



SUPPLEMENT TO

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## POST OFFICE

### POST OFFICE SCHEME P8/1975

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 29th September 1975, when it will replace:

- (a) the Post Office Inland Post Scheme 1972 (Post Office Scheme P7/1972), and
- (b) the following schemes which amended that Scheme, that is to say, the Post Office Inland Post Amendment (No. 1) Scheme 1973 (Post Office Scheme P1/1973), the Post Office Inland Post Amendment (No. 2) Scheme 1973 (Post Office Scheme P10/1973), the Post Office Inland Post Amendment (No. 3) Scheme 1973 (Post Office Scheme P11/1973), the Post Office Inland Post Amendment (No. 4) Scheme 1973 (Post Office Scheme P12/1973), the Post Office Inland Post Amendment (No. 5A) Scheme 1974 (Post Office Scheme P4A/1974), the Post Office Inland Post Amendment (No. 6) Scheme 1974 (Post Office Scheme P9/1974) and the Post Office Inland Post Amendment (No. 7) Scheme 1975 (Post Office Scheme P1/1975).

The new Scheme consolidates the provisions of the above mentioned schemes with amendments. The principal changes are:

1. Charges for letters, registered letters, parcels and various services are being revised.
2. Metric units of measurement are being introduced in place of imperial units.
3. Conditions are being introduced under which postal franking machines may be used for the purpose of denoting payment of postage or other fees otherwise than under a licence in writing granted by the Post Office.

(This note is not part of the Scheme).

### THE POST OFFICE INLAND POST SCHEME 1975

Made - - - - - 28th August 1975  
 Coming into operation - - - - - 29th September 1975

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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 29th day of September 1975, and may be cited as the Post Office Inland Post Scheme 1975.

**Revocation**

2. Subject to the provisions of paragraph 71, 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;

“ articles for the blind ” has the meaning assigned to it by paragraph 24;

“ British postal area ” means the United Kingdom;

“ business reply packet ” means a letter which, by authority of the Post Office, may be posted without pre-payment 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 letters so posted which are received by him or by such agent, being a letter which:

- (a) consists of, or is enclosed in, a card, folder, letter card or envelope provided by that person with the authority of the Post Office, on which are printed the address to which the letter 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;

“cash on delivery packet” means a registered letter, a registered newspaper 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 a trade charge) 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;

“current registered newspaper” means:

- (a) a complete published copy of a current issue of a registered newspaper (being an issue which is in course of distribution by the publisher, a wholesaler or a retailer) with or without a complete copy of such a supplement published with that issue as meets the requirements specified in paragraph 21(8), or
- (b) a packet of two or more complete published copies of such an issue of a registered newspaper, each or any of them with or without a complete copy of such a supplement published with that issue,

which is posted, or is intended to be posted, for transmission as a current registered newspaper at the rate of postage specified in item 2 of Schedule 1;

“customs duty” includes value added tax;

“express delivery office” means any post office from time to time authorised by the Post Office for the reception of postal packets for conveyance and delivery by special messenger;

“express packet” means a postal packet conveyed, or to be conveyed, by special messenger, at the request of the sender or the addressee, throughout its whole course in the post or any part thereof;

“first class letter” means:

- (a) a letter upon which there is denoted in a manner provided by paragraph 12(3) payment of postage at the rate specified in or fixed under Schedule 1 appropriate for its transmission as a first class letter;
- (b) a letter on which postage has not been prepaid and with respect to which the Post Office has entered into an arrangement with the sender for the grant of credit facilities and which is distinguished or marked in such manner as the Post Office may direct to indicate the intention of the sender that it is to be transmitted as a first class letter;
- (c) a business reply packet which is distinguished or marked in such manner as the Post Office may direct to indicate the intention that it is to be transmitted as a first class letter;
- (d) a letter transmitted under the provisions of paragraph 35 which is distinguished or marked in such manner as the Post Office may direct to indicate the intention of the sender that it is to be transmitted as a first class letter;

“freepost packet” means a letter (not being a business reply packet) which, by authority of the Post Office, may be posted without pre-payment of postage for transmission as a second class letter and which:

- (a) is addressed to, or to the agent of, a person who has made provision to the satisfaction of the Post Office for the payment of the appropriate postage on letters which are posted without prepayment of postage and are received by him or by such agent; and
- (b) is so addressed in terms authorised by the Post Office for the purpose, incorporating the designation “FREEPOST” and such other distinguishing characters (if any) as the Post Office may deem necessary;

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

“inland”, when used in relation to any postal packet, or any description of 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 B.F.P.O. Ships” are included in the address, if the packet has to be sent abroad for delivery to the ship;

“jewellery” means:

- (a) gold, silver or 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;

“late posted packet” has the meaning assigned to it by paragraph 6;

“letter” means any postal packet except a packet consisting of articles for the blind, a current registered newspaper, a parcel, an unaddressed packet or a packet consisting of a petition or address of a kind referred to in section 84(1) of the Post Office Act 1969;

“local parcel” means a parcel addressed to a place within the local parcel delivery area of the place at which the parcel is posted;

“local parcel delivery area” means the area prescribed as such for the place at which a parcel is posted;

“the minimum registration fee” means the smallest fee specified in Column 1 of Part I of Schedule 5;

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

“ordinary parcel” means a parcel which is not a local parcel;

“paper money” means:

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

(b) money orders and postal orders;

(c) unobliterated postage or revenue stamps available 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 Savings 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, except a telegram;

“preferred envelope” means an envelope which is of the shape and within the limits of size specified in Column 3 of Schedule 1 for a preferred letter, has no open panel, and is made of paper weighing at least 63 grammes per square metre;

“preferred letter” means a letter which is of the shape and within the limits of size specified in Column 3 and within the limits of weight specified in Column 4 of Schedule 1 for a preferred letter and which either:

(a) is enclosed in a preferred envelope; or

(b) consists of an unfolded card (not enclosed in an outer covering) which complies with the provisions of paragraph 19; or

(c) consists of a folded card or folded paper of a type approved by the Post Office which is sealed or secured in such manner as the Post Office may require;

“prescribed” means prescribed by the Post Office;

“railex service” means a service whereby a letter is conveyed by a special messenger from an express delivery office to the appropriate railway station, despatched from that station by the next available and suitable train and delivered to the addressee from the railway station to which it was despatched;

“recorded delivery packet” means an unregistered postal packet which is sent by the recorded delivery service;

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

“ registered newspaper ” means a publication which is a registered newspaper by virtue of paragraph 21(4);

“ second class letter ” means any letter other than a first class letter;

“ trade charge ” has the meaning assigned to it in the foregoing definition of “ cash on delivery packet ”;

“ trade charge form ” has the meaning assigned to it by paragraph 47;

“ trade charge money order ” means a money order in a special form (being a form printed on a trade charge form) for remitting the trade charge to the sender of a cash on delivery packet or to a person named by him to receive the amount;

“ unaddressed packet ” means a postal packet, whether enclosed in a cover or not, which is not addressed to, or intended for delivery to, any specified addressee or address, and forms part of a consignment for general delivery within a particular area.

(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 the provision 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 1889 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, the Isle of Man or in the Republic of Ireland;
- (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, the Isle of Man or in the Republic of Ireland 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 G.P.O. London ”) 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, the Isle of Man or the Republic of Ireland, this Scheme shall apply in relation only to the posting, registration, 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 X.

## **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 35) postage at the rates respectively specified in or fixed under Column 2 of that Schedule, upon unaddressed packets postage at the rates fixed under paragraph 25, and upon packets accepted for transmission under paragraph 35 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.

#### **Additional postage on late posted packets**

6.—(1) In this paragraph the expression “ late posted packet ” means a postal packet of such description as may be prescribed:

- (a) which is posted at any time in any posting box which may be provided by the Post Office on a train; or

- (b) which is posted at any time in any posting box which may be provided by the Post Office for the purpose at a railway station in order that it may, if possible, be conveyed by a particular train departing from that station; or
- (c) which is posted as a registered postal packet or as a recorded delivery packet, after the hour up to which such postal packets are ordinarily accepted at the office of posting in order that they may if possible be forwarded by a particular despatch, but within such further time (if any) as the Post Office may from time to time appoint in relation to the office.

(2) There shall be charged and paid in respect of a late posted packet additional postage of such amount, not exceeding 10p, as the Post Office may fix either generally or in relation to the description of postal packet concerned or to the description of office of collection or posting or to the manner or time of posting.

(3) Where no part, or part only, of such additional postage is prepaid, the packet may at the discretion of the Post Office either:

- (a) be forwarded as if it had not been posted as a late posted packet; or
- (b) be forwarded by the despatch referred to in sub-paragraphs 1(c), or by the train referred to in sub-paragraphs 1(a) or 1(b), as may be appropriate in the particular case; and if the packet is posted as a registered postal packet or as a recorded delivery packet and is forwarded by the despatch referred to in sub-paragraph 1(c), the amount payable by the addressee or the sender under paragraph 13 in respect of the deficiency shall be the amount of the deficiency.

#### **Additional postage on certain parcels**

7.—(1) Upon any parcel redirected by the Post Office as specified in the first column of paragraph 12 of Schedule 3 to an address served from a different delivery office (not being an address within the same local parcel delivery area), 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**

8.—(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;
  - (ii) any imitation of a bank note within the meaning of section 38 of the Criminal Justice Act 1925;
- (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 stamping machine or 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 12(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 or any Revenue duty or tax.

**Packets containing others for different persons**

9.—(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**

10. 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 packet.

**Limits of size and weight**

11. Save as the Post Office may either generally or in any particular case allow, and subject to paragraph 15, no 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 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; and where any such limit of size or of weight is specified in relation to a description of postal packet if the packet is posted for transmission as a first class letter or if it is posted for transmission as a second class letter, no packet of that description the size or weight of which exceeds that limit shall be transmissible as a first class letter or (as the case may be) as a second class letter.

**Payment of postage and fees**

12.—(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 business reply packets, freepost packets or 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 or 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;

(b) by postage stamps of such denominations embossed, impressed or printed on envelopes, covers, wrappers, cards, or letter forms 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, cards, letter forms 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, postcard or other form as the Post Office may consider appropriate.

(8) No stamp or impression which is imperfect or 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 imperfect or 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**

13.—(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:

- (a) subject as provided by paragraph 6(3)(b) (late posted registered postal packet or recorded delivery packet), where the non-payment or deficiency is in respect of postage, an amount equal to twice the amount of the postage, or as the case may be, of the deficiency;
- (b) where the non-payment or deficiency is in respect of a sum other than postage, an amount equal to that sum, or as the case may be, to the amount of the deficiency.

(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**

14.—(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 a postal packet such words, codes or devices as the Post Office may in its discretion think proper, for the purpose of drawing attention to any error in, omission from or other matter in, or relating to, the address.

**Treatment of irregular packets**

15.—(1) If any postal packet (other than a packet to which paragraph 39(1) or (2) applies) 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 this Scheme which are applicable to postal 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 had been posted as a postal packet of such other description as it considers appropriate; and the provisions of this Scheme shall apply thereto accordingly.

(2) Where any postal 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 the additional sum of 1p, less the amount of any postage prepaid.

**Return of undeliverable postal packets (except parcels)**

16.—(1) In the case of any postal packet (other than (i) a parcel, (ii) a letter accepted for transmission as a second class letter under paragraph 34 or (iii) a current registered newspaper) which for any reason cannot be delivered, the following provisions shall apply:

- (a) where the name and address of the sender appear legibly on the outside of the packet, the packet shall be returned to the sender unopened, but subject to payment of any charges to which it has become liable;
- (b) where the name and address of the sender do not appear on the outside of the packet or are illegible, the packet shall be opened by any officer of the Post Office duly authorised in that behalf and if the packet is found to contain or consist wholly or partly of anything other than commercial advertising matter, newspapers or magazines, then if the name and address of the sender can be ascertained, the packet shall be returned to the sender, subject to payment of any charges to which it has become liable;
- (c) if the packet has been opened by an officer of the Post Office in pursuance of sub-paragraph (1)(b) and the name and address of the sender cannot be ascertained, or it is found to contain or consist of nothing except commercial advertising matter, newspapers or magazines, it may be dealt with or disposed of in such manner as the Post Office may think fit.

(2) In the case of (i) a letter accepted for transmission as a second class letter under paragraph 34 or (ii) a postal packet which is a current registered newspaper, being in either case a packet which for any reason cannot be delivered, the following provisions shall apply:

- (a) where the name and address of the sender appear legibly on the outside of the packet, the packet shall be returned to the sender unopened, subject to payment of any charges to which it has become liable;

(b) where the name and address of the sender do not appear on the outside of the packet or are illegible, the packet may be dealt with or disposed of in such manner as the Post Office may think fit.

(3) If a packet shall be tendered to the sender under the provisions of this paragraph and he refuses or fails to pay any charges to which the packet has become liable, the packet may be dealt with or disposed of in such manner as the Post Office may think fit.

#### Return of undeliverable parcels

17. 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 as a postage forward parcel.
- (3) Where the name and address of the sender cannot be ascertained from the parcel, it shall be retained for a period of 3 months beginning with the day when it was opened and examined 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 letter 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 letter 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**

18.—(1) Where the Post Office is satisfied that the addressee of postal packets is dead, it may at its discretion:

- (a) deliver or redirect such postal packets 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 packets; 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 12A of Schedule 3 shall be payable for redirection under this paragraph, and paragraph 7 of this Scheme shall apply to parcels so redirected.

#### **Cards**

19. A letter consisting of a card not enclosed in an outer covering shall be made of material of such rigidity and thickness that its sorting and handling will not be hindered.

### **PART IV**

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

##### **Deferment of second class letters**

20. Any second class letter may be withheld from despatch or delivery until any subsequent despatch or delivery.

##### **Registration of newspapers**

21.—(1) The proprietor or printer of any publication which meets the requirements specified in sub-paragraph (6) may register it in a register of newspapers kept by the Post Office for that purpose in such form and with such particulars as the Post Office may direct:

Provided that the Post Office may refuse to permit the registration under this sub-paragraph of any publication printed and published outside the British postal area, the Channel Islands or the Isle of Man unless arrangements have been made to its satisfaction for maintaining a responsible representative of the publication in the United Kingdom.

(2) Any such registration shall be in respect of a period of twelve months commencing on such date in each year as the Post Office may direct, and there shall be payable on each registration a fee of two pounds.

(3) A publication which is on the said register immediately before this Scheme comes into operation shall remain on the register (without prejudice to sub-paragraph (5)) until the date mentioned in sub-paragraph (2) which occurs next after this Scheme has come into operation.

(4) A publication for the time being on the said register—

(a) shall be a registered newspaper within the meaning of the provisions of this Scheme and of any other scheme made under the Post Office Act 1969;

(b) shall be a newspaper within the meaning of any arrangement with the Government or postal administration of any other country for securing advantages for newspapers sent by post.

(5) The Post Office may from time to time remove from the register kept under sub-paragraph (1) any publication not registrable by virtue of sub-paragraph (6), and the decision of the Post Office on the admission to, or removal from, the said register of a publication shall be final.

- (6) A publication shall be registrable under sub-paragraph (1) as a newspaper if—
- (a) not less than one third of the publication consists of political or other news or of articles relating thereto or to other current topics; and
  - (b) it is printed on paper and published in the British postal area, the Channel Islands, the Isle of Man or in some other part of the Commonwealth, in a British Protected State, or in the Republic of Ireland; and
  - (c) it is published in numbers at intervals of not more than seven days; and
  - (d) it has
    - (i) the full title and the date of publication printed prominently on the first page; and
    - (ii) the whole or part of the title and the date of publication printed on every detached sheet which is issued as part of it; and
    - (iii) the words “Registered as a newspaper at the Post Office” printed on it.
- (7) A publication which is not registrable by virtue of sub-paragraph (6) by reason only that less than one third of the publication consists of political or other news or of articles relating thereto or to other current topics shall nevertheless be registrable if it was stamped as a newspaper before the 15th day of June 1855.
- (8) A publication shall be deemed to be a supplement to a registered newspaper if—
- (a) it is published with an issue of a registered newspaper; and
  - (b) it is printed on paper and consists of matter like that of the newspaper, or of advertisements, or wholly or partly of pictorial matter illustrative of articles in the newspaper; and
  - (c) the heading “Supplement” is printed on every page:
 

Provided that in the case of a supplement consisting of:

    - (i) several sheets bound together and separate from the newspaper itself, it shall be sufficient if the heading “Supplement” and the whole or part of the title of the newspaper are printed only on the first page;
    - (ii) a sheet or sheets not bound together and separate from the newspaper itself, it shall be sufficient if the heading “Supplement” and the whole or part of the title of the newspaper are printed on one side of every sheet; and
  - (d) all sheets of the publication are put together in some one part of that issue of the newspaper, whether gummed or stitched up with the newspaper or not; and
  - (e) the total area of its pages does not exceed the total area of the pages of a copy of the issue of the newspaper with which it is published.

#### Conditions as to current registered newspapers

22.—(1) Every current registered newspaper shall be prominently marked on the outside (or, if covered, on the outside of the cover or envelope thereof) “Newspaper Post” and shall be subject to examination in the post, and if posted without a cover shall not be fastened or otherwise treated so as to prevent easy examination. The cover or envelope of a covered current registered newspaper shall be unfastened or (save as the Post Office may either generally or in any particular case allow) so adapted that the contents can be easily examined without breaking any seal, or tearing any paper, or cutting any string, or separating any surfaces.

(2) Save as the Post Office may either generally or in any particular case allow, every current registered newspaper when posted shall be so folded and, if posted in a cover or envelope, so covered, as to permit the title and date of issue to be readily inspected.

(3) There shall not be posted in, with, or in the same cover or envelope as, a current registered newspaper anything which would not be transmissible separately as such other than:

- (a) a supplement which is part of that newspaper;
- (b) not more than three advertising inserts each comprising a single sheet of paper or card of advertising matter and consisting wholly or in part of a card which is a preferred letter or a preferred envelope (but not a folder unless it is made to be sealed down along all edges), intended to be used to order or enquire by post about the goods or services advertised. The card or envelope must bear the correct postal address, including the postcode of the advertiser:

Provided that:

- (i) the supplement and advertising inserts must be the same in each copy of an issue of a current registered newspaper despatched to addresses in the United Kingdom;
- (ii) the total area of the supplement and advertising inserts together must not exceed the total area of the pages of a copy of the issue of the newspaper with which they are despatched.

(4) No current registered newspaper, and no cover or envelope in which it is enclosed, shall bear anything (not being part of the newspaper) except:

- (a) the names, addresses and descriptions of the sender and addressee with index or reference numbers and letters;
- (b) the words “With compliments”, “Specimen copy” or “Voucher copy”;

- (c) the title of the newspaper, and a reference to its registration for transmission by post; and
- (d) a reference to any page of or place in the newspaper to which the attention of the addressee is directed.

(5) The name and address of the sender shall appear legibly on the outside of all current registered newspapers (or if enclosed in a cover or envelope on the outside of such cover or envelope) intended for transmission by post under this paragraph where the sender wishes the current registered newspaper to be returned to him as provided in paragraph 16(2).

### Parcels

23.—(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 the 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 the 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.

### Articles for the blind

24.—(1) In this Scheme the expression “ articles for the blind ” means:

- (i) Books and papers (including letters to or from blind persons) impressed or otherwise prepared for use of the blind;
- (ii) Paper posted to any person for the purpose of being so impressed or prepared;

and the following articles specially adapted for the use of the blind:

- (iii) Relief maps;
- (iv) Machines, frames and attachments for making impressions for the use of the blind;
- (v) Pencil writing frames and attachments;
- (vi) Braillette boards and metal pegs therefor;
- (vii) De Braille instructional devices;
- (viii) Games (including card games);
- (ix) Mathematical appliances and attachments;
- (x) Voice records on discs, film, tape or wire of readings from books, journals, newspapers, periodicals or other similar printed publications, and apparatus designed to play such records;
- (xi) Metal plates impressed, or posted for the purpose of being impressed, for the use of the blind;
- (xii) Wrappers and labels for use on postal packets for the blind—bulk supplies;
- (xiii) Braille watches, clocks, and timers;
- (xiv) Tools, aids and precision instruments;
- (xv) Rules and measures;
- (xvi) Sectional or collapsible walking sticks;
- (xvii) Harness for guide dogs.

(2) The following provisions shall apply to postal packets consisting of articles for the blind:

- (a) Every packet shall bear on the outside thereof the inscription “ Articles for the blind ” and the written or printed name and address of the sender.
- (b) Every packet shall be subject to examination in the post.
- (c) Every packet shall be posted either without a cover or in a cover which can be easily removed for the purposes of examination.
- (d) No packet shall contain any article which is not an article for the blind (except a label which may bear the name and address of the person to whom the packet is to be returned).
- (e) No packet shall contain any communication or inscription either in writing or printing (except the title, date of publication or manufacture, serial number, names and addresses of printer, publisher or manufacturer, price and table of contents of the book or paper, and any key to or instructions for the use of the special type or of any enclosed article).
- (f) Articles (viii) to (xvii) (inclusive) mentioned in sub-paragraph (1) may be sent only to blind persons by such institutions as have entered into special arrangements to the satisfaction of the Post Office with regard to the transmission of such articles, or to such institutions by blind persons.

### Unaddressed packets

25.—(1) Subject to the following sub-paragraphs, unaddressed packets may be sent in a consignment for general delivery within an area in respect of which the unaddressed packet delivery service is available.

(2) The number of unaddressed packets in each consignment shall be such as the Post Office shall require, having regard to the number of delivery points in the delivery area.

(3) The packets comprised in a consignment of unaddressed packets shall be identical with each other in all respects (including the contents thereof), and the weight (which shall not exceed 1 kg), dimensions and shape of each shall be such as the Post Office may approve.

(4) Every unaddressed packet shall be subject to examination in the post. Save as the Post Office may allow (either generally, or in respect of any category of unaddressed packets, or in any particular case), a packet without a cover shall not be fastened or otherwise treated so as to prevent easy examination, and a covered or enveloped packet shall be so made up that the contents can be easily examined without breaking any seal, or tearing any paper, or cutting any string, or separating any adhering surfaces.

(5) The sender shall comply with such conditions as the Post Office may consider appropriate, either generally or in the particular case, as to:

- (a) the provision by the sender to the Post Office of a specimen of the unaddressed packets to be included in a proposed consignment before the consignment is posted;
- (b) the assembly of the individual unaddressed packets into groups or bundles by the sender, and their enclosure by him in mail bags or other containers;
- (c) the manner, time, day and office at which a consignment of unaddressed packets is to be posted;
- (d) any incidental or supplemental matters for which the Post Office may consider it expedient to provide.

(6) There shall be charged and paid on unaddressed packets postage at such rates as the Post Office may fix, and different rates may be fixed for different circumstances, including in particular the circumstance whether the packets are to be delivered in a town postal delivery area or a rural delivery area:

Provided that the amount of postage charged and paid on a consignment of unaddressed packets shall not exceed the total amount of postage which would have been payable under this Scheme on the individual packets comprised in the consignment if each of them had been posted singly and, if the weight of each packet does not exceed 750 g, as if each packet had been so posted as a second class letter.

(7) Postage on unaddressed packets shall be paid in such manner as the Post Office shall require.

(8) The Post Office may if it thinks fit refuse to accept any consignment or part of a consignment of unaddressed packets for delivery.

(9) The Post Office may, if it thinks fit, refuse to deliver any consignment or part of a consignment, if on examination thereof or of any of the packets therein after acceptance, the Post Office considers that—

- (a) any of the provisions of sub-paragraphs (2), (3) and (4), or any such conditions as are mentioned in sub-paragraph (5) have not been complied with, or
- (b) such packets differ in any respect from a specimen provided in accordance with such conditions as are mentioned in sub-paragraph (5).

(10) The Post Office may defer for such time as it thinks fit the delivery of any unaddressed packets.

(11) Any unaddressed packet which is not delivered may be dealt with or disposed of as the Post Office may think fit.

(12) The Post Office may provide as postal facilities in relation to unaddressed packets such incidental services as it may consider expedient, and the fees for any service so provided shall be such as the Post Office may fix either generally or in any particular case, and shall be paid in such manner as the Post Office shall require.

(13) (a) For the purpose of the definition of "inland" in paragraph 3(1), an unaddressed packet shall be deemed to be addressed to a place within the area in which it is to be delivered.

(b) Paragraphs 12(3), 16, 36 and 43 shall not apply to unaddressed packets.

## PART V

### POSTAL FACILITIES

#### General

26.—(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 the conditions and provisions contained in the body of this Scheme.

(2) The postal facilities referred to in this Part of this Scheme and in Schedules 3 and 4 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.

#### Express delivery

27.—(1) There shall be charged and paid for the conveyance of an express packet conveyed in the manner specified in Column 1 of Schedule 4 fees at the rates specified in Columns 2 and 4 of that Schedule. The facilities shall be subject to the limits of size and weight of the postal packets conveyed referred to in Column 3

of that Schedule, to the provisions specified in Column 4 thereof and to the further provisions contained in the body of this Scheme.

(2) An express packet (other than a packet to be conveyed by special messenger to an office of collection for transmission by ordinary post through the remainder of its course in the post) shall bear the word "Express" or such other words, and such lines or marks, as the Post Office may require.

(3) An express packet to be conveyed by special messenger throughout the whole of its course in the post shall be posted:

- (a) by being handed in at a post office which is an express delivery office to an officer on duty at the counter, 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 such express packets otherwise than at a post office.

(4) The sender or addressee of an express packet may require the messenger who delivers the packet to convey an express packet by way of reply or further service. There shall be charged and paid in respect of the last mentioned packet the charges specified in Schedule 4.

(5) The Post Office may forward a packet as an express packet although the full postage and fees chargeable thereon are not prepaid, and if the addressee refuses to pay the amount payable in respect of the deficiency, it shall be paid by the sender. In no case shall the Post Office be bound to deliver any express packet not fully prepaid unless the addressee pays the amount payable thereon.

(6) Subject to the provisions of this Scheme as to express delivery, all express packets shall be forwarded, conveyed, and delivered in all respects subject to the provisions of the enactments and Schemes in force for the time being in relation to inland postal packets, so far as the same are applicable.

#### **Raillex service**

28.—(1) A letter intended to be transmitted by a raillex service shall be posted by being handed to an officer of the Post Office on duty at the counter at a post office which is an express delivery office.

(2) A letter shall not be posted for transmission by a raillex service:

- (a) as a registered postal packet, or
- (b) if it contains coin or jewellery.

(3) No postal packet other than a letter may be transmitted by a raillex service.

(4) The delivery of a letter transmitted by a raillex service to the addressee from the railway station to which it was conveyed by railway will be by special messenger meeting the train if, but only if, it arrives at that station at a time when a messenger is on duty.

#### **Business reply packets and postage forward parcels**

29.—(1) A person who proposes to invite others to post business reply packets to him or to his agent may apply to the Post Office for a licence authorising the posting of business reply packets 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 cards, folders, letter cards, envelopes or labels.

(2) 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.

(3) A licence conferring such authority as is mentioned in sub-paragraph (1) or in sub-paragraph (2) (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 "Business Reply Licence" or as a "Postage Forward Parcel Licence" as the case may be, and the person on whose application any such licence was granted is hereinafter referred to in relation to that licence as "the licensee".

(4) A Business Reply Licence or a Postage Forward Parcel Licence may specify more than one address of the licensee or of his agent to which business reply packets or (as the case may be) 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.

(5) Every Business Reply Licence or Postage Forward Parcel Licence granted pursuant to an application made under sub-paragraph (1) or sub-paragraph (2) 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.

(6) Subject as may be provided in the relevant Business Reply Licence or Postage Forward Parcel Licence, no card, folder, letter card, envelope or label, or (as the case may be) wrapper, container or label shall be made available by the licensee for use by any person as or with a business reply packet or 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.

(7) Postage charged and payable under this Scheme on business reply packets or postage forward parcels shall be paid:

- (a) by the licensee in respect of a Business Reply Licence, on all such packets which are posted in accordance with that licence without prepayment of postage and are received by him or by his agent;
- (b) by the licensee in respect of a Postage Forward Parcel Licence, on all such parcels which are posted in accordance with that licence without prepayment of postage and are received by him or by his agent.

(8) Subject as provided in sub-paragraph (9) there shall be charged and paid by the licensee in respect of every year or part of a year in which each such licence (whether it be a Business Reply Licence or a Postage Forward Parcel Licence) is in force an annual fee of £15 for each address specified therein to which such packets or parcels (as the case may be) 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 was 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.

(9) If and whenever an address is added to a licence in accordance with sub-paragraph (4) 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 of £15 in respect of so much as remains unexpired of the year ending immediately before the next relevant anniversary.

(10) On the surrender by the licensee or revocation by the Post Office of a Business Reply Licence or 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 business reply packets or postage forward parcels (as the case may be) posted to the licensee or his agent.

#### Freepost licences

30.—(1) A person who proposes to invite others to post freepost packets to him or to his agent may apply to the Post Office for a licence authorising the posting of freepost packets to an address of the applicant, or of his agent, specified therein (being an address within the British postal area) without prepayment of postage. Such a licence may specify more than one address to which free post packets may be posted.

(2) In relation to each address so specified, such a licence shall specify also the terms in which freepost packets posted thereto are to be addressed, and such terms (which may state the address in an abbreviated form with or without words, characters and symbols used as codes) shall include the word "FREEPOST" (in capital letters) and such special distinguishing characters (if any) as the Post Office may allocate.

(3) A licence authorising the posting of freepost packets granted by the Post Office (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 "Freepost Licence", the person on whose application such a licence was granted is hereinafter referred to in relation to the licence as the "licensee", and references herein to the "authorised terms" in relation to an address specified in such a licence are references to the terms therein specified in which freepost packets posted to that address are to be addressed.

(4) Every advertisement, notice, letter or other communication published, displayed, broadcast, issued, given, sent or made by, for or with the authority of the licensee which includes an invitation to post freepost packets to an address of the licensee or his agent specified in the licence shall state that address precisely in the authorised terms and in the manner and order in which such terms are specified in the licence.

(5) No letter may be posted as a freepost packet without prepayment of postage which is not addressed to an address specified in a Freepost Licence in the authorised terms.

(6) Every letter posted as a freepost packet without prepayment of postage shall be transmitted and delivered as a second class letter.

(7) Postage charged and payable under this Scheme on freepost packets shall be paid by the licensee in respect of a Freepost Licence on all such packets which are posted in accordance with that licence without prepayment of postage and are received by him or by his agent.



(8) Every Freepost Licence granted pursuant to an application made under sub-paragraph (1) shall be so granted 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 under sub-paragraph (7) and that if and so long as the licensee is also the licensee with respect to a Business Reply Licence, such provision shall (if the Post Office thinks fit) be combined with the provision made by the licensee with respect to the payment of postage on business reply packets;
- (b) such other terms and conditions (including conditions as to revocation and variation) as the Post Office thinks fit.

(9) Subject as provided in sub-paragraphs (10), (11) and (12), there shall be charged and paid by the licensee in respect of every year or part of a year in which a Freepost Licence is in force an annual fee of £15 for each address specified therein to which freepost packets may be posted; and, subject as aforesaid, such fee shall be paid (in respect of the first year) by the applicant for the licence before the licence is granted, and shall be due and payable on every anniversary of the day when it was granted on which it remains in force (hereinafter referred to in relation to such a licence as a "relevant anniversary").

(10) If the applicant for a Freepost Licence is the licensee in respect of a Business Reply Licence:

- (a) there shall be charged and payable by him before the Freepost Licence is granted, instead of the full annual fee in respect of the first year thereof, a rateable proportion of the annual fee of £15 for each address specified therein in respect of the period commencing with the day on which it is to come into effect and ending immediately before the next anniversary of the day when the Business Reply Licence was granted;
- (b) the full annual fee payable under sub-paragraph (9) shall be due and payable on that and on each subsequent anniversary of the day when the Business Reply Licence was granted (if the Freepost Licence then remains in force); and every such anniversary (but not such an anniversary as is mentioned in sub-paragraph (9)) shall be a relevant anniversary in relation to the Freepost Licence for the purposes of this paragraph.

(11) If and whenever on the application of the licensee there is added to a Freepost Licence an address of the licensee or of his agent to which freepost packets may be posted, 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 of £15 in respect of so much as remains unexpired of the year ending immediately before the next relevant anniversary.

(12) For the purposes of the application of sub-paragraphs (9), (10) and (11) in relation to a Freepost Licence granted before the day on which this Scheme comes into operation and in force on that day:

- (a) if when that Freepost Licence was granted the licensee was the licensee in respect of a Business Reply Licence, every anniversary of the day when the Business Reply Licence was granted on which the Freepost Licence remains in force shall be a relevant anniversary;
- (b) in every other case, every anniversary of the day when that Freepost Licence was granted and on which it remains in force shall be a relevant anniversary;

and the first annual fee under those sub-paragraphs shall be due and payable on the relevant anniversary falling on or next after the day on which this Scheme comes into operation, without prejudice to the right of the Post Office to recover from the licensee the amount of any fee due and payable before that day under any provision of a scheme revoked by this Scheme which remains unpaid.

(13) On the surrender by the licensee or revocation by the Post Office of a Freepost 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 the whole or any part of 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 freepost packets or business reply packets posted to the licensee or to his agent.

#### **Redirection by the public**

31.—(1) Any postal packet (other than a business reply packet, a freepost packet or 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, the Isle of Man or the Republic of Ireland.

(2) Any postal packet (other than a parcel) so 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), shall be transmitted by post to the new address free of any additional charge or postage in respect of such transmission:

Provided that this sub-paragraph shall not apply if before redirection the packet has been opened, or altered otherwise than by the substitution of a new address, or if the name of the addressee has been obscured by any adhesive label used to indicate the new address.

(3) Subject to sub-paragraph (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 an amount equal to that which would be charged and prepayable thereon if, instead of being redirected, it were posted anew to that address (otherwise than as a registered postal packet or a recorded delivery packet), together with the following fee where applicable—

- (a) in the case of a registered postal packet, a fee equal to the minimum registration fee;
- (b) in the case of a recorded delivery packet redirected to an address in the British postal area, the Channel Islands or the Isle of Man, a fee of 8p:

Provided that (without prejudice to the general provision for remission under paragraph 55) 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 served from the same delivery area.

(4) (a) A second class letter which is redirected and to which sub-paragraph (2) applies may be withheld from despatch or delivery until any subsequent despatch or delivery.

(b) Any letter which is redirected and to which sub-paragraph (3) applies may be withheld from despatch or delivery until any subsequent despatch or delivery, unless before it is redirected there is paid the additional postage mentioned in that sub-paragraph at the rate specified in or fixed under Schedule 1 appropriate for its transmission as a first class letter, together with any fee chargeable under the said sub-paragraph.

#### **Evasion of postage by redirection**

32.—(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**

33. 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 class 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.

#### **Rebate postings of second class letters**

34.—(1) The Post Office may accept consignments of second class letters for transmission by post as rebate postings under this paragraph.

(2) A rebate posting shall consist of a consignment of not less than 4,251 second class letters all sent by the same sender, each (except where, and so far as, the Post Office otherwise allows) being such as to be chargeable with the same amount of postage and being identical with the others in size and shape.

(3) The name and address of the sender shall appear legibly on the outside of all letters intended for transmission by post under this paragraph where the sender wishes the letter to be returned to him as provided in paragraph 16(2).

(4) Unless the Post Office in any particular case otherwise allows in writing, a person who proposes to make a rebate posting shall make application therefor to the Post Office on a prescribed postal form at least 24 hours before the time at which he wishes to make the posting.

(5) Without prejudice to the generality of paragraph 26(2) (and subject to sub-paragraph (8) of this paragraph), the sender shall comply with such conditions as the Post Office may consider appropriate in the particular case as to:

- (a) the manner in which the postage on the individual letters comprised in the rebate posting is to be paid;
- (b) the sorting and assembly of the individual letters by the sender into groups, so that all the letters contained in any one group are letters addressed to places in the same county, city or town, or in the same postal or other district or area (as such conditions may require), and so that the address sides of all the outer covers in the group face in the same direction;
- (c) the manner, time, day, and office at which the rebate posting is to be delivered to the Post Office for transmission;
- (d) any incidental or supplemental matters for which the Post Office may consider it expedient to provide;

and any such condition as to the matters referred to in (c) of this sub-paragraph may require the groups of letters to be divided into separate and secured bundles to be delivered to the Post Office at different times or on different days.

(6) Where the Post Office has accepted a consignment of letters as a rebate posting for transmission under this paragraph and the sender has complied with all the conditions falling to be complied with under sub-paragraph (5) the Post Office shall refund to the sender (or allow him in account) a rebate of part of the aggregate amount of the postage charged on those letters, the amount of such rebate in any case being the amount specified in the following Table which is appropriate to the number of letters in the consignment:

TABLE			<i>Rebate</i>
<i>Number of letters within following limits:</i>			<i>Amount equal to:</i>
<i>Minimum</i>	—	<i>Maximum</i>	
4,251	—	4,999	the postage on the excess over 4,250 letters
5,000	—	23,529	15 per cent. of the total postage
23,530	—	24,999	the postage on the excess over 20,000 letters
25,000	—	96,875	20 per cent. of the total postage
96,876	—	99,999	the postage on the excess over 77,500 letters
100,000	—	241,935	22½ per cent. of the total postage
241,936	—	249,999	the postage on the excess over 187,500 letters
250,000	—	933,333	25 per cent. of the total postage
933,334	—	999,999	the postage on the excess over 700,000 letters
One million or more letters			30 per cent. of the total postage

(7) In the table in sub-paragraph (6) the expression “the postage on the excess over” followed by a statement of a number of letters means that proportion of the aggregate amount of the postage paid on all the letters in the consignment which the difference between the total number of letters in the consignment and the stated number of letters bears to such total number; and “the total postage” means that aggregate amount of postage.

(8) Where the Post Office has accepted a consignment of letters as a rebate posting for transmission under this paragraph and the sender has failed to comply (or to comply completely) with such of the conditions applicable under sub-paragraph (5) as relate to the sorting and assembly of the individual letters, but has complied in all respects with every other condition so applicable, the Post Office may, if it thinks fit, refund to the sender (or allow him in account) an amount equal to such proportion (not exceeding 50%) as it thinks just of the amount of the rebate to which he would have been entitled under sub-paragraph (6) had all the conditions so applicable been fully complied with.

(9) The Post Office may defer to such time as it thinks expedient the despatch or delivery of letters accepted for transmission as a rebate posting under this paragraph.

**Transmission of postal packets in bulk**

35.—(1) The Post Office may make arrangements with any senders of unregistered postal packets (other than cash on delivery 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 and paragraph 23(1) shall not apply to any such packets which are parcels.

(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 manner and at such time as the Post Office may require or permit and paragraph 12(3) shall not apply to such packets.

(5) The provisions of paragraphs 27, 28 and 43 shall not apply to any packet transmitted under this paragraph.

## PART VI

## REGISTRATION AND COMPENSATION

**Registration**

36.—(1) Subject to the provisions of this Scheme, any postal packet other than a second class letter or a parcel may be registered.

(2) In addition to the postage charged and payable thereon, there shall be charged and paid for the registration of any such postal packet the minimum registration fee or, if the sender so elects, one of the higher registration fees specified in Column 1 of Part I of Schedule 5.

**Conditions as to registered packets**

37.—(1) The conditions set out in Part II of Schedule 5 shall be complied with in relation to a registered postal packet.

(2) For the purpose of section 30 of the Post Office Act 1969, the expression " sender " means 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.

**Receipts for registered packets**

38. On the delivery of a registered postal packet the recipient shall 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 manner as the Post Office may think fit.

**Compulsory registration**

39.—(1) If any postal packet (other than a parcel) having written or impressed on it (or on its envelope or cover) the word " registered ", or any other word, phrase, or mark conveying the impression that the packet is registered or intended to be registered, is found in the post or left at a post office, and the packet has not been registered, it shall be registered (whether or not it is eligible for registration under paragraph 36(1)), and may be detained for that purpose at any post office through which it passes.

(2) Where an unregistered postal packet (other than a parcel) is found when in the post to contain:

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

of a total value of £2 or over, the packet shall be registered (whether or not it is eligible for registration under paragraph 36(1)), and may be detained for that purpose at any post office through which it passes. In this sub-paragraph the expression " value ", except in relation to jewellery or in relation to coin of greater value than its face value, means face value.

(3) Any postal packet which is subject to compulsory registration under sub-paragraph (1) or sub-paragraph (2) shall be either forwarded to the addressee or tendered to the sender charged (in either case) with the minimum registration fee and, in the case of a second class letter, an additional sum equal to the difference between the amount of the postage paid thereon and the amount of the postage which would have been payable if the letter had been posted as a first class letter. The amount (if any) of the postage which may have been prepaid in respect of any packet other than a second class letter in excess of the ordinary postage and, in the case of a recorded delivery packet, the fee of 8p paid thereon, shall be accepted in part payment, or, if sufficient, in payment, of such registration fee. If the said excess amount (including the said fee (if any)) is greater than the minimum registration fee, the packet shall be forwarded or tendered as aforesaid charged with the highest registration fee which the said excess amount covers, and the said excess amount shall be accepted in payment of such last mentioned registration fee.

(4) Where upon tender of such a postal packet to the sender, pursuant to sub-paragraph (3), the sender pays the charges to which it has become liable, the packet shall be forwarded to the addressee.

(5) Where upon tender of such postal packet to the addressee or sender he refuses or fails to pay the charges to which the same has become liable the packet may be dealt with or disposed of in such manner as the Post Office may think fit.

**Compensation for registered packets**

40.—(1) The maximum amount which shall be available for compensating persons aggrieved by the loss of or damage to a registered postal packet (including a packet which has been registered compulsorily under this Scheme) and its contents shall be the amount specified in Column 2 of Part I of Schedule 5 in relation to the amount of the registration fee paid or charged in respect of the packet.

(2) For the purpose of this paragraph any fee payable under paragraph 31 on redirection of the packet shall be disregarded.

**Compensation fee parcel service**

41.—(1) Where, on the posting of a parcel, a compensation fee of an amount specified in Column 1 of Part I of Schedule 6 (in addition to the postage payable thereon) was paid by the sender (or such a fee was charged to him in respect of the parcel pursuant to an arrangement for the grant of credit facilities), the Post Office may, if satisfied that any article of pecuniary value enclosed in or forming part of that parcel has been lost or damaged whilst in the post (but subject to and in accordance with the provisions of this paragraph), pay such sum as it may think just by way of compensation for such loss or damage to any person who, in its opinion, establishes a reasonable claim thereto, whether as the sender or as the addressee of the parcel.

(2) The total amount of compensation which the Post Office may pay under sub-paragraph (1) in respect of any one parcel and its contents shall not in any case exceed the sum specified in Column 2 of Part I of Schedule 6 as the maximum amount of compensation in relation to the compensation fee paid (or charged) on the posting of the parcel.

(3) Subject to sub-paragraph (2), the maximum amount of compensation which the Post Office may pay under sub-paragraph (1) in respect of any article enclosed in or forming part of a parcel shall be such sum as, in its opinion, represents:

- (a) in a case where the Post Office is satisfied that the article has been lost or rendered valueless in the post, the market value thereof at the time of posting;
- (b) in any other case, the amount by which such value has been diminished by damage suffered in the post.

(4) No compensation may be paid under sub-paragraph (1) for loss of, or damage to, any such article as is described in Part II of Schedule 6.

(5) No compensation may be paid under sub-paragraph (1) in respect of any parcel or any of its contents unless the Post Office is satisfied that the conditions set out in Part III of Schedule 6 have been complied with in the case of that parcel.

(6) In the case of a parcel which was redirected under paragraph 31 after delivery at the address stated on the certificate obtained on the original posting thereof, no compensation may be paid 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 compensation may be paid, subject to and in accordance with the foregoing provisions of this paragraph, for any such loss or damage which the Post Office is satisfied 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) No compensation may be paid under sub-paragraph (1) in respect of any parcel or its contents if the parcel has been destroyed or otherwise dealt with or disposed of by the Post Office pursuant to section 8(3) of the Act or sub-paragraph (2) of paragraph 7 or sub-paragraph (8) or (9) of paragraph 17 of this Scheme.

(8) No compensation may be paid in respect of any parcel or its contents unless:

- (a) a claim for such compensation is received from the sender or the addressee within a period of three months beginning with the date on which the parcel was posted;
- (b) the certificate obtained on the posting of the parcel is produced and delivered up to the Post Office if the Post Office so requires;
- (c) in a case where loss of the parcel is claimed, and the Post Office so requires, a declaration is made by the addressee that the parcel was not delivered to him or to the address on that certificate;
- (d) in a case where the parcel has been delivered and compensation is claimed for damage to all or any of its contents or for loss or abstraction of all or any of its contents, and the Post Office so requires, the following things are produced for the Post Office's inspection, in the condition as nearly as possible in which they were when the parcel was delivered:
  - (i) where such damage is alleged, the cover of the parcel, the damaged article, its packing material, and any container in which the damaged article was enclosed;
  - (ii) where such loss or abstraction is alleged, the cover of the parcel.

(9) The decision of the Post Office on all questions arising between it and any person claiming compensation under sub-paragraph (1) in respect of loss of or damage to any article shall be final and conclusive, and in a case where the Post Office proposes that compensation should be paid for any such loss or damage it may (in its discretion) pay such compensation either to a claimant who appears to it to be the sender or to a claimant who appears to it to be the addressee.

(10) The Post Office may, if it thinks fit, refuse to accept payment of a compensation fee on the posting of any parcel.

**Compensation for unregistered express packets**

42. If any article of pecuniary value enclosed in, or forming any part of, an unregistered express packet, which is conveyed by special messenger throughout its whole course in the post, is lost or damaged whilst in the custody of the Post Office, the Post Office may pay to any person who, in the opinion of the Post Office, establishes a reasonable claim to compensation (having regard to the nature of the article, the care with which it was packed, and other circumstances) such sum, not exceeding £5, in respect of the packet as it thinks just.

**PART VII****RECORDED DELIVERY****Recorded delivery service**

43.—(1) Subject to the provisions of this Scheme, any unregistered postal packet other than a parcel may be sent by the recorded delivery service.

(2) There shall be charged and paid on each recorded delivery packet, in addition to any postage and other charges payable on such packet, a fee of 8p.

(3) If an unregistered postal packet (other than a parcel) to which is attached such a label as is mentioned in paragraph 44(2) is found in the post or left at a post office, and the requirements of sub-paragraphs (1), (2) and (3) of paragraph 44 have not been complied with, the packet shall be either forwarded to the addressee or tendered to the sender charged (in either case) with the recorded delivery fee of 8p, but the amount (if any) of the postage which may have been prepaid in respect of the packet in excess of the ordinary postage shall be accepted in part payment, or, if sufficient, in payment of such recorded delivery fee.

(4) Where upon tender of such a postal packet to the sender pursuant to sub-paragraph (3) the sender pays the charges to which it has become liable the packet shall be forwarded to the addressee.

(5) Where upon tender of such a postal packet to the addressee or sender, he refuses or fails to pay the charges to which it has become liable, the packet may be dealt with or disposed of in such manner as the Post Office thinks fit.

**Conditions as to recorded delivery packets**

44. The following conditions shall be complied with in relation to a recorded delivery packet:

(1) The packet shall:

(a) be handed to an officer of the Post Office on duty at a post office; or

(b) be handed to some officer of the Post Office authorised to receive recorded delivery packets though not on duty at a post office, and any recorded delivery packet which has been transmitted to its original address and which is redirected in pursuance of paragraph 31 shall also be handed to such an officer as aforesaid.

(2) The sender of the packet shall complete (and deliver up to that officer of the Post Office) such form, and shall attach to the packet such label in such position, as may be prescribed.

(3) On the posting of the packet the person handing over the packet shall obtain a receipt therefor.

(4)(a) The packet shall be made up in a reasonably strong cover appropriate to its contents, and (except in the case of a packet consisting of articles for the blind or a current registered newspaper) 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. 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 effects of 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.

(5) No postal packet to be transmitted as a recorded delivery packet shall contain:

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

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

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

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

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

- (vi) any National Savings stamp;
  - (vii) any coupon, voucher, token, card, stamp or similar document, exchangeable (singly or with any other such documents) for money, goods or services; or
  - (viii) coin or jewellery.
- (6)(a) Where a recorded delivery packet has been delivered and it is alleged that loss or abstraction of, or damage to, the contents or any of the contents of the packet occurred whilst it was in course of transmission by post, there shall be produced on demand for inspection by the Post Office the receipt for the packet obtained on the posting thereof and the following (in the condition as nearly as possible in which they were when the packet was delivered):
- (i) where loss or abstraction is alleged, the cover of the packet;
  - (ii) where damage is alleged, the cover of the packet, the damaged article, its packing material, and any container in which the damaged article was enclosed.
- (b) Where it is alleged that a recorded delivery packet has not been delivered, the receipt therefor obtained on the posting thereof shall be produced on demand to the Post Office for inspection.

#### Receipts for recorded delivery packets

45. On the delivery of a recorded delivery packet the recipient shall 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 manner as the Post Office may think fit.

#### Compensation for recorded delivery packets

46. If any article of pecuniary value enclosed in, or forming part of, a recorded delivery packet is lost or damaged whilst in the custody of the Post Office, the Post Office may pay to any person from whom a claim for compensation is received, and who in the opinion of the Post Office establishes a reasonable claim to compensation (having regard to the nature of the article, the care with which it was packed, and other circumstances) such sum, not exceeding £2, in respect of such packet as it thinks just:

Provided that no compensation shall be paid in respect of a packet which has been redirected from its original address, or any substituted address, to the same addressee at any other address in the Republic of Ireland.

### PART VIII

#### CASH ON DELIVERY

##### Fees and conditions

47.—(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 40p.

(2) Cash on delivery packets (other than parcels) shall be registered.

(3) No trade charge exceeding £50 shall be collected under this Scheme.

(4) 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 trade charge form"), and shall mark the packet in such manner and with such particulars as the Post Office may require.

(5) The fee payable on a cash on delivery packet shall be paid by the sender and shall be indicated on the trade charge form.

##### Delivery of cash on delivery packets

48.—(1) A cash on delivery packet shall not be given up to the addressee, or opened at his request, until the trade charge and any postage or other charges due thereon have been paid.

(2) Where the trade charge on a cash on delivery packet exceeds £30 or the trade charge 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 trade charge to sender

49. The Post Office shall upon receiving the trade charge from the addressee remit the same to the sender of the packet, or a person named by him to receive it, by means of a trade charge money order on the trade charge form, or by such other means as the Post Office may think fit.

##### Trade charge money orders—crossing

50.—(1) A trade charge money order shall be crossed and marked "not negotiable", and (except where the Post Office shall otherwise direct) shall be paid only to a banker.

(2) The order may be crossed either:

(a) generally by the addition on its face of two parallel transverse lines, or

(b) specially by the addition on its face of the name of a banker between the two parallel transverse lines, in which case the order shall be deemed to be crossed to and shall be paid to that banker.

(3) A banker to whom a trade charge money order is crossed may again cross it to another banker as his agent for collection.

#### **Trade charge money orders—payment to bankers**

51. The following rules shall apply to the payment of a trade charge money order to a banker:

- (1) A trade charge money order may be presented for payment by a banker at any office at which payment of such orders presented by a banker may from time to time be authorised by the Post Office.
- (2) A trade charge money order which is presented for payment by a banker to whom it has been delivered for collection may be paid notwithstanding that the receipt thereon has not been signed if it has the name of the banker presenting it written or stamped upon its face (whether by way of crossing or otherwise) or bears a code or device of that banker, being a code or device in terms and of a type, design and size and in a position approved by the Post Office.

#### **Payment of out of date money orders**

52. If a trade charge money order is presented for payment after the expiration of a period of six months after the last day of the month in which it was issued, it shall not be paid until it has been referred to a post office for inquiry; and it may be retained by the Post Office until such inquiry has been completed and the Post Office is satisfied that it ought to be paid.

### **PART IX**

#### **MISCELLANEOUS AND GENERAL**

##### **Jury summonses in Northern Ireland**

53. The fee to be paid (over and above the postage) for the services to be performed by a postmaster in Northern Ireland to whom a jury summons is taken in pursuance of section 22 of the Juries Act (Ireland) 1871 shall be  $\frac{1}{2}$ p.

##### **Variation of route**

54. 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**

55. The Post Office may remit in whole or in part any postage or other sums chargeable under this Scheme in such cases or classes of case as it may determine.

### **PART X**

#### **APPLICATION OF SCHEME TO PACKETS TO AND FROM THE CHANNEL ISLANDS, THE ISLE OF MAN OR THE REPUBLIC OF IRELAND**

##### **Application generally**

56. 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, the Isle of Man or the Republic of Ireland.

##### **Services not available for packets to and from the Channel Islands, the Isle of Man or the Republic of Ireland**

57. The service relating to express packets, in so far as it provides for the conveyance of such a packet by special messenger throughout the whole of its course in the post, and the raillex service shall not be available for packets posted for transmission between the British postal area and the Channel Islands, the Isle of Man or the Republic of Ireland.

##### **Services not available to and from the Republic of Ireland**

58. No postal packet shall be transmitted between the British postal area and the Republic of Ireland as a business reply packet, a freepost packet, a postage forward parcel, a cash on delivery packet, an unaddressed packet or a recorded delivery packet.

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

59. No postal packet shall be transmitted between the British postal area and the Isle of Man as a freepost packet, a postage forward parcel or an unaddressed packet.



**No rebate postings to the Channel Islands, the Isle of Man or the Republic of Ireland**

60. No letters addressed to places in the Channel Islands, the Isle of Man or in the Republic of Ireland shall be posted as, or included in, a consignment of letters for transmission as a rebate posting under paragraph 34.

**Transmission of business reply packets, freepost packets (but not postage forward parcels) to and from the Channel Islands**

61.—(1) There may be posted in the British postal area without prepayment of postage to an address in any part of the Channel Islands any letter corresponding to a business reply packet, being such a letter as (under or by virtue of the enactments, orders or ordinances for the time being in force in that part with respect to postal services) might be posted in that part to that address without prepayment of postage.

(2) Where, in accordance with the enactments, orders or ordinances for the time being in force in any part of the Channel Islands with respect to postal services, a business reply packet is posted in that part without prepayment of postage to an address in the British postal area specified in a Business Reply Licence, the licensee in respect of that licence shall pay on that packet, if it shall be received by him or by his agent, the same amount of postage as would have been charged and payable thereon by him under this Scheme if the packet had been posted in the British postal area.

(3) Where, in accordance with the enactments, orders or ordinances for the time being in force in any part of the Channel Islands with respect to postal services, a freepost packet is posted in that part without prepayment of postage to an address in the British postal area specified in a Freepost Licence, the licensee in respect of that licence shall pay on that packet, if it shall be received by him or by his agent, the same amount of postage as would have been charged and payable thereon by him under this Scheme if the packet had been posted in the British postal area.

(4) There may be posted in the British postal area without pre-payment of postage to an address in the Bailiwick of Guernsey any letter corresponding to a freepost packet, being such a letter as (under or by virtue of the enactments, orders or ordinances for the time being in force in that Bailiwick with respect to postal services) might be posted in that Bailiwick to that address without prepayment of postage.

(5) No postal packet shall be transmitted between the British postal area and the Channel Islands as a postage forward parcel.

**Transmission of business reply packets to and from the Isle of Man**

62.—(1) There may be posted in the British postal area without prepayment of postage to an address in the Isle of Man any letter corresponding to a business reply packet, being such a letter as (under or by virtue of the enactments, orders or ordinances for the time being in force in the Isle of Man with respect to postal services) might be posted in the Isle of Man to that address without prepayment of postage.

(2) Where, in accordance with the enactments, orders or ordinances for the time being in force in the Isle of Man with respect to postal services, a business reply packet is posted in the Isle of Man without prepayment of postage to an address in the British postal area specified in a Business Reply Licence, the licensee in respect of that licence shall pay on that packet, if it shall be received by him or by his agent, the same amount of postage as would have been charged and payable thereon by him under this Scheme if the packet had been posted in the British postal area.

**Registered postal packets to and from the Channel Islands, the Isle of Man or the Republic of Ireland**

63. The following modifications shall have effect in the application of this Scheme to registered postal packets posted in the British postal area for transmission to addresses in the Channel Islands, the Isle of Man or the Republic of Ireland, and to such packets posted in those Islands or in that Republic for transmission to addresses in that area, that is to say:

(1) For paragraph 37 there shall be substituted the following paragraph:

“ 37. The conditions set out in Part II of Schedule 5 shall be complied with in relation to a registered postal packet posted in the British postal area for transmission to an address in the Channel Islands, the Isle of Man or the Republic of Ireland.”

(2) For paragraph 40 there shall be substituted the following paragraph:

“ 40.—(1) If any article of pecuniary value enclosed in, or forming part of, a registered postal packet (including a registered parcel posted as such in the Republic of Ireland) be lost or damaged whilst in the custody of the Post Office, the Post Office may pay to any person or persons who may, in the opinion of the Post Office, establish a reasonable claim to compensation (having regard to the nature of the article, the care with which it was packed, and other circumstances) such sum as the Post Office may think just:

Provided that the sum payable in respect of any one packet and its contents shall not exceed:

(a) in the case of a packet posted in the British postal area, the appropriate amount specified in Column 2 of Part I of Schedule 5, having regard to the amount of the registration fee paid;

(b) in the case of a packet posted in the Channel Islands, the Isle of Man or the Republic of Ireland, the maximum amount of compensation payable in respect of the packet and its contents (having regard to the amount of the registration fee paid) by or under the enactments, orders, ordinances or regulations with respect to postal services for the time being in force in the place of posting.

(2) The decision of the Post Office on all questions arising between the Post Office and any person claiming payment in respect of the loss of or damage to any article enclosed in or forming part of a registered postal packet shall be final and conclusive."

**No compensation for compulsorily registrable packets to and from the Republic of Ireland**

64. If any postal packet posted for transmission between the British postal area and the Republic of Ireland, being a packet which is subject to compulsory registration, was posted without registration no compensation shall be paid in respect of any loss of, or damage to, any article enclosed in, or forming part of that packet.

**Parcels on which compensation fee paid**

65. 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, the Isle of Man or the Republic of Ireland; 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;

the Post Office may pay compensation to the sender or to the addressee under and in accordance with paragraph 41 (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 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.

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

66. The following modifications shall have effect 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, that is to say:

- (1) 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 registered letter, a registered newspaper or a parcel 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 a 'trade charge') 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; "
- (2) For paragraph 49 there shall be substituted the following paragraph:  
 " 49. The Post Office shall upon receiving the trade charge from the addressee remit the same to the sender of the packet, or a person named by him to receive it, by means of a trade charge money order or by such other means as the Post Office may think fit."

**Postage not prepaid or insufficiently prepaid**

67. Where the postage payable on any postal packet (other than a parcel) transmitted between the British postal area and the Channel Islands, the Isle of Man or the Republic of Ireland 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 be refused or cannot for any other reason be delivered, by the sender, an amount equal to twice the amount of the postage, or as the case may be, of the deficiency.

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

68.—(1) Postal packets intended to be transmitted by post between the British postal area and the Channel Islands, the Isle of Man or the Republic of Ireland 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 parcel addressed to a place in the Channel Islands or in the Republic of Ireland desires that the parcel should be delivered to the addressee free of all customs duty and other charges thereon, the following rules shall apply to the parcel:

- (a) The sender shall mark on the cover of the parcel 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 parcel at the time of delivery.
- (c) The sender shall sign an undertaking in the prescribed form to pay to 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 acknowledgment 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 27p on each incoming postal packet (other than a parcel) which is produced to the proper officer of Customs and Excise;
- (b) the fee of 27p 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**

69.—(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 packet 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 table following;
- (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 table following:

Number of packets	TABLE										Column 2	Column 3
	Column 1										£	£
1	...	...	...	...	...	...	...	...	...	...	1.50	0.75
2	...	...	...	...	...	...	...	...	...	...	1.75	0.85
3	...	...	...	...	...	...	...	...	...	...	2.00	1.00
4	...	...	...	...	...	...	...	...	...	...	2.25	1.10
5	...	...	...	...	...	...	...	...	...	...	2.50	1.25
6 to 10 inclusive	...	...	...	...	...	...	...	...	...	...	3.00	1.50
11 to 20 inclusive	...	...	...	...	...	...	...	...	...	...	4.00	2.00
21 to 30 inclusive	...	...	...	...	...	...	...	...	...	...	5.00	2.50
31 to 40 inclusive	...	...	...	...	...	...	...	...	...	...	6.00	3.00
41 to 50 inclusive	...	...	...	...	...	...	...	...	...	...	7.00	3.50
Every additional 25 or part thereof	...	...	...	...	...	...	...	...	...	...	1.50	0.75

(3) Any fee charged under paragraph 68(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 £1.25 for each parcel, except where two or more parcels are posted simultaneously by a sender to the same addressee, when the fee shall be:
  - (i) Where there are not more than 5 parcels: £1 for each parcel.
  - (ii) Where there are more than 5 parcels but not more than 30: £1 for each of the first 5 parcels and then 60p for each additional parcel.
  - (iii) Where there are more than 30 parcels: for the first 30 parcels the fee for each as in (ii) and then 35p for each additional 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 5p 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; and
- (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, the Isle of Man or the Republic of Ireland

70.—(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, the Isle of Man or the Republic of Ireland 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 prepayable 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) Without prejudice to the application of paragraph 3(6), 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 XI

#### TRANSITIONAL PROVISIONS

##### Transitional provisions

71.—(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.

SCHEDULE 1

Paragraphs 5, 11

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. Letter</b>			
(a) preferred letter	(a) (i) For transmission as a first class letter ... 8½p	(a) Rectangular and oblong the longer side being at least 1.414 times the shorter Length: Max. 235mm Min. 140 mm Width: Max. 120mm Min. 90mm	(a) Not exceeding 60g.
	(ii) For transmission as a second class letter ... 6½p		
(b) any other letter	(b) (i) For transmission as a first class letter—Weight not exceeding 60g  Such rate, not exceeding 9½p, as the Post Office may fix Weight exceeding 60g, but not exceeding 100g 11½p Exceeding 100g, but not exceeding 150g ... 15p Exceeding 150g, but not exceeding 200g ... 18p Exceeding 200g, but not exceeding 250g ... 21p Exceeding 250g, but not exceeding 300g ... 24p Exceeding 300g, but not exceeding 350g ... 27p Exceeding 350g, but not exceeding 400g ... 30p Exceeding 400g, but not exceeding 450g ... 33p Exceeding 450g, but not exceeding 500g ... 36p Exceeding 500g, but not exceeding 750g ... 51p Exceeding 750g, but not exceeding 1,000g... 66p Exceeding 1,000g: For the first 1,000g ... 66p For each additional 250g or part thereof ... 15p	(b) Length 600mm Width or depth 460m In roll form: Length plus twice diameter 1.040m Greatest dimension 900mm	(b) (i) No limits
	(ii) For transmission as a second class letter—Weight not exceeding 60g  Such rate, not exceeding 7½p, as the Post Office may fix		(ii) Not exceeding 750g,

## SCHEDULE 1 (cont.)

	Exceeding 60g, but not exceeding 100g ... 9p		
	Exceeding 100g, but not exceeding 150g ... 11p		
	Exceeding 150g, but not exceeding 200g ... 13½p		
	Exceeding 200g, but not exceeding 250g ... 16p		
	Exceeding 250g, but not exceeding 300g ... 18½p		
	Exceeding 300g, but not exceeding 350g ... 21p		
	Exceeding 350g, but not exceeding 400g ... 23½p		
	Exceeding 400g, but not exceeding 450g ... 26p		
	Exceeding 450g, but not exceeding 500g ... 28½p		
	Exceeding 500g, but not exceeding 750g ... 42p	...	
2. Current registered newspaper	Weight not exceeding 60g ... .. 6½p Exceeding 60g: The rate specified in item 1(b)(ii) which is appropriate to its weight	As for item 1(b) ...	Not exceeding 750g
3. Articles for the blind	No rate specified	As for item 1(b)	Not exceeding 7kg.
4. Parcel: (a) ordinary	Weight not exceeding 1kg ... .. 48p Exceeding 1kg but not exceeding 2kg ... 62p Exceeding 2kg but not exceeding 3kg ... 75p Exceeding 3kg, but not exceeding 4kg ... 87p Exceeding 4kg, but not exceeding 5kg ... 98p Exceeding 5kg, but not exceeding 6kg £1·08 Exceeding 6kg, but not exceeding 7kg £1·18 Exceeding 7kg, but not exceeding 8kg £1·26 Exceeding 8kg, but not exceeding 9kg £1·34 Exceeding 9kg, but not exceeding 10kg £1·42	Greatest length 1.070m  Greatest length and girth combined 2m (the girth to be measured round the thickest part)	Not exceeding 10kg.
(b) local	The appropriate rate in paragraph (a) minus 9p for parcels not exceeding 7kg, minus 10p for parcels exceeding 7kg but not exceeding 10kg		
5. Business reply packet	The appropriate rate in item 1 plus ½p	As for item 1(a) or (b), as appropriate	As for item 1(a) or (b), as appropriate
6. Postage forward parcel	The appropriate rate in item 4 plus 5p	As for item 4	As for item 4.
7. Freepost packet	The appropriate rate in item 1 (for transmission as a second class letter) plus ½p	As for item 1(a) or (b), as appropriate	As for item 1(a) or (b)(ii), as appropriate.

## SCHEDULE 2

Paragraph 12(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;

“fees” means postage which is payable on postal packets, under any Scheme from time to time in force, or under any agreement made with the Post Office, relating in either case 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;

“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 P3339, 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;

“supplier” means the person who has supplied the postal franking machine to the user, and includes the successor or assignee of the supplier;

“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 allows 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 of 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 hereinbefore referred to in this subparagraph, 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.

## SCHEDULE 2 (cont.)

- (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, words, characters, symbols and marks (if any) 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 twice 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 the supplier (or by an agent appointed for that purpose by the supplier) so that such repairs as may be necessary may be effected, and so that the supplier (or such agent as aforesaid) 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 the supplier or such agent as aforesaid.
- (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 supplier notice in writing of any desired change of the details shown on the record card.



SCHEDULE 2 (*cont.*)**Unpaid postage**

4. For the purposes of paragraphs 13(1) and 67 of the Scheme, and subject to the provisions of paragraph 12(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), 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 a 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 supplier 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.

## Paragraph 26

## SCHEDULE 3

## POSTAL FACILITIES

1. Certificate of posting of an unregistered postal packet, other than a parcel... 1p
2. Certificate of posting a parcel:
  - (a) where a compensation fee paid... .. No fee
  - (b) where no compensation fee paid—
    - (i) if no more than 10 parcels posted together ... .. 1p per parcel
    - (ii) for batch of more than 10 parcels posted together ... .. 10p
3. Duplicate certificate of posting of a registered postal packet ... .. 5p
4. Advice of delivery of, or inability to deliver, a registered postal packet
  - (a) if requested at time of posting ... .. 10p
  - (b) if requested after posting ... .. 20p
5. Enquiry for a missing registered postal packet ... .. 20p
 

(Note: This charge is not payable if the charge for advice of delivery of, or inability to deliver, the packet has already been paid by the sender.

The Post Office may refund the enquiry charge if it is satisfied that the packet was lost or seriously delayed while in its custody.)
6. Advice of delivery of, or inability to deliver, a recorded delivery packet:
  - (a) if requested at time of posting ... .. 10p
  - (b) if requested after posting ... .. 20p
7. Enquiry for a missing recorded delivery packet ... .. 20p
 

(Note: This charge is not payable if the charge for advice of delivery of, or inability to deliver, the packet has already been paid by the sender.

The Post Office may refund the enquiry charge if it is satisfied that the packet was lost or seriously delayed while in its custody.)
8. Receipt for bulk postings which have been prepaid in stamps:
 

For the first 1,000 items ... ..	20p
For each additional 1,000 or part thereof... ..	2p
9. Private Posting Boxes. Collection by the Post Office of postal packets (other than parcels) posted in a private posting box (provided by the person requesting the facility) of a design and in a position approved by the Post Office (not being a private roadside letter box in a rural postal delivery area):
  - (1) For initial period of one year or less:
    - (a) For each collection, on six or fewer days of the week (except Sundays) ... .. Annual fee £26
    - (b) For each collection on Sundays ... .. Annual fee £26
    - (c) Where the posting box is above or below ground floor—for each floor which the collector has to ascend or descend to make the collection ... .. Such fee not exceeding £20 as the Post Office may fix, having regard to the facilities available for ascent and descent.
    - (d) Distance fee, payable where the private posting box is in a rural postal delivery area, and 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.
  - (2) For each subsequent full year or part thereof ... .. The fees chargeable under (1).

SCHEDULE 3 (cont.)

10. Private Boxes. 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 a town postal delivery area, or at any other post office at which the facility is available, 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 addressee, be delivered to the addressee's place of address as an additional facility to the provision of a private box.\*

A. For initial period of one year or less:

(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 the 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:

(a) Box for reception of postal packets other than parcels, or for reception of parcels only ... .. £20

(b) Box for reception of all classes of postal packets ... .. £40

(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) ... ..

An amount equal to the fee chargeable under (1).

(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. ... ..

Double the amount chargeable under (1).

(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).)

(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:

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) ... .. £52

(5) Delivery fee, payable in addition to the fees referred to in (1) and, where applicable in (2), (3) and (4) where an addressee requests delivery by the Post Office at his place of address of postal packets such delivery being in addition to the provision of the box:

For one delivery per day on one or more days of the week in the usual course of post of any postal packets which would otherwise be due to be (a) placed in the box or (b) held by the Postmaster in accordance with the note following (6) below ... .. £20

For each additional delivery per day as aforesaid ... .. £20

(6) Where the box is lockable: Each duplicate or replacement key... 50p

(Note: In the case of a lockable private box registered packets, recorded delivery packets, 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 or 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.)

B. For each subsequent year or part thereof ... .. The fees chargeable under A above.

\* In certain cases no actual box will be provided and postal packets will be held by the Postmaster in a suitable place to await collection and in such cases the following provisions will have effect as if the provision of such a suitable place were the provision of a box.

## SCHEDULE 3 (cont.)

11. Private Bags. Use of a private bag, that is to say, a bag or other receptacle (provided by the owner with the approval of the Post Office) in which postal packets for or from a particular address (i) in a town postal delivery area may either be collected by the owner or his agent or at the request of the owner be delivered at the place of address by the Post Office, or may be posted by the owner or his agent, or (ii) in a rural postal delivery area may either be collected and posted by the owner or his agent or be delivered at the place of address and collected therefrom by the Post Office:

A. For an initial period of one year or less:

(1) Where the address concerned is in a town postal delivery area:

Use of bag:

- |   |   |
|---|---|
| (a) For posting packets other than parcels or for posting parcels only ... ..   | £20   |
| (b) For posting all classes of postal packets ... ..  | £40   |
| (c) For posting and collecting postal packets... ..   | The fee appropriate under (a) or (b) plus the appropriate fees under item 10A as if the bag were a private box. |
| (d) For delivery of postal packets by the Post Office at the place of address at the owner's request. Fee for each delivery per day in the usual course of post payable in addition to the fees referred to in (a), (b) and (c) above ... | £20   |

(2) Where the address concerned is in a rural postal delivery area:

(a) Bag collected and posted by the owner or his representative:

- |   |  |
|---|--|
| (i) Bag made up for one collection, on one or more days of the week ... ..  | £20  |
| (ii) Bag made up for more than one collection on one or more days of the week ... ..  | £20 plus £20 each making-up after the first. |
| (iii) Additional fee where the bag is made available for collection 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) ... .. | £20  |

(b) Bag delivered and collected by the Post Office:

- |  |     |
|--|-----|
| (i) For one delivery or collection on one or more days of the week ... ..              | £20 |
| (ii) For each additional delivery or collection on one or more days of the week ... .. | £20 |

(Note: The fees referred to in (b) are payable even though the bag is used only for the delivery of postal packets or only for their posting. If a delivery and a collection are to be made at the same time only one fee is payable for such delivery and collection.)

(c) Distance fee, payable where the bag is collected by the Post Office from an address in a rural postal delivery area, and 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.

(3) Diversion fee, payable in addition to the fees chargeable under (1) or (2) in the circumstances referred to in item 10A(4) ...

As item 10A(4).

B. For each subsequent year or part thereof ... ..

The fees chargeable under A above.

12. Redirection by the Post Office. 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

SCHEDULE 3 (cont.)

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 ... .. £1
- (2) A period not exceeding three months commencing before the first anniversary of redirection ... .. £2.50
- (3) A period not exceeding one year commencing before before the anniversary of redirection ... .. £6
- (4) A period not exceeding one year commencing on or after the first anniversary of redirection ... .. £10

(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 7 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 ... .. £1

13. Diversion of Postal Packets. Delivery of postal packets addressed to addressee's private address at his business address, or of postal packets 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 12 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 ... .. £52

14. Delivery at Post Office. Retention at a delivery office of postal packets (other than those addressed to a post office to be called for in accordance with paragraph 33) and delivery to the addressee or his agent on his calling therefor:

- (1) For postal packets of all classes where the appropriate delivery office is in a rural postal area: annual fee ... .. £20
- (2) For registered postal packets and recorded delivery packets only:
  - (i) if the appropriate delivery office is in a rural postal area: annual fee ... .. £5
  - (ii) if the appropriate delivery office is in a town postal area: annual fee ... .. £5

(Note:

- (a) These annual fees are not charged if the addressee is the holder of a Private Box at the post office concerned, or the holder of a Private Bag used for the collection of postal packets from that post office.
- (b) The addressee may at his option, instead of paying the annual fee, pay the search fee under item 15 for each separate search.
- (c) The facility is not available for packets other than registered packets and recorded delivery packets where the appropriate delivery office is in a town postal area.)

15. Search Fee. Search made at a delivery office at the request of the addressee or his agent to ascertain whether any postal packets for a particular address are available for delivery: for each search ... .. 10p

(Note: This fee is not charged:

- (a) if the search is for postal packets addressed to a post office to be called for in accordance with paragraph 33;
- (b) if the addressee is the holder of a Private Box at the post office concerned, or the holder of a Private Bag used for the collection of postal packets from that post office; or
- (c) if the addressee has paid the annual fee under item 14 in respect of the period within which the search is made.)

## SCHEDULE 3 (cont.)

16. Temporary Retention. Withholding of postal packets from delivery at the request of the addressee for a period not exceeding two months ... .. £5
17. Floor Fee. 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 £20 as the Post Office may fix, having regard to the facilities available for ascent and descent.
18. Selectapost. For separating postal packets addressed to the same address according to such codes, private box numbers, descriptions, words, figures, characters or marks used with the address as may have been approved for the purpose by the Post Office.
- A. For the basic facility, that is to say the separation of postal packets with either:
- (i) delivery by postman to a single point, or
- (ii) the use of a private day box as in item 10A(1)(a):
- (1) For initial period of one year or less ... .. Such fee as the Post Office may fix for a minimum period of one year in the particular case.
- (2) For each subsequent full year ... .. Such fee as the Post Office may fix for that year in the particular case.
- (3) For a subsequent part only of a year ... .. A rateable proportion of the fee which would be fixed under (2) for one year, or one quarter of such fee, whichever be the greater.
- B. For any other or additional facility or facilities referred to in item 10 required by the addressee in connection with a private day box provided under A ... .. The appropriate fee or fees chargeable under item 10 for such other or additional facilities.
- C. For delivery by postman of separated postal packets to more than one point:
- (1) For initial period of one year or less ... .. Such fee as the Post Office may fix for a minimum period of one year in the particular case.
- (2) For each subsequent full year ... .. Such fee as the Post Office may fix for that year in the particular case.
- (3) For a subsequent part only of a year ... .. A rateable proportion of the fee which would be fixed under (2) for one year, or one quarter of such fee, whichever be the greater.
19. Special Collections.
- A. From an address in a rural postal delivery area:  
For each period of one year or less:
- (a) For one collection, on seven or fewer days of the week ... Annual fee £26.
- (b) For each additional collection, on seven or fewer days of the week ... .. Annual fee £26.
- (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.

SCHEDULE 3 (cont.)

- B. From an address in a town postal delivery area ... .. Such fee for each collection as the Post Office may fix, having regard to the number of items involved.
20. Private Roadside Letter Boxes. Delivery into or collection from a locked private roadside letter box in a rural postal delivery area, or both delivery and collection:
- (1) For initial period of one year or less:
    - (a) Where the box does not have to be unlocked ... .. Delivery. No fee.
    - (b) Where the box has to be unlocked:
      - (i) For one visit on seven or fewer days of the week for the purpose of making delivery, collection or delivery and collection ... .. £3
      - (ii) For one additional collection on seven or fewer days of the week ... .. £3
  - (2) For each subsequent full year ... .. The fees chargeable under (1).
  - (3) For a subsequent part only of a year ... .. A rateable proportion of the fees chargeable under (1).

Paragraph 27

SCHEDULE 4

EXPRESS DELIVERY SERVICES

Col. 1	Col. 2	Col. 3	Col. 4
<i>Service</i>	<i>Fees</i>	<i>Limit of Size and Weight</i>	<i>Provisions</i>
1. Conveyance by special messenger throughout the whole course of the packet in the post.	50p a mile or part of a mile in addition to any fees or other sums ordinarily payable.	—	<ul style="list-style-type: none"> <li>(1) The distance on which the mileage fee is charged includes the distance between the express delivery office which provides the service and the point where the conveyance of the packet begins.</li> <li>(2) When the special messenger has to deliver for the same sender two or more postal packets for the same or different addressees at the same or different addresses, the sum of 3p is charged for each packet after the first, in addition to a single mileage fee for the whole journey.</li> <li>(3) The service is not available on Sunday, Christmas Day, New Year's Day or (except in Scotland) on Good Friday.</li> </ul>
2. Conveyance by special messenger from the office of delivery at the request of the addressee.	50p a mile or part of a mile in addition to any postage, fees or other sums ordinarily payable.	As specified in Schedule 1.	<ul style="list-style-type: none"> <li>(1) When an addressee requests the delivery by special messenger of more than one postal packet from the normal postal delivery office an additional charge of 2½p is made for every 10 packets (or less than 10 packets) after the first. The Post Office may at its discretion include in the delivery all postal packets which may be held for the addressee and in such case the same additional charge shall be paid by the addressee as would have been payable if such postal packets had been included in the delivery at the request of the addressee.</li> <li>(2) Where more than one search has to be made at the office of delivery for the packet or packets to which the request relates, a charge of 10p is payable for each search after the first.</li> <li>(3) If no postal packet to which the request relates is found, and a messenger is sent to inform the applicant to that effect, the</li> </ul>

## SCHEDULE 4 (cont.)

Col. 1 <i>Service</i>	Col. 2 <i>Fees</i>	Col. 3 <i>Limit of Size and Weight</i>	Col. 4 <i>Provisions</i>
			fee set out in Col. 2 is payable for this service, and is charged on the single distance between the office of delivery and the applicant's address.
			(4) Provision (3) of item 1 applies.
3. Conveyance by special messenger of a postal packet from the office of delivery at the request of the sender.	60p for delivery on weekdays in addition to any postage, fees or other sums ordinarily payable. 90p in addition to the above for delivery on Sundays.	As specified in Schedule 1.	(1) For delivery on Sunday the service operates for postal packets (other than parcels) posted on Saturday for delivery on Sunday, but that service is available only between certain places. (2) Second class letters will not be accepted in this service.
4. Conveyance by special messenger of a postal packet through part only of its course in the post, in any case where neither item 2 nor item 3 applies.	50p a mile or part of a mile in addition to any postage, fees or other sums ordinarily payable.	As specified in Schedule 1.	(1) Provisions (1) and (3) of item 1 apply. (2) When the service is used for the conveyance of a postal packet to an office of collection for subsequent transmission by ordinary post, the payment for the express service shall be by means of postage stamps affixed to a postal form. (3) Second class letters will not be accepted in this service.
5. Hire of cab or other vehicle for conveyance.	The amount expended by the Post Office.	—	This charge may be incurred at the request of the sender in respect of items 1, 3 or 4 in this Schedule, or at the request of the addressee in respect of item 2, or at the discretion of the Post Office, and is payable in addition to any other sums payable in respect of the packet.
6. Packet charged for on an omnibus, tramcar or trolley vehicle by which it is conveyed.	The amount expended by the Post Office.	—	This charge is payable in addition to any other sums payable in respect of the packet.
7. Waiting fee.	20p for each 10 minutes, or part of 10 minutes, beyond the first 10 minutes.	—	This fee is payable when the messenger is detained at the request of the sender or the addressee or in the course of the service the messenger is performing.
8. Railex.	£4.	If posted in Northern Ireland not exceeding 60 g.; in all other cases not exceeding 450 g.	(1) The charge covers conveyance by railway and service by Post Office messenger. (2) Provision (3) of item 1 applies.

Paragraphs 36, 37, 40, 63

## SCHEDULE 5

## REGISTERED POSTAL PACKETS

## PART 1

*Registration fees and corresponding maximum compensation*

Column 1 <i>Registration fee (in addition to postage)</i>	Column 2 <i>Maximum compensation according to fee paid</i>
45p (minimum registration fee)	£200
50p	£400
55p	£600



## SCHEDULE 5 (cont.)

## PART II

*Conditions which must be complied with*

1. A packet for transmission by registered post shall:

(a) be handed for registration to an officer of the Post Office on duty at a post office; or

(b) be handed for registration to an officer of the Post Office authorised to receive packets for registration though not on duty at a post office,

and any registered postal packet which has been transmitted to its original address, and which is redirected in pursuance of paragraph 31, shall also be handed to such an officer as aforesaid.

2.—(1) Subject to the provisions of this Scheme the fee chargeable for the registration of the packet, and any other sum chargeable thereon, shall be prepaid.

(2) On the posting of the packet the person handing over the packet shall obtain a certificate bearing thereon an acknowledgement that the registration fee has been paid.

(3) Where a registered postal packet which has been transmitted to its original address is redirected subparagraphs (1) and (2) shall not apply, and, if the person tendering the packet for registration does not prepay any sum chargeable on the packet, a certificate of posting stating that the said sum has not been paid shall be obtained.

3.—(1) A packet for transmission by registered post shall be made up in a reasonably strong cover appropriate to its contents.

(2) Except in the case of a packet consisting of articles for the blind, or a current registered newspaper:

(a) the packet shall be fastened with wax, gum or other adhesive substance, or where suitable, securely tied with string which is sealed with wax or which is secured at each end by means of a lead, steel or strong metal seal crushed with a press;

(b) where the packet is fastened by means of strips of adhesive paper or tape each strip shall have printed, stamped or written on it the trade mark, name or initials of the sender or the name or initials of the person who tenders the packet for transmission;

(c) where the packet is fastened by means of strips of adhesive tape the tape shall (except as the Post Office may otherwise permit) be transparent and uncoloured;

(d) the packet shall be so made up 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.

(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 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;

(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.

(4) If the packet contains coin:

(a) the coin shall be packed in such a way that it cannot move about; and

(b) coin of a total value in excess of £5 shall not be enclosed in any one postal packet, except in a case where the value of each coin exceeds its face value.

(5) The following articles, if tendered for transmission by registered post, shall (except as the Post Office may otherwise permit) be enclosed in one of the registered letter envelopes sold by the Post Office:

(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 available 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 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.

(6) The address of the person to whom the packet is to be transmitted shall be written fully and correctly on the cover or on a label securely affixed to such cover by gum or other adhesive substance.

4. No packet for transmission by registered post shall contain any article or thing which by or under any enactment or this Scheme it is unlawful to send by post.

5. Where a registered postal packet has been delivered and it is alleged that loss or abstraction of or damage to the contents or any of the contents of the packet occurred whilst it was in course of transmission by post, the following things shall be produced on demand for the Post Office inspection, in the condition as nearly as possible in which they were when the packet was delivered:

- (a) where loss or abstraction is alleged, the cover of the packet;
- (b) where damage is alleged, the cover of the packet, the damaged article, its packing material, and any container in which the damaged article was enclosed.

Paragraph 41

## SCHEDULE 6

### PART I

#### *Parcel compensation fee and maximum compensation*

Column 1	Column 2
<i>Compensation fee (in addition to postage)</i>	<i>Maximum compensation payable according to fee paid (or charged)</i>
7p	£10
12p	£50
20p	£100

### 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 available 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 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.

### PART III

#### *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 12(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 or this Scheme.

Paragraph 2

SCHEDULE 7

SCHEMES REVOKED

<i>Schemes revoked</i>	<i>References</i>	<i>Schemes revoked</i>	<i>References</i>
The Post Office Inland Post Scheme 1972.	Post Office Scheme P7/1972.	The Post Office (Inland Post) Amendment (No. 4) Scheme 1973.	Post Office Scheme P12/1973.
The Post Office Inland Post Amendment (No. 1) Scheme 1973.	Post Office Scheme P1/1973.	The Post Office (Inland Post) Amendment (No. 5A) Scheme 1974.	Post Office Scheme P4A/1974.
The Post Office Inland Post Amendment (No. 2) Scheme 1973.	Post Office Scheme P10/1973.	The Post Office (Inland Post) Amendment (No. 6) Scheme 1974.	Post Office Scheme P9/1974.
The Post Office Inland Post Amendment (No. 3) Scheme 1973.	Post Office Scheme P11/1973.	The Post Office (Inland Post) Amendment (No. 7) Scheme 1975.	Post Office Scheme P1/1975.

**Dated 28th August 1975.**

**Signed on behalf of the Post Office by B. T. Sproat (a person authorised by the Post Office to act in that behalf).**

