STATUTORY INSTRUMENTS

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POST OFFICE

The Inland Post Regulations 1963

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I, The Right Honourable John Reginald Bevins, M.P., Her Majesty's Postmaster General, by virtue of the powers conferred upon me by sections 5, 6, 7, 8, 10, 15 and 81 of the Post Office Act 1953(a) (as amended or substituted by sections 21 and 28 of and the Schedule to the Post Office Act 1961(b)), section 9 of the Crown Proceedings Act 1947(c), section 11 of the Juries Act 1862(d) and all other powers enabling me in this behalf, do hereby make the following regulations:

PART I — INTERPRETATION AND APPLICATION

Interpretation

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

"the Act" means the Post Office Act 1953;

"articles for the use of the blind" has the meaning assigned to it by regulation 23;

"business reply packet" means a letter, postcard, printed packet or sample packet, on which postage has not been prepaid, and which:

(*a*) is addressed to, or to the agent of, a person who has made provision to the satisfaction of the Postmaster General for the payment of postage on postal packets of those descriptions which are posted without prepayment of postage and are received by him or such agent, and

(*b*) is distinguished or marked in such manner as the Postmaster General may direct;

(a) 1 & 2 Eliz. 2. c. 36. (b) 9 & 10 Eliz. 2. c. 15. (c) 10 & 11 Geo. 6. c. 44. (d) 25 & 26 Vict. c. 107.

" cash on delivery packet " means a registered letter, printed packet or registered newspaper or a registered or unregistered parcel upon which the Postmaster General undertakes at the request of the sender to collect or secure the collection of a sum of money (in these regulations referred to as a trade charge) on his behalf from the addressee of the packet as a condition of delivery and upon which the sender 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 ;

" customs duty " includes purchase tax ;

" express delivery office " means any post office from time to time authorised by the Postmaster General for the reception of postal packets for conveyance and delivery by special messenger ;

" express packet " means a postal packet conveyed and delivered by special messenger, at the request of the sender or the addressee, throughout its whole course in the post or any part thereof ;

" 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 G.P.O. London " 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 regulation 4 ;

" letter ", except where that expression is used in regulation 16, means any postal packet except the following, namely :—a postcard, printed packet, sample packet, registered newspaper, parcel, unaddressed packet or a packet consisting of articles for the use of the blind ;

" the minimum registration fee " means the fee referred to as such in the first column of Part I of Schedule 4 ;

" 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;

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

" postage forward parcel " means a parcel on which postage has not been prepaid, and which:

(*a*) is addressed to, or to the agent of, a person who has made provision to the satisfaction of the Postmaster General for the payment of postage on postage forward parcels which are posted without prepayment of postage and are received by him or such agent; and

(*b*) is distinguished or marked in such manner as the Postmaster General may direct;

" postal form " means a form issued by or under the authority of the Postmaster General;

" postal packet " means and includes a letter, postcard, printed packet, sample packet, registered newspaper, parcel, unaddressed packet and a packet consisting of articles for the use of the blind, but does not include a telegram;

" postcard " means a card of the authorised dimensions bearing either an impressed or an adhesive stamp denoting payment of postage, and, except where the context otherwise requires, includes a reply postcard;

" prescribed " means prescribed by the Postmaster General;

" printed packet " has the meaning assigned to it by regulation 16;

" railex service " means a service whereby a letter is conveyed by a special messenger from the 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;

" reply postcard " means a postcard in two parts, connected together, and of such a character that the person receiving the same through the post may, without further payment, again transmit one part of such card through the post;

" sample packet " means a postal packet containing a specimen (without saleable value) of goods for sale in respect of which no payment (apart from the cost of postage and packing) has been or is intended to be made by the addressee and sent by or on behalf of a dealer in such goods, and a postal packet containing such specimen which is being returned to the original sender;

" 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 regulation 44;

" trade charge money order " means a money order in a special 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 these regulations to the provisions of any enactment or regulations shall be construed, unless the context otherwise requires, as a reference to those provisions as amended re-enacted or replaced by any subsequent enactment or regulations.

(3) The Interpretation Act 1889(a) applies for the interpretation of these regulations as it applies for the interpretation of an Act of Parliament, and as if these regulations and the regulations hereby revoked were Acts of Parliament.

Application

2. These regulations shall apply exclusively to inland postal packets, except as provided in regulation 56 and except in so far as the provisions of these regulations are expressly made applicable to any other postal packets by any regulations relating to such postal packets.

PART II—POSTAGE

Rates of postage

3. There shall be charged and paid upon the postal packets specified in the first column of Schedule 1 the rates of postage respectively specified in the second column thereof, and upon unaddressed packets the rates of postage fixed under regulation 25.

Additional postage on late posted packets

4.—(1) In this regulation the expression "late posted packet" means a postal packet of such description as may be prescribed:

(*a*) which is posted in any special posting box which may be provided by the Postmaster General for the purpose, after the ordinary hour of collection for a particular despatch from the office of collection on a particular day in order that it may if possible be forwarded by that despatch,

or (*b*) which is posted at any time in any posting box which may be provided by the Postmaster General on a train,

or (*c*) which is posted at any time in any posting box which may be provided by the Postmaster General 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 (*d*) 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 be forwarded by a particular despatch, but within such further time (if any) as the Postmaster General 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 1s. 6d., as the Postmaster General 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 Postmaster General either:

(*a*) be forwarded as if it had not been posted as a late posted packet; or

(a) 52 & 53 Vict. c. 63.

(*b*) be forwarded by the despatch referred to in sub-paragraph (*a*) or (*d*) of paragraph (1), or by the train referred to in sub-paragraph (*b*) or (*c*) of paragraph (1), 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 (*d*) of paragraph (1), the amount payable by the addressee or the sender under section 7 (1) of the Act in respect of the deficiency shall be the amount of the deficiency.

Additional postage on certain parcels

5. Upon any parcel redirected by the Post Office as specified in the first column of paragraph 12 of Schedule 2 to an address served from a different delivery office (not being an address within the same town postal delivery area), there shall be charged additional postage at the appropriate rate as if the transmission of the parcel to the new address were a fresh transmission by post.

PART III—GENERAL CONDITIONS

Prohibitions

6.—(1) Save as the Postmaster General 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 Postmaster General 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(**a**);

(*b*) containing or bearing any fictitious stamp (not being a fictitious stamp which is authorised to be made by or under Post Office regulations) or any counterfeit impression of a stamping machine used under the direction or by the permission of the Postmaster General or any counterfeit of any other impression authorised by or under these regulations 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 form or colour or so made up for transmission by post as to be likely in the opinion of the Postmaster General 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 which, either by tending to prevent the easy and quick reading of the address of the packet or by inconvenient proximity to the stamp or stamps used in the payment of postage, or 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 Postmaster General to embarrass the officers of the Post Office in dealing with the packet;

(**a**) 15 & 16 Geo. 5. c. 86.

(*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 other Revenue duty or tax.

Packets containing others for different persons

7.—(1) There shall not be posted or conveyed or delivered by post 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, or tendered for conveyance by post, each postal packet contained therein may be forwarded to the addressee subject to such charges as the Postmaster General may fix in the particular case, not exceeding the total of the charges which would have been payable in respect of each of the separate postal packets contained therein if they had been posted singly without prepayment of postage.

Packing

8. Every postal packet shall be made up and secured in such manner as in the opinion of the Postmaster General 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

9. The limits of size and weight of the postal packets specified in the first column of Schedule 1 shall not (except with special permission of the Post master General) exceed those respectively specified in the third and fourth columns of the said Schedule.

Payment of postage and fees

10.—(1) Except as the Postmaster General may otherwise direct, and subject to the provisions of these regulations, 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 these regulations with reference to prepayment of postage and fees shall not apply to the postage payable on business reply packets or postage forward parcels, or to the postage and fees payable on postal packets with respect to which the Postmaster General has entered into an arrangement with the senders for the grant of credit facilities.

(3) Payment of postage or fees payable under these regulations may be denoted:

(*a*) by adhesive postage stamps; or

(*b*) by impressions of stamping machines working under the direction or by the permission of the Postmaster General; or

(*c*) by the use of a stamped envelope, cover, postcard, or other postal form; or

(*d*) by the use of an embossed or impressed stamp cut out of or otherwise detached from an envelope, cover, postcard, or other postal form; or

(*e*) in such other manner as the Postmaster General may from time to time permit.

(4) No stamp or impression of a stamping machine 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 distinctively 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.

(5) No stamp indicating on the face thereof payment of a registration fee as well as postage shall be used to denote payment of postage or fees on any unregistered postal packet.

(6) Packets bearing the impression of stamping machines or intended for impression by stamping machines shall be accepted only at such post offices, within such hours, and under and subject to such conditions and restrictions as the Postmaster General may consider appropriate.

(7) Subject to the provisions of these regulations, the stamp or impression denoting payment of postage or fees shall be placed in such position on the envelope, cover, postcard or other form as the Postmaster General may consider appropriate.

Treatment of irregular packets

11.—(1) If any postal packet which appears to have been intended for transmission as a packet of a particular description (other than a letter) 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 these regulations which are applicable to postal packets of its purported description, the Postmaster General may if he thinks fit treat it as if it had been posted as a postal packet of such description (including a letter, and including its purported description) as he considers appropriate; and the packet shall for all purposes be deemed to be a postal packet of such description.

(2) Where any postal packet is treated as a parcel under paragraph (1), 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 3d., less the amount of any postage prepaid.

Return of undeliverable postal packets (except parcels)

12.—(1) With regard to any postal packet (other than a parcel) chargeable by law with a postage equal to or greater than the lowest rate of postage for the time being payable in respect of an inland letter, which for any reason cannot be delivered, the following provisions shall apply:

(*a*) Where the full 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 packets shall be opened by any officer of the post office duly authorised in that behalf, and 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.

(2) With regard to any postal packet chargeable by law with a postage less than the lowest rate of postage for the time being payable in respect of an inland letter, which cannot for any reason be delivered, the following provisions shall apply:

(*a*) Where a request for the return of such postal packet to the sender, or some person designated by him, appears on the outside of the packet, the packet shall be charged with additional postage equal in amount to the prepaid rate of postage originally chargeable upon the packet, exclusive of any postage paid by virtue of regulation 4, and such postage shall be payable by the sender of the packet; and the packet shall, upon payment of such postage and any other charges to which it has become liable, be returned to the sender or to the person so designated by him as aforesaid.

(*b*) Where no such request as aforesaid appears upon the packet, but where the packet has been insufficiently prepaid, or where from any other cause the Postmaster General deems it expedient so to do, he may tender the packet to the sender charged with additional postage equal in amount to the prepaid rate of postage originally chargeable upon the packet, exclusive of any postage paid by virtue of regulation 4, and the packet shall, upon payment of such postage and any other charges to which it has become liable, be returned to the sender.

(*c*) Where no such request as aforesaid appears upon the packet, or where upon the tender of the packet to the sender he refuses or fails to pay the charges to which the packet has become liable by law, the packet may be dealt with or disposed of in such manner as the Postmaster General may think fit.

Return of undeliverable parcels

13. With regard to parcels which for any reason cannot be delivered, and parcels which are addressed to a place beyond the limits of the postal delivery of any town or district, or to a ship at any port in the British postal area, and which are not called for or delivered within such times as the Postmaster General considers reasonable, the following provisions shall apply;

(1) The parcel shall be retained at or forthwith forwarded to such place as the Postmaster General 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 paragraphs (4) (5) and (6):

(*a*) in the case of a postage forward parcel, the parcel shall be tendered to the sender charged with postage equal in amount to the prepaid rate of postage which would have been originally chargeable if the parcel had not been a postage forward parcel;

(*b*) in the case of any other parcel, the parcel shall be returned to the sender free of charge.

(3) Where the name and address of the sender cannot be ascertained from the parcel, the parcel shall be retained pending a claim from the sender or addressee. In default of any claim within a period of 3 months, the parcel shall be disposed of in such manner as the Postmaster General may think fit.

(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 new 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 pay additional postage at the appropriate rate as if the transmission of the parcel to the corrected address were a fresh transmission by post.

(5) Where for any reason a parcel cannot be delivered, and paragraph (4) is not applicable, and

(*a*) the parcel is subsequently retransmitted to the addressee at the request of the sender or the addressee; or

(*b*) the name and address of a substituted addressee has been furnished by the sender or 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 at the appropriate rate as if such retransmission or transmission were a fresh transmission of the parcel by post.

(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 Postmaster General may require proof to his satisfaction that an applicant for a parcel is entitled to receive it.

(8) Where an applicant fails to prove to the satisfaction of the Postmaster General that he is entitled to receive the parcel, or refuses or fails to pay any charges to which the parcel has become liable, the parcel may be dealt with or disposed of in such manner as the Postmaster General may think fit.

(9) Any parcel in the possession of the Postmaster General 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 these regulations, may forthwith be dealt with or disposed of in such manner as the Postmaster General may think fit, notwithstanding that the provisions of these regulations as to the return of such parcel have not been, or have only partially been, complied with.

Treatment of packets addressed to deceased persons

14.—(1) Where the Postmaster General is satisfied that the addressee of postal packets is dead he may in his 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 Postmaster General 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 Postmaster General to be conducting the affairs of the deceased addressee of the postal packets; or

(*c*) retain such postal packets for such period as he 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 request; or

(*d*) treat such postal packets in accordance with the provisions of these regulations as postal packets which cannot be delivered.

(2) The charges specified in paragraph 12A of Schedule 2 shall be payable for redirection under this regulation, and regulation 5 shall apply to parcels so redirected.

PART IV

CONDITIONS RELATING TO PARTICULAR CLASSES OF POSTAL PACKETS

Postcards

15.—(1) A postcard shall be made of cardboard or paper stout enough not to hinder its manipulation and (except as the Postmaster General shall otherwise permit in regard to reply postcards) no writing or printing, other than the name and address of the addressee, shall appear on the right hand half of the face thereof.

(2) Nothing whatever shall be in any manner attached to a postcard except:

(*a*) Postage stamps denoting payment of postage or of sums payable for registration or for advice of delivery or for express delivery;

(*b*) Illustrations, photographs, stamps of any kind, cuttings, paper bearing the address or other written or printed matter:

Provided that any such articles shall be of such nature as not to alter the character of the postcard, and shall be completely adherent, and that stamps likely to be mistaken for stamps used to denote payment of postage shall not be affixed to the address side of a postcard.

(3) The two parts of a reply postcard may be folded together, but, save as aforesaid, a postcard or a reply postcard shall not be in any way folded, but shall be sent in one piece, open, through the post.

Printed packets

16.—(1) In these regulations the expression "printed packet" means a packet which consists of or contains only articles or documents of the following descriptions:

(*a*) Books, magazines, newspapers, and other similar publications or works of a literary or technical character, whether containing written dedications or not; sheet music; catalogues; almanacs; and annual diaries; in each case being printed on paper or on some other substance ordinarily used for printing;

(*b*) Sketches, drawings, paintings, photographic prints, and engravings, on paper or on some other substance ordinarily used for the purpose, provided it is not a brittle or exceptionally fragile substance;

(*c*) Maps, plans and charts, on paper or some other substance ordinarily used for the purpose, provided it is not a brittle or exceptionally fragile substance;

(*d*) The binding or mounting of any article hereinbefore described, provided such binding or mounting be of a kind ordinarily used for the purpose, be not made of glass, or any brittle or exceptionally fragile substance, and be transmitted in the same packet with the article in respect of which it is used;

(*e*) Letters and postcards which are out of date and have already fulfilled their original purpose; tickets which may lawfully be sent through the post by virtue of section 1 of the Small Lotteries and Gaming Act 1956(**a**) or section 27 of the Betting and Lotteries Act (Northern Ireland) 1957(**b**); dress patterns and dress transfers;

(*f*) the following documents, whether containing matter in the nature of a letter or not, provided they respectively conform to the following conditions:

Description of Document	Conditions
(i) Commercial or business papers of a formal character, namely, invoices, orders for goods, or for work to be done, estimates for work, confirmations of orders, advice notes of the despatch or receipt of letters, documents, goods, or money (with or without instructions for their further treatment), waybills, bills of lading, receipts for goods or money, statements of account, price lists, prices current, market reports, delivery and shipping notes, tenders for goods or for advertisements, quotations for goods, inquiries for quotations, contract notes, confirmations of contracts, share transfer notices, applications for employment, and such other similar documents as the Postmaster General may from time to time permit. (ii) Notices, applications, certificates, reports and returns given or made to or by public officers and local authorities or other public bodies in the discharge of their public duties. (iii) Lists and tabular statements.	(i), (ii) and (iii) That the documents consist of forms bearing printed matter clearly indicating the purpose for which the forms are intended to be used and that any writing refer solely to the subject-matter, or consist of a formula of courtesy or of a conventional character not exceeding five words or initials.
(iv) Deeds, agreements, affidavits, Orders of Court, briefs from Solicitor to Counsel, proposals and policies of insurance, and formal papers necessarily incident to insurance, powers of attorney, proxy papers, licences, voting papers, testimonials and certificates. Copies of any of the foregoing documents.	(iv) That nothing appears in the documents in writing which does not form a necessary part thereof.

(**a**) 4 & 5 Eliz. 2. c. 45.

(**b**) 1957 c. 19 (N.I.).

Description of Document	Conditions
(v) Circulars (that is, printed notices and letters).	(v) That nothing appear in writing on the documents except: (1) Dates, hours and particulars of times. (2) The names, addresses and descriptions of parties. (3) The particulars of goods and of sums of money. (4) The mode of consignment or delivery of goods or money. (5) The terms on which business is transacted. (6) Index or reference numbers and letters. (7) Corrections of errors in print. (8) The place, character and objects of meetings or appointments. (9) A formula of courtesy or of a conventional character not exceeding five words or initials.
(vi) Printed Christmas, New Year, Easter, Birthday, Greeting, Picture and Visiting Cards and Calendars.	(vi) That the documents be not sent as samples or for the purpose of sale, and that nothing appear in writing in the documents except: (1) Date of sending and names and addresses of sender and addressee. (2) A formula of courtesy or of a conventional character not exceeding five words or initials.
(vii) Manuscripts for press and printed proofs (including information for insertion in directories and similar publications) with corrections and instructions.	(vii) That any writing not forming part of the documents themselves refer solely to the arrangement or correction of the type or to the execution of the work.
(viii) Educational exercises and examination papers with comments, corrections and instructions.	(viii) That any writing not forming part of the documents themselves refer solely to the subject-matter of the exercise or to the questions put or the answers thereto.
(ix) Addressed envelopes, cards, labels, or wrappers.	(ix) That not more than two such articles be enclosed in one packet, and that such articles be intended for return by post to the sender or a person designated by him.
(x) Blank forms.	(x) That the forms consist of paper bearing printed matter only, that not more than three forms of the same description be enclosed in one packet, that the forms be intended to be completed by the addressee, and that they be accompanied by a covering document which is transmissible in a printed packet.

(*g*) Anything necessary or convenient for the safe transmission of any of the before-mentioned articles by post when transmitted in the same packet with the article in respect of which it is so used.

Provided that:

(i) Any two or more documents coming within the definition of a printed packet may appear on the same sheet of paper, provided they are kept wholly distinct from one another;

(ii) On any printed packet or on its cover it is allowed to indicate, by hand or by a mechanical process, the name, description and address of the sender or of the addressee, and the date of despatch, the sender's signature, telephone number and telegraphic address and code;

(iii) Any formula of courtesy or of a conventional character which may be written on any particular document may be written on the envelope, or on a fly leaf, or on a loose sheet accompanying the document, instead of on the document itself.

(2) In paragraph (1) expressions referring to print or printing shall be taken to refer to any species of type-printing easy to recognise as such, and to include lithography, hand stamping, or any mechanical process ordinarily used to produce a number of identical copies of written matter, and easy to recognise as such, but (except in relation to any article or document referred to in paragraph (1)(*a*) or to circulars) shall not be taken to include typeprinting after the fashion or in imitation of typewriting, or the reproduction of typewriting by the Mimeograph or any other mechanical process ordinarily used to produce a number of identical copies of written matter; and expressions referring to writing shall be taken to include typewriting or any mechanical or other process ordinarily used to produce a single document.

(3) Every printed packet 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. A covered packet shall be unfastened or (save as the Postmaster General 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 adhering surfaces.

(4) No printed packet shall contain or bear any communication in the nature of a letter not being matter coming within the definition of such packet or being otherwise expressly allowed by these regulations.

(5) No circular which is reproduced from or produced after the fashion or in imitation of a typewritten document shall be sent by post as a printed packet save under such conditions as the Postmaster General may from time to time consider appropriate.

(6) No paper money shall be posted or conveyed or delivered by post in a printed packet: Provided that this paragraph shall not apply to a single stamped proxy paper or to a single stamped and addressed card, wrapper or envelope forwarded by the sender of the packet in order that such card, wrapper or envelope may be returned through the post to such sender or some person designated by him.

Despatch of certain printed packets

17. Any printed packet on which postage of 2½d. only is payable, if posted after such hour as the Postmaster General may from time to time fix, may be withheld from despatch until any subsequent despatch or delivery, unless an extra ½d. postage is prepaid thereon.

Registration of newspapers under the Act

18. The fee for each registration of a newspaper under section 12 of the Act shall be 5s.

Conditions as to registered newspapers

19.—(1) Every newspaper or packet of newspapers shall be posted either:

(*a*) in a cover open at both ends, and so that the same can be easily removed for the purpose of examination; or

(*b*) in an envelope approved by the Postmaster General for the purpose and prominently marked "Newspaper Post"; or

(*c*) without a cover and tied with string which can be removed without cutting.

(2) Every newspaper when posted shall be so folded and covered (if posted in a cover or envelope) as to permit the title to be readily inspected.

(3) No article (not part of the newspaper) shall be posted in or in the same cover or envelope with the newspaper.

(4) No newspaper and no cover or envelope enclosing a newspaper 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) An inland packet consisting of two or more newspapers may (provided it complies with the provisions of these regulations relating to printed packets) be transmitted by post at the postage payable in respect of an inland printed packet of the same weight, where such postage is less than the postage which would be payable under item 4 in Schedule 1. In such case the packet shall be subject to the conditions applying to the transmission by post of an inland printed packet.

(6) This regulation applies only to registered newspapers.

Parcels

20.—(1) All parcels intended to be transmitted by post shall be posted: (*a*) by being handed in at a post office to an officer 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 Postmaster General 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 Postmaster General is calculated to preserve the contents from loss or damage in the post and to prevent any tampering with its contents.

Parcels—Channel Islands and Isle of Man

21.—(1) Parcels which may be brought into or sent out of the United Kingdom by post from or to the Channel Islands or the Isle of Man shall not be posted conveyed or delivered except subject to such regulations as are referred to in section 16 of the Act.

(2) In respect of every parcel brought into or sent out of the United Kingdom by post from or to the Channel Islands to which such regulations as aforesaid apply, and upon the contents of which any customs duty is payable, there shall be charged and paid the further fee of 1s. where the duty does not exceed 10s., or the further fee of 2s. where the duty exceeds 10s.

Parcels in bond

22.—(1) The Postmaster General may, on application being made in such manner as he may direct by the addressee of any parcel which is received in the United Kingdom by post from the Channel Islands and is in the custody of the Postmaster General at some place appointed by him and the Commissioners of Customs and Excise for customs examination:

(*a*) make a search for the parcel in order that it may if possible receive expedited customs examination; or

(*b*) re-address the parcel to any person either within or outside the British postal area; or

(*c*) permit the addressee or his authorised agent, attending at the place where the parcel is, to re-address the parcel to any person either within or outside the British postal area.

(2) There shall be charged and paid in respect of the facilities provided for in this regulation:

(i) for each of the facilities mentioned in sub-paragraphs (*a*) and (*b*) of paragraph (1), the fee appropriate to the number of parcels 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 sub-paragraph (*c*) of paragraph (1), the fee appropriate to the number of parcels comprised in the application, according to the scale of fees set out in columns 1 and 3 of the table following.

TABLE

Col. 1	Col. 2	Col. 3
Number of packets:	£ s. d.	s. d.
1	5 0	2 6
2	7 0	3 6
3	9 0	4 6
4	11 0	5 6
5	12 0	6 0
6 to 10 inclusive	14 0	7 0
11 to 20 „	18 0	9 0
21 to 30 „	1 2 0	11 0
31 to 40 „	1 6 0	13 0
41 to 50 „	1 10 0	15 0
Every additional 25 or part thereof ...	5 0	2 6

(3) Any fee charged under regulation 21(2) on a parcel which is re-addressed under this regulation shall be paid by the original addressee.

(4) There shall be charged and paid by the original addressee in respect of each parcel which is re-addressed under this regulation:

(*a*) to an address in the British postal area or the Republic of Ireland, such additional postage and fees (if any) as would have been payable thereon if it had been redirected under regulation 29;

(*b*) to an address elsewhere, such additional postage and fees (if any) as would have been payable thereon if it had been redirected under regulation 20 of the British Commonwealth and Foreign Parcel Post Warrant 1958(a).

Articles for the use of the Blind

23.—(1) In these regulations the expression " articles for the use of the blind " means:

(i) Books and papers (including letters to or from blind persons) impressed or otherwise prepared for the 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, films, tape or wire ;

(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 use of 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 not being an article for the use of 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).

(a) S.I. 1958/829 (1958 II, p. 1948).

(*f*) Articles (viii) to (xvii) (inclusive) mentioned in paragraph (1) may be sent or received only by persons or institutions who have entered into special arrangements to the satisfaction of the Postmaster General with regard to the transmission of such articles.

Sample packets

24.—(1) The outside or cover of every sample packet shall bear the words "sample" or "returned sample" (as the case may be) written or printed thereon.

(2) The outside or cover of a sample packet sent by or on behalf of a dealer shall bear the name and address of the dealer printed thereon or impressed thereon by means of a hand stamp.

(3) A sample packet shall contain no additional enclosures except any article or document transmissible in a printed packet.

(4) Regulation 16(3) shall apply to sample packets.

Unaddressed packets

25.—(1) Subject to the following paragraphs of this regulation, 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 Postmaster General 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, and the weight, dimensions and shape of each shall be such as the Postmaster General may approve.

(4) Every unaddressed packet shall be subject to examination in the post. Save as the Postmaster General 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 Postmaster General 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 Postmaster General may consider it expedient to provide.

(6) There shall be charged and paid on unaddressed packets such rates of postage as the Postmaster General 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 rate of postage charged and paid on a consignment of unaddressed packets shall not exceed the total postage which would have been payable under these regulations on the individual packets comprised in the consignment if each had been posted singly as a printed packet.

(7) The Postmaster General shall publish in the London, Edinburgh and Belfast Gazettes or in such other manner as he may determine the rates of postage from time to time fixed by him under the last preceding paragraph.

(8) Postage on unaddressed packets shall be paid in such manner as the Postmaster General shall require.

(9) The Postmaster General may if he thinks fit refuse to accept any consignment or part of a consignment of unaddressed packets for delivery.

(10) The Postmaster General may defer for such time as he 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 Postmaster General may think fit.

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

(13) (*a*) An unaddressed packet shall not be regarded as a printed packet or a sample packet for the purpose of these regulations.

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

(*c*) Regulations 10(3), 12, 33 and 40 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 2 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 these regulations.

(2) The postal facilities referred to in this Part of these regulations and in Schedules 2 and 3 may be provided by the Postmaster General 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 these regulations) as the Postmaster General 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 the first column of Schedule 3 fees at the rates specified in the second and fourth columns of the said Schedule. The facilities shall be subject to the limits of size and weight of the postal packets conveyed referred to in the third column of the said Schedule, to the provisions specified in the fourth column thereof and to the further provisions contained in the body of these regulations.

(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 Postmaster General 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 to an officer on duty at the counter, or

(*b*) (in circumstances in which the Postmaster General 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 3.

(5) The Postmaster General 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 Postmaster General be bound to deliver any express packet not fully prepaid unless the addressee pays the amount payable thereon.

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

Railex service

28.—(1) A letter intended to be transmitted by a railex 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 also an express delivery office.

(2) A letter shall not be posted for transmission by a railex 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 railex service.

(4) The delivery of a letter transmitted by a railex 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.

Redirection by the public

29.—(1) Any postal packet (other than a business reply packet and 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 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, Good Friday, and public holidays

being disregarded for this purpose), shall be transmitted by post free of any charge or postage in respect of such transmission. Provided that this 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 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, the following additional postage and fees:

(*a*) (i) In the case of a recorded delivery packet redirected to an address in the British postal area, additional postage at the appropriate rate as if the transmission of the packet to the new address were a fresh transmission by post together with an additional recorded delivery fee of 6d.;

(ii) In the case of any other unregistered postal packet (including an unregistered parcel), the said additional postage;

(*b*) In the case of a registered postal packet (including a registered parcel), the said additional postage together with an additional minimum registration fee:

Provided that (without prejudice to his general power of remission under regulation 55) the Postmaster General may remit such additional postage and (where applicable) registration fee in the case of a parcel redirected within the period mentioned in paragraph (2), if the parcel is redirected to an address served from the same delivery office or to an address within the same town delivery area, and may remit such additional registration fee as aforesaid in the case of a registered parcel redirected within such period where the parcel is redirected to an address which is not served as aforesaid.

Evasion of postage by redirection

30.—(1) In any case where the Postmaster General 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 by law upon such packet, he may, before the delivery of such packet, require the addressee (who shall furnish proof of identity to the satisfaction of the Postmaster General) 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 by law, shall be dealt with and charged as an unpaid packet of the same description or otherwise dealt with as the Postmaster General may think fit.

Poste restante

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

(*a*) Except as the Postmaster General 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 Christian name without a surname.

(*d*) The Postmaster General may refuse to deliver any such packet to a caller unless he 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 Postmaster General shall otherwise decide in relation to any particular packet or class or description of packets.

(*f*) The Postmaster General may refuse or cease to retain for delivery to the caller any such packet the retention of which would in his opinion involve an abuse of the service, or which contravenes 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 paragraph (*e*)) at the expiration of such time the packet shall be returned as specified in the request.

(*h*) The provisions of these regulations as to the return of postal packets shall apply to any such packet which the Postmaster General refuses or ceases to retain for delivery to the caller.

Rebate postings of printed packets or sample packets

32.—(1) The Postmaster General may make arrangements with the senders of printed packets and sample packets for the acceptance and transmission of such packets as a rebate posting under this regulation.

(2) A rebate posting shall consist of a consignment of not less than 4,501 printed packets or not less than 4,501 sample packets all sent by the same sender, each (except where the Postmaster General otherwise allows) being identical with the others in size and shape and in the nature of its contents.

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

(4) Without prejudice to the generality of regulation 26(2), the sender shall comply with such conditions as the Postmaster General may consider appropriate in the particular case as to:

(*a*) the manner in which the postage on the individual postal packets comprised in the rebate posting is to be paid;

(*b*) the sorting and assembly of the individual postal packets by the sender into groups according to their addresses;

(*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 Postmaster General may consider it expedient to provide.

(5) Where the Postmaster General accepts a rebate posting for transmission under this regulation, and the sender complies with the said conditions, the Postmaster General shall refund to the sender or allow him in account:

(*a*) Where the number of the postal packets comprised in the rebate posting is between 4,501 and 4,999 (inclusive), the amount by which the total postage charged on those packets exceeds the net payment in respect of 5,000 postal packets. For the purpose of this paragraph,

the net payment in respect of 5,000 postal packets means the total postage which would be charged on 5,000 postal packets similar to those comprised in the particular rebate posting less the amount which would be refunded or allowed in account in respect of such 5,000 packets under paragraph (*b*) if they were accepted as a rebate posting for transmission under this regulation and the sender complied with the said conditions.

(*b*) Where the number of the postal packets comprised in the rebate posting is between 5,000 and 22,222 (inclusive), one tenth of the total postage charged on those packets.

(*c*) Where the number of the postal packets comprised in the rebate posting is between 22,223 and 24,999 (inclusive), the amount by which the total postage charged on those packets exceeds the net payment in respect of 25,000 postal packets. For the purpose of this paragraph, the net payment in respect of 25,000 postal packets means the total postage which would be charged on 25,000 postal packets similar to those comprised in the particular rebate posting less the amount which would be refunded or allowed in account in respect of such 25,000 packets under paragraph (*d*) if they were accepted as a rebate posting for transmission under this regulation and the sender complied with the said conditions.

(*d*) Where the number of the postal packets comprised in the rebate posting exceeds 24,999, one fifth of the total postage charged on those packets.

(6) The Postmaster General may defer for such time as he thinks expedient the despatch or delivery of postal packets accepted for transmission as a rebate posting under this regulation.

PART VI—REGISTRATION AND COMPENSATION

Registration

33.—(1) Subject to the provisions of these regulations, any postal packet may be registered.

(2) There shall be charged and paid for the registration of a postal packet the minimum registration fee, or, if the sender so elects, one of the higher registration fees specified in the first column of Part I of Schedule 4.

Conditions as to registered packets

34. For the purpose of section 9 of the Crown Proceedings Act 1947 (which in subsection (2) deals with proceedings against the Crown in respect of loss of or damage to a registered inland postal packet, in subsection (5) provides that regulations may be made under section 81 of the Post Office Act 1953 for prescribing the conditions to be observed for the purposes of the said section 9 in relation to such packets and in subsection (7) provides that in the said section 9 the expression "sender" has such meaning as may be assigned to it by Post Office Regulations):

(1) the conditions set out in Part II of Schedule 4 shall be complied with in relation to a registered postal packet;

(2) 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

35. 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 Postmaster General may think fit.

Compulsory registration

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

(2) Where an unregistered postal packet 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*) coin or jewellery;

of a total value of 10s. or over, the packet shall be registered, and may be detained for that purpose at any post office through which it passes. In this paragraph the expression "value", except in relation to jewellery, means face value.

(3) Any postal packet which is subject to compulsory registration under paragraph (1) or paragraph (2) shall be forwarded to the addressee or tendered to the sender (as the case may be) charged with the minimum registration fee, but the amount (if any) of the postage which may have been prepaid in respect of the packet in excess of the ordinary postage and (in the case of a recorded delivery packet) the fee of 6d. paid thereon, shall be accepted in payment or part payment (as the case may be) of such registration fee. If the said excess amount 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 postal packet to the addressee or sender he refuses or fails to pay the charges to which the same has become liable by law, the packet may be dealt with or disposed of in such manner as the Postmaster General may think fit.

Compensation for registered packets

37.—(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 these regulations) and its contents shall be the amount specified in the second column of Part I of Schedule 4 opposite to the amount of the registration fee paid or charged in respect of the packet.

(2) For the purpose of this regulation any fee payable under regulation 29 on redirection of the packet shall be disregarded.

Compensation for unregistered parcels

38. If any article of pecuniary value enclosed in, or forming part of, an unregistered parcel be lost or damaged whilst in the custody of the Postmaster General, the Postmaster General may pay to any person who may, in the opinion of the Postmaster General, 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, not exceeding £5, in respect of such parcel as he may think just.

Compensation for unregistered express packets

39. 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, be lost or damaged whilst in the custody of the Postmaster General, the Postmaster General may pay to the person who may, in the opinion of the Postmaster General, 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, not exceeding £5, in respect of such packet as he may think just.

PART VII—RECORDED DELIVERY

Recorded delivery service

40.—(1) Subject to the provisions of these regulations, 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 the postage and other charges payable on such packet, a fee of 6d.

(3) If an unregistered postal packet (other than a parcel) to which is attached a label as required by regulation 41(2), is found in the post or left at a post office, and the requirements of paragraph (1) or paragraph (3) of regulation 41 have not been complied with, the packet shall be forwarded to the addressee or tendered to the sender (as the case may be) charged with the recorded delivery fee of 6d., 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 payment or part payment (as the case may be) of such recorded delivery fee.

Conditions as to recorded delivery packets

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

(1) The packet shall:

(*a*) be handed to an officer 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 regulation 29 shall also be handed to such an officer as aforesaid.

(2) The sender of the packet shall complete 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 printed packet, sample packet, packet consisting of articles for the use of the blind or newspaper packet) 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 an article of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable soft material or wadding 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 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 the 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) coin or jewellery; or

(viii) any other article or articles of which the market value or aggregate market value exceeds £2.

(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, the following things shall be produced on demand for the Postmaster General's inspection, in the condition as nearly as possible in which they were when the packet was delivered:

(i) The receipt therefor obtained on posting the packet;

(ii) Where loss or abstraction is alleged, the cover of the packet;

(iii) 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 posting the packet shall be produced on demand for the Postmaster General's inspection.

Receipts for recorded delivery packets

42. 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 Postmaster General may think fit.

Compensation for recorded delivery packets

43. If any article of pecuniary value enclosed in, or forming part of, a recorded delivery packet be lost or damaged whilst in the custody of the Postmaster General, the Postmaster General may pay to any person from whom a claim for compensation shall be received, and who shall 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, not exceeding £2, in respect of such packet as he may think 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

44.—(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 according to the scale of fees set out in Schedule 5.

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

(3) No trade charge exceeding £40 shall be collected under these regulations.

(4) The sender of a cash on delivery packet shall fill up, as far as required, the prescribed form (in these regulations referred to as "the trade charge form"), and shall mark the packet in such manner and with such particulars as the Postmaster General 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

45.—(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 £20 or the trade charge and the postage or other charges due in respect of such packet exceed that sum, the Postmaster General 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

46.—(1) The Postmaster General shall upon receiving the trade charge from the addressee remit the same to the sender of the packet, or a person named by him, by means of a trade charge money order forming part of the trade charge form or by such other means as the Postmaster General may think fit.

(2) Except where payment is made to a banker, the receipt for the amount of the trade charge which forms part of the trade charge form shall be signed by the sender of the packet, or by the person named by him to receive the amount or by a person duly authorised in that behalf by the sender or the person named by him.

(3) When a trade charge money order is made payable to a company, corporation or society, the receipt may be given by means of a stamp of the name of the company, corporation or society, to which is appended the signature of an officer of the company, corporation or society together with a description of his office.

Trade charge money orders—crossing

47.—(1) A trade charge money order shall be crossed and marked "not negotiable", and, except where the Postmaster General shall otherwise direct, shall be paid 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

48. 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 Postmaster General.

(2) Where a trade charge money order is presented by a banker, the name of the banker by or on behalf of whom such order is presented, written or stamped by way of crossing or otherwise, upon the face of the order, shall be a good receipt to the Postmaster General for the amount of the trade charge.

(3) Where a trade charge money order has been presented for payment by a banker and has been paid or allowed to a banker and it is afterwards discovered that such order should not have been paid or allowed to such banker, the amount so paid or allowed may be deducted from any moneys which may thereafter become payable to such banker for or on account or in respect of Post Office money orders, and no objection shall be taken by any banker to such deduction.

Discharge to Crown by payment

49. The payment of the amount of a trade charge money order in accordance with these regulations, to whomsoever made, shall discharge the Crown and every officer of the Post Office from all liability whatsoever in respect of that order and payment of the amount thereof notwithstanding any forgery, fraud, mistake, loss, neglect or omission which may have been committed or have occurred in the procuring of the order or obtaining the payment thereof or otherwise in relation thereto.

Void trade charge money orders

50. After the expiration of 6 months from the last day of the month in which any trade charge money order is issued the order shall be absolutely void and of no effect, and the Postmaster General shall be under no liability to pay the order: Provided that in such case the Postmaster General may, if he thinks fit, pay the amount of the order, although the order has become void, subject to a deduction of a sum equal to the sum payable under the Money Order Warrant 1961 as amended(a) for the renewal of a void money order.

PART IX—MISCELLANEOUS AND GENERAL

Stamping of paper

51. The fees to be paid to the Postmaster General for stamping any paper sent to him for the purpose of being stamped for use as postcards, reply postcards, covers or envelopes of postal packets shall be at the rates specified in Schedule 6.

Jury summonses

52. The fee to be paid (over and above the postage) for the registration of a jury summons under section 11 of the Juries Act 1862(b) (which section relates to the procedure for serving jury summonses by post) shall be 1d.

Priority of letter post

53. Where the despatch or delivery from a post office of letters would be delayed by the despatch or delivery therefrom at the same time of printed packets, sample packets or postcards, such printed packets, sample packets or postcards, or any of them, may be detained in the post office until any subsequent despatch or delivery.

Variation of route

54. Where any postal packet from its size, weight, character, or condition is in the opinion of the Postmaster General 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 Postmaster General may think fit.

(a) S.I. 1961/139, 1963/560 (1961 I, p. 197; 1963 I, p. 637). (b) 25 & 26 Vict. c. 107.

Remission of postage

55. The Postmaster General may remit in whole or in part any postage or other sums chargeable under these regulations in such cases or classes of case as he may determine.

Application of the regulations to packets to and from the Republic of Ireland

56. The provisions of these regulations shall apply to postal packets transmitted between the British postal area and the Republic of Ireland so far as relates to the posting, registration, conveyance, delivery and treatment of such postal packets under the authority of the Postmaster General, subject nevertheless to the following modifications, exceptions and additions:

(1) In the application of regulations 3 and 9 to postal packets posted in any part of the British postal area for transmission to the Republic of Ireland, the description of such packets, the rates of postage, and the limits of size and weight specified in Schedule 7 shall be substituted for the descriptions, rates, and limits specified in Schedule 1.

(2) In the application of regulation 19(5) to postal packets posted in any part of the British postal area for transmission to the Republic of Ireland, a reference to Schedule 7 shall be substituted for the reference to Schedule 1.

(3) For regulation 21 there shall be substituted the following regulation:

"21.—(1) Postal packets intended to be transmitted by post between the British postal area and 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 the Republic of Ireland desires that the parcel may 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 Postmaster General 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 Postmaster General on demand the amount of the customs duty and the said other charges, less the amount of the deposit paid.

(*d*) The Postmaster General 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 Postmaster General shall repay the balance to the sender.

(3) Where a postal packet received in the British postal area from the Republic of Ireland contains any article liable to customs duty,

and the Postmaster General so directs, there shall be charged and paid by the addressee if the packet shall be delivered to him:

(i) in respect of a parcel, a fee of 1s. where the duty does not exceed 10s., or a fee of 2s. where the duty exceeds 10s.;

(ii) in respect of a postal packet other than a parcel, a fee of 1s."

(4) Regulation 22 shall apply in respect of parcels and other postal packets received in the United Kingdom by post from the Republic of Ireland as it applies in respect of parcels received from the Channel Islands, with the substitution of a reference to regulation 21(3) for the reference to regulation 21(2) and with the addition at the end of regulation 22(4)(*b*) of the words " or (in the case of a postal packet other than a parcel) the postage and fees which would have been payable thereon if it had been posted as a fresh packet for transmission under the British Commonwealth and Foreign Post Warrant 1959(a), to the new address ".

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

(ii) The service relating to an express packet, in so far as it provides for the conveyance of the packet by special messenger throughout the whole of its course in the post, and the railex service, shall not apply to postal packets transmitted between the British postal area and the Republic of Ireland.

(iii) Regulation 32 shall not apply to postal packets transmitted between the British postal area and the Republic of Ireland.

(6) For regulation 34 there shall be substituted the following regulation:

" 34. The conditions set out in Part II of Schedule 4 shall be complied with in relation to a registered postal packet posted in the British postal area for transmission to an addressee in the Republic of Ireland."

(7) For regulation 37 there shall be substituted the following regulation:

" 37.—(1) If any article of pecuniary value enclosed in, or forming part of, a registered postal packet be lost or damaged whilst in the custody of the Postmaster General, the Postmaster General may pay to any person or persons who may, in the opinion of the Postmaster General, 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 he may think just: Provided that if the registration fee paid in respect of the registered postal packet so lost or damaged as aforesaid is the minimum registration fee or one of the higher registration fees specified in column 1 of Part I of Schedule 4 (any of which higher registration fees may be paid by the sender) the sum paid by way of compensation shall not exceed the sum specified in column 2 of the said Part of the said Schedule opposite the amount of the registration fee paid.

(a) S.I. 1959/498 (1959 II, p. 2131).

(2) The compensation payable in respect of a registered parcel shall be in substitution for, and not in addition to, any compensation which would have been payable under these regulations in case the parcel had not been registered."

(8) In the application of regulation 38 to unregistered parcels transmitted between the British postal area and the Republic of Ireland, for "£5" there shall be substituted "£4".

(9) If any postal packet transmitted between the British postal area and the Republic of Ireland, being a packet which is subject to compulsory registration, shall be posted without registration no claim to compensation will be considered by the Postmaster General to arise in respect of the loss or damage (if any) of any article enclosed in or forming part of such packet.

(10) The decision of the Postmaster General on all questions arising between him 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 or a parcel transmitted between the British postal area and the Republic of Ireland shall be final and conclusive.

(11) Where the postage payable on any postal packet (other than a parcel) transmitted between the British postal area and 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 is refused or cannot for any other reason be delivered, by the sender, an amount equal to double the amount of the postage, or, as the case may be, of the deficiency.

Revocation.

57. The regulations mentioned in Schedule 8 are hereby revoked.

Citation and commencement

58. These regulations may be cited as "the Inland Post Regulations 1963", and shall come into operation on 20th January 1964.

Dated 30th December 1963.

J. R. Bevins,
Her Majesty's Postmaster General.

Regulations 3, 9

SCHEDULE 1

RATES OF POSTAGE AND LIMITS OF SIZE AND WEIGHT

Col. 1 Description of Postal Packet	Col. 2 Rates of Postage	Col. 3 Limit of Size	Col. 4 Limit of Weight
1. Letter	Weight not exceeding 1 oz. 3d. Exceeding 1 oz. but not exceeding 2 oz. ... 4½d. For each additional 2 oz. or part thereof ... 1½d.	Length 2 feet. Width or depth 18 inches. In roll form: Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	—
2. Postcard	Each single ... ... 2½d. Each reply ... ... 5d.	Length Max. 5⅞ inches Min. 4 inches Width Max. 4⅛ inches Min. 2¾ inches	—
3. Printed packet	Weight not exceeding 2 oz. 2½d. Exceeding 2 oz. but not exceeding 4 oz. ... 4d. For each additional 2 oz. or part thereof ... 1d.	Length 2 feet. Width or depth 18 inches. In roll form: Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	2 lb.
4. Registered newspaper	Subject to regulation 19 (5) Per copy: Weight not exceeding 6 oz. 3d. For each additional 6 oz. or part thereof ... 1½d. These rates of postage shall be charged and paid on every such newspaper whether posted singly or in a packet of two or more.	Length 2 feet. Width or depth 18 inches. In roll form: Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	2 lb.
5. Sample packet	Weight not exceeding 2 oz. 2½d. Exceeding 2 oz. but not exceeding 4 oz. ... 4d. For each additional 2 oz. or part thereof... ... 1d.	Length 2 feet. Width or depth 18 inches. In roll form: Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	8 oz.
6. Articles for the use of the blind	Weight not exceeding 2 lb. ½d. Exceeding 2 lb. but not exceeding 5 lb. ... 1d. Exceeding 5 lb. but not exceeding 8 lb. ... 1½d. Exceeding 8 lb. but not exceeding 11 lb. ... 2d. Exceeding 11 lb.... ... 2½d.	Length 2 feet. Width or depth 18 inches. In roll form: Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	15 lb.

Col. 1 Description of Postal Packet	Col. 2 Rates of Postage	Col. 3 Limit of size	Col. 4 Limit of Weight
7. Parcel	Weight not exceeding 2 lb. 2s. 0d. Exceeding 2 lb. but not exceeding 3 lb.... ... 2s. 3d. Exceeding 3 lb. but not exceeding 4 lb.... ... 2s. 6d. Exceeding 4 lb. but not exceeding 5 lb.... ... 2s. 9d. Exceeding 5 lb. but not exceeding 6 lb.... ... 3s. 0d. Exceeding 6 lb. but not exceeding 8 lb.... ... 3s. 6d. Exceeding 8 lb. but not exceeding 10 lb. ... 4s. 0d. Exceeding 10 lb. but not exceeding 12 lb. ... 4s. 6d. Exceeding 12 lb. but not exceeding 15 lb. ... 5s. 0d. Exceeding 15 lb. but not exceeding 18 lb. ... 5s. 9d. Exceeding 18 lb.... ... 6s. 6d.	Greatest length 3 feet 6 inches. Greatest length and girth combined 6 feet (the girth to be measured round the thickest part).	22 lb.
8. Business reply packet	The rate in item 1, 2, 3 or 5 as the case may be, plus 1d.	As for item 1, 2, 3 or 5 as the case may be.	As for item 1, 2, 3 or 5 as the case may be.
9. Postage forward parcel	The rate in item 7, plus 4d.	As for item 7.	As for item 7.

SCHEDULE 2

Regulation 26

Postal Facilities

1. Certificate of posting of an unregistered postal packet, other than a parcel	1d.
2. Certificate of posting of an unregistered parcel	No fee.
3. Duplicate certificate of posting of a registered postal packet	3d.
4. Advice of delivery of, or inability to deliver, a registered postal packet	6d.
5. Enquiry for a missing registered postal packet ... ... (*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 Postmaster General may refund the enquiry charge if he is satisfied that the packet was lost or seriously delayed while in his custody.)	6d.
6. Advice of delivery of, or inability to deliver, a recorded delivery packet	6d.

POSTAL FACILITIES—*cont.*

7. Enquiry for a missing recorded delivery packet ... ... (*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 Postmaster General may refund the enquiry charge if he is satisfied that the packet was lost or seriously delayed while in his custody.)	6d.
8. Receipt for bulk postings which have been prepaid in stamps:	
For the first 1,000 items	2s. 0d.
For each additional 1,000 or part thereof	4d.
9. Private Posting Boxes. Collection by the Postmaster General 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 Postmaster General (not being a private roadside letter box in a rural postal delivery area):	
(1) For initial period of one year or less:	
(*a*) For one collection, on six or fewer weekdays in every week	£4 0s. 0d.
(*b*) For one collection on Sundays	£4 0s. 0d.
(*c*) For one collection, on six or fewer weekdays and on Sunday in every week	£6 0s. 0d.
(*d*) For each additional collection, on six or fewer weekdays in every week	£2 0s. 0d.
(*e*) For each additional collection on Sundays	£2 0s. 0d.
(*f*) 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	£3 0s. 0d.
(*g*) Distance fee, payable where the private posting box is in a rural postal delivery area, and the collection in the opinion of the Postmaster General involves travelling in excess of the normal route of the collecting officer.	Such fee as the Postmaster General may fix, having regard to the cost of the excess travelling.
(2) For each subsequent full year	The fees chargeable under item (1).
(3) For a subsequent part only of a year	A rateable proportion of the fees chargeable under item (1).
10. Private Boxes. Provision by the Postmaster General of a private box at a delivery office within 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:	
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 public office (whichever is the earlier), and before 9.0 p.m. or the time of closing the public office (whichever is the earlier):	

POSTAL FACILITIES—*cont.*

(*a*) Box for reception of postal packets other than parcels, or for reception of parcels only:	
London Postal Area	£7 0s. 0d.
Elsewhere:	
Head Office, Branch or District Office being a delivery office, or Salaried Sub-Office ...	£7 0s. 0d.
Other Sub-Office	£4 0s. 0d.
(*b*) Box for reception of all classes of postal packets:	
London Postal Area	£14 0s. 0d.
Elsewhere:	
Head Office, Branch or District Office being a delivery office, or Salaried Sub-Office ...	£14 0s. 0d.
Other Sub-Office	£8 0s. 0d.
(2) Additional fee for Day Box where the postal packets are additionally to be made available for collection by the addressee at or after 6.0 a.m. and before the time of commencement of the first delivery or the time of opening of the public office (whichever is the earlier).	An amount equal to the fee chargeable under item (1).
(3) For Night Box, that is to say, where the postal packets are to be available for collection after 9.0 p.m. or the time of closing the public office (whichever is the earlier) and before 6.0 a.m.	Double the amount chargeable under item (1).
(*Note:* If the box is used both as a Day Box and as a Night Box, the fee referred to in item (3) is chargeable in addition to the fee referred to in item (1) and (where applicable) the fee referred to in item (2).)	
(4) Diversion fee, payable in addition to the fees referred to in items (1), (2) and (3) where the holder of the private box carries on business at different addresses and postal packets addressed to him at more than one address are to be placed in the private 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)	£6 0s. 0d.
B.—For each subsequent full year	The fees chargeable under paragraph A.
C.—For a subsequent part only of a year	A rateable proportion of the fees chargeable under paragraph A.
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 Postmaster General) in which postal packets for or from a particular address (i) in a town postal delivery area may be collected or 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 Postmaster General:	

POSTAL FACILITIES—*cont.*

A.—For 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 postal packets other than parcels or for posting parcels only	£3 0s. 0d.
(*b*) For posting all classes of postal packets ...	£6 0s. 0d.
(*c*) For posting and collecting postal packets ...	The fee appropriate under item (*a*) or (*b*), plus the appropriate fee under item 10A (1) as if the bag were a private box.
(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 seven or fewer days of the week	£3 0s. 0d.
(ii) Bag made up for more than one collection, on seven or fewer days of the week.	£3 0s. 0d. plus £2 0s. 0d. for each making-up after the first.
(iii) Additional fee where the bag is made available for collection at or after 6.0 a.m., and before the time of commencement of the first delivery or the time of opening of the public office (whichever is the earlier)	£3 0s. 0d.
(*b*) Bag delivered and collected by the Postmaster General:	
(i) Once a day on seven or fewer days of the week	£3 0s. 0d.
(ii) Twice a day on seven or fewer days of the week	£6 0s. 0d.
(*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.)	
(*c*) Distance fee, payable where the bag is collected by the Postmaster General from an address in a rural postal delivery area, and the collection in the opinion of the Postmaster General involves travelling in excess of the normal route of the collecting officer.	Such fee as the Postmaster General may fix, having regard to the cost of the excess travelling.
(3) Diversion fee, payable in addition to the fees chargeable under items (1) or (2) in the circumstances referred to in item 10A (4).	As item 10A (4).
B.—For each subsequent full year	The fees chargeable under paragraph A.
C.—For a subsequent part only of a year	A rateable proportion of the fees chargeable under paragraph A.

POSTAL FACILITIES—*cont.*

12. Redirection by the Post Office. Redirection of postal packets from their original address to the same addressee at another address:	
A.—Where the original address is a business address and the addressee has permanently ceased to occupy the premises to which the packets are addressed, or where the original address is not a business address:	
(1) For business reply letters—for a period not exceeding 3 months	No fee.
(2) For other postal packets:	
(*a*) For a period not exceeding 3 months ...	No fee.
(*b*) For a period exceeding 3 months:	
(i) For the first 12 months or part thereof after the first 3 months, for each addressee ...	5s. 0d.
(ii) For each subsequent period of 12 months or part thereof, for each addressee	10s. 0d.
(*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 under (2) (*b*).	
(ii) See also regulation 5 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 ...	10s. 0d.
13. Diversion of Postal Packets. Delivery of postal packets addressed to the 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:	
(1) For initial period of one year or less	£6 0s. 0d.
(2) For each subsequent full year	£6 0s. 0d.
(3) For a subsequent part only of a year	A rateable proportion of the fee chargeable under item (2).
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 regulation 31), and delivery to the addressee or his agent on his calling therefor:	
(1) For each search made to ascertain whether any postal packets for a particular address are available for delivery	6d.
(*Note:* This fee is not charged if the addressee is the holder of a Private Box at the post office concerned.)	

POSTAL FACILITIES—*cont.*

(2) Alternative inclusive annual fee at the option of the addressee:	
(*a*) Postal packets of all classes where the appropriate delivery office is in a rural postal area.	£3 0s. 0d.
(*b*) Registered postal packets and recorded delivery packets only whether the appropriate delivery office is in a rural postal area or a town postal area.	£1 10s. 0d.
15. Temporary Retention. Witholding of postal packets from delivery at the request of the addressee:	
(1) For a period not exceeding five consecutive week-days at Easter or Christmas or on the occasion of a local holiday, or not exceeding three consecutive weekdays at Whitsun or August Bank Holiday (Sunday being disregarded).	No fee.
(2) For any other period, unbroken except by a Sunday, up to two months.	Such sum not exceeding £1 0s. 0d. as the Postmaster General may fix.
16. 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 ...	£3 0s. 0d.
17. Separation Fee. For separating postal packets addressed to a particular Department of the addressee from other postal packets addressed to the addressee at the same address, and delivering them separately to that Department:	
For each Department to which postal packets are separately delivered (in addition to the floor fee where item 16 applies), per annum	£7 0s. 0d.
18. Special Collections. Special collections from an address in a rural postal delivery area:	
(1) For initial period of one year or less:	
(*a*) for one collection, on seven or fewer days of the week	£1 0s. 0d.
(*b*) For each additional collection, on seven or fewer days of the week	£1 0s. 0d.
(*c*) Distance fee, payable where the collection in the opinion of the Postmaster General involves travelling in excess of the normal route of the collecting officer.	Such fee as the Postmaster General may fix, having regard to the cost of the excess travelling.
(2) For each subsequent full year	The fees chargeable under item (1).
(3) For a subsequent part only of a year	A rateable proportion of the fees chargeable under item (1).

POSTAL FACILITIES—*cont.*

19. 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*) Delivery only, where the box need not be unlocked for this purpose	No fee.
(*b*) Delivery only, where the box has to be unlocked for this purpose; collection only; or delivery and collection:	
(i) For one visit, on seven or fewer days of the week	7s. 6d.
(ii) For each additional visit, on seven or fewer days of the week	7s. 6d.
(2) For each subsequent full year	The fees chargeable under item (1).
(3) For a subsequent part only of a year	A rateable proportion of the fees chargeable under item (1).

Regulation 27

SCHEDULE 3

EXPRESS DELIVERY SERVICES

Col. 1 Service	Col. 2 Fees	Col. 3 Limit of Size and Weight	Col. 4 Provisions
1. Conveyance by special messenger throughout the whole course of the packet in the post.	One shilling a mile or part of a mile.	—	(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. (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 3d. is charged for each packet after the first, in addition to a single mileage fee for the whole journey. (3) The service is not available on Sunday or (except in Scotland) on Good Friday and Christmas Day; in Scotland the service is not available on New Year's Day.
2. Conveyance by special messenger from the office of delivery at the request of the addressee.	One shilling a mile or part of a mile in addition to the postage sums and fees ordinarily payable.	As specified in Schedule 1.	(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 2d. is made for every 10 packets (or less than 10 packets) after the first. The Postmaster General may in his 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. (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 6d. is payable for each search after the first. (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 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.

Col. 1 Service	Col. 2 Fees	Col. 3 Limit of Size and Weight	Col. 4 Provisions
3. Conveyance by special messenger of a postal packet from the office of delivery at the request of the sender.	One shilling for delivery on weekdays in addition to the postage sums and fees ordinarily payable. Two shillings in addition to the above for delivery on Sundays.	As specified in Schedule 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.
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.	One shilling a mile or part of a mile in addition to the postage sums and fees 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.
5. Hire of cab or other vehicle for conveyance.	The amount expended by the Postmaster General.	—	This charge may be incurred at the request of the sender as respects service No. 1, service No. 3 or service No. 4 in this Schedule, or at the request of the addressee as respects service No. 2, or at the discretion of the Postmaster General, 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 Postmaster General.	—	This charge is payable in addition to any other sums payable in respect of the packet.
7. Waiting fee.	4d. 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.	Weight not over 2 oz. 6s. 0d. Weight over 2 oz. but not over 1 lb. 7s. 0d.	If posted in Northern Ireland or the Channel Islands 2 oz., in all other cases 1 lb.	(1) The charge covers conveyance by railway and service by Post Office messenger. (2) Provision (3) of item 1 applies.

Regulations 33, 34, 37, 56

SCHEDULE 4

REGISTERED POSTAL PACKETS

PART I

Col. 1 Registration Fee (In addition to ordinary postage)	Col. 2 Maximum Compensation
s. d.	£
1 9 (minimum registration fee)	20
1 10	40
1 11	60
2 0	80
2 1	100
2 2	120
2 3	140
2 4	160
2 5	180
2 6	200
2 7	220
2 8	240
2 9	260
2 10	280
2 11	300
3 0	320
3 1	340
3 2	360
3 3	380
3 4	400

PART II

Conditions which must be complied with

1. A packet which the sender desires to be registered shall:

(*a*) be handed for registration to an officer on duty at a post office; or

(*b*) be handed for registration to some 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 regulation 29, shall also be handed to such an officer as aforesaid.

2.—(*a*) Subject to the provisions of these regulations the fee chargeable for the registration of the packet, and any other sum chargeable thereon, shall be prepaid.

(*b*) 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.

(*c*) Provided that in the case of redirection of a registered postal packet which has been transmitted to its original address, sub-paragraphs (*a*) and (*b*) 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.—(*a*) A postal packet of any kind intended for registration shall be made up in a reasonably strong cover appropriate to its contents.

(*b*) Except in the case of a printed packet, sample packet, packet consisting of articles for the use of the blind or newspaper packet:

(i) 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;

(ii) 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;

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

(iv) 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.

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

4. The following articles sent by registered post shall be enclosed in one of the registered letter envelopes sold by the Post Office and be tendered for transmission by registered letter post:

(*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*) coin.

5. Any article which is paper money but which is not an article of a kind referred to in paragraph 4 shall, if sent by registered post, be tendered for transmission by registered letter post.

6. Any article contained in the packet shall be adequately packed as a protection against damage in course of transmission. In particular an article of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable soft material or wadding 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 on the face of the cover above the address.

7. Where a postal packet which is to be transmitted as a registered postal packet contains coin the coin shall be packed in such a way that it cannot move about, and coin in excess of the total value of £5 shall not be enclosed in any such packet.

8. 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 Postmaster General's 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.

9. No postal packet to be transmitted as a registered postal packet shall contain any article or thing which by or under any enactment or these regulations it is unlawful to send by post.

Regulation 44 **SCHEDULE 5**

CASH ON DELIVERY PACKETS

SCALE OF FEES

Trade Charge	*Fee*
	s. d.
Not exceeding £1	2 2
Exceeding £1 but not exceeding £2	2 4
„ £2 „ „ „ £5	2 6
„ £5 „ „ „ £10	2 8
„ £10 „ „ „ £15	2 10
„ £15 „ „ „ £20	3 0
„ £20 „ „ „ £25	3 2
„ £25 „ „ „ £30	3 4
„ £30 „ „ „ £35	3 6
„ £35 „ „ „ £40	3 8

Regulation 51 **SCHEDULE 6**

FEES FOR STAMPING PAPER FOR USE AS POSTCARDS, REPLY POSTCARDS, COVERS OR ENVELOPES

	Non-glossy paper	*Glossy paper*
1 Paper for use as postcards or reply postcards:		
A. For the first one thousand or part of one thousand stamps impressed on any one consignment of paper sent to the Postmaster General:		
(i) If three stamps or less are impressed on each single piece of paper	£1 0s. 0d.	£1 5s. 0d.
(ii) If four or five stamps are impressed on each single piece of paper	15s. 0d.	£1 0s. 0d.
(iii) If six or more stamps are impressed on each single piece of paper	10s. 0d.	12s. 6d.
B. For each additional one hundred or part of one hundred stamps impressed on the same consignment of paper	One tenth of the fees referred to in A.	
	Non-gummed paper	*Gummed paper*
(2) Paper for use as covers:		
A. For the first one thousand or part of one thousand stamps impressed on any one consignment of paper sent to the Postmaster General:		
(i) If three stamps or less are impressed on each single piece of paper	£1 0s. 0d.	£1 5s. 0d.
(ii) If four or five stamps are impressed on each single piece of paper	15s. 0d.	£1 0s. 0d.
(iii) If six or more stamps are impressed on each single piece of paper	10s. 0d.	12s. 6d.
B. For each additional one hundred or part of one hundred stamps impressed on the same consignment of paper	One tenth of the fees referred to in A.	

(3) Paper for use as envelopes:

A. For the first one thousand or part of one thousand stamps impressed on any one consignment of paper sent to the Postmaster General ... ... 15s. 0d.

B. For each additional one hundred or part of one hundred stamps impressed on the same consignment of paper ... ... 1s. 6d.

(NOTE: For the purpose of this Schedule, if two or more stamps are impressed in order that they may together denote postage of the amount which the Postmaster General has been requested to denote on each postcard, reply postcard, cover or envelope (as the case may be), they shall together be regarded as one stamp.)

Regulation 56

SCHEDULE 7

RATES OF POSTAGE AND LIMITS OF SIZE AND WEIGHT FOR POSTAL PACKETS TO BE TRANSMITTED TO THE REPUBLIC OF IRELAND

Col. 1 Description of Postal Packet	Col. 2 Rates of Postage	Col. 3 Limit of Size	Col. 4 Limit of Weight
1. Letter	Weight not exceeding 1 oz. 3d. Exceeding 1 oz. but not exceeding 2 oz. ... 4½d. For each additional 2 oz. or part thereof... ... 1½d.	Length 2 feet. Width or depth 18 inches. In roll form: Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	—
2. Postcard	Each single ... ... 2½d. Each reply ... ... 5d.	Length Max. 5⅞ inches Min. 4 inches Width Max. 4⅛ inches Min. 2¾ inches	—
3. Printed packet	Weight not exceeding 2 oz. 2½d. Exceeding 2 oz. but not exceeding 4 oz. ... 4d. For each additional 2oz. or part thereof... ... 1d.	Length 2 feet. Width or depth 18 inches. In roll form: Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	2 lb.
4. Registered newspaper	Subject to regulation 19 (5)— Per copy: Weight not exceeding 6 oz. 3d. For each additional 6 oz. or part thereof... ... 1½d. These rates of postage shall be charged and paid on every such newspaper, whether posted singly or in a packet of two or more.	Length 2 feet. Width or depth 18 inches. In roll form: Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	2 lb.

Col. 1 Description of Postal Packet	Col. 2 Rates of Postage	Col. 3 Limit of Size	Col. 4 Limit of Weight
5. Articles for the use of the blind	Weight not exceeding 2 lb. ½d. Exceeding 2 lb. but not exceeding 5 lb.... ... 1d. Exceeding 5 lb. but not exceeding 8 lb.... ... 1½d. Exceeding 8 lb. but not exceeding 11 lb. ... 2d. Exceeding 11 lb.... ... 2½d.	Length 2 feet. Width or depth 18 inches. In roll form: Length plus twice diameter 3 feet 3 inches. Greatest dimension 2 feet 8 inches.	15 lb.
6. Parcel	Weight not exceeding 2 lb. 2s. 0d. Exceeding 2 lb. but not exceeding 3 lb. ... 2s. 3d. Exceeding 3 lb. but not exceeding 4 lb.... ... 2s. 6d. Exceeding 4 lb. but not exceeding 5 lb.... ... 2s. 9d. Exceeding 5 lb. but not exceeding 6 lb.... ... 3s. 0d. Exceeding 6 lb. but not exceeding 8 lb.... ... 3s. 6d. Exceeding 8 lb. but not exceeding 10 lb. ... 4s. 0d. Exceeding 10 lb. but not exceeding 12 lb. ... 4s. 6d. Exceeding 12 lb. but not exceeding 15 lb. ... 5s. 0d. Exceeding 15 lb. but not exceeding 18 lb. ... 5s. 9d. Exceeding 18 lb. ... 6s. 6d.	Greatest length 3 feet 6 inches. Greatest length and girth combined, 6 feet (the girth to be measured round the thickest part).	22 lb.

Regulation 57

SCHEDULE 8

REGULATIONS REVOKED

Citation	*Reference*
The Inland Post Warrant 1961	S.I. 1961/141 (1961 I, p. 212)
The Inland Post Amendment (No. 1) Regulations 1961	S.I. 1961/1370 (1961 II, p. 2585)
The Inland Post Amendment (No. 2) Regulations 1963	S.I. 1963/190 (1963 I, p. 185)
The Inland Post Amendment (No. 3) Regulations 1963	S.I. 1963/556 (1963 I, p. 609)
The Inland Post Amendment (No. 4) Regulations 1963	S.I. 1963/1355 (1963 II, p. 2354)

EXPLANATORY NOTE

(This note is not part of the regulations, but is intended to indicate their general purport.)

These regulations, which come into operation on the 20th January 1964, consolidate with amendments the regulations relating to the Inland Post and the Postal Services between the British postal area and the Republic of Ireland. The main change is that provision is made (reg. 25) for a new postal service for the general delivery of unaddressed packets within a particular area.