Dear Customer

Engaging with our customers - Share your views

Pitton Post Office
High Street, Pitton, Salisbury, SP5 1DQ

We are moving the above Post Office branch to a new location: Pitton Community Shop & Post Office, White Hill, Pitton, Salisbury, SP5 1DU.

The current postmaster has resigned, and the premises will be withdrawn for Post Office use, however we are pleased to inform you that a new postmaster has been appointed, who has identified an alternative location to operate Pitton Post Office.
Our priority is to safeguard Post Office services to the local community in the longer term. The relocation of Pitton Post Office will enable us to maintain a Post Office service to our customers in the local community.

The current Post Office branch is scheduled to close on Monday 28 September 2026 at 13:00 and the new Post Office service is scheduled to open at the new premises on Monday 5 October 2026 at 13:00. If there are any unforeseen schedule changes which mean these dates change, posters will be displayed to let customers know.

We would like to apologise for the inconvenience the closure may cause. We hope that our customers will continue to use Post Office services and details of two alternative Post Office branches in the area are provided below for your convenience:

- Winterslow Post Office, Middleton, Winterslow, Salisbury, SP5 1QS
- Alderbury Post Office, Whaddon, Salisbury, Wiltshire, SP5 3EB

We would like to hear from you
We are keen to move the branch as soon as possible, so we have decided to go ahead with our plans. The re-opening of the branch in a new location is a commercial decision for Post Office Ltd and we are not seeking feedback on this aspect of the change. However, we would welcome suggestions about specific aspects of the change that might benefit customers, particularly on the following areas:

- Do you have any comments about access into the new premises?
- Do you have any comments about access inside the new premises?

Details about your new branch are provided at the end of this letter and our Consultation Hub. We will be accepting comments until **Friday 11 September 2026**. We won't be responding to you individually, but any comments received will be taken into consideration as we finalise our plans.

Date of closure	**Monday 28 September 2026**
Date of opening	**Monday 5 October 2026**

You can share your views on this branch relocating through our easy and convenient online questionnaire via postofficeviews.co.uk. When entering the website, you can use the search function to find the engagement for this branch either by branch name, postcode or the unique branch code **200542**

Post Office Limited is registered in England and Wales. Registered No. 2154540.
Registered Office 100 Wood Street, London, EC2V 7ER.
Post Office and the Post Office logo are registered trademarks of Post Office Limited.

How to share your views:

Consultation Hub (postofficeviews.co.uk)

comments@postoffice.co.uk

Call: 03452 66 01 15

Textphone: 03457 22 33 55

FREEPOST Your Comments – N.B. This is the full postal address. Items sent by Freepost take 2 working days, please allow enough time for responses to be received.

Want to tell us what you think right here and now? Scan here.

If you don't have a QR code scanner on your phone, you can find one in your app store.

We will display posters in the branch to tell customers the good news. If you are a local representative, it would be helpful if you could share this information through your social media channels and 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 these posters, please let us know.

Once the plans have been finalised, we'll display a poster in branch and information will be provided on our Consultation Hub outlining the main comments received and our response. If there are any unforeseen changes to the opening date, posters will be displayed in branch to let customers know.

We're carrying out this engagement in line with our Principles of Community Engagement. An extract relating to Engagement is available at the end of this letter.

We do hope that you will support this new service.

Yours faithfully

Giles Hewson

Giles Hewson
Retail Change Lead

Pitton Post Office Information Summary

There are times our branches may need to make changes to its opening hours. The latest available branch information can be found on our website www.postoffice.co.uk/branch-finder

New Location
Pitton Community Shop & Post Office, White Hill, Pitton, Salisbury, SP5 1DU

Post Office opening times

Monday - Friday	09:00 - 17:00
Saturday	09:00 – 12:00
Sunday	Closed

Services available

The same products and services will continue to be available.

Serving positions

There would be one Post Office serving point at the retail counter.

Access

The new premises will have a wide door and level access at the entrance.
Internally, there will be a hearing loop, a low-level serving counter and space for a wheelchair.

Getting there

The new branch will be located approximately 290 metres away from the current branch, along varied terrain. Roadside parking is available nearby.

Store retail available	Convenience store.
Date of opening	Monday 5 October 2026 at 13:00.

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.

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

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

- Re-opening of a closed branch in a new location
- Franchising of a Directly Managed branch in its existing site where there will be changes to the Post Office service point location
- Relocating a branch where there is a risk that the service could be lost (e.g., an issue with the premises). This is to minimise or avoid a loss of service to a community where a replacement branch location has been Identified[2] and where there is no degradation of access to Post Office services (into and inside the premises).

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[3], the Consumer Advocacy Bodies and selected charities[4], 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.

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 **Call: 03452 66 01 15**

Comments@postoffice.co.uk **Textphone: 03457 22 33 55**

FREEPOST Your Comments

[2] Where there is a service risk situation that would result in the loss of service, to avoid or minimise a loss of service to a community we may need to make a commercial decision to proceed with a relocation of a Post Office branch. In these cases, we will not consult on a relocation, however we will follow the engagement process and seek feedback on access arrangements and the internal layout.

[3]Locally elected representatives include 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.

[4] 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 3 and 4 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.