



Dear Sir/Madam

**Newbiggin-By-The-Sea Post Office®**  
**104 Front Street, Newbiggin-By-The-Sea, NE64 6AA**

**Branch Temporary Closure**

I am writing to advise you that, for operational reasons, the above branch closed temporarily on Wednesday 18 October 2017. I am sorry for the late notification of the closure on this particular occasion.

I can assure you that we are working to resume Post Office services at Newbiggin-By-The-Sea and I would like to apologise for any inconvenience this temporary closure may cause to people locally. In the interim, we hope that our customers will continue to use the Post Office and full details of alternative services in the area are shown at the end of this letter.

We're handling this change in line with our Code of Practice which sets out how we communicate and explain changes to the Post Office network. You can find more information about the Code below.

I would like to thank you for your patience at this time. I will ensure that you are kept advised of developments in due course.


Yours faithfully


*Angela Bettison*

**Angela Bettison**  
**Network Operations Manager**

## How to contact us:

 [comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)

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

 Customer Helpline: 03452 66 01 15  
Textphone: 03457 22 33 55

 [www.postofficeviews.co.uk](http://www.postofficeviews.co.uk)

**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.**

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 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.

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**Alternative branches:****North Seaton Estate****Post Office**

Martins the Newsagents  
14 Meadowfield  
Ashington  
NE63 9TR

**Services**

The same range of services will continue to be available with the addition of National Lottery, On Demand Travel Insurance of however excluding Car tax.

**Access and facilities**

This branch has a wide door and level access at the entrance.

**Opening times**

Monday	06:00-22:00
Tuesday	06:00-22:00
Wednesday	06:00-22:00
Thursday	06:00-22:00
Friday	06:00-22:00
Saturday	06:00-22:00
Sunday	07:00-22:00

**Transport/parking**

Roadside parking is available nearby. There is a frequent bus service available between Newbiggin-By-The-sea branch and this Post Office service. The nearest bus stop is 270 metres away.

**Route**

This Post Office service is located approximately 1.9 miles away from Newbiggin-By-The-Sea branch, along varied terrain.

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**Seaton Hirst Post Office**

103 Newbiggin Road  
Ashington  
NE63 0TA

**Services**

The same range of services will continue to be available with the addition of National Lottery however excluding Car tax.

**Access and facilities**

This branch has a wide door and a step at the entrance.

**Opening times**

Monday	05:30-17:30
Tuesday	05:30-17:30
Wednesday	05:30-19:30
Thursday	05:30-17:30
Friday	05:30-19:30
Saturday	05:30-19:30
Sunday	05:30-12:00

**Transport/parking**

Roadside parking is available nearby. There is a frequent bus service available between Newbiggin-By-The-Sea branch and this Post Office service. The nearest bus stop is 62 metres away.

**Route**

This Post Office service is located approximately 2.6 miles away from Newbiggin-By-the-Sea branch, along varied terrain.

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