



Dear Customer

**Salisbury Post Office®**  
**1 Winchester Street, Salisbury, SP1 1HB**

**Branch Temporary Closure**

I am writing to inform you that, regrettably, due to circumstances beyond our control, the above branch closed temporarily on Thursday 31 May 2018. Please accept my apologies for the late notification on this occasion.

I would like to assure you that we are working hard to keep any period of closure to a minimum and we are currently 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 below. 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 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 at the end of this letter. If others in your organisation are interested in the proposal, please feel free to let them know about it.

I would like to apologise for the inconvenience the temporary closure may cause. We hope that our customers will continue to use the Post Office and full details of alternative Post Office services in the area are shown at the end of this letter.

I will write to you again once I have any news about our plans for future service provision.

Yours faithfully

*Marie Tighe*

**Marie Tighe**  
**Area Network Change Manager**

How to contact us:

comments@postoffice.co.uk  
FREEPOST Your Comments  
www.postofficeviews.co.uk

Post Office Limited is committed to protecting your privacy, information about how we do this can be found on our website at [www.postoffice.co.uk/privacy](http://www.postoffice.co.uk/privacy)

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:****High Street Post Office**

56 High Street  
Salisbury  
SP1 2PF

**Services**

The same range of services will continue to be available.

**Access and facilities**

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

**Opening times**

|           |               |
|-----------|---------------|
| Monday    | 08:30 – 17:45 |
| Tuesday   | 08:30 – 17:45 |
| Wednesday | 08:30 – 17:45 |
| Thursday  | 08:30 – 17:45 |
| Friday    | 08:30 – 17:45 |
| Saturday  | 08:30 – 13:15 |
| Sunday    | Closed        |

**Transport/parking**

There is a pay and display car park within 210 metres of the branch. There are local buses serving the surrounding area.

**Route**

This Post Office service is located approximately 0.3 miles away from Salisbury branch, along varied terrain.

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**Churchill Way West Post Office**

Churchill Way West  
Salisbury  
SP2 7TS

**Services**

The same range of services will continue to be available.

**Access and facilities**

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

**Opening times**

|           |               |
|-----------|---------------|
| Monday    | 07:30 – 20:00 |
| Tuesday   | 07:30 – 20:00 |
| Wednesday | 07:30 – 20:00 |
| Thursday  | 07:30 – 20:00 |
| Friday    | 07:30 – 20:00 |
| Saturday  | 07:30 – 20:00 |
| Sunday    | 10:00 – 16:00 |

**Transport/parking**

There is a car park at the branch. There are local buses serving the surrounding area.

**Route**

This Post Office service is located approximately 0.7 miles away from Salisbury branch, along varied terrain.

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**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.**