at the full Code of Practice, it's on our website at www.postofficeviews.co.uk

