

2nd April 2004
Our Ref. Recode DE73 1

To all Customer Representatives

Address Management Centre
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Dear

PROPOSED CHANGES TO POSTCODES IN DERBY

I am writing to seek your views on our proposal to change postcodes in the Derby DE73 1 postcode area.

Please find enclosed copy of the Postcode Address File (PAF) Code of Practice that Royal Mail must follow when making postal address and postcode changes. The PAF Code was initially determined by Postcomm in March 2002 and was recently reviewed. This review did not affect the process we follow for address changes of this nature. The PAF Code ensures everyone affected is kept fully informed.

The changes are necessary because in the Derby DE73 1 area we have reached a point where we are literally running out of postcodes. It is proposed that DE73 1 be replaced with possibly four new postcode sectors, DE73 5/6/7/8. All the known developments in the area have been taken into consideration and this change will ensure that adequate postcodes will be available for many years to come. In the vast majority of cases the change will be just the inward sector eg, DE73 1NS will become DE73 5NS. However we will take this opportunity to allocate further new postcodes in order to avoid any confusion on a postcode, for example:

Current Address	Proposed Address
94-166 Swarkestone Road, Chellaston, DE73 1UD	94-166 Swarkestone Road, Chellaston, DE73 6UD
1-3 The Hill, Swarkestone Road, Chellaston, DE73 1UD	1-3 The Hill, Swarkestone Road, Chellaston, (New Code)

If during the consultation process we are made aware of any localities that at present we do not hold as part of the postal address we will make the appropriate enquires in order to establish if it would assist with the sorting and delivery of mail. If this is the case we will endeavour to introduce the locality when the new postcodes come into operation. Also if other address anomalies come to light such as thoroughfares within a village previously held on just one postcode, then appropriate amendments will be made.

As part of the consultation process we will write to those at each affected address and invite their views. Regrettably it will not be possible to respond to individuals, but their views will be taken into consideration when we make our final decision on whether or not to proceed. This consultation period will close on 2nd July 2004 and we will write to you again soon after that time to inform you

of our decision. Royal Mail will also place notice of this in local newspapers and Post Offices. Should we decide to proceed with these changes, they will come into effect in September 2004. We will then write to every customer and householder to advise them of their new postal address and postcode. Free address labels are supplied to all households in order that they can pass on their new details to family and friends.

If the changes take place, Royal Mail will make every effort to minimise customer inconvenience. Arrangements will be made to handle mail bearing either the old or new address for at least twelve months after the changes have been introduced. This phased introduction of the new addresses should allow our business customers to implement the address changes across their company. It provides time to update vehicle livery, signage and websites, for example, and to use up stocks of both pre-printed stationery and promotional material.

If you wish to comment on these proposals, please contact me at your earliest opportunity by letter, telephone or Email. Your comments and views are important to us and are a valuable part of the consultation process.

Yours sincerely

Brian Davies
Address Management Regional Manager