



Dear Customer

**Branch Unplanned Closure**

**Townstal Post Office  
Townstal Road, Townstal, Dartmouth, TQ6 9LW**

We are writing to inform you that, regrettably, due to unforeseen circumstances, the above branch closed on Wednesday 30 October 2024. Please accept my apologies for the late notification on this occasion.

The provision of a Post Office service to our customers in the local community is important to us, and we will continue to work hard to restore services in the area as soon as possible. I would like to assure you that we are currently working hard to keep any period of closure to a minimum and investigating the options available which will enable us to reinstate a Post Office service to the local community. In exploring this, it is important that any future service is sustainable for the person operating the service, and for Post Office Limited.

If you have any questions you would like to raise about this matter, please write to me via the National Consultation Team at the address shown at the end of the letter. 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 future changes to service provision would be handled in line with our Principles of Community Engagement. An extract relating to Notification is available at the end of this letter.

We will display posters in the branch to inform customers.

We apologise for the inconvenience the closure may cause. We hope that our customers will continue to use Post Office services and details of alternative Post Office branches in the area are shown at the end of this letter. The latest available branch information can be found on our website, [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

If you are a local representative, we will write to you again once we have any news about our plans for future service provision.

Yours faithfully

*Matthew Walls*

**Matthew Walls  
Area Change Manager**

How to contact us:

comments@postoffice.co.uk

postofficeviews.co.uk

FREEPOST Your Comments

## Alternative branches

There are times our branches may need to make changes to its opening hours. The latest available branch information, including additional alternatives Post Office services in the area, can be found on our website [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

Dartmouth Post Office		Services
SPAR 19-21 Victoria Road Dartmouth TQ6 9RT		Offers similar services, with the addition of a comprehensive range of Travel Money, Passport Check & Send, Vehicle Tax and On Demand Travel Insurance.
Opening times		Access
Mon - Fri	09:00 – 16:00	Access is level at the entrance to the premises.
Sat	09:00 – 12:45	
Sun	Closed	
Getting there		

Approximately 1.1 miles from Townstal Post Office branch, along varied terrain.  
Time restricted roadside parking is available nearby.  
There is a regular bus service between Townstal Post Office and Dartmouth Post Office. The nearest bus stop is approx. 300m away

Kingswear Post Office		Services
3 The Square Kingswear Dartmouth TQ6 0AA		Offers the same services.
Opening times		Access
Mon - Fri	08:00 – 19:00	There is a step at the entrance to the premises.
Sat	08:00 – 18:00	
Sun	08:00 – 19:00	
Getting there		

Approximately 1.5 miles from Townstal Post Office branch, along varied terrain.  
Time restricted roadside parking is available nearby.  
There is a bus and ferry service between Townstal Post Office and Kingswear Post Office.

Stoke Fleming Post Office		Services
Albany House, New Road Stoke Fleming Dartmouth TQ6 0NR		Offers similar services, with the addition of Dollar Travel Money.
Opening times		Access
Mon - Tues & Thu - Fri	08:00 – 17:00	There is a step at the entrance to the premises.
Wed & Sat	09:00 – 13:00	
Sun	Closed	
Getting there		

Approximately 2.1 miles from Townstal Post Office branch, along varied terrain.  
Roadside parking is available nearby. There is a small free car park approx 150 m away.  
There is a bus service between Townstal Post Office and this branch. The nearest bus stop is approx. 100m away.

## **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](http://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
- Unplanned closure<sup>1</sup>/planned service interruption
- Re-opening of a 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
- Franchising of a Directly Managed branch in its existing site where there are no changes to access to the Post Office serving point

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, aiming to provide four weeks' notice. Four weeks' notice may not be possible for an unplanned change, and in these instances, we will provide notice as soon as we are able to. For closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

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.

**These Principles have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland, the independent statutory consumer advocacy bodies.**

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 advocacy body (Citizens Advice, Consumer Scotland, or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The consumer advocacy body 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](mailto:Comments@postoffice.co.uk)**

**FREEPOST Your Comments**

**Call: 03452 66 01 15**

**Textphone: 03457 22 33 55**

<sup>1</sup>Where the closure is unplanned, the service provision in the area will be reviewed based on current usage, modelling and availability of any suitable replacement or alternative service model. A commercial decision will be made if to actively seek to replace the closed service and will not be subject to public consultation.