



Dear Customer

**Tow Law Mobile Post Office service**

Wolsingham Post Office branch will be closing on Monday 1 February 2021, following the resignation of the Operator of the Partner service and the withdrawal of the premises for Post Office use.

We have continued to work to identify a solution to restore services to the local community. We are pleased to be able to reinstate a temporary Mobile Post Office service to the community, whilst we continue to seek a permanent solution.

The Postmaster from Tow Law Post Office currently operates a Mobile service in the area and is willing to extend the Post Office service to the community of Wolsingham.

The new Wolsingham Mobile Post Office service will operate from Outside the Car Park next to the Town Hall, Wolsingham, Bishop Auckland, DL13 3AB, and will commence from Wednesday 3 February 2021.

To accommodate this new Post Office service in Wolsingham, we have made some minor changes to the current opening hours of the Mobile Post Office services at Satley, Witton Le Wear, Hamsterley, Witton Park 2, Witton Park, and Coundon. These changes will also take effect from Wednesday 3 February 2021.

We will continue to monitor the number of customers using Post Office services and we are confident that our changes will be welcomed by our customers in the local communities.

Further details of the changes to these Post Office services are provided at the end of this letter and posters will now be displayed locally so customers are aware of the change.

I know that the local community will join me in welcoming this good news and hope that you and our customers will continue to use the Post Office services. It would be helpful if you could share this information 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 the Post Office in the local community. If you would like a supply of posters, please let us know.

This notification 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. A copy is available at the end of this letter.

Thank you for your support in restoring a Post Office service.

Yours faithfully

*Ian Murphy*

**Ian Murphy**  
**Network Provision Lead**

**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.**

---

**Details of the new Mobile Post Office service at Wolsingham:**

---

**Wolsingham Post Office**

Car Park Next to Town Hall  
Wolsingham  
Bishop Auckland  
DL13 3AB

**Services**

A wide 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.

**Access and facilities**

There is a step into the Mobile vehicle, however, an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Opening times**

<b>Wednesday</b>	<b>16:00 – 17:30</b>
<b>Friday</b>	<b>14:30 – 16:00</b>

**Transport/Parking**

Time restricted roadside parking is available nearby.

**Route**

This new Mobile Post Office service is located within 20 metres from current branch.

---

---

**Details of the changes to Mobile Post Office service at Satley:**

---

**Satley Post Office®**

Outside Satley Farm Cottages, Satley, Bihsop Auckland, DL13 4HT

**Current opening times**

Thursday	16:00 – 16:30
----------	---------------

**New opening times**

Tuesday	16:00 – 16:30
---------	---------------

---

---

**Details of the changes to Mobile Post Office service at Witton Le Wear:**

---

**Witton Le Wear Post Office®**

Methodist Church, School Street, Witton Le Wear, Bishop Auckland, DL14 0AS

**Current opening times**

Wednesday	13:45 – 14:30
-----------	---------------

**New opening times**

Thursday	13:45 – 14:30
----------	---------------

---

---

**Details of the changes to Mobile Post Office service at Hamsterley:**

---

**Hamsterley Post Office®**

BT Phone Box, Pavement Left of Rose Tree Cottage, Hamsterley, Bishop Auckland, DL13 3PT

**Current opening times**

Monday	15:00 – 16:00
Tuesday	10:30 – 11:30

**New opening times**

Monday	14:50 – 15:50
Thursday	10:30 – 11:30

---

---

**Details of the changes to Mobile Post Office service at Toronto:**

---

**Toronto Post Office®**

Toronto, Bishop Auckland, DL14 7RS

**Current opening times**

Monday	10:30 – 11:30
Tuesday	10:30 – 11:30
Wednesday	11:30 – 12:30
Thursday	12:15 – 13:15
Friday	10:00 – 11:00

**New opening times**

Monday	10:30 – 11:30
Tuesday	10:30 – 11:15
Wednesday	11:30 – 12:15
Thursday	12:15 – 13:00
Friday	10:30 – 11:30

---

---

**Details of the changes to Mobile Post Office service at Witton Park 2:**

---

**Witton Park 2 Post Office®**

Park Road, Witton Park, Bihsop Auckland, DL14 0EW

**Current opening times**

Monday	09:00 – 09:40
Tuesday	11:50 – 12:00
Wednesday	09:35 – 10:00
Thursday	14:35 – 14:50
Friday	09:30 – 09:45

**New opening times**

Monday	09:50 – 10:15
Tuesday	11:30 – 11:45
Wednesday	09:30 – 10:00
Thursday	14:50 – 15:10
Friday	09:25 – 09:45

---

---

**Details of the changes to Mobile Post Office service at Witton Park:**

---

**Witton Park Post Office®**

Main Street, Witton Park, Bishop Auckland, DL14 0DX

**Current opening times**

Monday	09:25 – 09:45
Tuesday	11:30 – 11:45
Wednesday	09:00 – 09:30
Thursday	14:35 – 14:45
Friday	09:00 – 09:25

**New opening times**

Monday	09:25 – 09:45
Tuesday	11:45 – 12:00
Wednesday	09:00 – 09:30
Thursday	14:35 – 14:50
Friday	09:00 – 09:25

---

---

**Details of the changes to Mobile Post Office service at Coundon:**

---

**Coundon Post Office®**

Next to Old Methodist Chapel, Collingwood Street, Coundon, Bishop Auckland, DL14 8LH

**Current opening times**

Wednesday	12:45 – 13:45
Friday	11:45 – 12:45

**New opening times**

Wednesday	12:30 – 13:30
Friday	11:45 – 12:45

---

## **Principles of Community Engagement on changes to the Post Office network**

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 closure<sup>1</sup>/ 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.

We will **Engage** - where we are seeking feedback on a decision that has been made on:

- Re-opening of a temporarily closed branch in a new location (where the branch has been closed for more than three months)
- Franchising of a Directly Managed branch in its existing site

While the decision to proceed will have already been made, we will welcome suggestions about specific aspects of the change such as access arrangements and the internal layout. We will provide four weeks' notice or, where extenuating circumstances prevent this, we will provide as much notice as possible.

During this period we will display a poster in branch and provide information online. We will contact locally elected representatives<sup>2</sup>, the Consumer Advocacy Bodies and selected charities<sup>3</sup>, providing clear information on any changes to services or access arrangements at the branch. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.). We will publish the outcome of the engagement online and in branch, providing a summary of key issues raised with a clear response to each and any changes made to our original plans.

We will **Consult** - where we are seeking feedback on proposals prior to a decision being made on the:

- Permanent closure of a Post Office branch<sup>4</sup>
- 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-week<sup>5</sup> local public consultation, informing customers, locally elected representatives, Consumer Advocacy Bodies and selected charities 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**  
**comments@postoffice.co.uk**  
**FREEPOST Your Comments**  
**Call: 03452 66 01 15**  
**Textphone: 03457 22 33 55**

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

<sup>2</sup> Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Assembly, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

<sup>3</sup> 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 2 and 3 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.

<sup>4</sup> 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.

<sup>5</sup> 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.