

**POST OFFICE SCHEME P1/1989**

NOTE: The Scheme which follows this note has been made under section 28 of the Post Office Act 1969 and will come into operation on 2nd October 1989, when it will replace:

- (a) the Post Office Inland Post Scheme 1979 (Post Office Scheme P1/1979) and
- (b) the following schemes which amended that scheme, that is to say: the Post Office Inland Post Amendment (No. 1) Scheme 1979 (Post Office Scheme P5/1979), the Post Office Inland Post Amendment (No. 2) Scheme 1980 (Post Office Scheme P1/1980), the Post Office Inland Post Amendment (No. 3) Scheme 1980 (Post Office Scheme P6/1980), the Post Office Inland Post Amendment (No. 4) Scheme 1981 (Post Office Scheme P1/1981), the Post Office Inland Post Amendment (No. 5) Scheme 1981 (Post Office Scheme P5/1981), the Post Office Inland Post Amendment (No. 6) Scheme 1981 (Post Office Scheme P11/1981), the Post Office Inland Post Amendment (No. 7) Scheme 1981 (Post Office Scheme P12/1981), the Post Office Inland Post Amendment (No. 8) Scheme 1981 (Post Office Scheme P15/1981), the Post Office Inland Post Amendment (No. 9) Scheme 1982 (Post Office Scheme P1/1982), the Post Office Inland Post Amendment (No. 10) Scheme 1983 (Post Office Scheme P1/1983), the Post Office Inland Post Amendment (No. 11) Scheme 1983 (Post Office Scheme P3/1983), the Post Office Inland Post Amendment (No. 12) Scheme 1983 (Post Office Scheme P5/1983), the Post Office Inland Post Amendment (No. 13) Scheme 1984 (Post Office Scheme 1/1984), the Post Office Inland Post Amendment (No. 14) Scheme 1984 (Post Office Scheme 2/1984), the Post Office Inland Post Amendment (No. 15) Scheme 1985 (Post Office Scheme 2/1985), the Post Office Inland Post Amendment (No. 16) Scheme 1985 (Post Office Scheme 6/1985), the Post Office Inland Post Amendment (No. 17) Scheme 1986 (Post Office Scheme 4/1986), the Post Office Inland Post Amendment (No. 18) Scheme 1986 (Post Office Scheme 6/1986), the Post Office Inland Post Amendment (No. 19) Scheme 1987 (Post Office Scheme 4/1987), the Post Office Inland Post Amendment (No. 20) Scheme 1988 (Post Office Scheme 1/1988), the Post Office Inland Post Amendment (No. 21) Scheme 1988 (Post Office Scheme 2/1988) and the Post Office Inland Post Amendment (No. 22) Scheme 1988 (Post Office Scheme 3/1988).

*(This note is not part of the Scheme)*

**THE POST OFFICE INLAND PARCEL POST SCHEME 1989**

Made: .....18th September 1989

Coming into operation: .....2nd October 1989

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The Post Office, by virtue of the powers conferred upon it by section 28 of the Post Office Act 1969, and all other powers enabling it in this behalf, hereby makes the following Scheme:

**PART I****Commencement, citation, revocation, interpretation and application****Commencement and citation**

1. This Scheme shall come into operation on the 2nd day of October 1989, and may be cited as the Post Office Inland Parcel Post Scheme 1989.

**Revocation**

2. Subject to the provisions of paragraph 41, the schemes mentioned in Schedule 7 are hereby revoked.

**Interpretation**

3. (1) In this Scheme, except so far as the contrary is provided or the context otherwise requires, the following expressions have the meanings hereby assigned to them respectively:

"the Act" means the Post Office Act 1953, as amended by the Post Office Act 1969 and the British Telecommunications Act 1981;

"British postal area" means the United Kingdom;

"cash on delivery amount" has the meaning assigned to it in the following definition of "cash on delivery packet";

"cash on delivery packet" means a Datapost packet or a parcel, with respect to which the sender has requested the Post Office to collect or secure the collection of a sum of money (in this Scheme referred to as the cash on delivery amount) on his behalf from the addressee of the packet as a condition of delivery and has paid the fee for the cash on delivery service;

"coin" means; coin (whether or not current) except such as is used or designed for purposes of ornament;

"Datapost packet" means a postal packet which is posted as a Datapost packet in accordance with the provisions of this Scheme;

"Despatch/Inpayment Document" has the meaning assigned to it by paragraph 27;

"incoming" when used in relation to any postal packet, or any description of a postal packet, means received in the British postal area from the Channel Islands or the Isle of Man;

"inland", when used in relation to any postal packet, or any description of a postal packet means posted in the British postal area and addressed to some place in the British postal area, but does not include a postal packet addressed to a ship of the Royal Navy, notwithstanding that the name of a port in the British postal area or the words "c/o BFPO Ships" are included in the address, if the postal packet has to be sent abroad for delivery to the ship;

"jewellery" means;

(a) gold, silver, platinum or other precious metal in a manufactured state: that is to say, a state in which value is added to the raw material by skilled workmanship and in this definition are included any coins used or designed for purposes of ornament;

(b) diamonds and precious stones;

(c) watches, the cases of which are entirely or mainly composed of gold, silver, or platinum or other precious metal; and

(d) any article of a like nature which, apart from workmanship has an intrinsic or market value;

"officer of the Post Office" means a person engaged in the business of the Post Office;

"paper money" means:

(a) bank notes or currency notes, being current in the British postal area or elsewhere;

(b) postal orders;

(c) unobliterated postage or revenue stamps valid for current use in the British postal area or elsewhere (except revenue stamps embossed or impressed on an instrument which has been executed) and National Insurance stamps;

(d) exchequer bills, bills of exchange, promissory notes, cheques, credit notes which entitle the holder to money or goods and all orders and authorities for the payment of money, whether negotiable or not;

(e) bonds and coupons relating thereto and other securities for money, whether negotiable or not;

(f) coupons, vouchers, tokens, cards, stamps or similar documents, exchangeable (singly or with other such documents) for money, goods or services;

"parcel" means a postal packet which is posted as a parcel in accordance with the provisions of this Scheme;

"postage forward parcel" means a parcel which by authority of the Post Office may be posted without prepayment of postage to an address of, or of the agent of, a person who has made provision to the satisfaction of the Post Office for the payment of the appropriate postage on parcels so posted which are received by him or by such agent, being a parcel which;

(a) is enclosed in a wrapper or container provided by that person with the authority of the Post Office on which are printed the address to which the parcel may be so posted and special distinguishing characters allocated for the purpose by the Post Office, or

(b) has affixed thereon a label provided by that person with such authority, on which are printed such address and the distinguishing characters so allocated;

"postal form" means a form issued by or under the authority of the Post Office;

"postal franking machine" means a franking machine of any such type as the Post Office may from time to time approve designed to stamp impressions denoting the payment of postage and other fees, charges and sums payable to the Post Office, by means of a franking die and a date stamping die, and includes any meter used in the machine or in connection therewith and any dies used in the machine;

"postal packet" means and includes every packet or article transmissible by post as a parcel or a Datapost packet;

"prescribed" means prescribed by the Post Office;

"redirection" as applied to a postal packet includes re-posting;

"sender" means, for the purpose of section 30 of the Post Office Act 1969, the person on whose behalf the postal packet is posted but does not include a person at whose request the article or any of the articles contained in the postal packet is sent by the first mentioned person by post;

(2) Any reference in this Scheme to additional postage shall have effect in relation to a postal packet for which no rate of postage is specified as though for the words "additional postage" there were substituted the word "postage".

(3) Any reference in this Scheme to the provisions of any enactment, regulations or scheme shall be construed, unless the context otherwise requires, as a reference to those provisions as amended, re-enacted or replaced by any subsequent enactment, order, regulations or scheme.

(4) Any reference in any regulations, or scheme to provisions of any scheme revoked by this Scheme shall be construed, unless the context otherwise requires, as a reference to the corresponding provisions of this Scheme.

(5) The Interpretation Act 1978 applies for the interpretation of this Scheme as it applies for the interpretation of an Act of Parliament, and as if this Scheme and the Schemes hereby revoked were Acts of Parliament and the Act were an Act conferring the power to make this Scheme.

#### *Application*

4. Save so far as any provision hereof is expressly applied by any other scheme, this Scheme shall apply exclusively to (and to services and facilities provided in connection with);

(a) the posting in the British postal area of postal packets addressed to places in that area, in the Channel Islands or in the Isle of Man;

(b) the treatment, conveyance and delivery of postal packets so addressed which have been posted in that area;

(c) the treatment, conveyance and delivery of postal packets addressed to places in that area which have been posted in the Channel Islands or the Isle of Man and transmitted to that area;

Provided that:

(1) this Scheme shall not apply in relation to any postal packet addressed to a ship of the Royal Navy (whether so addressed to the ship at a port in the British postal area, or "c/o BFPO Ships") if the packet has to be sent to a place outside that area in order that it may be delivered to that ship;

(2) in the case of packets transmitted (or for transmission) between the British postal area and the Channel Islands or the Isle of Man this Scheme shall apply in relation only to the posting, treatment, conveyance and delivery of such packets under the authority of the Post Office (and to services and facilities provided under such authority) and shall so apply subject to and in accordance with the exceptions, modifications and further provisions contained in Part XI.

## PART II POSTAGE

#### *Rates of postage*

5.—(1) There shall be charged and paid upon the postal packets specified in Column 1 of Schedule 1 (other than packets accepted for transmission under paragraph 23) postage at the rates respectively specified in or fixed under column 2 of that Schedule, and upon packets accepted for transmission under paragraph 11, postage at the rates fixed under that paragraph.

(2) The Post Office shall publish from time to time in the London, Edinburgh and Belfast Gazettes, or in such other manner as it may determine, the rates of postage fixed by it under Schedule 1.

(3) (a) On and from the date when this Scheme comes into operation until such time as the Post Office may determine under (b) below, the postage charges and rates of charge shall be those specified or referred to in Schedule 1 as amended;

(b) The Post Office may, at any time after the coming into operation of this Scheme, and from time to time thereafter, determine that different charges and rates of charge shall be substituted for all or any of the charges or rates of charge set out in Schedule 1 as amended, and such substituted charges or rates of charge shall be applicable on and after such day as may be so determined. Such substituted charges or rates of charge (or any of them) may be determined on such basis and subject to such conditions and limitations as the Post Office may think fit.

#### *Additional postage on certain parcels*

6.—(1) Upon any parcel redirected by the Post Office as specified in the first column of paragraph 4 of Schedule 3, to an address served from a different delivery office, there shall be charged additional postage of an amount equal to the amount of postage which would have been prepayable on the parcel if it had been posted anew by the addressee to the address specified in the application for redirection.

(2) Any additional postage so charged upon a parcel shall be paid by the addressee upon delivery thereof, and if on the tender of the parcel at the address so specified payment of such postage is refused the parcel may be dealt with or disposed of in such manner as the Post Office may think fit.

**PART III**  
**GENERAL CONDITIONS**

*Prohibitions*

7.—(1) Save as the Post Office may either generally or in any particular case allow, there shall not be conveyed or delivered by post any postal packet of a description referred to in paragraphs (a), (b) or (c) of section 11(1) of the Act.

(2) Subject to section 8(3) of the Act, there shall not be posted or conveyed or delivered by post any postal packet:

(a) containing:

(i) except as may be permitted by the Post Office either generally or in any particular case, any living creature, or blood, or any blood product, or serum, or urine, or semen, or any pathological specimen, or any vaccine, or any corrosive, flammable or oxidising material, or any organic peroxide, or matches, or any radioactive material, or any gas compressed, liquefied or dissolved under pressure, or any paint, varnish or enamel, or any poison, or dry ice;

(ii) any imitation of a bank note, if such bank note is one within the meaning of section 38 of the Criminal Justice Act 1925 and is for the time being legal tender in the country of issue;

(b) containing or bearing any fictitious stamp (not being a fictitious stamp made with the approval of the Post Office in accordance with the conditions of such approval), or any counterfeit impression of a postal franking machine used under the direction or with the authority of the Post Office, or any counterfeit of any other impression authorised by or under this Scheme to be used to denote payment of postage or fees;

(c) having thereon, or on the cover thereof, any words, letters or marks (used without due authority) which signify or imply, or may reasonably lead the recipient thereof to believe, that the postal packet is sent on Her Majesty's Service;

(d) of such a size, form, substance or colour or so made up for transmission by post as to be likely, in the opinion of the Post Office, to embarrass the officers of the Post Office in dealing with the packet;

(e) having anything written, printed or otherwise impressed upon or attached to any part of the postal packet or showing through the cover of the packet which, either (i) by tending to prevent the easy and quick reading of the address of the packet or (ii) by inconvenient proximity to the stamp or stamps used in the payment of postage or to any such impression as is referred to in paragraph 11(3)(c) so used or (iii) in any other way, is in itself, or in the manner in which it is written, printed, impressed, or attached, likely in the opinion of the Post Office, to embarrass the officers of the Post Office in dealing with the packet;

(f) whereon the payment of any postage or fees purports to be denoted by any stamp or impression which has been previously used to denote payment of the postage or fees on any other postal packet;

(g) whereon the payment of any postage or fees is denoted by an adhesive stamp or stamps, and where the stamp or stamps have not been securely affixed in such manner as the Post Office may require.

*Packets containing others for different persons*

8.—(1) There shall not be posted any postal packet consisting of or containing two or more postal packets addressed to different persons who are at different addresses.

(2) If any such postal packet be posted, each postal packet contained therein may be forwarded separately to its addressee subject to such charge as the Post Office may fix (not exceeding the amount of the charge which would have been payable in respect thereof if it had been posted separately without prepayment of postage), and such charge shall be payable by the addressee on the delivery of the packet or if the packet is refused, or cannot for any other reason be delivered, by the sender.

*Packing*

9 Every postal packet shall be made up and secured in such manner as, in the opinion of the Post Office, is calculated to prevent injury to any other postal packet in course of conveyance, or to any receptacle in which the same is conveyed, or to an officer of the Post Office or other persons who may deal with such parcel.

*Limits of size and weight*

10 Save as the Post Office may either generally or in any particular case allow, and subject to paragraph 14, no postal packet shall be transmissible under this Scheme as a postal packet of any such description as is referred to in Column 1 of Schedule 1 if its size exceeds the limit of size specified in relation to that description of a postal packet in Column 3 of that Schedule, or its weight exceeds the limit of weight (if any) so specified in Column 4 of that Schedule. In the case of a Datapost packet, the limits of size and weight referred to in Schedule 6 shall apply.

*Payment of postage and fees*

11.—(1) Except as the Post Office may otherwise direct, and subject to the provisions of this Scheme, the postage and fees payable on every postal packet and the fees payable in respect of postal facilities shall be prepaid.

(2) The provisions of this Scheme with reference to the prepayment of postage and fees shall not apply to the postage payable on postage forward parcels or to the postage and fees payable on postal packets with respect to which the Post Office has entered into an arrangement with the senders for the grant of credit facilities.

(3) Payment of postage of fees payable under this Scheme may be denoted:

(a) by adhesive postage stamps bearing the effigy of Her Majesty Queen Elizabeth the Second, being stamps of denominations of money in the new currency of the United Kingdom provided for by the Decimal Currency Act 1967 or showing such other indication of payment of postage as the Post Office may from time to time permit;

(b) by postage stamps of such denominations or showing such other indication of payment of postage embossed, impressed or printed on envelopes, covers or wrappers authorised by the Post Office for postal use, or on other postal forms, or by such postage stamps which have been cut out of, or otherwise detached from, any such envelopes, covers, wrappers or other postal forms;

(c) by means of impressions made by postal franking machines, printing presses, or other printing or stamping devices, being machines, presses or devices operated under the direction, or with the authority, of the Post Office;

(d) in such other manner as the Post Office may from time to time permit.

(4) No stamp indicating on the face thereof payment of a registration fee (with or without postage) shall be used to denote payment of postage or fees on any unregistered postal packet.

(5) Packets bearing the impression of postal franking machines, or intended for impression by postal franking machines, and packets on which payment of postage is denoted by a printed impression or by an impression made by any other device authorised by the Post Office, shall be accepted only at such post offices, within such hours, and under and subject to such conditions and restrictions as the Post Office may consider appropriate.

(6) Except as regards any postal franking machine the use of which is for the time being authorised by a licence in writing granted by the Post Office, the provisions of Schedule 2 shall apply with respect to the granting and termination by the Post Office of authority to use a postal franking machine and the use thereof.

(7) Subject to the provisions of this Scheme, the stamp or impression denoting payment of postage or fees shall be placed in such position on the envelope, cover, wrapper or other form as the Post Office may consider appropriate.

(8) No impression which is imperfect and no stamp or impression which is mutilated or defaced in any way, or across which anything is written or printed or otherwise impressed, shall be used to denote payment of postage or fees; but a stamp shall not be deemed to be mutilated or defaced or to have anything written or printed or impressed across it within the meaning of this provision, by reason only that it is distinctly perforated with initials by means of a punch if the perforating holes are not larger than those dividing one stamp from another in a sheet of stamps.

*Unpaid or underpaid postage*

12—(1) Where the postage or any other sum chargeable for the transmission of an inland postal packet is required to be prepaid and has not been, or has been insufficiently, prepaid by the sender, there shall be payable by the addressee on the delivery of the packet, or, if the packet is refused or cannot for any other reason be delivered, by the sender, such amount as the Post Office may determine.

(2) Where, on the delivery to him of an inland postal packet, the addressee has paid any amount thereon in accordance with sub-paragraph (1) and desires to reject the packet, the Post Office may, on the application of the addressee, charge to the sender the said amount together with the additional postage and other charges, if any, for returning the packet to him, and the sender shall pay any sum so charged; and on the payment by the sender of that sum the Post Office shall repay to the addressee the amount paid by him under sub-paragraph (1).

*Postmarks*

13—(1) The marks used by the Post Office for the purpose of cancelling stamps or impressions denoting the payment of postage on postal packets may consist of such words, or devices as the Post Office may in its discretion think proper, including words or devices (whether constituting advertisements or otherwise) in respect of the use of which as postmarks payment is made by any persons to the Post Office.

(2) The Post Office may write or impress on, or affix to a postal packet such words, marks, codes, devices or labels for postal purposes as it may, in its discretion, think proper.

(3) The Post Office may charge such fee for the cancellation with a special postmark of postage stamps affixed to postal packets as it may from time to time determine.

*Treatment of irregular packets*

14—(1) If any postal packet which appears to have been intended for transmission as a packet of a particular description is found in the post or is left at a post office, and it does not comply, or its manner of posting did not comply, with the provisions of the relevant Scheme which are applicable to packets of that description, the Post Office may (as it thinks fit) treat it either as if it had been posted as a postal packet of that description or as if it has been posted as a postal packet of such other description as it considers appropriate; and the provisions of the relevant Scheme shall apply thereto accordingly.

(2) Where any packet is treated as a parcel under sub-paragraph (1) and the amount of postage which was prepaid thereon is less than the amount which would have been prepayable thereon if it had been posted as a parcel, there shall be payable by the addressee on the delivery of the packet or, if the packet is refused or cannot for any other reason be delivered, by the sender, the appropriate postage at the rate applicable to parcels and in addition such sum as the Post Office may from time to time determine less the amount of any postage prepaid.

*Return of undeliverable parcels*

15 In the case of:

- (a) a parcel which for any reason cannot be delivered or;
- (b) a parcel which is addressed to a place not within the limits of the postal delivery area of any town or district or to a ship in a port in the British postal area and which is not called for or delivered within such time as the Post Office considers reasonable;

The following provisions shall apply:

(1) The parcel shall be retained at, or forthwith forwarded to such place as the Post Office may from time to time appoint and may, if necessary, be there opened and examined.

(2) Where the name and address of the sender can be ascertained from the parcel, then subject to sub-paragraphs (4), (5) and (6):

- (a) unless it is a postage forward parcel, it shall be returned to the sender free of charge;
- (b) if it is a postage forward parcel it shall be returned to the sender charged with postage equal in amount to that which would have been payable on it originally if it had been posted otherwise than a postage forward parcel.

(3) Where the name and address of the sender cannot be ascertained from the parcel, it shall be retained for such time as the Post Office shall think fit to await a claim from the sender or addressee.

(4) Where, in the case of a parcel which cannot be delivered for want of a true direction the sender corrects the address of the parcel, the parcel shall be forwarded to the corrected address subject to the following conditions:

- (a) where the corrected address of the parcel is served from the same delivery office as the original address, and the parcel is not at the time of such correction lying at a returned post office, no additional charge shall be made with respect to the delivery of the parcel;
- (b) where the corrected address of the parcel is not served from the same delivery office as the original address, or the parcel at the time of such correction is lying at a returned post office, the sender shall at the time when the address is corrected pay additional postage of the same amount as that which would be prepayable on the parcel if it were posted anew to the corrected address;

Provided that if for any reason, the parcel cannot be delivered at the corrected address, the provisions of sub-paragraph (2) or sub-paragraph (3) shall apply.

(5) Where, in the case of a parcel which for any reason cannot be delivered (not being a case such as is mentioned in sub-paragraph (4) in which the parcel is to be forwarded to a corrected address):

- (a) the parcel is subsequently retransmitted to the addressee at the request of the sender or of the addressee; or
- (b) the name and address of a substituted addressee is furnished by the sender or by the addressee and the parcel is transmitted to the substituted address

the addressee or, as the case may be, the substituted addressee, shall pay additional postage of the same amount as that which would have been prepayable on the parcel if it had been posted anew for such retransmission or transmission.

(6) Notwithstanding anything herein contained, a parcel shall not be given up or returned by post to the sender except upon payment by him of any charge to which the parcel has become liable under the provisions of any such regulations as are referred to in section 16 of the Act.

(7) The Post Office may require proof to its satisfaction that a person claiming a parcel is entitled to receive it as (or as the agent of) the sender or the addressee.

(8) Where:

- (a) in the case of a parcel retained under sub-paragraph (3), no claim is made within the period therein provided by any person who appears to the Post Office to be entitled to receive it or the claimant (being such a person) refuses or fails to pay any such charge as is mentioned in sub-paragraph (6); or
- (b) in the case of a parcel forwarded to the address of the sender (by way of return) pursuant to sub-paragraph (2) or tendered for delivery at the address to which it has been retransmitted or the substituted address pursuant to sub-paragraph (5), the parcel is refused at that address or the sender, addressee or substituted addressee (as the case may be) refuses or fails to pay any postage or additional postage payable thereon under this paragraph or any such charge as is mentioned in sub-paragraph (6).

the parcel may be dealt with or disposed of in such manner as the Post Office may think fit.

(9) Any parcel in the possession of the Post Office which becomes offensive or injurious to any officer of the Post Office, or other person, or to other parcels, or which is likely from its character or condition to become offensive or injurious as aforesaid or to become valueless before it can be delivered or otherwise dealt with in accordance with the provisions of this Scheme, may forthwith be dealt with or disposed of in such manner as the Post Office may think fit, notwithstanding that the provisions of this Scheme as to the return of such parcel have not been or have only partially been complied with.

*Treatment of packets addressed to deceased persons*

16—(1) Where the Post Office is satisfied that the addressee of a postal packet is dead, it may at its discretion:

- (a) deliver or redirect such postal packet, on the written application of any one or more of the executors named in the will of the addressee, or of a person appearing to the Post Office to be entitled to take out letters of administration to the estate of the addressee, or in Scotland of a majority or quorum of the executors or (if there is no will) of the person whose appointment is being sought as executor dative or
- (b) deliver or redirect such postal packets on the written application of any person appearing to the Post Office to be conducting the affairs of the deceased addressee of the postal packet; or
- (c) retain such postal packets for such period as it may think fit and, on production of probate of the will or letters of administration to the estate of the addressee together with the written application of one or more of the executors or administrators, or in Scotland on production of confirmation together with the written application of a majority or quorum of the executors or the executor dative, deliver or redirect the packets in accordance with such application; or
- (d) treat such postal packets in accordance with the provisions of this Scheme as postal packets which cannot be delivered.

(2) The charges specified in paragraph 4 of Schedule 3 shall be payable for redirection under this paragraph and paragraph 7 of this Scheme shall apply to parcels so redirected.

**PART IV**

**CONDITIONS RELATING TO PARTICULAR CLASSES OF POSTAL PACKETS**

*Parcels*

17—(1) All parcels intended to be transmitted by post shall be posted: (a) by being handed in at a post office to an officer of the Post Office on duty at the counter, on the days and within the hours during which such office shall be open to the public for posting of parcels, or (b) (in circumstances in which the Post Office permits that mode of posting) by being handed to an officer of the Post Office for the time being authorised to receive parcels for post otherwise than at a post office.

(2) Every parcel shall be packed in such a manner as in the opinion of the Post Office is calculated to preserve the contents from loss or damage in the post and to prevent any tampering with its contents.

(3) The sender of a parcel shall attach to the parcel such label in such position, as the Post Office may require.

(4) On the delivery of a parcel the recipient shall, where the Post Office so requires, give a written receipt therefor in the prescribed form. Where such a receipt is not obtained the packet may nevertheless be delivered, or may be withheld and dealt with or disposed of in such a manner as the Post Office may think fit.

**PART V**

**POSTAL FACILITIES**

*General*

18—(1) There shall be charged and paid for the postal facilities specified in the first column of Schedule 3 the charges specified or referred to in the second column of the said Schedule, and the said facilities shall be subject to conditions and provisions contained in the body of this Scheme.

(2) The postal facilities referred to in this Part of this Scheme and in Schedule 3 may be provided by the Post Office at such times, during such periods, and at such post offices, in such circumstances, and on such conditions (not being inconsistent with the provisions of this Scheme) as the Post Office may from time to time consider expedient.

(3) (a) On and from the date when this Scheme comes in operation until such time as the Post Office may determine under (b) below, the charges and fees shall be those specified or referred to in Schedule 3;

(b) The Post Office may, at any time after the coming into operation of this Scheme, and from time to time thereafter, determine that different charges and fees shall be substituted for all or any of the charges or fees set out in Schedule 3 and such substituted charges or fees shall be applicable on and after such day as may be so determined. Such substituted charges or fees (or any of them) may be determined on such basis and subject to such conditions and limitations as the Post Office may think fit.

*Postage forward parcels*

19—(1) A person who proposes to invite others to post postage forward parcels to him or to his agent may apply to the Post Office for a licence authorising the posting of postage forward parcels to an address of the applicant or of his agent specified therein (being an address within the British postal area) without prepayment of postage, and the provision by the applicant and the use for that purpose of the necessary wrappers, containers or labels.

(2) A licence conferring such authority as is mentioned in sub-paragraph 1 (including such a licence granted before the day on which this Scheme comes into operation and in force on that day) is hereinafter referred to as a "Postage Forward Parcel Licence" and the person on whose application any such licence was granted is hereinafter referred to in relation to that licence as "the licensee".

(3) A Postage Forward Parcel Licence may specify more than one address of the licensee or of his agent to which postage forward parcels may be posted (being in each case an address within the British postal area), and other such addresses may be added to any licence from time to time on the application of the licensee.

(4) Every Postage Forward Parcel Licence granted pursuant to an application made under sub-paragraph (1) shall be granted so on and subject to:

(a) a condition that the licensee shall make provision (by way of deposit and other payments in advance) at such times, in such manner, and to such extent as the Post Office shall think fit with respect to the payment of postage payable by him on postal packets posted by authority of the Post Office without prepayment of postage to him or to his agent;

(b) such other terms and conditions (including conditions as to revocation and variation) as the Post Office may think fit.

(5) Subject as may be provided in the relevant Postage Forward Parcel Licence no wrapper, container or label shall be made available by the licensee for use by any person as or with a postage forward parcel (or being a label shall be incorporated in an advertisement published by or for the licensee) unless:

(a) it has printed thereon in such position and manner as have been approved by the Post Office special distinguishing characters allocated for the purpose by the Post Office and an address specified in the relevant licence;

(b) it meets the prescribed specifications and is similar in all respects to a specimen thereof which has been submitted to and approved by the Post Office.

(6) Postage charged and payable under this Scheme on postage forward parcels shall be paid by the licensee on all such parcels which are posted without prepayment of postage and are received by him or by his agent.

(7) Subject as provided in sub-paragraph (8) there shall be charged and paid by the licensee in respect of every year or part of a year in which each such licence is in force the fee specified in item 1 of Schedule 3, for each address specified therein to which such parcels may be posted. The fee shall be paid (in respect of the first year) by the applicant for the licence before it is granted, and shall be due and payable on

every anniversary of the day when it is granted (or the day on which it was deemed to have been granted by virtue of any provision of a scheme revoked by this Scheme) on which it remains in force (hereinafter referred to in relation to such a licence as a "relevant anniversary"). In the case of a licence granted before the day on which this Scheme comes into operation the first annual fee under this paragraph shall be due and payable on the relevant anniversary falling on or next after that day, without prejudice to the right of the Post Office to recover from the licensee the amount of any fee due or payable before that day under any provision of a scheme revoked by this Scheme which remains unpaid.

(8) If and whenever an address is added to a licence in accordance with sub-paragraph 3 then (unless the addition is to take effect on a relevant anniversary) there shall be charged and payable by the licensee for that address when the addition is made a rateable proportion of the annual fee in respect of so much as remains unexpired of the year ending immediately before the next relevant anniversary.

(9) On the surrender by the licensee or revocation by the Post Office of a Postage Forward Parcel licence the Post Office, if it thinks fit, may refund to the licensee such proportion as it thinks just of the annual fee paid in respect of the year in which the surrender or revocation takes effect or may appropriate that proportion of the fee in or towards payment of any postage which is or may become due and payable by the licensee in respect of postage forward parcels posted to the licensee or his agent.

#### *Redirection by the public*

20—(1) Any parcel (other than a postage forward parcel), may be redirected from its original address or any substituted address, to the same addressee at any other address in the British postal area, the Channel Islands or the Isle of Man. A Datapost packet may only be redirected to an address within the British Postal Area.

(2) There shall be charged on each redirection of a postal packet and (if not previously paid) paid by the addressee on the delivery of the packet at the new address, additional postage of such an amount as the Post Office may determine;

Provided that (without prejudice to the general provision for remission under paragraph 31) in the case of a parcel redirected on the day of its delivery at the address from which it is redirected or on the day next following (Sundays, Christmas Day, New Year's Day, Good Friday, and public holidays being disregarded for this purpose), the Post Office may remit such additional postage if the parcel is redirected to an address in the same delivery area.

#### *Evasion of postage by redirection*

21—(1) In any case where the Post Office considers that a packet purporting to be redirected has been posted as a redirected packet with a view to evading the payment of any postage chargeable upon such packet, it may, before the delivery of such packet require the addressee (who shall furnish proof of identity to the satisfaction of the Post Office) to sign a receipt for the same.

(2) Any redirected packet which appears to have been opened before being redirected, and any packet which purports to be redirected, but which appears to have been treated in a manner designed to evade the payment of any postage chargeable thereon shall be dealt with and charged as an unpaid packet of the same description or otherwise dealt with as the Post Office may think fit.

#### *Poste restante*

22 The following provisions shall apply to postal packets addressed to a post office to be called for:

- (a) Except as the Post Office may otherwise decide, the service is provided only for the convenience of travellers;
- (b) The address of such packets shall include the words "To be called for" or "Poste Restante";
- (c) Such packets shall not be addressed to an addressee designated by a fictitious name, or by initials only, or by a forename without a surname;
- (d) The Post Office may refuse to deliver any such packet to a caller unless it is satisfied of the caller's identity;
- (e) Such packets shall not be retained at the Post Office for delivery to the caller for more than 14 days, unless the Post Office shall otherwise decide in relation to any particular packet or description of packets;
- (f) The Post Office may refuse or cease to retain for delivery to the caller any such packet the retention of which would in its opinion involve an abuse of the service, or which contravenes sub-paragraphs (b) or (c), or which is addressed to a post office at which the service is not available;
- (g) The sender may add to the address of any such packet a request that the packet may, if not called for within the time specified in the request, be returned to the sender or some person designated by him; and (subject to sub-paragraph (e)) at the expiration of such time the packet shall be returned as specified in the request;
- (h) The provisions of this Scheme as to the return, or treatment of, undeliverable postal packets shall apply to any such packet which the Post Office refuses or ceases to retain for delivery to the caller.

#### *Transmission of postal packets in bulk*

23—(1) The Post Office may make arrangements with any senders of postal packets (other than cash on delivery or Datapost packets) for their acceptance and transmission as bulk postings under this paragraph and such arrangements shall have effect for the purposes of this paragraph at such times and during such periods as the Post Office may from time to time consider expedient.

(2) The senders of packets under this paragraph shall comply with such conditions as the Post Office may consider appropriate either generally or in the particular case.

(3) There shall be charged and paid on packets accepted for transmission under this paragraph postage at such rates as the Post Office may fix and different rates may be fixed for different circumstances.

(4) Postage on packets accepted for transmission under this paragraph shall be paid and denoted in such a manner and at such time as the Post Office may require or permit and paragraph 11(3) shall not apply to such packets.

## PART VI LIABILITY

#### *Packets for which the Post Office accepts liability*

24—(1) Subject to the provisions of this Scheme the Post Office accepts liability for all inland parcels and Datapost packets.

(2) The amount recoverable in relation to a packet of a particular description shall not exceed the maximum amount payable under this Scheme for compensating the person aggrieved in respect of a packet of that description.

(3) Such liability is subject to the conditions in this Scheme in relation to packets of a particular description having been complied with as regards packets of that description.

(4) No liability is accepted for any postal packet which has been destroyed or otherwise dealt with or disposed of pursuant to section 8(3) of the Act, or sub-paragraph (2) of paragraph 6, or sub-paragraphs (8) or (9) of paragraph 15, or sub-paragraph (2) of paragraph 21, or sub-paragraph (2) of paragraph 21, or sub-paragraph (4) of paragraph 17 or sub-paragraph (4) of paragraph 42 of this Scheme.

(5) No liability is accepted for any inland postal packet which has been redirected under paragraph 20, unless all the additional postage and fees due under sub-paragraph (2) of that paragraph have been paid.

(6) No liability is accepted for any postal packet which has been redirected to an address in the Channel Islands or the Isle of Man, either under paragraph 20 or by the Post Office in pursuance of an application under paragraph 18 and Schedule 3.

## PART VII COMPENSATION FEE PARCEL SERVICE

25—(1) Subject to the provisions of this Scheme any parcel may be sent by the compensation fee parcel service.

(2) In addition to the postage charged and payable thereon, there shall be charged and paid on any parcel which the sender wishes to be dealt with under the compensation fee parcel service the minimum fee or if the sender so elects one of the higher fees specified in Column 1 of Part I of Schedule 4.

- (3) The conditions set out in Part II of Schedule 4 shall be complied with in relation to a compensation fee parcel.
- (4) No liability is accepted for loss of, or damage to, any such article as described in Part III of Schedule 4.
- (5) (a) The maximum amount which shall be payable for compensating persons aggrieved by the loss of, or damage to, a compensation fee parcel and its contents shall be the amount specified in column 2 of Part I of Schedule 4 in relation to a parcel in respect of which the fee specified in Column 1 of that Part of that Schedule has been paid.
- (b) For the purpose of this paragraph any fee payable under paragraph 20 on redirection of the parcel shall be disregarded.
- (6) In the case of a parcel which was redirected under paragraph 20 after delivery at the address stated on the certificate obtained on the original posting thereof, no liability is accepted under sub-paragraph (1) for loss of, or damage to the parcel or any of its contents while in the post unless the parcel was so redirected by being posted anew and full postage was prepaid on such re-posting together with a further compensation fee, in which case liability is accepted, subject to and in accordance with the foregoing provisions of this paragraph and sub-paragraph (6) of paragraph 24, for any such loss or damage which occurred while the parcel was in the post after such re-posting, but so that the total amount payable in respect of the parcel and its contents shall not exceed the maximum amount appropriate to the further compensation fee paid.
- (7) The Post Office may, if it thinks fit, refuse to accept payment of a compensation fee on the posting of any parcel.

#### PART VIII

#### COMPENSATION FOR OTHER PACKETS

##### *Compensation for certain other postal packets*

- 26—(1) This paragraph applies to any postal packet other than a compensation fee parcel.
- (2) All postal packets to which this paragraph applies are hereafter referred to as "ordinary packets".
- (3) The maximum amount which shall be payable for compensating persons aggrieved by the loss of, or damage to, an ordinary packet (except a Datapost packet) and its contents shall be £20. In the case of a Datapost packet the maximum amount shall be £100.
- (4) No liability is accepted for loss of, or damage to, an ordinary packet unless the conditions set out in Part I of Schedule 5 or (in the case of a Datapost packet) Schedule 6 have been complied with.
- (5) No liability is accepted for loss of or damage to, any such article as is described in Part II of Schedule 5 or (in the case of a Datapost packet) paragraph 5 of Schedule 6.

#### PART IX

#### CASH ON DELIVERY

##### *Fees and conditions*

- 27—(1) There shall be charged and paid on each cash on delivery packet, in addition to the postage and other charges payable on such packet, a fee of £1.15.
- (2) No cash on delivery amount exceeding £350 shall be collected under this Scheme.
- (3) The sender of a cash on delivery packet shall fill up, as far as required, the prescribed form (in this Scheme referred to as "the Despatch/Inpayment Document") and shall mark the packet in such manner and with such particulars as the Post Office may require.
- (4) The fee payable on a cash on delivery packet shall be paid by the sender and shall be indicated on the despatch/inpayment document.
- (5) If the sender of a cash on delivery packet wishes enquiries to be made about the delivery of a cash on delivery packet or payment of the relevant cash on delivery amount, he shall complete such form as the Post Office may prescribe and pay a fee of 85p in respect of each packet under enquiry. The Post Office will refund the fee in those cases it considers appropriate.

##### *Delivery of cash on delivery packets*

- 28—(1) A cash on delivery packet shall not be given up to the addressee, or opened at his request, until the cash on delivery amount and any postage or other charges due thereon have been paid.
- (2) Where the cash on delivery amount on a cash on delivery packet exceeds £50 or the cash on delivery amount and the postage or other charges due in respect of such packet exceed that sum, the Post Office may give notice to the addressee of the arrival thereof and before delivery is effected require the addressee to pay the amount due within such period and at such office as may be specified in the notice.

##### *Payment of cash on delivery amount to sender*

- 29 The Post Office shall upon receiving the cash on delivery amount from the addressee remit the same to the sender of the packet or a person named by him to receive it by such means as the Post Office may think fit.

#### PART X

#### MISCELLANEOUS AND GENERAL

##### *Variation of route*

- 30—Where any postal packet from its size, weight, character, or condition is, in the opinion of the Post Office, unfit for transmission by the route by which such packet would ordinarily travel in the post, such packet may be detained and forwarded by such other route as the Post Office may think fit.

##### *Remission of postage*

- 31 The Post Office may remit in whole or in part any postage or other sums chargeable under this Scheme in such cases as it may determine.

#### PART XI

#### APPLICATION OF SCHEME TO PACKETS TO AND FROM THE CHANNEL ISLANDS OR THE ISLE OF MAN

##### *Application generally*

- 32 This part of this Scheme applies in relation only to postal packets transmitted (or for transmission) between the British postal area and the Channel Islands, or the Isle of Man.

##### *Services not available to and from the Isle of Man*

- 33 No postal packet shall be transmitted between the British postal area and the Isle of Man as a postage forward parcel.

##### *Parcels on which compensation fee paid*

- 34 Where a compensation fee has been paid; (a) in respect of a parcel posted in the British postal area for transmission to an address in the Channel Islands or the Isle of Man or (b) in respect of a parcel posted in the Channel Islands or the Isle of Man for transmission to an address in the British postal area; and the parcel is one for which compensation would have been paid under Part VII of this Scheme if it had been an inland parcel the Post Office may pay compensation to the sender or to the addressee under and in accordance with paragraph 25 (but subject as therein provided) in respect of any article of pecuniary value enclosed in or forming part of that parcel, if satisfied that such article has been lost or damaged whilst in the post and that no compensation has been paid or will be paid in the case of a parcel posted in the British postal area, by the postal administration for the place to which it was addressed, or in the case of a parcel posted in the Channel Islands or the Isle of Man, by the postal administration for the place in which it was posted.



*Compensation for certain postal packets to and from the Channel Islands and the Isle of Man*

35 Where a postal packet for which compensation would have been paid under Part VIII of this Scheme if it had been an inland packet has been posted in the British postal area for transmission to an address in the Channel Islands or the Isle of Man or posted in those Islands to an address in that area, the Post Office may (except as hereafter provided) pay compensation to the sender or the addressee under and in accordance with paragraph 26 (but subject as therein provided) in respect of any article of pecuniary value enclosed in or forming part of that packet if satisfied that such article has been lost or damaged whilst in the custody of the Post Office or its agents and that no compensation has been or will be paid in the case of such a packet by the postal administrations of those Islands.

In the case of a Datapost packet posted for transmission between the British postal area and the Channel Islands, the maximum amount of compensation which shall be payable shall be £20.

*Cash on delivery packets to and from the Channel Islands or to and from the Isle of Man*

36 In the application of this Scheme to cash on delivery packets posted in the British postal area and addressed to places in the Channel Islands or the Isle of Man and to packets corresponding to such packets posted in those Islands and addressed to places in that area, for the definition of "cash on delivery packet" in paragraph 3(1) there shall be substituted the following definition:

"Cash on delivery packet" means a parcel or, in the case of packets to and from places in the Isle of Man, a Datapost packet, with respect to which the sender has requested the Post Office or the postal administration of any of the Channel Islands or the Isle of Man to secure the collection of a sum of money (in this Scheme referred to as the 'cash on delivery amount') on his behalf from the addressee of the packet as a condition of delivery, and has paid the fee for the cash on delivery service".

*Postage not prepaid or insufficiently prepaid*

37 Where the postage payable on any postal packet (other than a parcel) transmitted between the British postal area and the Channel Islands or the Isle of Man has not been, or has been insufficiently prepaid by the sender, there shall be payable by the addressee on the delivery of the packet or if the packet is refused or cannot for any reason be delivered, by the sender, such amount as the Post Office may from time to time determine.

*Customs regulations, prepayment of duty and clearance of incoming packets*

38—(1) Postal packets intended to be transmitted by post between the British postal area and the Channel Islands or the Isle of Man, shall not be posted, forwarded, conveyed or delivered except subject to such regulations as are referred to in section 16 of the Act.

(2) Where the sender of a postal packet addressed to a place in the Channel Islands desires that the packet should be delivered to the addressee free of all customs duty and other charges thereon, the following rules shall apply to the packet:

- (a) The sender shall mark on the cover of the packet the words "To be delivered free of charges";
- (b) The sender shall pay at the time of posting such sum as the Post Office may require as a deposit in respect of the customs duty and other charges which may be due on the packet at the time of delivery;
- (c) The sender shall sign an undertaking in the prescribed form to pay the Post Office on demand the amount of the customs duty and the said other charges, less the amount of the deposit paid;
- (d) The Post Office shall furnish to the sender a certificate of posting bearing an acknowledgement that the said deposit has been paid;
- (e) If the deposit paid exceeds the amount of the customs duty and the said other charges, the Post Office shall repay the balance to the sender.

(3) With respect to the clearance through customs of an incoming postal packet, the Post Office may charge the following fee:

- (a) the fee of £2.50 on each incoming postal packet (other than a parcel) which is produced to the proper officer of Customs and Excise;
- (b) the fee of £2.50 on each incoming parcel; and any such fee (if charged) shall be paid by the addressee if the packet shall be delivered to him.

(4) Payment of the sums or amounts referred to in sub-paragraph 2 may be denoted by means of impressions made by postal franking machines as if such sums or amounts were postage or fees payable under this Scheme.

*Incoming packets in bond*

39—(1) The Post Office may, on application being made in such manner as the Post Office may direct by the addressee of any incoming postal packet in bond:

- (a) make a search for the packet or provide any other service in order that it may, if possible, receive expedited customs examination; or
- (b) permit the addressee or his authorised agent, attending at the place where the packet is, to inspect the packet; or
- (c) re-address the packet to any person either within or outside the British postal area; or
- (d) permit the addressee or his authorised agent, attending at the place where the packet is, to re-address the parcel to any person either within or outside the British postal area; or
- (e) transfer the packet (if it is a packet with respect to which a customs notice has been sent to the addressee) from the appointed place where the packet is to some other appointed place nominated by the addressee.

(2) There shall be charged and paid in respect of the facilities provided for in sub-paragraph (1):

- (i) for each of the facilities mentioned in (a), (b), (c) and (e) of that sub-paragraph, the fee appropriate to the number of packets comprised in the application, according to the scale of fees set out in Columns 1 and 2 of the following table:
- (ii) for the facility mentioned in (d) of that sub-paragraph the fee appropriate to the number of packets comprised in the application, according to the scale of fees set out in Columns 1 and 3 of the following table:

TABLE

Column 1 No. of packets	Column 2 Fee	Column 3 Fee
Not exceeding 2	£3.00	£1.50
Between 3 and 20 inclusive	£1.20 per packet	60p per packet
Exceeding 20	£25.00	£12.50

(3) Any fee charged under paragraph 38(3) on a packet which is re-addressed under sub-paragraph (1) shall be paid by the original addressee.

(4) There shall be charged and paid by the original addressee in respect of each packet which is re-addressed under sub-paragraph (1) to an address outside the British postal area, the same postage and fees as would have been payable thereon if it had been posted as a fresh packet for transmission to the new address.

(5) With respect to the clearance through customs of a parcel or parcels stored in bond, the Post Office may charge a fee as follows:

- (a) Where a parcel or parcels are stored for a period not exceeding 28 days, the fee shall be £3.30 for each parcel. Where two or more parcels are posted simultaneously by a sender to the same addressee the fee shall be according to the scale of fees set out in the following table;

## TABLE

Column 1 <i>No. of parcels</i>	Column 2 <i>Fee</i>
Between 2 and 9 inclusive	£1.80 per parcel
Between 10 and 26 inclusive	£18.00
Exceeding 26	70p per parcel

(b) Where a parcel or parcels are stored for a period of more than 28 days, the fee for each parcel shall be as in (a) with an additional sum for each parcel calculated at the rate of 70p for each working day (or residual part of such day) of storage after the first 28 days.

(6) The fees charged under sub-paragraph (5) with respect to each parcel (other than a parcel which is returned to its sender) shall be paid by the addressee if the parcel shall be delivered to him, or by the original addressee if the parcel shall be re-addressed in accordance with (c) or (d) of sub-paragraph (1).

(7) For the purposes of this paragraph:

(a) a parcel shall be deemed to be in bond when and so long as it is in the custody of the Post Office at a place appointed by the Post Office and the Commissioners of Customs and Excise as a place for customs examination;

(b) "appointed place" means a place so appointed for that purpose;

(c) a parcel shall be deemed to be stored in bond by the Post Office while it is in an appointed place, if and so long as;

(i) after a customs notice has been sent to the addressee with respect thereto, it is awaiting customs clearance, or is waiting to be re-addressed in pursuance of an application in that behalf under (c) or (d) of sub-paragraph (1); or

(ii) being a parcel conveyed by air addressed to a registered trader with respect to which the necessary documents for the purpose of making an entry or delivering an account of the goods therein were not delivered to the proper officer of Customs and Excise on or before its arrival at such a place it is awaiting customs clearance, or is waiting to be re-addressed in pursuance of such an application; and the period of such storage shall be deemed to have begun at the beginning of the day on which the customs notice was sent or in the case of such a parcel as is mentioned in (ii) (above) at the beginning of the day on which the parcel was brought into an appointed place, and that period shall be deemed to terminate at the end of the day on which customs clearance is granted, or, if later, (in the case of a parcel which was waiting to be re-addressed in pursuance of such an application) at the end of the day on which the parcel is re-addressed; and in the case of a parcel which has been transferred under (e) of sub-paragraph (1) the period of storage shall be deemed to have continued unbroken while it was in course of transit to the nominated place;

(d) "customs notice" means a notice sent by an officer of Customs and Excise requiring entry to be made of goods contained in a parcel in bond, or requiring an account of them to be delivered;

(e) "registered trader" means a trader who is for the time being registered with the Commissioners of Customs and Excise under the Advance Documentation Scheme;

(f) "working day" means a day on which the appointed place in which a parcel is stored is open for public business.

#### *Postings in the Channel Islands or the Isle of Man*

40.—(1) This paragraph applies to incoming postal packets addressed to persons at addresses within the British postal area which were posted in the Channel Islands or the Isle of Man by or on behalf of any one person resident or carrying on business in that area, not being packets addressed to that person or to an agent of that person.

(2) If within any period of 30 consecutive days (inclusive) the Post Office receives more than 250 incoming postal packets to which this paragraph applies, being packets posted by or on behalf of any one person, all or any of such packets so received within that period may, if the Post Office so determines, be either:

(a) detained and returned to the country or place of origin, or (at the discretion of the Post Office);

(b) forwarded charged, in the case of each packet with such amount of postage as the Post Office may in the particular case determine (not exceeding the amount of postage which would have been pre-payable thereon if it had been originally posted in the British postal area (singly) as a first class letter) and if a packet shall be so forwarded, the amount charged thereon shall be payable on or before the delivery of the packet, and the Post Office may withhold the packet from delivery until such amount has been paid.

(3) In this paragraph "person" includes any corporation or unincorporated association of persons or partnership and "any one person" shall be construed accordingly; and for the purposes of this paragraph a postal packet (by whomsoever and wheresoever made up) shall be deemed to have been posted by or on behalf of a person, corporation, association or partnership if it was posted for the purposes of that person, corporation, association or partnership.

## PART XII

### TRANSITIONAL PROVISIONS

41.—(1) Any rate of postage fixed by the Post Office under any of the provisions of the schemes revoked by this Scheme which is in force immediately before this Scheme comes into operation shall continue in force as if it had been fixed under the corresponding provision of this Scheme until superseded by a rate of postage fixed under that provision.

(2) Where immediately before this Scheme comes into operation a continuous service or facility was being provided under any of the provisions of the schemes revoked by this Scheme and was due to be provided for the residue of a period of time then current, such service or facility shall continue to be provided under the corresponding provision of this Scheme until the expiration of that period as if that provision had been in force when the application for the service or facility for that period was made and any fee or charge paid in respect of that period pursuant to the revoked provision had been paid pursuant to the corresponding provision; and where immediately on the expiration of that period the service or facility is continued for a further period that further period shall be deemed not to be an initial period for the purpose of determining the amount of any fee or charge payable under this Scheme.

## PART XIII

### DATAPOST SERVICE

42.—(1) A Datapost packet shall bear the word "Datapost" or such other word, words, lines or marks as the Post Office may require. The sender of the packet shall complete (and deliver up to the officer of the Post Office referred to in Schedule 6) such forms and other documents, and attach to the packet such label in such position as the Post Office may prescribe.

(2) This service may be provided by the Post Office at such times, during such periods, between such places and at such post offices or in such areas as it may from time to time consider expedient.

(3) There shall be charged and paid on each Datapost packet such fee as the Post Office may fix.

(4) On the delivery of such a packet the recipient thereof shall give a written receipt therefore in the prescribed form. Where such a receipt is not given, the packet shall not be delivered, but shall be withheld and dealt with or disposed of in such a manner as the Post Office may think fit.

(5) (a) Where a Datapost packet is tendered for the post after the latest prescribed time of posting to achieve delivery at the place of address on the same day as it was posted, where such a facility is provided, it may nevertheless be accepted and transmitted so as to achieve delivery on the next working day.

(b) In the event that a packet is not available for delivery at the place of address on the same day as it was posted, where such a facility is provided, or the next working day if the packet is accepted under (a) above, all or part of the fee paid under sub-paragraph (3) may be refunded to the sender at the discretion of the Post Office.

(6)(a) Where a Datapost packet is tendered for the post after the latest prescribed time of posting to achieve delivery at the place of address on the next working day after the day of posting, it may nevertheless be accepted and treated as if posted on the next working day.

(b) In the event that a packet is not available for delivery at the place of address on the next working day after the day of posting, or the next working day after that if the packet is accepted under (a) above, all or part of the fee paid under sub-paragraph (3) may be refunded to the sender at the discretion of the Post Office.

(7) Paragraphs 19 and 25 shall not apply to Datapost packets.

(8) The Conditions set out in Schedule 6 shall be complied with in relation to a Datapost packet.

(9) The sender or addressee of a Datapost packet tendered to achieve delivery at the place of address on the same day as it was posted, where such a facility is provided, may require the messenger who delivers the packet to accept for the post a Datapost packet by way of reply or further service, if the last mentioned packet is tendered to achieve delivery at the place of address on the same day, where such a facility is provided. There shall be charged and paid in respect of the last mentioned packet the fee referred to in sub-paragraph (3) and also, as the Post Office may determine, a waiting fee as specified in item 2 of Schedule 3 to the Scheme.

(10) Save as the Post Office may allow, a Datapost packet shall not be addressed or delivered to a private box.

Paragraphs 5, 10

**SCHEDULE 1**

**Rates of Postage and Limits of Size and Weight**

Column 1 <i>Description of postal packet</i>	Column 2 <i>Rates of Postage</i>	Column 3 <i>Limits of Size</i>	Column 4 <i>Limits of Weight</i>
<b>1 Parcel</b>			
(a) Weight not exceeding 1kg ... ..	£1.85	Greatest length 1.5m (save as the Post Office may allow in (b)). Greatest length and girth combined 3m (the girth to be measured round the thickest part) (save as the Post Office may allow in (b)).	Not exceeding 25kg (save as the Post Office may allow in (b)), or such lower weight as the Post Office may in any case from time to time determine.
Exceeding 1kg but not exceeding 2kg ... ..	£2.30		
Exceeding 2kg but not exceeding 3kg ... ..	£2.85		
Exceeding 3kg but not exceeding 4kg ... ..	£3.10		
Exceeding 4kg but not exceeding 5kg ... ..	£3.30		
Exceeding 5kg but not exceeding 6kg ... ..	£3.60		
Exceeding 6kg but not exceeding 7kg ... ..	£3.80		
Exceeding 7kg but not exceeding 8kg ... ..	£3.95		
Exceeding 8kg but not exceeding 9kg ... ..	£4.20		
Exceeding 9kg but not exceeding 10kg ... ..	£4.40		
Exceeding 10kg but not exceeding 25kg ... ..	£5.50		
(b) Where the Post Office allows transmission of a parcel which exceeds the size or weight limits shown in paragraph (a); such rate as the Post Office may fix, having regard to the size and weight.			
<b>2 Postage Forward Parcel</b>	The appropriate rate in item 1 plus 12p.	As for item 1	As for item 1

**SCHEDULE 2**

Paragraph 11(6)

**POSTAL FRANKING MACHINES**

*Interpretation*

1 In this Schedule, except so far as the contrary is provided or the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:

- “control card” means a card supplied by the Post Office and designed to show such information as the Post Office may from time to time specify, including the readings of the registers of a postal franking machine;
- “controlling post office” means the post office at which records relating to a postal franking machine are kept;
- “date stamping die” means the die used in a postal franking machine to stamp an impression denoting the date and place mentioned in paragraph 3(c) of this Schedule.
- “distributor” means the person who has supplied the postal franking machine to the user, and includes the successor or assignee of the distributor;
- “fees” means postage which is payable on postal packets, under any Schemes from time to time in force, or under any agreement made with the Post Office, relating to the post, and fees, charges and sums payable under such Scheme or agreement as aforesaid or under any agreement made with the Post Office and relating to any postal franking machine;
- “form” means a postal form on which the payment of fees may be denoted;
- “franking die” means the die used in a postal franking machine to stamp an impression denoting the numbers, words, characters, symbols and marks mentioned in paragraph 3(b) of this Schedule;
- “machine” means postal franking machine;
- “maintainer” means a person or company approved by the Post Office to maintain postal franking machines;
- “meter” means a unit which contains the printing and recording mechanisms of a postal franking machine;
- “meter setting post office” means the post office designated by the Post Office as the office at which the meter of a postal franking machine is to be set;
- “record card” means a booklet, designated form P3342 or P3344, which is issued by the Post Office and which is designed to record from time to time the amounts paid in respect of fees to the Post Office and the readings of the machine’s registers at the time of payment;
- “user” has the meaning assigned to it by paragraph 2 of this Schedule;
- “value card” means a card by means of which the setting of a postal franking machine may be effected, and which represents a specific sum of money prepaid as fees to the Post Office.

*Authority for the use of postal franking machines*

2 Any authority which the Post Office may grant for the use of a postal franking machine does not extend beyond the use of a particular machine by a particular person and is granted by the issue to such person of a record card on which is stated the name of such person (such person so named being in this Schedule called “the user”), the address at which the machine may be used, the controlling post office, the meter setting post office, the model of machine, the number of the franking die and (if different from that of the die) the number of the machine or meter of such machine.

*Conditions on which authority is granted*

3 Each such authority given will allow the use of the machine by the user on and subject to the following conditions:

- (a) Except in so far as the Post Office may otherwise allow, the machine shall not be used to denote any fees other than fees which have been prepaid to the Post Office. Prepayment of fees shall be made in the following manner:
- (i) In the case of any machine the setting of which is not effected by the insertion of a value card, and in the case of any machine whatsoever which has not previously been used by the user under any licence or authority from the Post Office, the user shall pay to the Post Office at the meter setting post office such amount in respect to fees as the user wishes, and shall at the same time present, at the meter setting post office, the machine, or, if the machine has a detachable meter, the meter, for setting by the Post Office so that the machine may be used for denoting payment of fees of sums amounting in the aggregate to the amount so paid. No seals on the machine shall be broken except by, or with the permission (and in the presence) of an officer of the Post Office duly authorised in that behalf. There shall be no duplicate of any such seal. No register of the machine may in any way be interfered with except by such officer as aforesaid.
- (ii) In the case of any machine the setting of which is effected by the insertion of a value card, then, on the occasions arising after the presentation herein before referred to in this sub-paragraph, the user shall effect prepayment of fees by purchasing value cards from the controlling post office or from such other office as the Post Office may from time to time direct.
- (b) The impression made by the franking die shall denote (except where the Post Office otherwise directs) the amount of fees paid (in such units as the Post Office may approve), together with the words "Postage Paid", the number of the franking die, and such other numbers, word, characters, symbols and marks (if any) such as the Post Office may require or permit, the entire impression being of such design and the numbers, words, characters, symbols and marks thereof in such position and of such respective sizes as the Post Office may approve.
- (c) The impression made by the date stamping die shall denote the date referred to in sub-paragraph (f) of this paragraph and shall also denote such place as the Post Office shall direct and the entire impression shall be of such design and the numbers, words, characters, symbols and marks thereof shall be in such position and of such respective sizes as the Post Office may approve.
- (d) Neither the franking die nor the date stamping die shall be capable of stamping an impression of any numbers, words, characters, symbols or marks which have not been approved for the purpose by the Post Office.
- (e) The impressions of the franking die and the date stamping die shall be red in colour and shall be legible and complete, and the whole of such impressions shall be stamped either on the envelope or wrapper of a postal packet or on an address label or address labels (of a type approved by the Post Office) to be affixed to the cover of a postal packet or on a form (as the case may be).
- (f) The date appearing in the impression of the date stamping die shall, if on a postal packet, be the date on which the packet is posted, and shall, if on a form, be the date on which the form is handed in at a post office or such other date as the Post Office may direct.
- (g) All postal packets stamped with impressions by the machine shall be sorted and assembled by the user in such manner, and shall be posted at such post offices or at such post boxes, as the Post Office from time to time directs.
- (h) The user or any person acting on his behalf bringing postal packets for posting or forms for handing in at a post office shall, if required by any officer of the Post Office, produce evidence as to his identity.
- (i) The user shall, on such days and at such intervals as the Post Office shall from time to time direct, complete, and deliver or send by post, control cards to the controlling post office or to such other office as the Post Office may from time to time direct. Control cards shall at all times remain the property of the Post Office.
- (j) The user shall permit officers of the Post Office to inspect the machine at the premises of the user without notice at all reasonable times during the business hours of the user, and, whenever the Post Office so requests, the user shall bring the machine, for inspection by officers of the Post Office, to the meter setting post office or to such other office as the Post Office may from time to time direct.
- (k) The user shall keep the machine in good working order, and shall, not less than once in every period of six months, or otherwise as the Post Office may from time to time direct, have the machine inspected and maintained by a maintainer so that such repairs as may be necessary may be effected, and so that the maintainer may furnish to the Post Office such certificate of the good working order of the machine as may be required by the Post Office. The user shall not at any time have the machine repaired or altered by anyone other than a maintainer as defined in paragraph 1 of this Schedule.
- (l) In the case of a machine the setting of which is effected by the insertion of a value card:
- (i) no value card other than one purchased in accordance with sub-paragraph (a)(ii) of this paragraph shall be used in conjunction with the machine;
- (ii) value cards shall at all times remain the property of the Post Office and shall, after use and not later than the time of purchase of new value cards, be surrendered to the post office from which they were obtained or to such other office as the Post Office may direct;
- (iii) no value card shall be used more than once;
- (iv) all impressions stamped on the reverse of the value card by the machine shall be legible and complete.
- (m) The machine shall not be used in such manner nor shall there be stamped by means of the machine any impression of such nature as to cause embarrassment or inconvenience to the Post Office or to any officer of the Post Office.
- (n) Without prejudice to the provisions of paragraph 2 of this Schedule, and except in so far as the Post Office may otherwise in writing allow, the machine shall not be used otherwise than by the user, or for any purpose other than that of the business of the user.
- (o) Without prejudice to the provisions of paragraph 2 of this Schedule, the user shall, as soon as practicable, give to the controlling post office, and the distributor notice in writing of any desired change of the details shown on the record card.

*Unpaid postage*

4 For the purposes of paragraphs 12(1) and 37 of the Scheme, and subject to the provisions of paragraph 11(8) thereof, postage shall be deemed not to have been prepaid if in the opinion of the Post Office the impression made by the franking die to denote the amount of postage paid is defective in any way or if the complete impression does not appear on the postal packet.

*Allowances for impressions stamped in error*

5 The Post Office shall, after receipt of a written application by the user, make allowance for any impressions stamped in error (less a deduction of 5 per cent., of the fees specified in those impressions or 25p whichever is the greater), on surrender of the envelopes, wrappers, labels, or forms bearing those impressions, provided that the amounts shown on those impressions are legible and that the envelopes, wrappers, labels or forms are produced and surrendered within six months of the dates respectively shown thereon.

*Refusal of mail*

6 The Post Office may refuse to accept for posting, or may return to the user, any postal packet or form on which payment of fees has been denoted by the impression made by a machine, if in relation to that machine there is a breach of any of the conditions contained in paragraph 3 of this Schedule, or if any of the following events occurs, namely:

- (a) the machine is, in the opinion of the Post Office, mechanically unsatisfactory; or
- (b) the Post Office considers that the machine has been used improperly or in such manner as to cause embarrassment or inconvenience to the Post Office or to any officer of the Post Office; or
- (c) if such postal packet or form bears any numbers, words, characters, symbols or marks which in its opinion are or might be embarrassing (whether to the Post Office or to any officer of the Post Office or to the addressee) and which by reason of their appearance might be taken to have been impressed by means of a machine.

*Determination of authority*

7 The Post Office may at any time determine any authority granted under the provisions of paragraph 2 of this Schedule, by giving to the user not less than fourteen days' notice in writing to that effect.

8 The Post Office may determine forthwith any authority granted under the provisions of paragraph 2 of this Schedule, by giving, to the user, notice in writing to that effect, if

- (a) in relation to the machine there is a breach of any of the conditions contained in paragraph 3 of this Schedule; or
- (b) any of the events specified in sub-paragraphs (a) (b) and (c) of paragraph 6 of this Schedule occurs; or
- (c) the user, being an individual (or, where the user is a firm, any partner in that firm) becomes bankrupt, or has a receiving order or administration order made against him (or if in Northern Ireland he presents a petition to have an arrangement with his creditors carried out under the control of the Court), or makes any composition with or for the benefit of his creditors, or makes any conveyance or assignment for the benefit of his creditors or purports to do so; or if in Scotland he becomes insolvent or notour bankrupt, or any application is made under any Bankruptcy Act for the time being in force for sequestration of his estate, or a trust deed is granted by him for behoof of his creditors; or
- (d) the user, being a company, has a receiver or manager appointed of the whole or any part of its assets, or if an order is made or a resolution passed for winding-up the user, or if circumstances arise which entitle the Court or creditor to appoint a receiver or manager or which entitle the Court to make a winding-up order.

9 If the user desires to discontinue the use of the machine, he shall, as soon as practicable, give to the controlling post office and the distributor notice in writing of such desire to discontinue, whereupon any authority granted under the provisions of paragraph 2 of this Schedule shall forthwith determine.

10 In the event of the determination, under the provisions of paragraph 7, paragraph 8 or paragraph 9 of this Schedule, of any authority, the user shall immediately following such determination return to the controlling post office any control cards and value cards (in both cases whether used or unused) furnished to the user for use in connection with the machine, and after receipt thereof the Post Office shall, subject to deduction of any fees due to the Post Office, refund to the user any sum of money prepaid to the Post Office under the provisions of paragraph 3 of this Schedule.

*Notices*

11 Any notice from the Post Office to the user to cease the use of the machine shall be sufficiently served if notified, to the user, in a letter or writing left at or sent by post addressed to the address referred to in paragraph 2 of this Schedule.

**SCHEDULE 3**

**Paragraph 18**

**POSTAL FACILITIES**

- |   |  |   |
|---|--|---|
| 1 | Postage Forward Parcel Licence fee.....  | £27.50 per annum  |
| 2 | Waiting fee, payable when the messenger is detained at the request of the sender or addressee or in the course of the service the messenger is performing.   | Such fee as the Post Office may fix   |
| 3 | Private Boxes. (For the purposes of this paragraph, "postal packet" means any item transmitted by post).<br>Provision by the Post Office of a private box (such box being, when available, a lockable box for which the renter or his agent holds the key) at a delivery office serving the address of the renter, in which postal packets are placed to await collection by the addressee or his agent instead of being delivered by postmen at the place of address, or from which postal packets can, at the request of the address, be delivered to the addressee's place of address as an additional facility to the provision of a private box.*<br>A For initial period of one year or less:<br>(1) For Day Box, that is to say, where the postal packets are to be made available for collection by the addressee or his agent at or after time of commencement of the first delivery, or the time of opening the post office to the public (whichever is the earlier) and before the time of closing the Post Office to the public:<br>(a) Box for reception of all classes of postal packets, other than parcels, or for the reception of parcels only.<br>(b) Box for reception of all classes of postal packets.<br>(2) Additional fee for Day Box where the postal packets are additionally to be made available for collection by the addressee at or after 6 a.m. and before the time of commencement of the first delivery or the time of opening of the post office to the public (whichever is the earlier).<br>(3) For Night Box, that is to say, where the postal packets are to be made available for collection after the time of closing the post office to the public and before 6 a.m.<br>(Note: If the box is used both as a Day Box and as a Night Box, the fee referred to in (3) is chargeable in addition to the fee referred to in (1) and (where applicable) the fee referred to in (2).)<br>(4) Diversion fee, payable in addition to the fees referred to in (1), (2) and (3) where the holder of the box carries on business at different addresses and postal packets addressed to him at more than one address are to be placed in the box for collection:<br>For each address (after the first) to which packets are addressed, and for each style (after the first) in which packets are addressed to each address (after the first).<br>(5) Transfer fee, payable in addition to the fees referred to in (1) and, where applicable in (2), (3) and (4) where an addressee requests postal packets addressed to the box be delivered to his place of address, or where an addressee requests placement by the Post Office of postal packets addressed to his actual place of address into the box to await collection:<br>For one delivery per day<br>For each additional delivery per day as aforesaid.<br>(6) Where the box is lockable: Each duplicate or replacement key.<br>(Note: In the case of a lockable private box packets on which a charge or fee is due, and packets which for any reason cannot be placed in the box, if addressed to the box number for the designated address, will be held by the Postmaster to await collection by the addressee or his agent instead of being placed in the box for collection. This note will not apply where delivery is made to the addressee's place of address under (5) above.) | £41 per annum<br>£82 per annum<br>An amount equal to the fee chargeable under (1)<br>An amount equal to the fee chargeable under (1)<br>£125 per annum<br>£41 per annum<br>£41 per annum<br>95p |

- B** For each subsequent year of part thereof.
- \* In certain cases no actual box will be provided and packets will be held by the Postmaster in a suitable place to await collection and in such cases the provisions of this paragraph will have effect as if the provision of such a suitable place were the provision of a box.
- The fees chargeable under A above
- 4** Redirection by the Post Office. (For the purposes of this paragraph, "postal packet" means any item transmitted by post). Redirection of postal packets from their original address to the same addressee at another address in pursuance of the addressee's application:
- A** Where the original address is a business address and the addressee has permanently ceased to occupy the premises to which the packets are addressed, or where the original address is not a business address. On an application for redirection for any of the following periods:
- |   |        |
|---|--------|
| (1) An initial period not exceeding one month   | £3.00  |
| (2) A period not exceeding three months commencing before the first anniversary of redirection  | £6.75  |
| (3) A period not exceeding one year commencing before the anniversary of redirection            | £16.00 |
| (4) A period not exceeding one year commencing on or after the first anniversary of redirection | £54.00 |
- (Note: (i) Where the original address is a private residence and postal packets addressed to several members of one family bearing the same surname are all to be redirected to one other address the addressees are to be regarded together as constituting one addressee for the purpose of the fee payable.  
(ii) See also paragraph 6 of the Scheme as to additional postage on parcels).
- B** Where the original address is a business address and the addressee has temporarily ceased to occupy the premises to which the packets are addressed:  
For each continuous period not exceeding 14 days. £2.60
- 5** Diversion of Postal Packets. (For the purposes of this paragraph, "postal packet" means any item transmitted by post). Delivery of postal packets addressed to addressee's private address at his business address, or of parcels addressed to one or more business addresses at another business address of the same addressee or at his private address, where the fee mentioned in item 4 is not applicable:  
For each address from which packets are diverted, and for each style after the first in which packets are addressed to each such address:  
For each period of one year or less £125 per annum
- 6** Search Fee. Search made at a delivery office at the request of the addressee or his agent to ascertain whether any packets for a particular address are available for delivery: for each search 19p  
(not charged if the search is for postal packets addressed to a post office to be called for in accordance with paragraph 22, or if the addressee is the holder of a private box at the post office concerned).
- 7** Temporary Retention. (For the purposes of this paragraph, "postal packet" means any item transmitted by post). Withholding of postal packets from delivery at the request of the addressee for a period not exceeding two months. £12.50
- 8** Floor Fee. (For the purposes of this paragraph, "postal packet" means any item transmitted by post). For delivery of postal packets for a business address at a floor other than the ground floor, or (where the addressee is not in occupation of the ground floor) at a floor other than the floor occupied by the addressee which is nearest to the ground floor:  
For each extra floor to which the delivery officer has to ascend or descend to make the delivery per annum Such fee not exceeding £33 per annum as the Post Office may fix, having regard to the facilities available for ascent or descent
- 9** Special Collections. (This paragraph extends to any item transmitted by post).
- A** From an address in a rural postal delivery area:  
For each period of one year or less:
- |   |   |
|---|---|
| (a) For one collection, on six or fewer days of the week.   | Annual fee such as the Post Office may fix.   |
| (b) For each additional collection, on six or fewer days of the week.   | Annual fee such as the Post Office may fix  |
| (c) Distance fee, payable where the collection in the opinion of the Post Office involves travelling in excess of the normal route of the collecting officer. | Such fee as the Post Office may fix, having regard to the cost of the excess travelling |
- B** From an address in a town postal delivery area or from an address in a rural postal delivery area, where such collections are occasional. Such fee not exceeding £1.95 as the Post Office may fix, having regard to the number of items involved, and the cost of excess travelling in rural areas

## SCHEDULE 4

Paragraph 25

## COMPENSATION FEE PARCELS

## PART I

*Parcel compensation fee and maximum compensation*

Column 1 Compensation fee (in addition to postage)	Column 2 Maximum compensation payable
40p ... ..	£70
50p ... ..	£130
70p ... ..	£230
85p ... ..	£360

## PART II

*Conditions which must be complied with*

1 The sender of the parcel shall write on the prescribed form the name of the addressee and the address thereof, and on the posting of the parcel the person handing over the parcel shall obtain on that form a certificate of posting on which the amount of the compensation fee paid is denoted in manner provided by paragraph 11(3) or the amount of the compensation fee charged to the sender pursuant to an arrangement for credit facilities is indicated.

2 The parcel shall be made up in a reasonably strong cover appropriate to its contents and shall be securely tied, stitched, sealed or otherwise securely fastened.

3 Any article contained in the parcel shall be adequately packed as a protection against damage in course of transmission. In particular:

(a) an article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effects of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission and the parcel shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address;

(b) an article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission and the parcel shall bear the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address;

(c) a parcel containing any perishable article shall bear the word "PERISHABLE" written conspicuously in capital letters on the face of the cover above the address.

4 The address of the person to whom the parcel is to be transmitted shall be written fully and correctly on the cover thereof or on a label securely affixed or tied thereto.

5 There shall not appear on the cover of the parcel or on any label affixed or tied thereto any word, phrase or mark indicating or conveying the impression that the parcel is, or is intended to be, registered, or that a compensation fee has been, or is intended to be, paid.

6 The parcel shall not contain anything the posting of which in a postal packet is prohibited by or under any enactment of this Scheme.

## PART III

Articles for loss of, or damage to, which, no compensation may be paid:

(a) any uncrossed postal order in which the name of the payee has not been inserted;

(b) any cheque or dividend warrant which is uncrossed and payable to bearer;

(c) any bearer security (including a share warrant, scrip or subscription certificate, bond or relative coupon);

(d) any bank note or currency note, being current in the British postal area or elsewhere;

(e) any unobliterated postage or revenue stamp valid for current use in the British postal area or elsewhere (except a revenue stamp embossed or impressed on an instrument which has been executed);

(f) any National Insurance Stamp;

(g) any coupon, voucher, token, card, stamp or similar document, exchangeable (singly or with any other such document) for money, goods or services;

(h) coin.

## SCHEDULE 5

Paragraph 26

## COMPENSATION FOR OTHER PACKETS

## PART I

*Conditions which must be complied with*

1 On the posting of the packet a certificate of posting shall be obtained.

2 The packet shall be made up in a reasonably strong cover appropriate to its contents and shall be securely tied, stitched, sealed or otherwise securely fastened.

3 Any article contained in the packet shall be adequately packed as a protection against damage in course of transmission. In particular:

(a) an article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effects of concussion, pressure and knocks to which packets are ordinarily exposed in transmission, and the packet shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address;

(b) an article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission and the packet shall bear the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address;

(c) a packet containing any perishable article shall bear the word "PERISHABLE" written conspicuously in capital letters on the face of the cover above the address.

4 The address of the person to whom the packet is to be transmitted shall be written fully and correctly on the cover thereof or on a label securely affixed or tied thereto.

5 There shall not appear on the cover of the packet or on any label affixed or tied thereto any word, phrase or mark indicating or conveying the impression that the packet is, or is intended to be, registered, or that a compensation fee has been, or is intended to be, paid.

6 The packet shall not contain anything the posting of which in a postal packet is prohibited by or under any enactment or this Scheme.

## PART II

Articles for loss of, or damage to, which, no compensation may be paid:

- (a) any uncrossed postal order in which the name of the payee has not been inserted;
- (b) any cheque or dividend warrant which is uncrossed and payable to bearer;
- (c) any bearer security (including a share warrant, scrip or subscription certificate, bond or relative coupon);
- (d) any bank note or currency note being current in the British postal area or elsewhere;
- (e) any unobliterated postage or revenue stamp valid for current use in the British postal area or elsewhere (except a revenue stamp embossed or impressed on an instrument which has been executed);
- (f) any National Insurance stamp;
- (g) any coupon, voucher, token, card, stamp or similar document, exchangeable (singly or with any other such document) for money, goods or services;
- (h) coin;
- (i) jewellery

## SCHEDULE 6

Paragraph 42

## DATAPOST PACKETS

## PART I

*Conditions which must be complied with:*

- 1 The packet shall be handed to an officer of the Post Office on duty at a post office or, where the Post Office allows that method of posting, shall be handed to an officer of the Post Office authorised to receive it otherwise than at a post office.
- 2 If the packet is handed in at a post office it shall be handed in between such times as the Post Office may from time to time determine.
- 3 A packet shall not exceed the limits of size specified in Part III below.
- 4 A packet shall not exceed 27.5 Kg in weight, or such lower weight as the Post Office may in any case from time to time determine.
- 5 A packet shall not contain anything the sending, posting, conveyance or delivery of which, in a postal packet, is prohibited by or under any enactment or this Scheme.
- 6 (a) Every packet shall be made up in a reasonably strong cover appropriate to its contents, and so that no part of the contents can be removed without either breaking or tearing the case, wrapper or cover or forcing two adhesive surfaces apart, or breaking a seal;
- (b) Any article contained in the packet shall be adequately packed as a protection against damage in course of transmission and in particular:
  - (i) An article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effect of such concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the packet shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address;
  - (ii) An article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission, and the packet shall bear the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address.
- 7 On the posting of the packet a certificate of posting shall be obtained.

## PART II

Articles for loss of, or damage to, which no compensation may be paid:

- (a) any uncrossed postal order in which the name of the payee has not been inserted;
- (b) any cheque or dividend warrant which is uncrossed and payable to bearer;
- (c) any bearer security (including a share warrant, scrip or subscription certificate, bond or relative coupon);
- (d) any bank note or currency note, being current in the British postal area or elsewhere;
- (e) any unobliterated postage or revenue stamp valid for current use in the British postal area or elsewhere (except a revenue stamp embossed or impressed on an instrument which has been executed);
- (f) any National Insurance or Savings stamp;
- (g) any coupon, voucher, token, card, stamp or similar document, exchangeable (singly or with any other such document) for money, goods or services;
- (h) coin;
- (i) jewellery.

## PART III

Limits of size:

Greatest length 610mm.

Greatest width or depth 460mm.

In roll form: length plus twice diameter 1.040m maximum, and greatest dimension 900mm.

## SCHEDULE 7

Paragraph 2

## SCHEMES REVOKED

**SCHEMES REVOKED**

The Post Office Inland Post Scheme 1979, and all Amendment Schemes which amend that Scheme.

**REFERENCES**

Post Office Scheme P1/1979

*Dated 18th September 1989.*

Signed on behalf of the Post Office by *P. S. Child* (a person authorised by the Post Office to act in that behalf).

(2 SI)