



Information Rights Team
Post Office Limited
Ground Floor
Finsbury Dials
20 Finsbury Street
London EC2Y 9AQ
033 3665 3951

Our reference: FOI201708311027

Ms Erica Smith
request-427838-f9176589@whatdotheyknow.com

01 September 2017

Dear Ms Smith,

Freedom of Information Request - FOI201708311027

I am writing in response to your email received by Post Office Limited ("**Post Office**") on 30 August 2017, which I am dealing with under the terms of the Freedom of Information Act 2000 ("**FOIA**").

In your email you have requested the following information:

Please can you share with me copies of all letters / email / documentation / correspondence relating in any way to any aspect of your plans for St Leonards Crown Post Office. This can be copies of documents and/or links to wherever these documents are held.

This includes:

– any brief for potential business partners / franchisees – any terms for consultation on the future of the Crown Post Office – any proposals or plans for public consultation – any equality impact / equal opportunities assessment (and plans/proposals for any equality impact / equal opportunities assessment) – any economic impact assessment (and plans/proposals for any economic impact assessment) – any correspondence between PO Ltd and any statutory body – for example with Hastings Borough Council – any correspondence with individuals or businesses interested in becoming a business partner or franchisee with PO Ltd – any advertising about the future of the Post Office (including advertising the public consultation and advertising for a business partner) – e.g. on your website, in the local press, posters, flyers etc. – any responses you have had from the public consultation – both from local residents and businesses, and from statutory bodies (including Citizens' Advice Bureau)

I can confirm that we may hold information relevant to your request; however after a further review of your request, Post Office believes that to determine the exact information that you require would significantly exceed the cost limit set out under Section 12(1) of the Act.

The appropriate limit for Post Office is set at £450. This represents the estimated cost of one person spending 18 hours in determining whether we hold the information, and in locating, retrieving and extracting the information. The branch was first advertised back in July 2016 and as such, the scope of the request would include all documentation prior to this date from when the decision was made. To search through our records in order to identify all of the information falling within the scope of your request would take significantly longer than 18 hours and consequently, Post Office is not obliged by the FOIA to respond to the request.

You may wish to narrow the scope of your request, if you do narrow your request, I will treat this as a new request for information and exemptions may still apply.

If you do choose to narrow the scope of your request, you may wish to narrow the scope to exclude emails and correspondence with individuals or businesses interested in becoming a business partner or franchisee as any electronic search would pick up all emails related to the branch, including routine day to day messages. As a result, cost limits would be exceeded.

In order to be helpful, I have set out below the recorded information that we are likely to be able to provide within the costs limits:

- Branch Advert (Brief for business partner/franchisee)
- Consultation documentation/outcomes and comments received
- Citizens Advice comments
- Correspondence with Hastings Council
- Equality/Economic Impact Assessment

I am sorry that I could not provide you with information you have requested on this occasion. If you are dissatisfied with the handling of this response, you do have a right to request an internal review. You can do this by writing to the address below stating your reasons for your internal review request:

Information Rights Manager
Information Rights Team
Post Office Limited
Ground Floor
Finsbury Dials
20 Finsbury Street
London
EC2Y 9AQ
foia@postoffice.co.uk

If, having requested an internal review by Post Office, you are still not satisfied with our response you also have a right of appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Yours sincerely



Kerry Moodie
Information Rights Team
foia@postoffice.co.uk
<http://corporate.postoffice.co.uk/access-information>
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