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Public Finance



Customs & Excise

Notice of Seizure of Goods under the Customs & Excise Management Act 1979

To the owner of the following goods seized on the 27th June 2008 at 1012 Crumlin Road, Belfast, BT14 8FH.

Pursuant to Section 139(6) of the Customs and Excise Management Act 1979 and paragraph (1) of Schedule 3 thereto, the Commissioners hereby give notice that, by virtue of the powers contained in the Customs and Excise Acts, certain goods namely:

20 Litres Contaminated Fuel

has been seized as liable to forfeiture by force of the following provision namely:

Section 24 of the Hydrocarbon Oils Duties Act 1979, and

1 x Ford Transit Van Bearing the Registration Mark OUI 9758

3 x IBC's

1 x Pump & Hose

has been seized as liable to forfeiture by force of the following provision namely:

Section 141 of The Customs and Excise Management Act 1979.

If you claim that the goods were not liable to forfeiture you must within one month from the date of publication of this notice of seizure, give notice of your claim in writing to the Commissioners at an office of Customs and Excise. Your notice must also specify your name and address, the goods claimed as not liable to forfeiture.

If you live outside the United Kingdom or the Isle of Man you must also give the name and address of a solicitor within the United Kingdom who is authorised to accept service of the process on your behalf.

If you do not give notice of claim within the said period of one month or, if any requirement of the above mentioned paragraph 4 is not complied with, the goods will be deemed to have been duly condemned as forfeit.

If you do give notice of claim in the proper form, the Commissioners will take legal proceedings for the condemnation of the said goods.

HM Revenue & Customs, Carne House, 20 Corry Place, Belfast BT3 9HY
(1405/9)

Transport



Roads (NI) Order

ROADS Service

ABANDONMENT ORDER/ORDÚ TRÈIGIN PORTMORE HILL, BELFAST

The Department for Regional Development being of the opinion that the road is not necessary for road traffic proposes to make an order under Article 68 of the Roads (Northern Ireland) Order 1993 the effect of which would be to abandon 1257 square metres of Portmore Hill commencing at the rear of Nos. 9 and 10 Thorburn Park and extending to a point 40 metres north from the rear of No. 78 Thorburn Road, Belfast.

The area of road proposed to be abandoned is delineated on a map, which together with a copy of a draft order may be inspected by any person free of charge at all reasonable hours during the period from 23rd July 2008 to 8th September 2008 at the Department's Roads Service offices, Headquarters, Room 201, Clarence Court, 10-18 Adelaide Street, Belfast BT2 8GB and Eastern Division, Hydebank, 4 Hospital Road, Belfast, BT8 8JL.

Any person may within the period above object to the proposal by written notice to Roads Service Eastern Division, Hydebank at the address above stating the grounds of objection.
Authorised Officer: DJ Millar Date: 8th July 2008 (1510/4)

ABANDONMENT ORDER/ORDÚ TRÈIGIN TULLYGRAWLEY ROAD, BALLYMENA

The Department for Regional Development being of the opinion that the road is not necessary for road traffic proposes to make an order under Article 68 of the Roads (Northern Ireland) Order 1993 the effect of which would be to abandon a length of 23 metres of road adjacent to the south side of No. 1 Tullygrawley Road, Ballymena.

The length of road proposed to be abandoned is delineated on a map, which together with a copy of a draft order may be inspected by any person free of charge at all reasonable hours during the period from 25th July 2008 to 11th September 2008 at the Department's Roads Service offices, Headquarters, Room 201, Clarence Court, 10-18 Adelaide Street, Belfast BT2 8GB; Northern Division, County Hall, Castlerock Road, Coleraine BT51 3HS and Roads Service, Ballymena & Larne Section Office, Ballykeel Depot, 190 Larne Road Link, Ballymena BT42 3HA.

Any person may within the period above object to the proposal by written notice to Roads Service Northern Division, Ballymena & Larne Section Office at the address above stating the grounds of objection.
Authorised Officer: DJ Millar Date: 8th July 2008 (1510/5)

PARKING PLACES ON ROADS: ARMAGH ORDÚ UM ÁITEANNA PÁIRCEÁLA AR BHÓITHRE

Notice is given that the Department for Regional Development made on 26th June 2008 an Order entitled The Parking Places on Roads (Armagh) Order (Northern Ireland) 2008 (S.R. 2008 No. 265) which will come into operation on 21st July 2008.

The effect of the Order is to authorise the use as a parking place of a length of road on the south-side of Dobbin Street, Armagh from a point 15 metres from its junction with Dobbin Street Lane for a distance of 55 metres in an easterly direction. Between the hours of 8.30 a.m. and 6.15 p.m. Monday to Saturday inclusive, vehicles may wait for a period not exceeding 1 hour, with return to the parking place prohibited until a period of 1 hour has expired. Vehicles are excepted from the conditions in certain circumstances.

Copies of the Order may be obtained from Room 201, Clarence Court, 10-18 Adelaide Street, Belfast BT2 8GB. (1510/6)

PARKING PLACES ON ROADS: NEWRY ORDÚ UM ÁITEANNA PÁIRCEÁLA AR BHÓITHRE

Notice is given that the Department for Regional Development made on 26th June 2008 an Order entitled The Parking Places on Roads (Newry) Order (Northern Ireland) 2008 (S.R. 2008 No. 266) which will come into operation on 21st July 2008.

The effect of the Order is to authorise the use as a parking place of the following length of road:

- the east-side of St Mary's Street, Newry from a point 5 metres south of its junction with Mill Street for a distance of 70 metres in a southerly direction;

and to prescribe the conditions under which the parking place may be used. Restrictions on parking will apply between the hours of 8.30 a.m. and 6.15 p.m. Monday to Saturday inclusive. Within that time period vehicles may be left for a period not exceeding 1 hour with return to a parking place prohibited until a period of 1 hour has elapsed. Vehicles are excepted from the conditions in certain circumstances.

Copies of the Order may be obtained from Room 201, Clarence Court, 10-18 Adelaide Street, Belfast BT2 8GB. (1510/7)

Environment



Environmental Protection

Royal Commission on

Environmental Pollution

Study on Adapting the UK to Climate Change

INVITATION TO SUBMIT WRITTEN EVIDENCE

The Royal Commission on Environmental Pollution's current study is investigating how to adapt the UK to climate change. Our aim is to provide an authoritative analysis and report on the institutional capacities and arrangements necessary to adapt to changes in the natural environment brought about by climate change. To help with this task, the Commission is keen to hear the views of organisations and individuals with an interest in adaptation to climate change.

The invitation to submit written evidence can be accessed on the Commission's website at: www.rcep.org.uk. Alternatively, please contact Jon Freeman, Assistant Secretary, Royal Commission on Environmental Pollution, Room 108, 55 Whitehall, London, SW1A 2EYS (Tel: 020 7270 8156, Fax: 020 7270 8303, E-mail: jon.freeman@rcep.org.uk).

The deadline for submissions of evidence is 10th October 2008. (1803/11)

Agriculture & Fisheries



Forestry and Plant Health

Forest Service, an Agency of the Department of Agriculture and Rural Development has provided an opinion on the following project in respect of the Environmental Impact Assessment (Forestry) Regulations (Northern Ireland) 2006.

Project Type:	Forest Road Works
Location:	Carnmore Forest, Bunlougher Block
Grid Reference:	H 490 378
Area:	0.22ha, (360m long)
Project description:	New forest road
Opinion:	No significant environmental effects.

A map showing the extent of the project has been placed on www.forestserviceni.gov.uk. Further information may be obtained by contacting Customer Services at 028 9052 4480 or by emailing customer.forestserviceni@dardni.gov.uk.

Any person wishing to comment on the likely environmental effects of the above project may do so in writing by 22/8/08 to Forest Service, Customer Services, Room 34, Dundonald House, Upper Newtownards Road, Belfast, BT4 3SB or by emailing customer.forestservice@dardni.gov.uk (2005/10)

Post & Telecom.



Post Office Royal Mail Group Ltd

ROYAL MAIL GROUP LIMITED SCHEME IP3/2008

Explanatory Note

This Note is not part of the Scheme

The Scheme which follows this note is made under section 89 of the Postal Services Act 2000 and amends the Successor Postal Services Company Inland Parcel Post Scheme 2001. The Scheme comes into force on 1st August 2008.

ROYAL MAIL GROUP LTD INLAND PARCEL POST (AMENDMENT No. 14) SCHEME 2008

Made.....24th July 2008

Coming into operation.....1st August 2008

Royal Mail Group Limited ^(a) by virtue of the powers conferred upon it by Section 89 of the Postal Services Act 2000 ^(b) and of all other powers enabling it in this behalf, hereby makes the following Scheme:

Commencement and citation

1. This Scheme shall come into operation on 1st August 2008 and may be cited as the Royal Mail Group Ltd. Inland Parcel Post (Amendment No. 14) Scheme 2008.
2. This Scheme shall be read as one with the Successor Postal Services Company Inland Parcel Post Scheme 2001^(c) (hereinafter called "the Scheme"), as amended by the Consignia plc Inland Parcel Post (Amendment No. 1) Scheme 2001^(d), the Consignia plc Inland Parcel Post (Amendment No. 2) Scheme 2001^(e), the Consignia plc Inland Parcel Post (Amendment No. 3) Scheme 2002^(f), the Consignia plc Inland Parcel Post (Amendment No. 4) Scheme 2002^(g), the Royal Mail Group plc Inland Parcel Post (Amendment No. 5) Scheme 2003^(h), the Royal Mail Group plc Inland Parcel Post (Amendment No. 6) 2003⁽ⁱ⁾, the Royal Mail Group plc Inland Parcel Post (Amendment No. 7) 2003^(j), the Royal Mail Group plc Inland Parcel Post (Amendment No. 8) 2004^(k), the Royal Mail Group plc Inland Parcel Post (Amendment No. 9) 2005^(l), the Royal Mail Group plc Inland Parcel Post (Amendment No. 10) 2006^(m), the Royal Mail Group Ltd Inland Parcel Post (Amendment No. 11) 2007⁽ⁿ⁾ and the Royal Mail Group Ltd Inland Parcel Post Scheme (Amendment No. 12) 2008^(o), and the Royal Mail Group Ltd Inland Post (Amendment No. 13) Scheme 2008^(p).

SUCCESSOR POSTAL SERVICES COMPANY INLAND PARCEL POST SCHEME 2001 (AS AMENDED) – CONSOLIDATED VERSION

EXPLANATORY NOTES (THESE NOTES ARE NOT PART OF THE SCHEME):

- (1) The Scheme which follows these notes was made by the Post Office under section 28 of the Post Office Act 1969 and was originally called The Post Office Inland Parcel Post Scheme 1989.
- (2) The Scheme was made on 18 September 1989 and came into operation on 2nd October 1989, when it replaced:
 - (a) the Post Office Inland Post Scheme 1979 (Post Office Scheme P1/1979); and
 - (b) all schemes which amended that scheme.
- (3) By virtue of article 38 (1) and (2) of The Postal Services Act 2000 (Commencement No.4 and Transitional and Savings Provisions) Order 2001 (referred to in these notes as Commencement Order No. 4), this Scheme may be cited as the "Successor Postal Services Company Inland Parcel Post Scheme 2001" and continues in force after 26 March 2001 as if made by the successor postal services company under section 89 of the Postal Services Act 2000.

- (4) The "successor postal services company" is defined in Commencement Order No.4 as meaning the company which carries on the business of providing postal services which was formerly carried on by the Post Office. That company is Royal Mail Group Limited (formerly called Royal Mail Group plc and before that Consignia plc). The company changed its name to Royal Mail Group Limited on the 20 March 2007.

- (5) The Scheme as set out below includes the following amendments to it:

- (a) the Post Office Inland Parcel Post Amendment (No. 1) Scheme 1990
- (b) the Post Office Inland Parcel Post Amendment (No. 2) Scheme 1991
- (c) the Post Office Inland Parcel Post Amendment (No. 3) Scheme 1992
- (d) the Post Office Inland Parcel Post Amendment (No. 4) Scheme 1993
- (e) the Post Office Inland Parcel Post Amendment (No. 5) Scheme 1993
- (f) the Post Office Inland Parcel Post Amendment (No. 6) Scheme 1993
- (g) the Post Office Inland Parcel Post Amendment (No. 7) Scheme 1994
- (h) the Post Office Inland Parcel Post Amendment (No. 8) Scheme 1996
- (i) the Post Office Inland Parcel Post Amendment (No. 9) Scheme 1997
- (j) the Post Office Inland Parcel Post Amendment (No. 10) Scheme 1998
- (k) the Post Office Inland Parcel Post Amendment (No. 11) Scheme 1999
- (l) the Post Office Inland Parcel Post Amendment (No. 12) Scheme 2000
- (m) the Consignia plc Inland Parcel Post (Amendment No. 1) Scheme 2001
- (n) the Consignia plc Inland Parcel Post (Amendment No. 2) Scheme 2001
- (o) the Consignia plc Inland Parcel Post (Amendment No. 3) Scheme 2002
- (p) the Consignia plc Inland Parcel Post (Amendment No. 4) Scheme 2002
- (q) the Royal Mail Group plc Inland Parcel Post (Amendment No. 5) Scheme 2003
- (r) the Royal Mail Group plc Inland Parcel Post (Amendment No. 6) Scheme 2003
- (s) the Royal Mail Group plc Inland Parcel Post (Amendment No. 7) Scheme 2004
- (t) the Royal Mail Group plc Inland Parcel Post (Amendment No. 8) Scheme 2004
- (u) the Royal Mail Group plc Inland Parcel Post (Amendment No. 9) Scheme IP 1/2005
- (v) the Royal Mail Group plc Inland Parcel Post (Amendment No. 10) Scheme IP1/ 2006
- (w) the Royal Mail Group plc Inland Parcel Post (Amendment No. 11) Scheme 2007 IP1/2007
- (x) the Royal Mail Group Limited, Inland Parcel Post (Amendment No. 12) Scheme 2008 IP1/2008
- (y) the Royal Mail Group Limited, Inland Parcel Post (Amendment No. 13) Scheme 2008 IP2/2008
- (z) the Royal Mail Group Limited Inland Parcel Post (Amendment No. 14) Scheme 2008 IP3/2008 (the Scheme that follows this Explanatory Note)

- (6) By virtue of article 38 of Commencement Order No.4:

- (a) Delete
- (b) Delete
- (c) Delete
- (d) Delete
- (e) anything agreed, approved, prescribed or specified for the purposes of the Scheme by the Post Office shall be treated as agreed, approved, etc by the successor postal services company; and
- (f) a reference in the Scheme to a scheme made under section 28 of the Post Office Act 1969 shall, unless the context otherwise requires, be read as including a reference to a scheme made, or treated by virtue of Commencement Order No. 4 as made, under section 89 of the Postal Services Act 2000.

End of Explanatory Note

ARRANGEMENT OF SECTIONS

PART 1**Commencement, citation, revocation, interpretation and application**

1. Commencement and Citation.
2. Revocation.
3. Interpretation.
4. Application.

PART 2**Postage**

5. Rates of postage.
6. *Deleted*

PART 3**General conditions**

7. Prohibitions and Restrictions.
8. Postal packets containing others for different persons.
9. Packaging.
10. Addressing.
11. Limits of size and weight.
12. Payment of postage and fees.
13. Postmarks.
14. Treatment of irregular postal packets and Unpaid or Underpaid Postage.
15. Undeliverable postal packets.
16. Treatment of postal packets addressed to deceased persons.

PART 4**Conditions relating to particular classes of postal packets**

17. Postal Packets

PART 5**Postal facilities**

18. General.
19. *Deleted*
20. Redirection by the public.
21. Evasion of postage by redirection.
22. Poste restante.
23. *Deleted*
- 23A. Local Collect

PART 6**Liability**

24. Postal packets for which Royal Mail accepts liability.

PART 7**Compensation fee parcel service**

25. Compensation fee parcel service.

PART 8**Compensation for postal packets other than those accepted under the Compensation Fee Parcel Service**

26. Compensation for other postal packets.

PART 9

27. *Deleted*
28. *Deleted*
29. *Deleted*

PART 10**Miscellaneous and general**

30. Variation of route.
31. Remission of postage.

PART 11**Application of scheme to postal packets to and from the Isle of Man**

32. Application generally.
33. *Deleted*
34. Postal packets on which compensation fee paid.
35. Compensation for certain postal packets to and from the Isle of Man.
36. *Deleted*
37. *Deleted*
38. *Deleted*
39. *Deleted*
40. Postings in the Isle of Man.

PART 12**Transitional provisions**

41. Transitional provisions.

PART 13

42. *Deleted*

SCHEDULES

Schedule 1: Rates of Postage and limits of Size and Weight.

Schedule 2: *Deleted*

Schedule 3: Postal Facilities.

Schedule 4: Compensation Fee Parcels.

Schedule 5: *Deleted*

Schedule 6: *Deleted*

Schedule 7: Schemes revoked.

Schedule 8: Nature and Extent of Compensation Payments for Loss, Part Loss and Damage.

PART 1**Commencement, citation, revocation, interpretation and application****1. COMMENCEMENT AND CITATION**

- (1) This Scheme came into operation on the 2nd day of October 1989, and was then cited as the Post Office Inland Parcel Post Scheme 1989.
- (2) By virtue of article 38 (1) and (2) of The Postal Services Act 2000 (Commencement No.4 and Transitional and Savings Provisions) Order 2001 (referred to in these notes as Commencement Order No. 4), this Scheme may be cited as the "Successor Postal Services Company Inland Parcel Post Scheme 2001" and continues in force after 26 March 2001 as if made by the successor postal services company under section 89 of the Postal Services Act 2000 and is referred to in this document as "this Scheme".

2. REVOCATION

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

3. INTERPRETATION

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

The Act means the Postal Services Act 2000;

Actual Loss (a) where an item is lost or damaged beyond repair then it is the amount it cost the customer to acquire, purchase or manufacture the item subject to an adjustment to take account of condition, age and depreciation;

(b) where an item is damaged it is the cost of repair. No additional payment will be made for the reduced value of the repaired item;

Addressee The person to whom a postal packet is addressed;

Antique means an object which is over 100 years old;

Business any entity engaged in commercial or economic activity, whether for profit or not, and irrespective of legal form;

Charges any and all sums of money that may be charged by Royal Mail pursuant to this Scheme;

Cash on Delivery *Deleted*

Cover any cover, or other packaging on the outside face of a postal Packet;

Collectable means an item which has appreciated in value either due to its scarcity or due to it being no longer in production;

Damage if an item in a postal packet has suffered a degree of harm that reasonably impairs the material function or contents of the item;

Due Date means for Standard Parcel services, the third working day following the date of posting;

Evidence of Posting includes the original certificate of posting, an original Smartstamp® or on-line postage certificate of posting validated at a Post Office® branch. Where a postal packet is the subject of a claim for damage or part loss then the item with envelope or packaging including the postage paid will also constitute evidence of posting; however where a certificate of posting is provided as part of the service purchased this must always be provided to Royal Mail, in addition to the item and packaging, in the event of a claim.

Franking Equipment	has the meaning set out in the Franking Scheme;	20kg;
Franking Mark	has the meaning set out in the Franking Scheme;	Part Loss where a postal packet is received and some or part of the content is missing;
Franking Scheme	the Royal Mail Scheme for Franking Letters and Parcels 2008;	Postal Form means a form issued by or under the authority of Royal Mail;
ILS	Successor Postal Services Company Inland Letter Post Scheme 2001;	Postal Packet means and includes every packet or article transmissible by post as a parcel;
Inland	when used in relation to any postal packet, a postal packet posted in the United Kingdom for delivery to an address in the United Kingdom;	Postage the fee charged by Royal Mail for delivery of a postal packet;
Intrinsic Value	when used in relation to the contents of a Postal Packet means that it has an inherent monetary value relating to its essential nature;	Post, Posted a postal packet is posted if it has been entrusted to Royal Mail for transmission by post in accordance with one of the approved methods set out in this Scheme and related words should be construed accordingly;
Jewellery	any of: (a) precious metal that has been manufactured in such a way as to add value to it, including coins used for ornament, (b) diamonds and precious stones, (c) watches the cases of which are made wholly or mainly of precious metal, and (d) articles similar to any of those referred to in (a) – (c) above with an Intrinsic Value;	Postage Stamp a stamp, authorised for use by Royal Mail to indicate payment of postage and/or fees on a postal packet or to indicate that the sender of a postal packet has entered into an arrangement with Royal Mail to pay postage and/or fees on that postal packet. A postage stamp or mark may be adhesive in order for it to be affixed to a cover or packaging, as Royal Mail may from time to time permit;
Licence	means the Licence granted to the Successor Postal Services Company (Royal Mail) under Section 11 of the Postal Services Act on 23 March 2001 as amended from time to time;	Postal Address means for any premises the address, including the postcode, maintained by Royal Mail from time to time as corresponding to those premises in the Postcode Address File;
Loss	a postal packet shall be deemed to be lost (unless there is evidence to the contrary to demonstrate that it has not been lost) if it has not been delivered by Royal Mail to the place it is addressed by the end of the fifteenth Working Day after its Due Date;	Post Box a post box authorised for use as such by Royal Mail excluding a Private Post Box;
Mark	a collective term for a mark or impression (to include a franking mark, a printed postage impression, a postage paid symbol, pre-printed stationery and SmartStamp™) authorized for use by Royal Mail to indicate payment of postage and/or fees on a postal packet to indicate that the sender of a postal packet has entered into an arrangement with Royal Mail to pay postage and/or fees on that postal packet. A mark may be non-adhesive (when it is embossed, impressed or printed on a cover or envelope) as Royal Mail may from time to time permit;	Post Mark any mark or impression applied by Royal Mail to a cover or packaging, to cancel a postage stamp or for any other postal purpose approved and authorised by Royal Mail;
Market Value	is what a willing buyer would pay a willing seller, both in a free market, for a postal packet. When assessing the Market Value of a postal packet the value of any message or information it contains, or bears, or refers to must be ignored. Market Value is one of two caps upon the amount of compensation payable;	Postal any scheme under either Section 28 of the Post Office Act 1969, or Scheme made by Royal Mail under Section 89 of the Postal Services Act 2000; now or in the future;
Money	any of: (a) coins and bank notes of any currency that are legal tender at the time of posting, (b) postal orders, cheques and dividend warrants uncrossed and payable to bearer, (c) Unused postage and revenue stamps and National Insurance stamps; Exchequer bills, bills of exchange, promissory notes and credit notes; bonds, bond coupons, any other investment certificates, and (d) coupons, vouchers, tokens, cards, stamps and other documents that can be exchanged in whole or in part for money, goods or services;	Private Postbox Any post box owned and maintained by a person other than Royal Mail which has been authorised for use as a post box by either the Post Office or Royal Mail;
Officer of Royal Mail	means a person engaged in the business of Royal Mail;	Royal Mail means Royal Mail Group Limited;
Parcel	means a postal packet which is posted as a parcel in accordance with the provisions of this Scheme whose size cannot exceed 1.5m in length with a maximum combined length and girth of 3m, where the girth must be measured around the thickest part of the parcel and whose total weight cannot exceed	Redirection means the delivery of mail by Royal Mail upon the instructions of the addressee to the address at which he is now residing or if a business from which it is now trading;
		Sender means, for the purpose of Sections 91 and 92 of the Postal Services Act 2000, 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;
		Smart Stamp™ a postage impression used by customers posting items with the SmartStamp™ indicia having entered into the relevant SmartStamp™ terms and conditions;
		Unaddressed Postal Packet a postal packet which is not addressed to, or intended for delivery to, any specified addressee or address;
		Undeliverable when used in relation to a postal packet, the meaning set out in Section 15 of this Scheme;
		Unpaid Postal Package a postal packet on which the postage and/or fees payable under this Scheme has not been paid or has been underpaid;
		Valuables any of Jewellery or Money;
		Working Day working days are Monday to Saturday inclusive, (excluding any Public or Bank Holidays)
	3.2	Any reference in this Scheme to additional postage shall have effect in relation to a postal packet for which no rate of postage is specified as though for the words “additional postage” there was substituted the word “postage”.
	3.3	Any reference in this Scheme to the provisions of any enactment,

regulations or scheme shall be construed, unless the context otherwise requires, as a reference to those provisions as amended, re-enacted or replaced by any subsequent enactment, order, regulations or scheme.

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

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

3.6 *Deleted*

4. APPLICATION

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

4.1.1 the posting in the United Kingdom of postal packets addressed to places in that area or in the Isle of Man;

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

4.1.3 the treatment, conveyance and delivery of postal packets addressed to places in that area which have been posted in the Isle of Man and transmitted to that area.

4.2 Postal packets will be conveyed either as "Standard Parcels" or under the "Compensation Fee Parcel Service".

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

4.4 In the case of postal packets transmitted (or for transmission) between the United Kingdom and the Isle of Man this Scheme shall apply in relation only to the posting, treatment, conveyance and delivery of such postal packets under the authority of Royal Mail (and to services and facilities provided under such authority) and shall so apply subject to and in accordance with the exceptions, modifications and further provisions contained in Part 11.

PART 2

Postage

5. RATES OF POSTAGE

5.1 There shall be charged and paid upon postal packets for delivery and any facilities provided pursuant to this Scheme, the postage, charges and rates of charge specified in Schedules 1, 3 and 4 (subject to the further provisions of this section 5).

5.2 *Deleted*

5.3 *Deleted*

5.4 *Deleted*

5.5 On and from the date when this Scheme comes into operation until such time as Royal Mail may determine under section 5.7 below the postage, charges and rates of charges for postal services and facilities and any other facility or service provided pursuant to this Scheme, shall be those specified or referred to in Schedules 1, 3 and 4.

5.6 Royal Mail may, at any time after coming into operation of this Scheme, and from time to time thereafter, determine that different postage, charges and rates of charge shall be substituted for all or any of the postage, charges or rates of charge set out in Schedule 1, 3 and 4 or elsewhere, (or any postage, charge or rates of charge fixed pursuant to this section 5.7 and section 5.8) and such substituted postage, charges or rates of charge shall be applicable on and after such day as may be so determined.

5.7 Such substitute postage, charges or rates of charge (or any of them) may be determined on such basis and subject to such conditions and limitations as Royal Mail may think fit and Royal Mail shall publish such substitute postage, charges or rates of charge in the London, Edinburgh and Belfast Gazettes fixed by it under section 5.6 and section 5.7.

6. *Deleted*

PART 3

General Conditions

7. PROHIBITIONS AND RESTRICTIONS:

7.1 Save as Royal Mail 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 Section 85 (1)-(5) of the Postal Services Act 2000.

7.2 Subject to Section 107 of the Postal Services Act 2000 there shall not be posted or conveyed or delivered by post any postal packet which contains items set out in Section 7.4 below.

7.3 Royal Mail will not accept any liability for a postal packet that contains any of the items set out below in section 7.4.

7.4 A postal packet must not contain any of the following:-

7.4.1 aerosols,

7.4.2 alcoholic liquids with alcohol content higher than 70 per cent,

7.4.3 asbestos,

7.4.4 batteries that are classed as dangerous goods by the latest edition of the International Civil Aviation Organization's Technical Instructions,

7.4.5 butane lighters and refills,

7.4.6 clinical and medical waste,

7.4.7 flammable and non-flammable, toxic and compressed gases,

7.4.8 corrosives,

7.4.9 counterfeit money or counterfeit postage stamps,

7.4.10 drugs of any description, except those permitted under section 7.5 below,

7.4.11 dry ice,

7.4.12 environmental waste,

7.4.13 explosives,

7.4.14 filth,

7.4.15 flammable liquids or solids,

7.4.16 lottery tickets (except for United Kingdom lottery tickets),

7.4.17 indecent, obscene or offensive material,

7.4.18 UN 2814 or UN 2900 infectious substances as classified at Division 6.2 of the 2005 – 2006 Edition Technical Instructions For Safe Transport of Dangerous Goods by Air published by ICAO (the International Civil Aviation Organisation),

7.4.19 magnetized material with a magnetic field strength of 0.159A/metre or more at a distance of 2.1 metres from the outside of the package,

7.4.20 matches,

7.4.21 oxidising materials or organic peroxides,

7.4.22 pesticides,

7.4.23 toxic liquids, solids or gases,

7.4.24 poisons,

7.4.25 all radioactive material and samples that are classified as radioactive using Tables 2-12 of the latest edition of the International Civil Aviation Organisation's Technical Instructions,

7.4.26 weapons of war, except as permitted by section 7.5 below

7.4.27 ammunition,

7.4.28 solvent-based paints, varnishes and enamels,

7.4.29 water-based paints, varnishes and enamels in volumes greater than 150 Millilitres,

7.4.30 any imitation of a bank note which is for the time being legal tender in the country of issue,

7.4.31 any other item prohibited by law or any item listed as prohibited in this Scheme or that in the opinion of Royal Mail may be harmful or dangerous or a risk to health and safety.

RESTRICTIONS

7.5 The following are restricted items and a postal packet containing any of the following items may be posted providing that the Sender meets all Royal Mail's requirements for acceptance of the item including but not limited to packaging requirements:

7.5.1 alcoholic liquids with alcohol content lower than 70 per cent,

7.5.2 batteries, other than those prohibited in section 7.4.

7.5.3 battery operated goods, excluding the batteries if prohibited under section 7.4,

7.5.4 drugs sent in emergencies for medical or scientific purposes,

7.5.5 guns for sporting use,

7.5.6 UN 3373 Diagnostic substances as classified at Division 6.2 of the 2005-2006 Edition Technical Instructions for the Safe Transport of Dangerous Goods by Air, published by ICAO (International Civil Aviation Organisation) only

- if they meet in full the packaging instructions as set out in Royal Mail's Packaging Requirements for Diagnostic Specimens,
- 7.5.7 living creatures,
 - 7.5.8 magnetised materials, other than those prohibited under section 7.4,
 - 7.5.9 water-based paints, varnishes and enamels in volumes of less than 150 millilitres,
 - 7.5.10 perishable goods,
 - 7.5.11 all radioactive material and samples that are not classified as Radioactive using Tables 2-12 of the latest edition of the International Civil Aviation Organization's Technical Instructions,
 - 7.5.12 vaccines.

7.6 Over the counter medicines and prescription medicines may not be sent as a postal packet but may be sent as a Special Delivery or Recorded Delivery item under the ILS subject always to the provisions of that Scheme and in particular Section 15.2.13.

7.7 Royal Mail will not accept any liability for a postal packet that contains any restricted items save where the sender meets all Royal Mail's requirements for acceptance of the item, including, but not limited to, packaging requirements.

8. POSTAL PACKETS CONTAINING OTHERS FOR DIFFERENT PERSONS

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

(2) Deleted

9. PACKAGING

9.1 Every postal packet shall be made up and secured in such manner as, in the opinion of Royal Mail will not cause injury to an individual and will not damage any other postal packet in course of conveyance, nor any receptacle in which the same is conveyed.

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

9.3 A postal packet must not contain or bear any fictitious stamp (other than a fictitious stamp made with the approval of Royal Mail), or any counterfeit of any impression authorised by or under this Scheme to be used to denote payment of postage or fees.

9.4 A postal package must not:

- 9.4.1 have on it, or on its cover 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;
- 9.4.2 be of such a size, form, substance or colour or so made up for transmission by post as to be likely, in the opinion of Royal Mail, to embarrass anyone dealing with the postal packet;
- 9.4.3 have anything written, printed or otherwise impressed upon or attached to any part of it or showing through the cover which:
 - 9.4.3.1 tends to prevent the easy and quick reading of the address of the postal packet, or
 - 9.4.3.2 is in inconvenient proximity to the stamp or stamps used in the payment of postage or to any such impression as is referred to in section 12, or
 - 9.4.3.3 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 Royal Mail to embarrass anyone in dealing with the postal packet.;
- 9.4.4 purports to denote the payment of any postage or fees, by any stamp or franking mark or other impression which has been previously used to denote payment of the postage or fees on any other postal packet;
- 9.4.5 denotes the payment of postage or fees by an adhesive stamp or stamps that have not been securely affixed in such manner as Royal Mail may require,
- 9.4.6 contains or bears any franking mark which has been made by Franking Equipment used otherwise than in accordance with the terms of the Franking Scheme or any Franking Mark which does not in any other respect comply with that Scheme.

9.5 Any article contained in the postal packet shall be adequately packed as a protection against damage in course of transmission.

9.6 A breakable item must be packaged in a strong container with enough packaging material to protect the item against pressure and knocks. The postal packet must be marked with the words "FRAGILE HANDLE WITH CARE" in capital letters on the cover or envelope above the address.

9.7 An item that may be damaged by bending must be packed in a strong container that will prevent the item from being bent. The postal packet must be marked with the words "DO NOT BEND" in capital letters on the cover or envelope above the address.

9.8 If a postal packet contains an item that is likely to perish or decay, the postal packet must be marked with the words "PERISHABLE" in capital letters on the cover or envelope above the address.

9.9 Restricted items must be packed in accordance with further packaging requirements referred to in section 7.7 of this Scheme.

9.10 The packaging must comply with any other information published by the Royal Mail on packing and any specific guidance given.

10. ADDRESSING

10.1 The address of the person to whom the postal packet is to be transmitted shall be written fully and correctly on the cover thereof or on a label securely fixed or tied thereto, or otherwise in such a manner that the address is plainly visible and legible. The address must contain a complete and accurate postcode.

10.2 The address must not be obscured or made difficult to read in any way including by the manner in which the contents are enclosed.

10.3 The postal packet must not have on its cover:

- 10.3.1 anything which obscures the postage stamp or other mark indicating that postage acceptable to Royal Mail has been paid;
- 10.3.2 anything which is likely in the opinion of Royal Mail to make it difficult to apply a postmark to the cover of the postal packet;
- 10.3.3 anything which in the opinion of Royal Mail will make the postmark illegible;
- 10.3.4 any counterfeit or fake postage stamp or mark;
- 10.3.5 any postage mark which has already been used to pay postage;
- 10.3.6 any signs words or marks, used without official permission, which could indicate that the letter was sent on her Majesty's Service or was conveyed and delivered by Royal Mail; or
- 10.3.7 any signs, words, marks or designs which are offensive, obscene or indecent.

10.4 A postal packet must not be made up in any way or have anything on its cover which in the judgement of Royal Mail makes it difficult or embarrassing to deliver.

10.5 A postage stamp or mark must not be attached to a parcel using staples, sticky tape or another means of which Royal Mail does not approve.

10.6 A postage stamp or mark must be placed in the top right hand corner of the front of the cover unless Royal Mail specifies otherwise.

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

11. LIMITS OF SIZE AND WEIGHT

Save as Royal Mail may either generally or in any particular case allow, and subject to section 14, no postal packet shall be transmissible under this Scheme if its size exceeds the relevant limit set out in Schedule 1, or its weight exceeds the corresponding limitation of weight (if any) specified in that Schedule.

12. PAYMENT OF POSTAGE AND FEES

12.1 Except as Royal Mail may otherwise direct, and subject to the provisions of this Scheme, the postage and fees payable on every postal packet and the fees payable in respect of postal facilities shall be prepaid.

12.2 The provisions of this Scheme with reference to the prepayment of postage and fees shall not apply to the fees payable on postal

packets with respect to which Royal Mail has entered into an arrangement with the senders for the grant of credit facilities.

12.3 Payment of postage or fees payable under this Scheme may be denoted:

- 12.3.1 by adhesive postage stamps bearing the effigy of Her Majesty Queen Elizabeth the Second, or showing such other indication of payment of postage as Royal Mail may from time to time permit;
- 12.3.2 by postage stamps of such denominations or showing such other indication of payment of postage embossed, impressed or printed on envelopes, covers or wrappers authorised by Royal Mail for postal use, or on other postal forms, or by such postage stamps which have been cut out of, or otherwise detached from, any such envelopes, covers, wrappers or other postal forms;
- 12.3.3 by Franking Marks which have been made by franking equipment used in accordance with the Franking Scheme;
- 12.3.4 in such other manner as Royal Mail may from time to time permit.

12.4 The Franking Scheme shall be read as one with this Scheme and shall apply with respect to the use of Franking Equipment to pay postage or fees and with respect to the posting of postal packets bearing Franking Marks.

12.5 Subject to the provisions of this Scheme, stamps or impressions denoting payment of postage or fees shall be placed in such position on the envelope, cover, wrapper or packaging as Royal Mail may consider appropriate.

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

12.7 Royal Mail may charge fees (which maybe in addition to any postage that may be payable) for the use of the postal services set out in this Scheme. Royal Mail may change these fees from time to time.

13. POSTMARKS

13.1 *Deleted*

13.2 Royal Mail may write or impress on, or affix to a postal packet such words, marks, codes, devices or labels for postal purposes as it may, in its discretion, think proper.

13.3 Royal Mail may charge such fee for the cancellation with a special postmark of postage stamps affixed to postal packets as it may from time to time determine.

14. TREATMENT OF IRREGULAR POSTAL PACKETS AND UNPAID OR UNDERPAID POSTAGE

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

14.2 Where any item is treated as a postal packet pursuant to section 14.1 and the amount of postage which was prepaid thereon is less than the amount which would have been prepayable thereon if it had been properly posted as a postal packet, there shall be payable by the addressee on the delivery of the postal packet (or if the postal packet is refused or cannot for any other reason be delivered, by the sender), the appropriate postage at the applicable rate and in addition such sum as Royal Mail may from time to time determine, less the amount of any postage prepaid.

14.3 Where the postage or any other sum chargeable for the transmission of an inland postal packet is required to be pre paid and it has not been, or insufficiently been prepaid by the sender, there shall be paid by the addressee on the delivery of the postal packet, or if the postal packet is refused or cannot for any other reason be delivered, by the sender such amount as Royal Mail

may determine.

14.4 If no payment of underpaid postage or the surcharge is made by the sender or the recipient under section 14 then the item will be deemed to be incapable of delivery and Royal Mail will dispose of the item as it sees fit.

15. UNDELIVERABLE POSTAL PACKETS

15.1 Royal Mail may decide not to deliver a postal packet which it considers impracticable or unreasonable to deliver. Such a postal packet is referred to in this Scheme as "undeliverable". Royal Mail may consider that it is impracticable or unreasonable to deliver a postal packet:

- 15.1.1 if the address is unsafe or insecure or if no suitable delivery point has been provided or if access to the delivery point has been prevented;
- 15.1.2 if the address to which the postal packet is to be delivered is not permanently occupied;
- 15.1.3 if the postal packet is not fully and correctly addressed in accordance with the provisions of section 10.1 above;
- 15.1.4 for any reason concerning health and safety; or
- 15.1.5 for any other reason, Royal Mail forms the opinion that it is impracticable or unreasonable to deliver the postal packet.

15.2 If an undeliverable postal packet has not been called for or re-delivery organised within the time limits advertised by Royal Mail then:

- 15.2.1 the postal packet shall be retained at, or forthwith forwarded to such place as Royal Mail may from time to time appoint and may if necessary, be there opened and examined.
- 15.2.2 where the name and address of the sender can be ascertained from the postal packet, it shall be returned to the sender and charged with such an amount as Royal Mail from time to time may determine.
- 15.2.3 where the name and address of the sender cannot be ascertained from the Postal Packet, it shall be retained for such time as Royal Mail shall think fit to await a claim from the sender or addressee, thereafter the provisions of section 15.5 shall apply.

15.2.4 *Deleted*

15.2.5 *Deleted*

15.3 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 105 of the Postal Services Act 2000.

15.4 Royal Mail will require proof to its satisfaction that a person claiming an undeliverable postal packet is entitled to receive it as (or as the duly appointed agent of) the sender or the addressee.

15.5 If a postal packet is retained under sub-section 15.2.3 and no claim is made within the period therein provided by any person who appears to Royal Mail to be entitled to receive it, or

15.5.1 the claimant refuses or fails to pay any such charge as is mentioned in sub-section 15.3, or

15.5.2 if a postal packet forwarded to the address of the sender pursuant to sub-section 15.2.2, is refused at that address or the sender or addressee (as the case may be) refuses or fails to pay any postage or additional postage payable thereon under this section, or any such charge as is mentioned in section 15, then the postal packet may be dealt with or disposed of in such manner as Royal Mail may think fit.

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

16. TREATMENT OF POSTAL PACKETS ADDRESSED TO DECEASED PERSONS

16.1 Where Royal Mail is satisfied that the addressee of a postal packet is dead, it may at its discretion:

- 16.1.1 deliver or redirect such postal packet, on the written application of any one or more of the executors named in

the will of the addressee, or of a person appearing to Royal Mail 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

- 16.1.2 deliver or redirect such postal packets on the written application of any person appearing to Royal Mail to be conducting the affairs of the deceased addressee of the postal packet; or
- 16.1.3 retain such postal packets for such period as it may think fit and, on production of probate of the will or letters of administration to the estate of the addressee together with the written application of one or more of the executors or administrators, or in Scotland on production of confirmation together with the written application of a majority or quorum of the executors or the executor dative, deliver or redirect the postal packets in accordance with such application; or
- 16.1.4 treat such postal packets in accordance with the provisions of this Scheme as postal packets which cannot be delivered.

- 16.2 The charges referred to in paragraph 4 of Schedule 3 shall be payable for a redirection under this section 16.

PART 4

Conditions Relating to Particular Classes of Postal Packets

17. POSTAL PACKETS

- 17.1 All postal packets intended to be transmitted by post shall be posted:
 - 17.1.1 by being handed in at a Post Office® branch to an authorised person on duty at the counter, on the days and within the hours during which such office shall be open to the public for posting of parcels, or
 - 17.1.2 (in circumstances in which Royal Mail permits that mode of posting) by being handed to an officer of Royal Mail for the time being authorised to receive parcels for post otherwise than at a Post Office® branch, or
 - 17.1.3 by collection by Royal Mail, or
 - 17.1.4 by being accepted into the delivery network by any other means approved of by Royal Mail.
- 17.2 Every postal packet shall be packed in such a manner as in the opinion of Royal Mail is calculated to preserve the contents from loss or damage in the post and to prevent any tampering with its contents. Such packaging and addressing shall be in accordance with the provisions of sections 9 and 10 of this Scheme and shall comply with the packaging guidance set out in literature published by Royal Mail in hard copy and on the internet.

17.3 Deleted

PART 5

Postal Facilities

18. GENERAL

- 18.1 There shall be charged and paid for the postal facilities specified in Schedules 1, 3 and 4 the charges specified or referred to in those Schedules, and the said facilities shall be subject to provisions of this Scheme and the ILS as appropriate.
- 18.2 The postal facilities referred to in this Part of this Scheme and in Schedules 1, 3 and 4 may be provided by Royal Mail at such times, during such periods, and at such Post Office® branches in such circumstances, and on such conditions (not being inconsistent with the provisions of this Scheme) as Royal Mail may from time to time consider expedient.
- 18.3 On and from the date when this Scheme comes in operation until such time as Royal Mail may determine under (b) below, the charges and fees shall be those specified or referred to in Schedules 1, 3 and 4;
- 18.4 Royal Mail may, at any time after the coming into operation of this Scheme, and from time to time thereafter, determine that different charges and fees shall be substituted for all or any of the charges or fees set out in Schedules 1, 3 and 4, and such substituted charges or fees shall be applicable on and after such day as may be so determined. Such substituted charges or fees (or any of them) may be determined on such basis and subject to such conditions and limitations as Royal Mail may think fit.
- 18.5 Postcodes are allocated by Royal Mail at its discretion throughout the United Kingdom in accordance with the operational needs

of its network of delivery and collection offices. The codes are routing instructions and Royal Mail may amend them at its discretion

19. Deleted

20. REDIRECTION BY THE PUBLIC

- 20.1 Any postal packet may be redirected from its original address, to the same addressee at any other address in the United Kingdom only.
- 20.2 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 postal packet at the new address, additional postage of such an amount as Royal Mail may determine and as set out in Schedule 1. This shall be treated as a reposting.

21. EVASION OF POSTAGE BY REDIRECTION

21.1 Deleted

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

22. POSTE RESTANTE

- 22.1 The provisions of this section shall apply to postal packets addressed to a Post Office® branch to await collection by the addressee. Except as Royal Mail may otherwise decide, this service is provided only for the convenience of travellers.
- 22.2 The address of such postal packets shall include the words "To be called for" or "Poste Restante".
- 22.3 Such postal packets shall not be addressed to an addressee designated by a fictitious name, or by initials only, or by a forename without a surname.
- 22.4 Royal Mail may refuse to deliver or hand over any such postal packet to a caller unless it is satisfied of the caller's identity.
- 22.5 Such postal packets shall not be retained at a Post Office® branch for delivery to the caller for more than 14 days, unless Royal Mail shall otherwise decide in relation to any particular postal packet or description of postal packets.
- 22.6 Royal Mail may refuse or cease to retain for delivery to the caller any such postal packet the retention of which would in its opinion involve an abuse of the service, or which contravenes sub-sections 22.2 or 22.3 or which is addressed to a Post Office® branch at which the service is not available.
- 22.7 The sender may add to the address of any such postal packet a request that the postal packet may, if not called for within the time specified in the request, be returned to the sender or some person designated by him; and (subject to sub-section 22.5), at the expiration of such time the postal packet shall be returned as specified in the request.

- 22.8 The provisions of this Scheme as to the return, or treatment of, undeliverable postal packets shall apply to any such postal packet which Royal Mail refuses or ceases to retain for delivery to the caller.

23. TRANSMISSION OF POSTAL PACKETS IN BULK

Deleted

23A LOCAL COLLECT

- 23.A.1 Local Collect is a service whereby Royal Mail delivers a postal packet to a Post Office® branch for collection by the addressee. There are two types of Local Collect, one requested by the addressee set out in section 23A.2, and one requested by the sender set out in sections 23A.3, 23A.4 and 23A.5.
- 23.A.2 An addressee may request Royal Mail to deliver a parcel to a Post Office® branch within the same delivery area as the addressee's address if Royal Mail has been unable to effect delivery at the addressee's address. The addressee must pay the fee set out in or referred to in Schedule 3 to this Scheme on collecting the parcel. If the addressee does not pay this fee, Royal Mail may treat the parcel in accordance with Section 14 of this Scheme.
- 23.A.3 Businesses wishing to use the Local Collect service must have a "Local Collect Licence" which authorises the licensee to send a parcel:
 - 23.A.3.1 directly to a Post Office® branch for collection by

the addressee, or

23.A.3.2 to the addressee's address, but in the event that Royal Mail is unable to effect delivery at the addressee's address, then Royal Mail will deliver the parcel to a Post Office® branch located in the same delivery area as the addressee's address for collection by the addressee.

23.A.4 A Local Collect Licence will be granted for a period of one year and may contain such terms and conditions as Royal Mail deem appropriate.

23.A.5 The fees applicable to Local Collect Licence are shown in or referred to in Schedule 3 to this Scheme.

PART 6

Liability

24. POSTAL PACKETS FOR WHICH ROYAL MAIL ACCEPTS LIABILITY

24.1 Royal Mail accepts liability, (subject to the provisions of this Scheme) for the loss of or damage to all inland postal packets and may pay compensation, except where the senders of the postal packet /s have not complied with all the provisions of this Scheme and in particular those provisions relating to specific services detailed in product licences, terms and conditions, application forms and other documents issued, published or authorised by Royal Mail.

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

24.3 No liability is accepted for any postal packet:

24.3.1 which has been destroyed or otherwise dealt with or disposed of pursuant to Section 107(1) of the Postal Services Act 2000 (or under any other provision of the Postal Services Act 2000), other relevant legislation, or under any provision of the Scheme and in particular under Sections 14, 15 or 21 thereof; or redirected under Section 20, unless all the additional postage and fees due under sub-section (2) of that Section have been paid;

24.3.2 which has been forwarded or redirected to an address in the Channel Islands or the Isle of Man;

24.3.3 which Royal Mail has deemed to be undeliverable;

24.3.4 where the event giving rise to the claim was caused by circumstances outside the control of Royal Mail, including exceptionally severe weather conditions, acts of terrorism and vandalism and acts of third parties with whom Royal Mail has no contractual relationship;

24.3.5 which Royal Mail has delivered to the address but the occupier or appropriate relevant party has returned the item to sender;

24.3.6 which has been forwarded from the original delivery address stated on the item other than by Royal Mail under its redirection service;

24.3.7 where loss or damage is due to a latent or inherent defect or natural deterioration;

24.3.8 where there is no material damage which reasonably impairs the function of any item caused solely as a result of its transmission through the post and excluding liability for any pre-existing damage,

24.3.9 where a postal packet contains any of the items set out in Section 7.4. or

24.3.10 where a postal packet contains any of the items set out in Section 7.5, unless all Royal Mail's requirements for accepting such an item, including but not limited to packaging requirements, have been met in their entirety.

24.4 Royal Mail does not accept liability, and will not pay compensation, for the loss of or damage to any postal packet unless the loss or damage is due to any wrongful act done or any neglect or default committed by an officer, servant or agent of Royal Mail while performing or purporting to perform his functions as such in relation to the receipt, carriage, delivery or other dealing with the postal packet.

24.5 Royal Mail does not accept liability and will not pay compensation for the loss of or damage to a postal packet where the postal packet was posted with, or handled by another postal operator or third party, other than when another postal operator has posted the postal packet using one of the services listed in section 25.11 and section 26.6, in which case that postal operator will be regarded as the sender of the postal packet for

compensation purposes.

24.6 Royal Mail does not accept liability and will not pay compensation for loss of, or damage to a postal packet, where the loss or damage is caused by the recipient's own act or omission.

24.7 Royal Mail does not accept liability and compensation will be not be paid for loss or damage in respect of any postal packet containing any of the following items:

24.7.1 real fur,

24.7.2 antiques,

24.7.3 stamps, or

24.7.4 Valuables as defined in this Scheme.

24.8 Any loss or damage paid for Collectables shall be limited to the actual price paid for the collectable(s) subject to the sender providing satisfactory written or printed evidence of the price paid, or the price listed in a recognised guide.

24.9 No compensation may be paid in respect of any postal packet for damage to the following items:

24.9.1 ceramics (such as ornamental and decorative china and porcelain) including those items which have ceramic components,

24.9.2 glassware (including those items which have glass components).

24.10 No compensation will be paid for loss or damage to an item where there is no evidence of material damage to the external packaging or the internal wrappings which is consistent with the damage sustained by the item.

PART 7

Compensation Fee Parcel Service

25.1 Subject to the provisions of this Scheme a postal packet may be sent by the "Compensation Fee Parcel Service". This service may sometimes be advertised under the name "Standard Parcel with Enhanced Compensation".

25.2 The sender of the postal packet shall write on the prescribed form the name of the addressee and the address. When posting the postal packet, the person handing it over shall obtain evidence of posting on which the amount of the compensation fee paid is denoted in a manner provided in section 12.

25.3 In addition to the postage charged and payable thereon, there shall be charged and paid on any postal packet which the sender wishes to be dealt with under the Compensation Fee Parcel Service the Minimum Fee, or if the sender so elects one of the higher fees specified in Schedule 4.

25.4 The conditions set out in this Scheme for ordinary postal packets shall be complied with in addition to these conditions for the Compensation Fee Parcel Service.

25.5 The maximum amount of compensation that Royal Mail will pay if a Compensation Fee Parcel or its contents has been lost or damaged is the actual loss up to:

25.5.1 the cap of the market value of the postal packet at the date of posting, or

25.5.2 the amount of compensation purchased (see Schedule 4) whichever is the lesser sum.

25.6 The maximum amount of compensation which may be purchased and the fee payable for this service is set out in Schedule 4 of this Scheme.

25.7 Royal Mail may also refund postage under Schedule 8 of this Scheme.

25.8 If a postal packet has been redirected under Section 20 after delivery to the address no liability is accepted for loss or damage to the postal packet or its contents unless the postal packet has been redirected by being posted anew and full postage prepaid on such reposting together with a further compensation fee. In such a case liability will be accepted subject to the other provisions of the Act and Scheme having been complied with. The amount of compensation which may be paid for loss of or damage to the contents of the postal packet shall not exceed the amount of compensation purchased for either of the two journeys and may not be added together to increase the total amount of compensation as set out in Schedule 4.

25.9 Royal Mail may, if it thinks fit, refuse to accept a postal packet for transmission under the Compensation Fee Parcel Service.

25.10 All claims for compensation must be supported by evidence of posting, which must be provided to Royal Mail upon request,

confirming that the Compensation Fee Parcel Service has been purchased and indicating the price paid and the amount of compensation purchased.

- 25.11 If the Standard Parcel service with enhanced compensation is used then the arrangements under Schedule 8 of this Scheme shall apply subject to all other relevant provision of this Scheme having been complied with.

PART 8

Compensation for Postal Packets other than those accepted under the Compensation Fee

Parcel Service

26. COMPENSATION FOR OTHER POSTAL PACKETS

- 26.1 This section applies to any postal packet other than one accepted for transmission under the Compensation Fee Parcel Service.
- 26.2 All postal packets to which this section applies are hereafter referred to as "ordinary packet(s)".
- 26.3 The amount of compensation which may be paid upon a claim for compensation for loss of, damage to, or part loss of an ordinary packet is the actual loss up to :
- 26.3.1 the market value of the postal packet at the date of posting, or
- 26.3.2 one hundred times the value of a first class letter stamp at its first weight step, whichever is the lesser sum.
- 26.4 Royal Mail may also refund postage under Schedule 8 of the Scheme.
- 26.5 Royal Mail does not accept liability, and will not pay compensation, for a lost or damaged ordinary packet unless evidence of posting has been obtained at the time of posting and produced to Royal Mail upon request.
- 26.6 If First Class or Second Class stamped and metered mail (including items sent using Smartstamp or online postage), Recorded (Signed for) mail when used in conjunction with First Class or Second Class stamped and metered mail, and Articles for the Blind (all the aforementioned conveyed under the ILS) or Standard Parcels are used then the arrangements under Schedule 8 of this Scheme shall apply subject to all other relevant provision of this Scheme having been complied with.

PART 9

27. Deleted
28. Deleted
29. Deleted

PART 10

Miscellaneous and General

30. VARIATION OF ROUTE

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

31. REMISSION OF POSTAGE

Royal Mail may remit in whole or in part any postage or other sums chargeable under this Scheme in such cases as it may determine.

PART 11

Application of Scheme to Postal packets to and from the Isle of Man

32. APPLICATION GENERALLY

This part of this Scheme applies in relation only to postal packets transmitted (or for transmission) between the United Kingdom and the Isle of Man.

33. Deleted

34. POSTAL PACKETS ON WHICH COMPENSATION FEE PAID

Where a compensation fee has been paid; (a) in respect of a postal packet posted in the United Kingdom for transmission to an address in the Isle of Man or (b) in respect of a postal packet posted in the Isle of Man for transmission to an address in the United Kingdom; and the postal packet is one for which compensation would have been paid under Part 7 of this Scheme (Compensation Fee Parcel Service) if it had been an inland parcel Royal Mail may pay compensation to the sender or to the addressee under and in accordance with section 25 (but subject

as therein provided) in respect of any article of pecuniary value enclosed in or forming part of that parcel, if satisfied that such article has been lost or damaged whilst in the post and that no compensation has been paid or will be paid in the case of a parcel posted in the United Kingdom, by the postal administration for the place to which it was addressed, or in the case of a parcel posted in the Isle of Man, by the postal administration of the Isle of Man.

35. COMPENSATION FOR CERTAIN POSTAL PACKETS TO AND FROM THE ISLE OF MAN

Where a postal packet for which compensation would have been paid under Part 8 of this Scheme if it had been an inland postal packet has been posted in the United Kingdom for transmission to an address in the Isle of Man, Royal Mail may (except as hereafter provided) pay compensation to the sender or the addressee under and in accordance with section 26 (but subject as therein provided) in respect of any article of pecuniary value enclosed in or forming part of that postal packet if satisfied that such article has been lost or damaged whilst in the custody of Royal Mail or its agents and that no compensation has been or will be paid in the case of such a packet by the postal administration of the Isle of Man.

36. Deleted

37. Deleted

38. Deleted

39. Deleted

40. POSTINGS IN THE ISLE OF MAN

- 40.1 This section applies to incoming postal packets addressed to persons at addresses within the United Kingdom which were posted in the Isle of Man by or on behalf of any one person resident or carrying on business in that area, not being postal packets addressed to that person or to an agent of that person.

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

40.2.1 detained and returned to the country or place of origin, or (at the discretion of Royal Mail);

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

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

PART 12

Transitional Provisions

- 41.1 Any rate of postage fixed by Royal Mail under any of the provisions of the schemes revoked by this Scheme which is in force immediately before this Scheme comes into operation shall continue in force as if it had been fixed under the corresponding provision of this Scheme until superseded by a rate of postage fixed under that provision.

- 41.2 Where immediately before this Scheme comes into operation a continuous service or facility was being provided under any of the provisions of the schemes revoked by this Scheme and was due to be provided for the residue of a period of time then current, such service or facility shall continue to be provided under the corresponding provision of this Scheme until the expiration of that period as if that provision had been in force when the application for the service or facility for that period was made and any fee or charge paid in respect of that period pursuant to the revoked provision had been paid pursuant to the

corresponding provision; and where immediately on the expiration of that period the service or facility is continued for a further period that further period shall be deemed not to be an initial period for the purpose of determining the amount of any fee or charge payable under this Scheme.

41.3 Deleted

PART 13

42. Deleted

SCHEDULE 1

Paragraphs 5 and 10

Rates of Postage and Limits of Size and Weight

(a) Rates of Postage for Royal Mail Standard Parcels

Column 1 Description of Postal Packet	Column 2 Rates of postage £
Weight not exceeding 2kg	4.20
Weight exceeding 2kg but not exceeding 4kg	6.85
Weight exceeding 4kg but not exceeding 6kg	9.30
Weight exceeding 6kg but not exceeding 8kg	11.40
Weight exceeding 8kg but not exceeding 10kg	12.24
Weight exceeding 10kg but not exceeding 20kg	14.26

(b) Limits of size on Royal Mail Standard Parcels and Compensation Fee Parcel Service

Not exceeding 1.5m in length with a maximum combined length and girth of 3. (Girth must be measured around the thickest part).

(c) Limits of weight on Royal Mail Standard Parcels and Compensation Fee Parcel Service

Not exceeding 20kg.

SCHEDULE 2

Deleted

SCHEDULE 3

Section 18 Postal Facilities

- 1 Deleted
- 2 Deleted
- 3 PO Box facilities for postal packets are dealt with under the ILS section 28 and Schedule 1 Paragraph 11
- 4 Facilities for Redirection by Royal Mail of postal packets are dealt with under the ILS section 34 and Schedule 1 Paragraph 16.
- 5 Deleted
- 6 Deleted
- 7 Deleted
- 8 Deleted
- 9 Business collection facilities for postal packets are dealt with under the ILS Section 22 and Schedule 1 Paragraph 3.
- 10 Local Collect: The annual Licence fee is £300. The fee payable by the addressee requesting the service is 50 pence per parcel.

SCHEDULE 4

Section 25 Compensation Fee Parcel Service

PART 1

Compensation Fees and maximum compensation

Column 1	Column 2
Compensation Fee (in addition to postage)	Maximum compensation payable
£1.00 (Minimum Fee)	£100
£2.25	£250
£3.50	£500

Parts 2 and 3 Deleted

SCHEDULE 5

Deleted

SCHEDULE 6

Deleted

SCHEDULE 7

Schemes Revoked

SCHEMES REVOKED

The Post Office Inland Post Scheme 1979, Post Office Scheme P1/1979 and all Amendment Schemes which amend that Scheme.

REFERENCES

SCHEDULE 8

NATURE AND EXTENT OF COMPENSATION PAYMENTS FOR LOSS, PART LOSS AND DAMAGE

- 1 Compensation for loss or damage may be made in relation to products and services as set out in the table below.
- 2 Compensation for loss and damage will be available only in respect of items posted with Royal Mail in the United Kingdom for delivery by Royal Mail in the United Kingdom using the following retail products:
 - 2.1 First Class stamped and metered mail, including items sent using Smartstamp™ or online postage conveyed under the ILS;
 - 2.2 Second Class stamped and metered mail, including items sent using Smartstamp™ or online postage conveyed under the ILS;
 - 2.3 Standard Parcels, including Standard Parcels with enhanced compensation;
 - 2.4 Recorded (Signed for) mail when used in conjunction with products at 2.1 and 2.2 above conveyed under the ILS;
 - 2.5 Articles for the Blind conveyed under the ILS.
- 3 Compensation for Damage may be payable if an item in a postal packet has suffered Damage solely as a result of its transmission through the post, (excluding liability for any pre-existing Damage).
- 4 Compensation for Loss will not be considered for an item that Royal Mail has not delivered or attempted to deliver until 15 Working Days have elapsed from the Due Date of delivery, at which point it will be considered a Loss unless there is evidence to the contrary. If an item is delivered more than 15 Working Days after the Due Date for delivery the customer will be entitled to claim compensation for delay but not for Loss.
- 5 In respect of claims for the Loss of postal packets conveyed to those addresses designated by Postcomm under paragraph 4 of Condition 2 of the Licence as exempted from a daily delivery obligation, the assessment of lateness in paragraph 4 shall apply on a case by case basis.
- 6 The nature and extent of the compensation payment to be made for Loss of, or Damage to eligible mail items are set out in the following tables.

Table 1 All retail services Loss (other than Standard Parcels with enhanced compensation)

Damage and Part Loss

Item has no intrinsic value	Postage refund (a minimum 6 x 1st class letter stamps at their basic weight step)	6 x 1st class letter stamps at their basic weight step
Item has intrinsic value (with basic evidence only)	Postage refund (a minimum 6 x 1st class letter stamps at their basic weight step)	6 x 1st class letter stamps at their basic weight step
Item has intrinsic value (with additional evidence)	Postage refund, plus compensation on basis of the customer's actual loss. This compensation is	Postage refund plus compensation on basis of the customer's actual loss. This compensation is

subject to the maximum payable being the lower of the market value of the item and the maximum of 100 x 1st class letter stamps at their basic weight step.

subject to the maximum payable being the lower of the market value of the item and statutory maximum of 100 x 1st class letter stamps at the basic weight step.

Table 2 Standard Parcels with enhanced compensation)

	Loss	Damage and Part Loss
Item has no intrinsic value	Postage refund (a minimum 6 x 1st class letter stamps at their basic weight step)	6 x 1st class letter stamps at their basic weight step
Item has intrinsic value (with basic evidence only)	Postage refund (a minimum 6 x 1st class letter stamps at their basic weight step)	6 x 1st class letter stamps at their basic weight step
Item has intrinsic value (with additional evidence)	Postage refund plus compensation on basis of the customer's actual loss. This compensation is subject to the maximum payable being the lower of the market value of the item and the maximum level of compensation purchased.	Postage refund plus compensation on basis of the customer's actual loss. This compensation is subject to the maximum payable being the lower of the market value of the item and the maximum level of compensation purchased.

7 EVIDENCE REQUIRED IN SUPPORT OF A CLAIM FOR COMPENSATION.

- 7.1 All claims must include as a minimum the following "basic evidence":
- 7.1.1 the names and addresses of the sender, addressee and claimant,
 - 7.1.2 the Royal Mail product used,
 - 7.1.3 the postage paid and method of postage, e.g. stamps, franking impression, Smartstamp™,
 - 7.1.4 the place of posting,
 - 7.1.5 the date of posting,
 - 7.1.6 a description of the contents,
 - 7.1.7 the date of delivery (for damage and part loss claims only),
 - 7.1.8 a description of the packaging and condition of the mail item itself (for damage and part loss claims only). and
 - 7.1.9 the basis for asserting the posting details and product used, such as date of postmark, certificate of posting (if available) and for Recorded Signed for and Standard Parcels with enhanced compensation, the product documentation.
- 7.2 Claimants must retain all the packaging and contents of damaged items or items which are the subject of Part Loss claims as Royal Mail may need to inspect them. If they are not retained compensation payments will not be made.
- 7.3 Claims for items with an Intrinsic Value should be made on Royal Mail's then current loss and damage claim form. The claim form needs to be signed and dated by the claimant and supported by "additional evidence" (evidence of posting and evidence of value) to corroborate the amount claimed for Actual Loss. If additional evidence cannot be provided then only postage refund or stamps can be considered.
- 7.4 Evidence of the Actual Loss must be provided to enable Royal Mail to determine the value of the contents of a packet such as original receipts, details of age, pay pal record, invoices, manufacturing costs, auctioneer's valuation and repair costs in the case of damage claims, bank or credit card statement. This list is not exhaustive and is for illustrative purposes only.

7.5 Royal Mail reserves the right to inspect the item and packaging and/or to request additional documentation and/or information from the claimant, sender or recipient to protect against unwarranted or duplicate claims. This includes, but is not limited to, a declaration of non-receipt (or proof of non receipt in appropriate cases).

7.6 Evidence must be provided that the part loss or damage sustained by the item is consistent with the damage to the envelope, to the external packaging and to the internal wrappings.

8 WHO MAY CLAIM COMPENSATION?

- 8.1 The sender or the recipient may make a claim for loss of or damage to an item. However Royal Mail will only make a payment once in respect of any item.
- 8.2 If both the Sender and the recipient make a claim for the same item, then only the Sender will have a right to compensation, unless a compensation payment has already been made to the recipient, in which case the Sender will have no right to compensation.

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SIGNED BY Mark Sherborne, for and on behalf of Royal Mail Group Ltd

- (a) Royal Mail Group Limited (a Company registered in England and Wales under number 4138203) is a universal service provider as defined in section 4(3)(a) of the Postal Services Act 2000, formally called Royal Mail Group plc and before that Consignia plc.
- (b) 2000 c26
- (c) The Post Office Inland Parcel Post Scheme 1989 was amended, renamed the Successor Postal Services Company Inland Parcel Post Scheme 2001 and treated as made under section 89 of the Postal Services Act 2000 by article 38 of the Postal Services Act 2000 (Commencement No. 4 and Transitional and Saving Provisions) Order 2001 (2001/1148 (C.37)).
- (d) Belfast Gazette 29/06/2001, issue number 6257
- (e) Belfast Gazette 6/07/2001, issue number 6259
- (f) Belfast Gazette 22/03/2002, issue number 6333
- (g) Belfast Gazette 28/06/2002, issue number 6363
- (h) Belfast Gazette 14/03/2003, issue number 6437
- (i) Belfast Gazette 5/12/2003, issue number 6513
- (j) Belfast Gazette 26/03/2004, issue number 6545
- (k) Belfast Gazette 28/05/2004, issue number 6564
- (l) Belfast Gazette 01/04/2005, issue number 6648
- (m) Belfast Gazette 03/04/2006, issue number 6752
- (n) Belfast Gazette 01/04/2007, issue number, 6584
- (o) Belfast Gazette 28/03/2008, issue number 6964
- (p) Belfast Gazette 06/06/2008, issue number 6985 (2201/18)

Post Office Royal Mail Group Ltd

ROYAL MAIL GROUP LIMITED SCHEME IL2/2008

Explanatory Note

This Note is not part of the Scheme

NOTE: The Scheme that follows this Note is made under Section 89 of the Postal Services Act 2000 and amends the Successor Postal Services Company Inland Letter Post Scheme 2001. The Scheme comes into force on 1st August 2008.

End of Explanatory Note

ROYAL MAIL GROUP LTD INLAND LETTER POST (AMENDMENT No. 25) SCHEME 2008

Made.....24th July 2008

Coming into operation.....1st August 2008

Royal Mail Group Limited ^(a) by virtue of the powers conferred upon it by Section 89 of the POSTAL SERVICES ACT 2000 ^(b) and of all other powers enabling it in this behalf, hereby makes the following Scheme:

Commencement, citation and interpretation

1. This Scheme shall come into operation on 7 April 2008 and may be cited as the Royal Mail Group Ltd Inland Letter Post Scheme (Amendment No.25) 2008.
2. This Scheme shall be read as one with the Successor Postal Services Company Inland Letter Post Scheme 2001^(c) (hereinafter called "the

Scheme”) as amended by the Consignia plc Inland Letter Post Scheme Amendment (No.1) 2001,^(d)

the Consignia plc Inland Letter Post Scheme Amendment (No.2) 2001,^(e)

the Consignia plc Inland Letter Post Scheme Amendment (No.3) 2001,^(f)

the Consignia plc Inland Letter Post Scheme Amendment (No.4) 2002,^(g)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.5) 2002,^(h)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.6) 2003,⁽ⁱ⁾

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.7) 2003,^(j)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.8) 2003,^(k)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.9) 2004,^(l)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.10) 2004,^(m)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.11) 2004,⁽ⁿ⁾

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.12) 2004,^(o)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.13) 2004,^(p)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.14) 2004,^(q)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.15) 2005,^(r)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.16) 2005,^(s)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.17) 2005,^(t)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.18) 2005,^(u)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.19) 2006,^(v)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.20) 2006,^(w)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.21) 2006,^(x)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.22) 2006,^(y)

the Royal Mail Group plc Inland Letter Post Scheme Amendment (No.23) 2007,^(z) and,

the Royal Mail Group Ltd Inland Letter Post Scheme Amendment (No.24) 2008^(aa).

3. A reference in this Scheme to the Successor Postal Services Company shall be read as a reference to Royal Mail Group Ltd.

**ROYAL MAIL GROUP LIMITED
SUCCESSOR POSTAL SERVICES COMPANY INLAND
LETTER POST SCHEME 2001 (AS AMENDED) –
CONSOLIDATED VERSION (AMENDMENT NO. 25)
EXPLANATORY NOTES (THESE NOTES ARE NOT PART
OF THE SCHEME)**

- (1) The Scheme which follows these notes was originally made by the Post Office under section 28 of the Post Office Act 1969 and was then called the “Post Office Inland Letter Post Scheme 2000”.
- (2) This Scheme was made on 4 April 2000 and came into operation on 27th April 2000 when it replaced:
 - (a) the Post Office Inland Letter Post Scheme 1989 (Post Office Scheme L1/1989); and
 - (b) all Schemes which amended that Scheme.
- (3) By virtue of article 37(1) and (2) of The Postal Services Act 2000 (Commencement No.4 and Transitional and Savings Provisions) Order 2001 (referred to in these notes as Commencement Order No.4), the Scheme may be cited as the “Successor Postal Services Company Inland Letter Post Scheme 2001” and continued in force after 26 March 2001 as

if made by the successor postal services company (namely Royal Mail Group Ltd. – see 4 below) under section 89 of the Postal Services Act 2000.

- (4) The “Successor Postal Services Company” is defined in Commencement Order No. 4 as meaning the company which carries on the Business of providing postal services which was formerly carried on by the Post Office. That company was incorporated under company number 4138203 and was called Consignia plc on 26th March, 2001. Its present name is Royal Mail Group Limited.
- (5) The Scheme as set out below includes the following amendments to it:
 - (a) Consignia plc Inland Letter Post (Amendment No. 1) Scheme 2001 IL1/2001
 - (b) Consignia plc Inland Letter Post (Amendment No. 2) Scheme 2001 IL2/2001
 - (c) Consignia plc Inland Letter Post (Amendment No. 3) Scheme 2001 IL3/2001
 - (d) Consignia plc Inland Letter Post (Amendment No. 4) Scheme 2002 IL3/2002
 - (e) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 5) Scheme 2002 IL3/2002
 - (f) Royal Mail Group plc Inland Letter Post (Amendment No. 6) Scheme 2003 IL3/2003
 - (g) Royal Mail Group plc Inland Letter Post (Amendment No. 7) Scheme 2003 IL3/2003
 - (h) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 8) Scheme 2003 IL2/2003
 - (i) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 9) Scheme 2004 IL1/2004
 - (j) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 10) Scheme 2004 IL2/2004
 - (k) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 11) Scheme 2004 IL3/2004
 - (l) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 12) Scheme 2004 IL4/2004
 - (m) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 13) Scheme 2004 IL5/2004
 - (n) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 14) Scheme 2004 IL6/2004
 - (o) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 15) Scheme 2005 IL1/2005
 - (p) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 16) Scheme 2005 IL2/2005
 - (q) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 17) Scheme 2005 IL3/2005
 - (r) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 18) Scheme 2005 IL4/2005
 - (s) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 19) Scheme 2006 IL1/2006
 - (t) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 20) Scheme 2006 IL2/2006
 - (u) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 21) Scheme 2006 IL3/2006
 - (v) Royal Mail Group plc Inland Letter Post Scheme (Amendment No. 22) Scheme 2006 IL4/2006
 - (w) Royal Mail Group Ltd Inland Letter Post Scheme (Amendment No. 23) Scheme 2007 IL1/2007
 - (x) Royal Mail Group Ltd. Inland Letter Post Scheme (Amendment No. 24) Scheme 2008 IL1/ 2008
 - (y) Royal Mail Group Ltd., Inland Letter Post Scheme (Amendment No. 25) Scheme 2008 IL2/ 2008 – the scheme following this Explanatory Note.
- (6) In sections 10.1.2, 13.3, and 19 of this Scheme, a reference to Parliament shall be read as including a reference to the Scottish Parliament, the National Assembly for Wales or the Northern Ireland Assembly;
- (7) Anything that was agreed, approved, prescribed or specified for the purposes of this Scheme by the Post Office shall be treated as being agreed, approved, etc. by the successor postal services company; and

- (8) Reference in this Scheme to a Scheme made under section 28 of the Post Office Act 1969 shall, unless the context otherwise requires, be read as including a reference to a Scheme made, or treated by virtue of Commencement Order No. 4 as made, under section 89 of the Postal Services Act 2000.

End of Explanatory Notes

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PART 1

Introduction

1. COMMENCEMENT, REVOCATION AND CITATION
 - 1.1 This Scheme was made under section 28 of the Post Office Act 1969 and came into operation on 27 April 2000. Together with the Post Office's Scheme for Franking Letters and Parcels 2000 it revoked and replaced the Post Office Inland Letter Post Scheme 1989 (Post Office Scheme L1/1989) and all published amendments to that Scheme.
 - 1.2 Royal Mail may (and has) amended this Scheme from time to time "Amendments". Future Amendments will be published in *The London, Edinburgh and Belfast Gazettes*.
 - 1.3 This Scheme is now known as the Successor Postal Services Company Inland Letter Post Scheme 2001 and the text set out herein is that Scheme (as previously amended and as further amended by this Amendment which is the Royal Mail Group Ltd. Inland Letter Post Scheme (Amendment No. 25) Scheme 2008 IL2/ 2008...
2. APPLICATION
 - 2.1 This Scheme sets out Royal Mail's conditions for:
 - 2.1.1 accepting a Letter posted in the United Kingdom for delivery to an address in the United Kingdom, the Channel Islands or the Isle of Man;
 - 2.1.2 accepting a Letter sent from the Channel Islands or the Isle of Man for delivery to an address in the United Kingdom;
 - 2.1.3 providing other services in connection with inland Letter post and Letter post sent between the United Kingdom and the Channel Islands or the Isle of Man.
3. INTERPRETATION
 - 3.1 The definition of terms used in this Scheme is set out in Schedule 2 to this Scheme.
 - 3.2 Any reference in any other Scheme or in any document issued by or under the authority of the Post Office or Royal Mail to a provision of any earlier version of the Inland Letter Post Scheme should be interpreted as a reference to the relevant provision of this Scheme and/ or the Franking Scheme as appropriate.
4. DISCRETION TO PROVIDE SERVICES UNDER THIS SCHEME
 - 4.1 Royal Mail may provide the postal services referred to in this Scheme for such times, during such periods, at such Post Office® branch and at such other locations in such ways and in such circumstances as it may in its discretion decide.
 - 4.2 Royal Mail may withdraw any service in the event of misuse or a breach of the conditions of use or damage to Royal Mail's reputation.

PART 2

General Conditions for posting a Letter

5. FIRST AND SECOND CLASS LETTERS
 - 5.1 A Letter which complies with the applicable conditions of this Scheme except for a Special Delivery Letter will be sent:

- 5.1.1 First Class if the relevant amount of postage set out in paragraph 8 of Schedule 1 to this Scheme has been paid, or if the Sender has entered into an agreement with Royal Mail to pay that amount of postage;
- 5.1.2 Second Class if the relevant amount of postage set out in paragraph 8 of Schedule 1 to this Scheme has been paid, or if the Sender has entered into an agreement with Royal Mail to pay that amount of postage; or
- 5.1.3 Second Class if insufficient postage for First Class, but more than sufficient postage for Second Class, has been paid.
- 5.2 Royal Mail aims to deliver a Letter sent First Class the next Working Day after posting and to deliver a Letter sent Second Class within three Working Days after posting.
- 5.3 Valuables must not be sent by First Class or Second Class. Valuables must be sent using the Special Delivery service in accordance with the conditions set out in section 40 of this Scheme.
6. FORWARDING A LETTER
- 6.1 A recipient of a Letter (except a Business Reply, Freepost, Special Delivery or Recorded Letter) may forward it from its original address to another address in the United Kingdom, the Channel Islands or the Isle of Man by writing or printing the new address on the Cover or envelope of the Letter and re-posting the Letter. A Letter may only be forwarded in this way to the original Addressee.
- 6.2 Except in the circumstances set out in section 6.3 below, Royal Mail will not charge additional postage or fees for forwarding a Letter that has been re-posted in accordance with section 6.1 above.
- 6.3 Royal Mail will charge additional postage and any applicable fee for forwarding a Letter if it has been opened before being re-posted, or the name of the original Addressee is covered or obscured, or it is forwarded by a Business or a person acting on behalf of a Business. Royal Mail may charge an additional fee to be fixed by Royal Mail from time to time, to forward a Letter.
- 6.4 Royal Mail may at its discretion deliver to the Addressee or return to the Sender a Letter which has been forwarded and which bears a Special Delivery or Recorded label. In either case Royal Mail will charge the Addressee or Sender additional postage and/or a fee to be fixed by Royal Mail from time to time.
- 6.5 In any case where Royal Mail considers that a Letter has been forwarded to evade payment of postage it may treat it as an unpaid Letter in accordance with section 17 of this Scheme.
- 6.6 Royal Mail can be required under the Social Security Administration Act 1992 and the Social Security Administration (Northern Ireland) Act 1992 ("the Acts") not to deliver items of Social Security Post which have been forwarded or redirected to a new address, but to return them to the Sender. Royal Mail is required under the Acts to provide information about the redirection of Social Security Post to persons specified in the Acts.
7. A LETTER WHICH DOES NOT MEET ROYAL MAIL CONDITIONS
- 7.1 Royal Mail may refuse to accept a Letter that does not meet the conditions set out in this Scheme or may treat it as undeliverable in accordance with section 8 of this Scheme.
- 7.2 If a Letter does not meet the conditions of the service paid for, Royal Mail may convey it using a different service. In these circumstances, the postage, fees and conditions of the service by which the Letter is conveyed will apply, but Royal Mail's liability under this Scheme may not apply. This provision applies to a Letter which has been posted or found on Post Office ® branch or Royal Mail premises which appears to be intended for posting.
8. UNDELIVERABLE AND RE-POSTED LETTERS
- 8.1 Royal Mail may decide not to deliver a Letter which it considers impracticable or unreasonable to deliver. Such a Letter is referred to in this Scheme as undeliverable.
- 8.2 Royal Mail may consider a Letter to be undeliverable if it is of the opinion that:
- 8.2.1 the address is unsafe or insecure or if no delivery point has been provided, or if access to the delivery point has been prevented or impeded;
- 8.2.2 the address to which the Letter is to be delivered is not permanently occupied;
- 8.2.3 the Letter is not fully and correctly addressed in a manner which includes all the elements of the postal address (including the full postcode), written clearly on the front or on a label securely attached to the front of the cover or envelope (or otherwise in a manner such that the address is clearly visible in its entirety as if it had been written on the front of the Cover or envelope),
- 8.2.4 the address is illegible;
- 8.2.5 the health and safety of any individuals may be put at risk; or
- 8.2.6 for any other reason, Royal Mail forms the opinion that it is impracticable or unreasonable to deliver the Letter.
- 8.3 Royal Mail may, at its discretion, return a Letter to Sender from the delivery address, if it is re-posted by the Addressee or any other person for any reason and the return address is written correctly and legibly on the Cover or envelope and is an address in the United Kingdom, the Channel Islands or the Isle of Man.
- 8.4 Where a Letter is undeliverable and:
- 8.4.1 the Sender's name and address in the United Kingdom, the Channel Islands or the Isle of Man are legible on the Cover or envelope, Royal Mail may return the Letter to the Sender unopened;
- 8.4.2 the Letter was originally posted as a Franked Letter or with a Printed Postage Impression and the Sender's name and address are (a) not on the Cover or envelope, or (b) they are illegible, or (c) the Sender's name and address are on the Cover or envelope but the address is outside the United Kingdom, the Channel Islands or the Isle of Man, then the Letter may be dealt with or disposed of at the discretion of Royal Mail;
- 8.4.3 the Letter was not originally posted as a Franked Letter or with a Printed Postage Impression and the Sender's name and address are (a) not on the Cover or envelope, or (b) they are illegible, then the Letter may be opened. If the name and address of the Sender are inside, the address is in the United Kingdom, the Channel Islands or Isle of Man, and the Letter does not consist solely of advertising material, newspapers or magazines, then the Letter may be returned to the Sender. Otherwise the Letter may be disposed of at the discretion of Royal Mail.
- 8.5 Section 8.4 does not apply to an Electoral Letter. If such a Letter is undeliverable, Royal Mail may:
- 8.5.1 if the Sender's name and address in the United Kingdom, the Channel Islands or the Isle of Man are legible on the Cover or envelope, return it to the Sender unopened; or
- 8.5.2 if the Sender's name and address are not on the Cover or envelope, or if the Sender's address is not in the United Kingdom, the Channel Islands or the Isle of Man, or if they are illegible, the Letter may be dealt with or disposed of at the discretion of Royal Mail.
- 8.6 Royal Mail will not charge any additional postage or fee for returning an undeliverable Letter but the Sender may have to pay any other fees that apply. If any applicable fee is not paid, the Letter may be dealt with or disposed of at the discretion of Royal Mail.
9. PACKING
- 9.1 A Letter must be packaged and sealed such that, in the opinion of Royal Mail, damage or harm will not be caused to other Letters, equipment, or individuals.
- 9.2 A Letter must be in a suitably and reasonably strong Cover or envelope appropriate to its contents, and must be sealed or fastened securely (unless it is an article for the blind posted under the provisions of section 21 of this Scheme where the item does not need to be sealed or fastened).
- 9.3 Anything enclosed in the Letter must be packaged so as to provide protection against damage.
- 9.4 A breakable item must be packaged in a strong container with enough packaging material to protect the item against pressure and knocks. The Letter must be marked with the words "FRAGILE HANDLE WITH CARE" in capital letters on the Cover or envelope above the address.
- 9.5 An item that may be damaged by bending must be packaged in a strong container that will prevent the item from being bent. The Letter must be marked with the words "DO NOT BEND" in capital letters on the Cover or envelope above the address
- 9.6 If a Letter contains an item that is likely to perish or decay, the Letter must be marked with the words "PERISHABLE" in capital letters on the Cover or envelope above the address
- 9.7 Restricted items must be packed in accordance with further packaging requirements referred to in section 15.2 of this Scheme

- 9.8 Packaging must comply with any other requirements published by Royal Mail.
- 9.9 The address must not be obscured or made difficult to read in any way including by the manner in which the contents are enclosed in the Letter.
- 9.10 A Letter must not have on its envelope or Cover:
- 9.10.1 anything which obscures the postage stamp or Mark;
- 9.10.2 anything which is likely, in Royal Mail's opinion, to make it difficult for Royal Mail to apply a Postmark to the Cover or envelope;
- 9.10.3 anything which, in Royal Mail's judgement, is likely to make the Postmark illegible;
- 9.10.4 any counterfeit or fake postage stamp or Mark;
- 9.10.5 any postage stamp or Mark which Royal Mail considers may have previously been used to pay postage;
- 9.10.6 signs, words or Marks, used without official permission, which could indicate that the Letter was sent on Her Majesty's Service or was conveyed and delivered by Royal Mail; or
- 9.10.7 any signs, words, Marks or designs which are offensive, obscene or indecent.
- 9.11 A Letter must not be made up in any way or have anything on its Cover or envelope which, in the judgement of Royal Mail, makes it difficult or embarrassing to deliver the Letter.
- 9.12 A postage stamp or Mark must not be attached to a Letter using staples, sticky tape, or any other means that Royal Mail does not approve.
- 9.13 A postage stamp or Mark must be placed in the top right hand corner on the front of the Cover or envelope of a Letter unless Royal Mail specifies otherwise.
10. PAYING POSTAGE AND FEES
- 10.1 Postage and fees must be paid in advance before a Letter is posted, unless:
- 10.1.1 the Letter is a Response Services Letter in respect of which a licensee has paid or agreed to pay postage in accordance with section 38 of this Scheme;
- 10.1.2 the Letter contains or consists of an address, electoral Letter or petition to the Sovereign or either House of Parliament and is posted in accordance with the conditions set out in section 19 of this Scheme;
- 10.1.3 the Letter contains Articles for the Blind and is posted in accordance with the conditions set out in section 21 of this Scheme;
- 10.1.4 the Letter is re-posted to be forwarded in accordance with sections 6.1 and 6.2 of this Scheme or to be returned to Sender in accordance with section 8.3 of this Scheme.
- 10.1.5 the Sender has entered into a credit agreement or other arrangement for payment of postage with Royal Mail.
- 10.2 *Deleted*
- 10.3 the Sender must demonstrate with respect to each Letter posted that postage has been paid, or that the Sender has entered into an arrangement with Royal Mail for postage to be paid, on the Letter. To demonstrate such payment or arrangement, a postage stamp or Mark must be fixed, printed, impressed, embossed or otherwise marked on the Cover or envelope of the Letter, or the Letter must be marked in any other way Royal Mail may approve.
- 10.4 Neither a Postage Stamp nor Mark may be used to demonstrate payment of Postage or to demonstrate that the Sender has entered into an arrangement with Royal Mail for Postage to be paid on a Letter if it is damaged or imperfect, has been defaced, or if it has anything written or printed over it. An adhesive postage stamp which is perforated with initials by means of a punch may be used for those purposes, provided that the perforation holes are smaller than the holes dividing one stamp from another on a sheet of stamps.
- 10.5 A Postage Stamp or Mark that has already been used to pay postage, or to demonstrate that the Sender has entered into an arrangement with Royal Mail to pay Postage, cannot be re-used for those purposes.
11. POSTAGE RATES AND FEES
- 11.1 Postage rates for delivery of a Letter within the United Kingdom are set out in Schedule 1 to this Scheme.
- 11.2 Royal Mail may change Postage rates from time to time. A change to Postage rates and the date on which the changed rates will come into effect will be published in advance of the change in *The London, Edinburgh and Belfast Gazettes*.
- 11.3 Royal Mail may charge fees (which may be in addition to any Postage that may be payable) for use of the postal services set out in this Scheme. Royal Mail may change the rate of any fees from time to time.
12. POSTCODES
- Postcodes are allocated by Royal Mail at its discretion throughout the United Kingdom in accordance with the operational needs of Royal Mail's network of mail centres. The codes are routing codes and Royal Mail may amend them at its discretion.
13. POSTING
- 13.1 A Letter, except one to which sections 13.3 to 13.5 apply, must be posted in one of the following ways:
- 13.1.1 by placing it in a Post Box;
- 13.1.2 by placing it in a Private Post Box (see section 13.2 below);
- 13.1.3 by handing it to an authorised member of staff at a Post Office® branch or mail centre;
- 13.1.4 by Business Collection; or
- 13.1.5 in any other manner which Royal Mail may approve.
- 13.2 A Letter placed in a Private Post Box will be deemed to have been posted when collected by Royal Mail and not before.
- 13.3 A petition and an address to the Sovereign or Parliament, an electoral Letter, a Recorded Letter, and a Special Delivery Letter must be posted:
- 13.3.1 by handing to an authorised member of staff at a Post Office® branch or mail centre;
- 13.3.2 by Business Collection; or
- 13.3.3 in any other manner which Royal Mail may approve.
- 13.4 A Franked Letter must be posted in accordance with the conditions set out in the Franking Scheme, unless the Letter is being sent using the Recorded service or the Special Delivery service, when section 13.3 shall apply.
- 13.4.1 For the avoidance of doubt, Royal Mail will treat any Franked Letters posted by a third party as being pre-paid for the purposes of section 7(2)(h) of the Postal Services Act 2000.
- 13.5 A Letter bearing a postage paid impression must be posted in accordance with the conditions set out in any relevant licence.
- 13.6 *Deleted*.
- 13.7 For mail which is posted with a Printed Postage Impression, Royal Mail will require not less than 24 hours' prior notice of any posting of a large volume of mail (which means 4,000 or more letters and/or 1,000 or more packets) or of a larger volume of mail than that usually posted by the sender under any arrangements he has with Royal Mail (which means an additional 4,000 or more letters and/or an additional 1,000 or more packets). This notice must be given in the manner specified by Royal Mail from time to time. If this notice is not received, the posting will not be processed for despatch on the day of posting. For the purposes of this section 13.7 only, "letter" means a letter which is no larger than 240 millimetres x 165 millimetres and which is no thicker than 5 millimetres and no thinner than 0.25 millimetres in size and which weighs no more than 100 grammes and a "packet" means any letter which is larger or heavier than this but is otherwise within the size and weight limits for a letter as set out in paragraph 16 of this Scheme.
14. POSTAGE STAMPS POSTMARKS AND MARKS
- 14.1 Royal Mail may itself use and authorise others to use any Postage Stamp or Mark, impression, sticker, label or other device it considers suitable (including Postmarks incorporating advertisements or postal information), to indicate payment of postage and fees, to cancel postage stamps or for any other postal purpose it considers appropriate.
- 14.2 Royal Mail may apply a Postmark to a Cover or envelope in any manner which it considers appropriate for postal purposes.
- 14.3 Royal Mail may also charge a fee (to be fixed by Royal Mail from time to time) for cancelling Postage Stamps with a special Postmark, or for applying a Postmark which incorporates an advertisement.
15. PROHIBITIONS AND RESTRICTIONS

- 15.1 A Letter must not contain any of the following items (and Royal Mail will not accept liability for a Letter that contains any of the following):
- 15.1.1 aerosols;
 - 15.1.2 alcoholic liquids with alcohol content higher than 70 per cent;
 - 15.1.3 asbestos;
 - 15.1.4 batteries that are classed as dangerous goods by the latest edition of the International Civil Aviation Organization's Technical Instructions;
 - 15.1.5 butane lighters and refills;
 - 15.1.6 clinical and medical waste;
 - 15.1.7 flammable and non-flammable, toxic compressed gases;
 - 15.1.8 corrosives;
 - 15.1.9 counterfeit money or counterfeit postage stamps;
 - 15.1.10 drugs of any description, except those permitted under section 15.2 below;
 - 15.1.11 dry ice;
 - 15.1.12 environmental waste;
 - 15.1.13 explosives;
 - 15.1.14 filth;
 - 15.1.15 flammable liquids or solids;
 - 15.1.16 lottery tickets (except for United Kingdom lottery tickets);
 - 15.1.17 indecent, obscene or offensive material;
 - 15.1.18 UN 2814 or UN 2900 infectious substances as classified at Division 6.2 of the 2005 – 2006 Edition Technical Instructions for Safe Transport of Dangerous Goods by Air published by ICAO (the International Civil Aviation Organisation);
 - 15.1.19 magnetised material with a magnetic field strength of 0.159A/metre or more at a distance of 2.1 metres from the outside of the package;
 - 15.1.20 matches;
 - 15.1.21 oxidising materials or organic peroxides;
 - 15.1.22 pesticides;
 - 15.1.23 toxic liquids, solids or gases;
 - 15.1.24 poisons;
 - 15.1.25 all radioactive material and samples that are classified as radioactive using Table 2-12 of the latest edition of the International Civil Aviation Organisation's Technical Instructions;
 - 15.1.26 weapons of war, except as permitted by section 15.2.5 below,
 - 15.1.27 ammunition;
 - 15.1.28 solvent-based paints, varnishes and enamels;
 - 15.1.29 water-based paints, varnishes and enamels in volumes greater than 150 millilitres;
 - 15.1.30 any imitation of a bank note which is for the time being legal tender in the country of issue,
 - 15.1.31 any other item prohibited by law or listed as prohibited in this Scheme or that in the opinion of Royal Mail may be harmful or dangerous or a risk to health and safety..
- 15.2 A Letter containing any of the following items may be posted provided that the Sender meets all Royal Mail's requirements for acceptance of the item, including, but not limited to, packaging requirements:
- 15.2.1 alcoholic liquids with an alcohol content lower than 70 per cent;
 - 15.2.2 batteries, other than those prohibited in section 15.1
 - 15.2.3 battery operated goods, excluding the batteries if prohibited under 15.1
 - 15.2.4 drugs sent in emergencies for medical or scientific purposes;
 - 15.2.5 guns for sporting use;
 - 15.2.6 UN 3373 Diagnostic substances as classified at Division 6.2 of the 2005-2006 Edition Technical Instructions for the Safe Transport of Dangerous Goods by Air, published by ICAO (International Civil Aviation Organisation), only if they meet in full the packaging instructions as set out in Royal Mail's Packaging Requirements for Diagnostic Specimens.
 - 15.2.7 living creatures;
 - 15.2.8 magnetised materials, other than those prohibited under section 15.1
 - 15.2.9 water-based paints, varnishes and enamels in volumes less than 150 millilitres;
 - 15.2.10 perishable goods;
 - 15.2.11 all radioactive material and samples that are not classified as radioactive using Tables 2-12 of the latest edition of the International Civil Aviation Organization's Technical Instructions;
 - 15.2.12 vaccines;
 - 15.2.13 over the counter medicines and prescription medicines (including but not limited to inhalers of a volume of 50ml or less), provided these are being supplied lawfully, with Royal Mail's prior written approval (which may be subject to conditions, including as to the type of medicines that may be sent, how, when, by whom to whom) and subject to such items being sent in suitable tamper proof or similar packaging as required in terms of the packing requirements as set out at section 9, and must be sent by Special Delivery or Recorded Delivery only.
16. SIZE AND WEIGHT LIMITS
- 16.1 A Letter must comply with the size and weight limits set out below. Where a Letter exceeds these limits, Royal Mail may:
- 16.1.1 convey the Letter using a different service from the one paid for by the Sender and in those circumstances the Postage, fees and conditions of that service will apply;
 - 16.1.2 refuse to accept the Letter; or
 - 16.1.3 return the Letter to the Sender,
- and in any of these circumstances, Royal Mail's liability under this Scheme may not apply.
- 16.2 There is no restriction on the weight of a Letter sent First Class. A Letter which exceeds 1000g in weight may not be sent Second Class.
- 16.3 The maximum size of a Letter must not exceed 610mm in length or 460mm in width or 460mm in depth. For a roll shaped Letter the length plus twice the diameter may not exceed 1.04m with the greatest dimension being no more than 900mm.
- 16.4 The minimum thickness for a Letter is 0.25mm. Royal Mail may refuse to accept or to deliver a Letter that is less than 0.25mm thick.
17. UNDERPAID OR UNPAID POSTAGE AND FEES
- 17.1 Where the amount of postage and/or fee paid in respect of a Letter is less than the amount payable under this Scheme, or where no postage or fee has been paid, Royal Mail may:
- 17.1.1 deliver the Letter to the address;
 - 17.1.2 allow the Addressee or someone on the Addressee's behalf to collect it from a specified office;
 - 17.1.3 return the Letter to the Sender;
 - 17.1.4 treat the Letter as undeliverable in accordance with section 8 of this Scheme; or
 - 17.1.5 otherwise deal with or dispose of the Letter at the discretion of Royal Mail.
- 17.2 In each case set out in section 17.1 Royal Mail may first retain the Letter for as long as it considers necessary.
- 17.3 Royal Mail may require the Addressee or Sender to pay an amount to be fixed by Royal Mail before the Letter is delivered or released for collection. The amount due may include a surcharge in addition to the underpaid or unpaid postage. Where the amount due is not paid the Letter may be dealt with or disposed of at the discretion of Royal Mail.
- PART 3**
- Special Conditions**
18. SPECIAL CONDITIONS FOR POSTAL SERVICES
- 18.1 The general conditions set out in sections 5 to 17 of this Scheme must be complied with in addition to the special conditions set out in this part of this Scheme, except where the general condition is inconsistent with the special condition in which case the special condition applies.
- 18.2 Royal Mail may impose terms and conditions in relation to the provision and use of postal services in addition to those set out in this Scheme where it considers it necessary or appropriate to do so. Such terms and conditions may be contained in application forms, licences, or any other document issued or authorised for issue by Royal Mail and shall be deemed to form part of this Scheme. Any such additional terms or conditions will be subject to the provisions of this Scheme.

- 18.3 *Deleted*
19. ADDRESSES AND PETITIONS TO THE SOVEREIGN AND PETITIONS TO PARLIAMENT
- 19.1 Provided that the conditions in this section, and any other applicable conditions of this Scheme are complied with, Royal Mail will accept and deliver free of charge:
- 19.1.1 an address or petition to the Sovereign;
- 19.1.2 a petition addressed to a member of either House of Parliament.
- 19.2 For the purposes of section 19.1, an address to the Sovereign is a formal signed written representation or appeal in respect of any concern or grievance for which no other constitutional remedy is readily available.
- 19.3 For the purposes of section 19.1, a petition is a signed document intended to be presented to the Sovereign or Parliament asking for action to be taken on a particular issue.
- 19.4 Royal Mail will accept a Letter consisting of an address or petition for free delivery on condition that:
- 19.4.1 it is a signed original and not a copy;
- 19.4.2 it is within Royal Mail size limits;
- 19.4.3 it does not weigh more than two kilograms;
- 19.4.4 it is packed so that contents can easily be inspected;
- 19.4.5 any of 'ADDRESS TO HM THE QUEEN', 'PETITION TO HM THE QUEEN', 'PETITION TO THE HOUSE OF COMMONS' or 'PETITION TO THE HOUSE OF LORDS' are clearly marked on the cover or envelope in capital letters; and
- 19.4.6 it does not enclose any other item.
- 19.5 An address, petition or Electoral Letter must be posted in accordance with section 13.3 of this Scheme.
- 19.6 Royal Mail will not accept a Letter for free delivery which Royal Mail does not consider to contain a genuine address or petition.
- 19.7 Postage must be prepaid in the normal way on a Letter, not containing an address to the Sovereign or petition which is addressed to the Sovereign, a Member of Parliament or a government department or employee, (including any Letter with "On Her Majesty's Service" or "OHMS" written on the Cover or envelope).
- 19.8 In this Scheme, an Electoral Letter is a Letter sent in accordance with the provisions of Section 91 of the Representation of the People Act 1983, as amended by the Representation of the People Act 1985.
20. ADMAIL
- 20.1 The Admail service is a redirection service which enables a Business to receive Letters at an address ("a Delivery Address") different from that which appears on the Cover or envelope ("an Admail Address"). This is called the Admail service.
- 20.2 A Business wishing to use the Admail service must enter into an Admail Agreement ("the Agreement").
- 20.3 The Agreement authorises a Business to use on its outer Cover or envelopes an Admail Address issued by Royal Mail. The Agreement may contain conditions as to payment by a Business for use of the service and other terms and conditions.
- 20.4 Agreements are available for periods of 30, 60, 90, 180 or 365 days.
- 20.5 The Admail Service may be used in conjunction with Response Services (see section 38 below). When it is used in conjunction with Response Services it is called Freepost Admail.
- 20.6 Except where the Admail service is used in conjunction with Response Services, the Sender must affix a stamp to the Letter.
- 20.7 A Business using the Admail service must specify a Delivery Address (which must be in the United Kingdom) to which the Letter is to be delivered.
- 20.8 An Admail Letter must be addressed in the terms specified in the Agreement.
- 20.9 Royal Mail may terminate the Agreement, or impose a surcharge on the delivery of an Admail Letter, if it is found that the conditions of the Agreement and/or the conditions set out in this Scheme have been broken.
- 20.10 Royal Mail has the right to disclose the full name and address of the Business using the Admail service and/or the full name and address of delivery to anyone requesting the information and to terminate the Agreement in the event of misuse.
- 20.11 The fees applicable to the Admail service are shown in paragraph 1 of Schedule 1 to this Scheme.
21. ARTICLES FOR THE BLIND
- 21.1 Provided that the conditions in this section and any other applicable conditions of this Scheme are met, Royal Mail will accept and deliver free of charge, by First Class, a Letter containing Articles for the Blind. This is called the Articles for the Blind service.
- 21.2 In this Scheme, 'blind people' and 'the blind' means:
- 21.2.1 persons registered as blind under the provisions of the National Assistance Act 1948; or
- 21.2.2 persons whose standard of close-up vision, with spectacles, is N12 or less.
- 21.3 In this Scheme, 'Articles for the Blind' means:
- 21.3.1 books, papers and Letters which are specifically prepared for use by blind people;
- 21.3.2 papers sent to anyone to be specially prepared or impressed so that blind people can use them;
- 21.3.3 relief maps;
- 21.3.4 machines, frames and attachments for making impressions for blind people to use;
- 21.3.5 writing frames and attachments; or
- 21.3.6 Braille instruction manuals.
- 21.4 In this Scheme, 'Articles for the Blind' also means:
- 21.4.1 games (including card games);
- 21.4.2 mathematical appliances and attachments;
- 21.4.3 'talking books' and 'talking newspapers', which are recordings of readings from printed sources, such as books, journals, newspapers, periodicals or similar publications;
- 21.4.4 equipment used to play talking books and newspapers;
- 21.4.5 metal plates impressed or sent for impressing for use by blind people;
- 21.4.6 supplies of Covers, envelopes and labels for sending articles for use by blind people;
- 21.4.7 watches, clocks, timers, tools and measuring equipment designed for blind people to use;
- 21.4.8 walking sticks adapted for blind people;
- 21.4.9 harnesses for guide dogs; or
- 21.4.10 computer disks and CDs which have been prepared for blind people and do not contain information which can be read without specially prepared encryption software.
- 21.5 The articles listed in section 21.4 may only be sent using the Articles for the Blind service to blind persons by organisations or institutions which have a special arrangement with Royal Mail, or by blind persons to such organisations or institutions.
- 21.6 A Letter to be sent using the Articles for the Blind service must comply with the following conditions:
- 21.6.1 it must weigh less than 7kg;
- 21.6.2 the words 'ARTICLES FOR THE BLIND' and the Sender's name and address must be clearly marked on its Cover or envelope;
- 21.6.3 it must have a Cover or envelope that can easily be removed so that Royal Mail may inspect its contents; and
- 21.6.4 it must not contain any item or personal message which is not an article for the blind, with the exception of a label showing the name and address of the Sender, and instruction booklets, guarantees, technical documentation and other information provided for use with an article for the blind.
- 21.7 Standard or large print items may not be sent using the Articles for the Blind service unless, in the reasonable opinion of Royal Mail, they fall within the definition of Articles for the Blind and, in particular, the items listed in section 21.3.1 of that definition.
- 21.8 Royal Mail may open and inspect the contents of a Letter marked as containing articles for the blind
22. BUSINESS COLLECTION
- 22.1 Royal Mail may on application by a Business collect a Letter for posting from that Business's premises. This is called the Business Collection service.
- 22.2 Royal Mail makes regular collections on weekdays (Public and Bank Holidays excepted) and may by arrangement also collect

- on Saturdays and Sundays. Royal Mail may also make one-off collections by arrangement. Except in case of one-off collections, Royal Mail provides this service for periods of one year.
- 22.3 Royal Mail will make Business Collections from the ground floor of the address occupied by the Sender, or from the nearest floor to the ground floor, if the Sender's address is not on the ground floor.
- 22.4 The fee for Business Collection is charged per collection point and is shown in paragraph 3 of Schedule 1 to this Scheme.
23. BUSINESS RETENTION
- 23.1 Royal Mail may on application by a Business retain a Letter addressed to that Business for a specified period. At the end of the retention period Royal Mail will deliver the Letter as addressed. This is called the Business Retention service (also known as Business Keepsafe).
- 23.2 The maximum period Royal Mail will retain a Recorded or a Special Delivery Letter is 7 and 21 days respectively. The maximum period Royal Mail will retain any other Letter is two months.
- 23.3 The fee for the Business Retention service is shown in paragraph 4 of Schedule 1 to this Scheme.
- 23.4 Royal Mail may on application by a Business retain a Letter addressed to that Business free of charge for a period of up to five Working Days over the Christmas and Easter periods, and for a period of up to three Working Days over Public or Bank Holidays.
24. CALLER'S SERVICE
- 24.1 Royal Mail may permit an Addressee of a Letter, which would otherwise be delivered to the address shown on it, to collect it from the delivery office local to the address. This is called the Caller's service. This service does not apply to items of Social Security Post which are subject to the provisions of section 24.5 of this Scheme.
- 24.2 The Addressee may only collect a Letter by visiting the local delivery office in person, during normal opening hours and requesting an authorised member of staff to check whether the office is holding a Letter for delivery to the Addressee.
- 24.3 Royal Mail may charge an Addressee a fee for checking whether the office is holding a Letter. A fee may be charged for withholding a Letter from delivery so that it may be collected from the delivery office. The fees for the Caller's service are shown in paragraph 5 of Schedule 1 to this Scheme.
- 24.4 Royal Mail may refuse to permit the collection of a Letter and may deliver it as addressed if it is not satisfied of the identity of the person collecting it.
- 24.5 Royal Mail can be required under the Social Security Administration Act 1992 and the Social Security Administration (Northern Ireland) Act 1992 to return to the Sender items of social security post which would otherwise be forwarded or redirected to the Addressee at a new address. Where these provisions apply, Social Security Post cannot be collected using the Caller's service.
25. DIVERSION
- 25.1 Royal Mail may on application divert all or some of the Letters addressed to a Business from one specified Business address in the United Kingdom to another Business address in the United Kingdom or elsewhere. This is called the Diversion service.
- 25.2 The maximum period for which Royal Mail will divert a Letter from a PO Box address is 15 months.
- 25.3 The fee for the Diversion service is shown in paragraph 7 of Schedule 1 to this Scheme.
26. FLOOR FEES
- 26.1 Royal Mail normally delivers a Letter to, or in the case of a Business Collection, collects a Letter from, the ground floor of the address, or the nearest floor to the ground floor if the customer's address is not on the ground floor.
- 26.2 A person may apply to have a Letter delivered to or collected from a different floor from the normal floor for delivery. The fee for this service is shown in paragraph 9 of Schedule 1 to this Scheme.
27. KEEPSAFE
- 27.1 Royal Mail may on application by an individual retain a Letter addressed to a residential address for a specified period. At the end of the retention period all Letters will be delivered as addressed. This is called the Keepsafe service.
- 27.2 The maximum period Royal Mail will retain a Recorded or Special Delivery Letter is 7 and 21 days respectively. The maximum period Royal Mail will retain any other Letter is two months.
- 27.3 The fee for the Keepsafe service is shown in paragraph 10 of Schedule 1 to this Scheme.
28. PO BOX
- 28.1 The PO Box service is available on application to any person with a permanent address in the United Kingdom. The PO Box will be held at the delivery office that serves the customer's permanent address given for the PO Box.
- 28.2 The maximum number of PO Boxes per permanent address shall be subject to operational capability.
- 28.3 The service is available for a six or 12 month period.
- 28.4 A PO Box may be used with an abbreviated address which only gives details of the PO Box number, the Post town and Postcode.
- 28.5 The following services are available for an additional fee:
- 28.5.1 a Letter may be delivered from the PO Box to the customer's permanent address;
- 28.5.2 a Letter addressed to the customer's permanent address may be delivered to the PO Box;
- 28.5.3 the customer may collect a Letter from a PO Box outside the normal opening hours of the delivery office (subject to local operational constraints).
- 28.6 Letters must be collected from the PO Box at least once per month. A Letter may not be collected on days when Royal Mail does not deliver Letters. Royal Mail may treat an uncollected Letter as undeliverable in accordance with section 8 of this Scheme.
- 28.7 Royal Mail has the right to disclose the full address of the user of the PO Box to anyone requesting the information.
- 28.8 The fee for the PO Box service is shown in paragraph 11 of Schedule 1 to this Scheme.
- 28.9 Where more than one PO Box exists in respect of any permanent address Royal Mail shall not be obliged to sort mail according to each of the PO Boxes and all such mail shall be bundled together for collection or delivery as the customer shall specify.
- 28.10 Royal Mail can be required under the Social Security Administration Act 1992 and the Social Security Administration (Northern Ireland) Act 1992 to return to the Sender items of Social Security Post which would otherwise be forwarded or redirected to the Addressee at a new address. Where these provisions apply, Social Security Post not addressed to a PO Box address cannot be forwarded to a PO Box.
29. POSTE RESTANTE
- 29.1 A Letter may be sent to a specified Post Office® branch for collection by the Addressee. This is called the Poste Restante service. This service may only be used to send a Letter to travellers except where Royal Mail decides otherwise.
- 29.2 The words 'To be called for' or 'Poste Restante' and the full and correct surname for the Addressee of the Letter must be clearly marked on the Cover or envelope of the Letter.
- 29.3 Royal Mail may refuse to hand over a Letter if it is not satisfied as to the identity of the person collecting the Letter.
- 29.4 A Letter sent Poste Restante may be collected from the specified Post Office® branch during normal opening hours.
- 29.5 A Letter will not normally be kept for more than:
- 29.5.1 14 days for an inland Letter;
- 29.5.2 one month for a Letter from overseas; or
- 29.5.3 two months for a Letter addressed to a Post Office® branch at a sea port for someone arriving on a ship.
- 29.6 Royal Mail may refuse to keep a Letter for collection:
- 29.6.1 where, in the opinion of Royal Mail, the Sender is not entitled to use or is misusing the Post Restante service, for example where the Addressee has a permanent residential or Business address in the area;
- 29.6.2 where the Addressee's name is abbreviated or (in the reasonable belief of Royal Mail) false; or
- 29.6.3 where the Letter is addressed to a Post Office® branch which does not provide the Poste Restante service.
- 29.7 If a Letter is not collected within the period shown in section 29.5 the Letter will be treated as undeliverable in accordance with section 8 of this Scheme.

30. *Deleted.*
31. **PRIVATE POST BOX**
- 31.1 A Private Post Box is a post box which is not owned or maintained by Royal Mail but which Royal Mail has authorised for use in accordance with this section.
- 31.2 Royal Mail may collect Letters which have been placed in a Private Post Box for posting.
- 31.3 Each Private Post Box must meet all Royal Mail conditions including, but not limited to, conditions as to size, appearance, design, location, structure and dimensions. Royal Mail may refuse to collect a Letter from any Private Post Box which does not meet its conditions. Royal Mail may also refuse to collect a Letter from any Private Post Box for health and safety reasons.
- 31.4 Collections will be made from each Private Post Box each weekday (Public and Bank Holidays excepted). Collections may be made on Saturdays if the location at which the Private Post Box is situated is open for Business. If the location at which the box is situated is open for Business on Sundays, and in the opinion of Royal Mail collections are required, collections may be made on Sundays.
- 31.5 A Letter placed in a Private Post Box will be deemed to have been posted only when it has been collected by Royal Mail.
- 31.6 The fees for the collection of Letters from a Private Post Box are shown in paragraph 12 of Schedule 1 to this Scheme.
32. **PRIVATE ROADSIDE LETTERBOX**
- 32.1 In certain areas, Royal Mail may allow a Letter to be delivered to a Private Roadside Letterbox, provided that the Letterbox provides a secure delivery point and meets Royal Mail's specifications.
- 32.2 A Letter that requires a signature or payment on delivery will not be delivered to a Private Roadside Letterbox. The Letter will be held by a local office specified by Royal Mail. Royal Mail will notify the Addressee of this and the Addressee may collect the Letter during the specified office's normal opening hours.
- 32.3 Royal Mail may require a Private Roadside Letterbox to be installed if a delivery address is only accessible via a private road or if Royal Mail considers that the conditions at an address are dangerous to employees or vehicles.
- 32.4 Royal Mail may refuse to deliver a Letter to an address at which a Private Roadside Letterbox has not been installed. In those circumstances the Letter may be held at a local office specified by Royal Mail and the Addressee may collect the Letter during the specified office's normal opening hours. If uncollected for a period in excess of 3 weeks the Letter may be treated as undeliverable in accordance with section 8 of this Scheme.
- 32.5 The fees for the use of Private Roadside Letterboxes are shown in paragraph 13 of Schedule 1 to this Scheme.
33. **RECORDED**
- 33.1 The Sender of a Letter using the Recorded service must pay Postage at the appropriate First or Second Class rate and the Recorded fee set out in paragraphs 8 and 15 respectively of Schedule 1 to this Scheme.
- 33.2 A Letter to be sent using the Recorded service must be posted in accordance with section 13.3 of this Scheme.
- 33.3 The Recorded label must be completed in full and attached in the position specified by Royal Mail to the Cover or envelope of the Letter.
- 33.4 If a Letter with a Recorded label attached to it is found on Royal Mail premises which has not been posted in accordance with the conditions set out in this section, the Letter will either be delivered to the address or returned to the Sender as a Recorded Letter. In either case the recipient will be charged a fee to be fixed by Royal Mail from time to time. Any postage that may have been paid will be accepted as either part or full payment of the fee.
- 33.5 If a Recorded Letter is returned to the Sender in the circumstances set out in section 33.4 of this Scheme, and the Sender pays any fee payable, the Letter will be delivered, if deliverable, to the Addressee.
- 33.6 If a Recorded Letter is delivered to the address in the circumstances set out in section 33.4 of this Scheme, and the recipient fails to pay the fee payable, the Letter may be dealt with or disposed of at the discretion of Royal Mail.
- 33.7 On delivery of a Recorded Letter the recipient must sign and print their name on a prescribed form to confirm its delivery. Where such a receipt is not obtained, the Letter may be dealt with or disposed of at the discretion of Royal Mail.
- 33.8 The Sender of a Recorded Letter may request Royal Mail at any time up to 12 months after delivery of the Letter to provide the Sender with a copy of the signature of the recipient of the Letter obtained on its delivery. This service is called Proof of Delivery. The fee for Proof of Delivery is shown in paragraph 14 of Schedule 1 to this Scheme.
- 33.9 The fees applicable to the Recorded service are shown in paragraph 15 of Schedule 1 to this Scheme.
34. **REDIRECTION**
- 34.1 Royal Mail may on application by an Addressee redirect a Letter from one specified address within the United Kingdom to another in the United Kingdom or elsewhere. This is called the Redirection service.
- 34.2 Royal Mail may refuse to provide the Redirection service to anyone who cannot provide proof of identity and/or authorisation and/or proof, satisfactory to Royal Mail, that they have occupied the address from which a Letter is to be redirected.
- 34.3 Royal Mail may redirect a Letter addressed to a deceased person on application by the executor named in the will of the Addressee or by any other person Royal Mail considers has authority to deal with the Addressee's estate. Royal Mail may require a person making such an application to provide proof satisfactory to Royal Mail of their authority to deal with the Addressee's estate and may refuse to redirect Letters if no such proof is provided.
- 34.4 The fee for the Redirection service is shown in paragraph 16 of Schedule 1 to this Scheme.
- 34.5 Royal Mail can be required under the Social Security Administration Act 1992 and the Social Security Administration (Northern Ireland) Act 1992 (the Acts) not to redirect a Letter of Social Security Post to a new address, but to return it to Sender. Royal Mail is also required under the Acts to provide information about the redirection of Social Security Post to persons specified in the Acts.
35. *Deleted*
36. *Deleted*
37. *Deleted*
38. **RESPONSE SERVICES (BUSINESS REPLY, FREEPOST, FREEPOST ADMAIL AND FREEPOST NAME)**
- 38.1 Response Services are services whereby Royal Mail authorises a Business to provide others with cards, folders, Letter cards, envelopes or labels which may be used to post a Letter to a specified address without prepayment of postage. Such a Letter is referred to in this Scheme as a Response Service Letter.
- 38.2 Response Services include Business Reply, Freepost, Freepost Admail and Freepost Name services.
- 38.3 Businesses wishing to use a Response Service must have a Response Services Licence. "Licence" in this section means a Response Services Licence and "licensee" in this section means the holder of a Response Services Licence.
- 38.4 A licence authorises the licensee to use the Response Service specified in the licence. A licence may contain conditions as to payment by the licensee for use of the Response Service (which may include a requirement to pay a deposit or make advance payment) and other terms or conditions.
- 38.5 A licence will be granted for a period of one year.
- 38.6 Separate licences must be obtained for each Response Service required, except that the use of Business Reply and Freepost services may be authorised by the same licence. Separate licences are also required for barcoded and non-barcoded Response Services.
- 38.7 The licensee must specify an address (which must be in the United Kingdom) to which the Response Service Letter is to be delivered. A licence may specify more than one address to which a Letter may be sent. The address or addresses specified will be recorded in the licence. A licensee may apply to add other addresses to the licence from time to time.
- 38.8 A licence will specify for each address the terms in which the Response Service Letter is to be addressed. A Response Service Letter provided by the licensee for use and all Response Service Letters posted must be addressed in accordance with the terms specified in the licence.

- 38.9 The Freepost Name service enables persons to receive a Letter at an address (a "Delivery Address") different from that which appears on the Cover or envelope ("a Freepost Name Address"). A Freepost Name must be chosen by the holder of the Response Services licence and agreed by Royal Mail. A Freepost Name Letter must be addressed in accordance with the terms specified in the Response Services licence.
- 38.10 Unless the licence provides otherwise, the licensee must provide Royal Mail with a specimen of each pre-printed card, folder, Letter card, envelope, Cover or label to be used under the licence and must obtain Royal Mail's approval to the layout, design, specifications and other details of that specimen. A Response Service Letter must meet the specifications of the specimen approved by Royal Mail.
- 38.11 A licence fee for each address recorded in the licence must be paid annually. In the first year the fee must be paid before the licence is granted. After the first year the fee is payable on every anniversary of the date on which the licence was granted.
- 38.12 If an address is added to an existing licence, the fee payable will be a proportion of the annual fee calculated pro rata to the proportion of the licence period that remains unexpired at the time the address is added. The fee for adding an address is payable on the date the address is added, and the pro-rata charge is calculated on a weekly basis.
- 38.13 In addition to any licence fee, the licensee must pay postage on any Response Service Letter delivered to the specified address together with a handling fee per Letter.
- 38.14 The licensee may request that a Response Service Letter is delivered by the first delivery on a particular day on which Royal Mail usually makes more than one delivery. If this option is chosen Royal Mail will charge an additional fee (a "first delivery option fee") for each Letter.
- 38.15 No handling fee or first delivery option fee will be charged for delivery of a Response Service Letter which has a bar-code approved by Royal Mail affixed or printed onto the Cover or envelope, in a position approved by Royal Mail.
- 38.16 Royal Mail may withdraw a licence, or impose a surcharge on the delivery of a Response Services Letter, if it is found that the conditions of the licence and/or the conditions set out in this Scheme have been broken.
- 38.17 If a licence is withdrawn or cancelled, Royal Mail may refuse to refund any part of the licence fee.
- 38.18 Royal Mail has the right to disclose the full name and address of a licensee authorised to use a Response Service and the Delivery Address in the case of Freepost Name and Freepost Admail to anyone requesting the information and to withdraw the licence in the event of misuse.
- 38.19 Response Services (excluding Freepost Name and Freepost Admail) may be used in conjunction with the Special Delivery service.
- 38.20 The fees applicable to Response Services are shown in paragraph 18 of Schedule 1 to this Scheme.
39. SELECTAPOST
- 39.1 Royal Mail may on application by a person agree to pre-sort Letters prior to delivery in accordance with a specification provided by the person and approved by Royal Mail. This is called the Selectapost service.
- 39.2 Where Royal Mail provides this service, it will deliver Letters in clearly identifiable bundles or bags with the normal Letter delivery.
- 39.3 Royal Mail may, on payment of an additional fee, deliver bundles or bags directly to specified points at an address.
- 39.4 An agreement for the use of the Selectapost service must be for a minimum period of one year and may be renewed on a quarterly or annual basis.
- 39.5 If it is not clear from the address on a Letter how it should be pre-sorted in accordance with the agreed specification, the Letter will, together with other Letters which cannot be pre-sorted and packets, be delivered in a separate bundle or bag.
- 39.6 Royal Mail may refuse to provide the Selectapost service if it is not possible for operational reasons to provide it at a particular address.
- 39.7 The fee for the Selectapost service is shown in paragraph 19 of Schedule 1 of this Scheme and must be paid quarterly in advance.
- 39.8 The entry requirements for this service are:
- 39.8.1 an average of less than 6,000 items per day;
- 39.8.2 fewer than 25 selections – including a residue selection.
- 39.9 Letters and flats will be sorted by Royal Mail to the appropriate selection but packets will only be sorted to a residue selection.
40. SPECIAL DELIVERY
- 40.1 A Letter sent as a Special Delivery Letter in accordance with the conditions set out in this section will be delivered by a time or date specified by Royal Mail at the time of posting. In the event of failure to deliver by the specified date or time, section 52.3 of this Scheme will apply. This is called the Special Delivery service.
- 40.2 A Letter to be sent using the Special Delivery service must be posted in accordance with section 13.3 of this Scheme.
- 40.3 The Special Delivery label must be completed in full and attached in the position specified by Royal Mail to the Cover or envelope of the Letter.
- 40.4 A Letter weighing more than 10kg may not be sent by Special Delivery.
- 40.5 On delivery of a Special Delivery Letter the recipient must sign and print their name on a prescribed Royal Mail form or any other device supplied by Royal Mail to record such details to confirm its delivery. Where such a receipt is not obtained, the Letter may be dealt with or disposed of at the discretion of Royal Mail.
- 40.6 Valuables must be sent using the Special Delivery service.
- 40.7 If a Letter with a Special Delivery label attached to it is found on Royal Mail premises which has not been posted in accordance with the conditions set out in this section, the Letter will either be delivered to the Addressee or returned to the Sender as a Special Delivery Letter. In either case the recipient will be charged a fee to be fixed by Royal Mail from time to time. Any postage that may have been paid will be accepted as either part or full payment of the fee.
- 40.8 If a Special Delivery Letter is returned to the Sender in the circumstances set out in section 40.7 of this Scheme, and the Sender pays any fee payable, the Letter will be delivered, if deliverable, to the Addressee.
- 40.9 If a Special Delivery Letter is delivered to the Addressee in the circumstances set out in section 40.7 of this Scheme, and the recipient fails to pay the fee payable, the Letter may be dealt with or disposed of at the discretion of Royal Mail.
- 40.10 Special Delivery may be used together with Response Services subject to compliance with the general and special conditions contained in this Scheme and any Response Services licence.
- 40.11 The fees for the Special Delivery service are shown in paragraph 20 of Schedule 1 to this Scheme.
- 40.12 The compensation provisions applicable to Special Delivery Letters are shown in Section 52 of this Scheme.
- 40.13 The Sender of a Special Delivery Letter may request Royal Mail at any time up to 12 months after delivery of the Letter to provide the Sender with a copy of the signature of the recipient of the Letter obtained on its delivery. This service is called Proof of Delivery. The fee for Proof of Delivery is shown in paragraph 14 of Schedule 1 to this Scheme.
41. A LETTER TREATED AS SENT BY SPECIAL DELIVERY
- 41.1 Royal Mail may treat a Letter as a Special Delivery Letter, which has not been posted in accordance with the conditions governing the Special Delivery service set out in section 40, where:
- 41.1.1 it has 'Special Delivery' written on it, or anything which suggests that the Letter is intended to be sent via Special Delivery; or
- 41.1.2 it is discovered that the Letter contains Valuables as defined in Schedule 2.
- 41.2 In either case, if the Letter is treated as a Special Delivery Letter, the Sender or the Addressee will be charged the appropriate fee for that service. If the fee is not paid the Letter may be dealt with or disposed of at the discretion of Royal Mail.
- 41A. LOCAL COLLECT
- 41A.1 Local Collect is a service whereby Royal Mail delivers a Letter to a Post Office ® branch for collection by the Addressee. There are two types of Local Collect, one requested by the Addressee set out in 41A.2, and one requested by the Sender set out in 41A.3, 4 and 5.
- 41A.2 An Addressee may request Royal Mail to deliver a Letter to a Post Office ® branch within the same delivery area as the Addressee's address if Royal Mail has been unable to affect

delivery at the Addressee's address. The Addressee must pay the fee set out in Paragraph 21 of Schedule 1 to this Scheme on collecting the Letter. If the Addressee does not pay this fee, Royal Mail may treat the Letter in accordance with Section 17 of this Scheme.

41A.3 Businesses wishing to use the Local Collect service must have a Local Collect Licence which authorises the licensee to send a Letter:

41A.3.1 directly to a Post Office ® branch for collection by the Addressee, or

41A.3.2 to the Addressee's address, but in the event that Royal Mail is unable to effect delivery at the Addressee's address, then Royal Mail will deliver the Letter to a Post Office ® branch located in the same delivery area as the Addressee's address for collection by the Addressee.

41A.4 The Licence will be granted for a period of one year and may contain such terms and conditions as Royal Mail deem appropriate.

41A.5 The fees applicable to Local Collect Licence are shown in Paragraph 21 of Schedule 1 to this Scheme.

PART 4

A Letter sent between the United Kingdom and the Channel Islands or the Isle of Man

42. GENERAL

42.1 This part of this Scheme applies to a Letter posted in the United Kingdom for delivery to an address in the Channel Islands or the Isle of Man (referred to in this part of this Scheme as 'outgoing Letters') and to a Letter posted in the Channel Islands or Isle of Man for delivery to an address in the United Kingdom (referred to in this part of this Scheme as 'incoming Letters').

42.2 The conditions set out in sections 5 to 41 of this Scheme shall apply to an outgoing and incoming Letter, except where inconsistent with this part of this Scheme or expressly stated otherwise.

43. SPECIAL FEES FOR CERTAIN LETTERS SENT FROM THE CHANNEL ISLANDS OR THE ISLE OF MAN

43.1 The provisions of this section apply to an incoming Letter sent by a person resident in the United Kingdom but not to a Letter sent to that person or the agent of that person.

43.2 If, in any period of thirty consecutive days, Royal Mail receives more than 250 Letters referred to in section 43.1 above, Royal Mail may:

43.2.1 return all or some of the Letters to the Channel Islands or the Isle of Man (as appropriate); or

43.2.2 deliver the Letters only on payment of a fee not exceeding the relevant United Kingdom First Class postage rate set out in paragraph 8 of Schedule 1 to this Scheme. If the fee is not paid the Letter may be dealt with or disposed of at the discretion of Royal Mail.

44. CUSTOMS CLEARANCE FOR AN INCOMING LETTER

44.1 An incoming Letter must not be posted, forwarded, redirected, conveyed or delivered except in compliance with any regulations made under any of the Post Office Act 1953, the Post Office Act 1969 and the Postal Services Act 2000.

44.2 An incoming Letter is subject to HM Customs and Excise regulations. Royal Mail may charge a fee on any such Letter which is produced to the proper officer of HM Customs and Excise. This fee must be paid by the recipient on delivery. If the fee is not paid the Letter may be dealt with or disposed of at the discretion of Royal Mail. The fee for this service is shown in paragraph 6 in Schedule 1 to this Scheme.

45. A LETTER HELD IN BOND

45.1 If an incoming Letter held in bond is awaiting customs clearance, Royal Mail may, on application by the Addressee and with the agreement of HM Customs and Excise, do one of the following things:

45.1.1 search for the Letter and offer other help to assist in bringing about a quick customs clearance;

45.1.2 re-address the Letter to someone else;

45.1.3 allow the Addressee or the Addressee's authorised representative to come to the depot where the Letter is held and inspect it;

45.1.4 allow the Addressee or the Addressee's authorised representative to come to the depot where the Letter is held and re-address it; or

45.1.5 if it is a Letter in respect of which the Addressee has been sent a customs notice, transfer it from one place to another nominated by the Addressee.

45.2 Royal Mail may charge a fee for providing such services for a Letter held in bond referred to in section 45.1 of this Scheme. These fees are shown in paragraph 2 of Schedule 1 to this Scheme.

45.3 The fee charged for provision of any service under this section involving the re-addressing of a Letter shall be paid by the original Addressee of that Letter.

45.4 Where a Letter is re-addressed under section 45.1 of this Scheme to an address outside the United Kingdom, the original Addressee must pay Royal Mail postage equivalent to that which would have been payable on any Letter originally posted to that address.

46. COMPENSATION FOR A LETTER SENT TO AND FROM THE CHANNEL ISLANDS OR THE ISLE OF MAN

46.1 Sections 50, 51 and 52 of this Scheme do not apply to an incoming or outgoing Letter except as expressly provided for in this section.

46.2 Royal Mail may pay compensation for the Loss of, or Damage to, an incoming or outgoing Letter, in accordance with section 51 of this Scheme, if:

46.2.1 it would have paid compensation under that section if the Letter had been an inland Letter;

46.2.2 it is satisfied that the Letter has been lost or damaged whilst in the custody of Royal Mail or its agents; and

46.2.3 it is satisfied that no compensation has been or will be paid in respect of the Letter by the postal administration of the Channel Islands or the Isle of Man.

46.3 Royal Mail may pay compensation for the Loss of, or Damage to, an incoming or outgoing Special Delivery Letter in accordance with section 52 of this Scheme, provided that:

46.3.1 the conditions specified in sections 51.5, 52.1 and 52.2 of this Scheme these provisions may need to be re-drafted so they are clearer are complied with;

46.3.2 in the opinion of Royal Mail, the person making the claim establishes a reasonable claim to compensation; and

46.3.3 Royal Mail is satisfied that the Letter has been lost or damaged whilst in the custody of Royal Mail or its agents.

46.4 The amount of compensation Royal Mail may pay under section 46.3 of this Scheme is whatever sum Royal Mail considers appropriate taking into account the nature of any article lost, the care with which it is packed, and any other circumstances, but will not exceed:

46.4.1 in the case of an outgoing Letter, the relevant maximum sum, having regard to the weight of the Letter, and the fee paid set out in paragraph 8 of Schedule 1 to this Scheme; or

46.4.2 in the case of an incoming Letter, the maximum compensation payable under any relevant orders, ordinances and enactments in force in the Channel Islands or the Isle of Man at the relevant time.

47. A BUSINESS REPLY OR FREEPOST LETTER TO AND FROM THE CHANNEL ISLANDS

47.1 The conditions relating to a Response Service Letter set out in section 38 of this Scheme shall apply to an incoming and outgoing Letter with the following modifications.

47.2 A Business Reply Letter may be posted in the United Kingdom to an address in the Channel Islands without pre-payment of postage, provided that it could lawfully have been posted without pre-payment of postage in the Channel Islands.

47.3 Where a Response Service Letter is posted from the Channel Islands to an address in the United Kingdom specified in a Response Services licence without pre-payment of postage, the licensee must pay to Royal Mail, on receipt of the Letter, the same amount of postage as would have been payable under this Scheme had the Letter been posted in the United Kingdom.

48. A BUSINESS REPLY LETTER TO AND FROM THE ISLE OF MAN

48.1 The conditions set out in section 38 of this Scheme shall apply to a Business Reply Letter sent between the United Kingdom and the Isle of Man with the following modifications.

48.2 A Business Reply Letter may be posted in the United Kingdom to an address in the Isle of Man without pre-payment of postage,

provided that it could lawfully have been posted without pre-payment of postage in the Isle of Man.

48.3 Where a Business Reply Letter is posted in the Channel Islands to an address in the United Kingdom specified in a Response Services licence without pre-payment of postage, the licensee must pay to Royal Mail, on receipt of the Letter, the same amount of postage as would have been payable under this Scheme had the Letter been posted in the United Kingdom.

49. FREEPOST OR UNADDRESSED LETTER TO AND FROM THE ISLE OF MAN

49.1 Freepost or unaddressed Letter may not be sent between the United Kingdom and the Isle of Man.

Part 5

Liability and Compensation

50. LETTER FOR WHICH ROYAL MAIL ACCEPTS LIABILITY

50.1 Royal Mail accepts liability and may pay compensation for the Loss of or Damage to an inland Letter, except for:

50.1.1 a Letter forwarded or redirected to an address in the Channel Islands or the Isle of Man;

50.1.2 *Deleted*

50.1.3 *Deleted*

50.1.4 an undeliverable Letter;

50.1.5 an Electoral Letter;

50.1.6 a petition or an address to the Sovereign or Parliament;

50.1.7 a Letter which Royal Mail may treat as a Special Delivery Letter under section 41 of this Scheme;

50.1.8 a Letter which Royal Mail has dealt with or disposed of at its discretion under any section of this Scheme;

50.1.9 a Letter which Royal Mail has destroyed or otherwise dealt with or disposed of under section 107 (1) of the Postal Services Act 2000;

50.1.10 circumstances where the event giving rise to the claim was caused by situations outside the control of Royal Mail, including exceptionally severe weather conditions, acts of terrorism and vandalism and acts of third parties with whom Royal Mail has no contractual relationship;

50.1.11 an item which Royal Mail has delivered to the address but the occupier or appropriate relevant party has returned to Sender

50.1.12 where the Letter has been forwarded from the original delivery address stated on the item other than by Royal Mail under its redirection service

50.1.13 where Loss or Damage is due to a latent or inherent defect or natural deterioration

50.1.14 where an item in a Letter has not suffered Damage caused solely as a result of its transmission through the post and excluding liability for any pre-existing Damage.

50.2 Royal Mail does not accept liability, and will not pay compensation, for the Loss of or Damage to a Letter unless the Loss or Damage is due to any wrongful act done, or any neglect or default committed by an officer, servant or agent of Royal Mail while performing or purporting to perform his functions as such in relation to the receipt, carriage, delivery or other dealing with the Letter.

50.3 Royal Mail does not accept liability, and will not pay compensation, for the Loss of or Damage to a Letter unless all the conditions of this Scheme that apply to that Letter are complied with.

50.4 Royal Mail does not accept liability and will not pay compensation to the Sender or recipient for the Loss of or Damage to a Letter where the Letter was posted with, or handled by another postal operator or third party, other than when another postal operator has posted the Letter using one of the services listed in section 51.7, in which case that postal operator will be regarded as the sender of the Letter for compensation purposes.

50.5 Royal Mail does not accept liability, and will not pay compensation for Loss of or Damage to an item where the Loss or Damage is caused by the customer's own act or omission.

51. COMPENSATION FOR A LETTER OTHER THAN A SPECIAL DELIVERY LETTER

51.1 This section applies to a Letter (except a Special Delivery Letter), for which Royal Mail accepts liability under section 50 of this

Scheme. Such a Letter is referred to in this section as an 'ordinary Letter'.

51.2 The maximum compensation Royal Mail will pay if an ordinary Letter or its contents are lost or damaged is the Actual Loss up to the cap of 100 times the cost of a First Class Letter stamp at its first weight step, or up to the cap of the Market Value of the Letter at the time the cause of action arises, whichever is the lesser sum.

51.3 Royal Mail may also refund postage in accordance with the provisions of Schedule 3 of this Scheme.

51.4 Royal Mail does not accept liability, and will not pay compensation, for lost or damaged Valuables contained in an ordinary Letter.

51.5 Royal Mail does not accept liability where there is no material Damage to the envelope or to the external packaging or the internal wrappings which is consistent with the Damage sustained by the item.

51.6 Royal Mail does not accept liability, and will not pay compensation, for a lost or damaged ordinary Letter unless the following conditions are met:

51.6.1 evidence of posting must be obtained for the Letter at the time of posting and produced to Royal Mail upon request;

51.6.2 the Letter must comply with all the provisions set out in this Scheme and in particular those provisions relating to specific services detailed in product licenses, terms and conditions, application forms and other documents issued, published or authorised for issue by Royal Mail;

51.6.3 the Cover or envelope and all packaging must be retained and presented to Royal Mail on request if a claim for compensation for Damage or Part Loss is to be made;

51.6.4 the Letter is fully and correctly addressed in a manner which includes all the elements of the postal address (including the full postcode), written clearly and legibly on the front or on a label securely attached to the front of the cover or envelope (or otherwise in a manner such that the address is clearly visible in its entirety as if it had been written on the front of the Cover or envelope),

51.6.5 The Letter must not contain anything prohibited by law or any item listed in section 15 of this Scheme.

51.7 If First Class or Second Class stamped and metered mail (including items sent using Smartstamp or online postage), Recorded (Signed for) mail when used in conjunction with First Class or Second Class stamped and metered mail; Articles for the Blind or Standard Parcels (conveyed under the IPS) are used then the arrangements under Schedule 3 of this Scheme shall apply subject to all other relevant provisions of this Scheme having been complied with;

52. COMPENSATION FOR A SPECIAL DELIVERY LETTER

52.1 Royal Mail does not accept liability, and will not pay compensation, for Loss of or Damage to a Special Delivery Letter or its contents unless the conditions of this Scheme have been complied with, in particular and without prejudice to the generality of the foregoing, section 9.2 – 9.6, section 40, section 50 (as appropriate) and sections 51.6.1 to 51.6.5 inclusive and the Cover or envelope of the Letter is of such a kind that it cannot be opened and/or re-sealed without the opening and/or re-sealing being evident on inspection.

52.2 The maximum compensation Royal Mail will pay if a Special Delivery Letter or its contents are lost or damaged is the Actual Loss up to the cap of the relevant maximum sum set out in paragraph 20 of Schedule 1 to this Scheme, having regard to the fee paid, or up to the cap of the Market Value of the Letter, at the time the cause of action arises, whichever is the lesser sum.

52.3 If a Special Delivery Letter is not delivered by the specified date or time, Royal Mail may refund the Special Delivery fee. Such a refund will be in addition and not in substitution for any compensation payable for Damage to the Letter.

SCHEDULE 1

Postage Rates and Fees

1. ADMAIL

<i>Number of Days(Duration of Agreement)</i>	<i>Fee</i>
30	£126
60	£220
90	£285
180	£500
365	£750

In addition to the fees listed above, all Admail customers must have a Response Services licence (the cost of which may be found in paragraph 18 below), irrespective of whether they already hold such a licence.

2. A LETTER HELD IN BOND

Service	1-2 letters	3-20 letters	Over 20 letters
As set out in sections 45.1.1, 45.1.2, 45.1.3 and 45.1.5	£3.40	£3.40	£28.00
As set out in section 45.1.5	£1.70	68p per letter	£14.00

3. BUSINESS COLLECTION

	Number or value of items	Fee
a	Single collection	£10.00
b	Daily collection (Monday to Friday) from a specific site if spending less than £15,000 on postage with Royal Mail per year at that site £450 per annum	
c	Daily collection (Monday to Friday) from a specific site if spending more than £15,000 on postage with Royal Mail per year at that site Free	
d	Regular Saturday collection	£130 per annum

4. BUSINESS KEEPSAFE

The fee for the Business Keepsafe service is £28.00 for any period up to a maximum of 66 days. The provisions of section 23.4 may apply over the Christmas and Easter periods and on Public or Bank holidays.

5. CALLER'S SERVICE

The fee for an individual search is £1.00. The service is free in rural areas if the customer is calling for items that have missed that day's deliveries.

The fee for withholding a letter for collection is £1.00.

A fee of £8.50 per year will be charged for a standing arrangement to call for all Special Delivery and Recorded letters.

6. CUSTOM CLEARANCE FOR AN INCOMING LETTER

£8.00 on any such letter which is produced to the proper officer of HM Customs and Excise.

7. DIVERSION

The fee is £249 per annum per address.

8. FIRST AND SECOND CLASS POSTAGE RATES

FIRST CLASS

Payment Channel(p)							
Format	Size	Weight (g)	Postage Stamp	Pre-paid Stationery Mark	Smart Stamp Mark	Franked Mark	Printed Postage Impression
Letters	Maximum 240 x 165mm 5mm thick	0-100	36	36	36	34	34
Large Letters	Maximum 353 x 250mm 25mm thick	0-100	52	52	52	46	46
		101 – 250	78	78	78	69	69
		251 – 500	108	108	108	99	99
		501 – 750	157	157	157	144	144
Packets	Over 353mm long or 250mm wide or over 25mm thick	0-100	114	114	114	106	106
		101 – 250	145	145	145	134	134
		251 – 500	194	194	194	168	168
		501 – 750	251	251	251	213	213
		751 – 1000	308	308	308	261	261
		1001 – 1250	430	430	430	365	364
		1251 – 1500	500	500	500	427	427
		1501 – 1750	570	570	570	489	489
		1751 – 2000	640	640	640	551	551
		2001 – 4000	822	822	822	739	739
		Each additional 2kg or part thereof	280	280	280	252	252

SECOND CLASS

Payment Channel(p)							
Format	Size	Weight (g)	Postage Stamp	Pre-paid Stationery Mark	Smart Stamp Mark	Franked Mark	Printed Postage Impression
Letters	Maximum 240 x 165mm 5mm thick	0-100	27	27	27	24	24
Large Letters	Maximum 353 x 250mm 25mm thick	0-100	42	42	42	37	37
		101 – 250	66	66	66	56	56
		251 – 500	90	90	90	81	81
		501 – 750	131	131	131	117	117
Packets	Over 353mm long or 250mm wide or over 25mm thick	0-100	95	95	95	90	90
		101 – 250	124	124	124	115	115
		251 – 500	163	163	163	141	141
		501 – 750	208	208	208	176	176
		751 – 1000	249	249	249	211	211

Please note that items heavier than 1000g cannot be sent Second Class

9. FLOOR FEES

The fee is £100 per annum for each floor that Royal Mail has to travel up or down in addition to the number of floors it would normally travel up or down on collection and delivery.

The fee is waived if the customer spends more than £15,000 per year at that site.

10. KEEPSAFE

Retention Period	Fee (PerHousehold)
Up to 17 days	£8.50
18 to 24 days	£12.00
25 to 31 days	£15.00
32 to 66 days	£28.00

11. PO BOX

	Box Fee	Early & Access	Delivery of letters	Diversion of letters to PO Box
6 months	£48.80	+£48.85	+£48.85	+£48.85
12 months	£60.15	+£60.20	+£60.20	+£60.20

12. PRIVATE POST BOX

The fee for collection of letters from a Private Post Box is the appropriate Business Collection fee, except for items a, and b which do not apply. Floor Fees may also be charged. In addition, Royal Mail may charge a distance fee dependent on the location of the Private Post Box.

13. PRIVATE ROADSIDE LETTERBOX

Free of charge if the box has an opening through which mail can be collected and delivered.

The fee is £8.00 per year per Private Roadside Letterbox if Consignia has to unlock the box to collect or deliver mail.

14. PROOF OF DELIVERY

The fee for Proof of Delivery of a Recorded letter is £2.20 per letter which is in addition to the fee for the Recorded service. There is no charge for Proof of Delivery of a Special Delivery letter.

15. RECORDED

The fee is 72p per letter in addition to the First and Second Class postage.

16. REDIRECTION

Duration	To or from a United Kingdom business address per business name	To or from a United Kingdom residential address per name
1 month	£14.85	£7.35
3 months	£24.90	£16.15
6 months	£49.80	£24.90
12 months	£74.75	£37.40

17. Deleted

18. RESPONSE SERVICES

Service	Licence Fee	Postage	Handling Charge
Response Service	£73.40 per annum	Applicable First or Second Class	1.5p
Bar-coded Response Service	£73.40 per annum	Applicable Second Class	None
Freepost Name	£177.90 per annum	Applicable First Class	10p
Response Service with Special Delivery (including maximum compensation up to £500)	£76.65 per annum	Applicable Special Delivery Charge	None
Response Service with Special Delivery (including maximum compensation up to £1000)	£76.65 per annum	Applicable Special Delivery Charge	None
Response Service with Special Delivery (including maximum compensation up to £2500)	£76.65 per annum	Applicable Special Delivery Charge	None

The £73.40 (Response Service and Bar-coded Response Service) and £76.65 (Special Delivery) licence fees listed above apply where the total number of licences held by a person does not exceed 10. Thereafter, each additional licence will carry a fee of £36.50.

19. SELECTAPOST

	Fees	
	If delivered to a single point	If delivered to multiple points
Quarterly charge per selection	£27.60	£27.60
Per 1000 Letters	£17.70	£18.30
Per 1000 Large Letters	£26.55	£27.15

20. SPECIAL DELIVERY**Stamped & SmartStamp Fees**

Weight of letter	Fee for maximum compensation up to £500	Fee for maximum compensation up to £1,000	Fee for maximum compensation up to £2,500
1-100g	£4.60	£5.35	£6.45
Over 100g -500g	£5.05	£5.80	£6.90
Over 500g -1kg	£6.40	£7.15	£8.25
Over 1kg -2kg	£8.25	£9.00	£10.10
Over 2kg -10kg	£20.70	£21.45	£22.55

Franked & Printed Postage Impression Fees

Weight of letter	Fee for maximum compensation up to £500	Fee for maximum compensation up to £1,000	Fee for maximum compensation up to £2,500
1-100g	£4.45	£5.20	£6.30
Over 100g -500g	£4.85	£5.60	£6.70
Over 500g -1kg	£6.05	£6.80	£7.90
Over 1kg -2kg	£7.75	£8.50	£9.60
Over 2kg -10kg	£19.70	£20.45	£21.55

The Saturday guaranteed delivery service is £2 in addition to the fees shown above.

21. LOCAL COLLECT

The annual Licence Fee is £300. The fee payable by the addressee requesting the service is 50 pence per letter.

SCHEDULE 2**Definitions of Terms Used in this Scheme**

The Interpretation Act 1978 applies for the interpretation of this Scheme and for this purpose this Scheme is to be treated as if it were an Act of

Parliament.

Any reference in this Scheme to any enactment, regulation, Post Office or Royal Mail Scheme shall be construed as a reference to that enactment, regulation, Post Office or Royal Mail Scheme as subsequently amended, re-enacted or replaced.

In this Scheme, the following words and terms have the following meanings:

Actual Loss

(a) Where an item is lost or damaged beyond repair then it is the amount it cost the customer to acquire, purchase or manufacture the item subject to adjustment to take account of condition, age and depreciation

(b) Where an item is damaged it is the cost of repair. No additional payment will be made for the reduced value of the repaired item

Addressee

The person to whom a Letter is addressed.

Articles for the Blind

The meaning set out in section 21.3 and 21.4 of this Scheme.

The Blind and Blind People

The meaning set out in section 21.2 of this Scheme.

Business

Any entity engaged in commercial or economic activity, whether for profit or not, and irrespective of legal form.

Business Address

A location (including a PO Box) at which a Business or any part of a Business is situated and/or carried on and/or at which a Business or any part of a Business accepts or holds itself out as accepting delivery of Letters.

Business Collection

The collection of Letters from a Business's premises by Royal Mail as set out in section 22 of this Scheme.

Business Reply Letter

A Letter sent using the Business Reply service as set out in section 38 of this Scheme.

Cover

Any Cover, envelope, or other packaging used to contain the contents of a Letter. In the case of a postcard or other card, any reference to a Cover shall be construed as a reference to an outside face of the card.

Damage

If an item in a Postal Packet has suffered a degree of harm that reasonably impairs the material function or contents of the item.

Due Date

Means-

- (a) for first class services, the next Working Day following the date of posting;
- (b) for second class services and Standard Parcel Services conveyed under the IPS, the third Working Day following the date of posting.

Electoral Letter

The meaning set out in section 19.8 of this Scheme.

Evidence of Posting

Includes the original certificate of posting, an original Horizon certificate of posting, an original Smartstamp® or on-line postage certificate of posting validated at a Post Office® branch. Where a Letter is the subject of a claim for damage or part loss then the item with envelope or packaging including the postage paid will also constitute evidence of posting; however where a certificate of posting is provided as part of the service purchased this must always be provided to Royal Mail, in addition to the item and packaging, in the event of a claim.

First Class

The service which includes Articles for the Blind posted under section 21 whereby Royal Mail aims to deliver a Letter the next Working Day after posting.

Franked Letter

A Letter bearing a Franking Mark.

Franking Equipment and Franking Mark

The meanings set out in a Franking Scheme.

Franking Scheme

The Royal Mail Scheme for Franking Letters and Parcels 2008.

Freepost Letter

A Letter sent using a Freepost service as set out in section 38 of this Scheme.

Inland

When used in relation to any Letter, a Letter posted in the United Kingdom for delivery to an address in the United Kingdom.

Intrinsic Value

When used in relation to the content of a Letter means that it has an inherent monetary value relating to its essential nature.

IPS

Successor Postal Services Company Inland Parcel Post Scheme 2001

Letter

Any Postal Packet other than a Postal Packet posted, conveyed, delivered or otherwise dealt with using a Parcel Service.

For the purposes of assessing postage rates, Letters are separated into three categories as follows:-

- (1) Letter
Where the size of the Letter does not exceed 240mm x 165mm and 5mm in thickness
- (2) Large Letter
Where the size of the Letter does not exceed 353mm x 250mm and 25mm in thickness
- (3) Packet
Any item which is more than 25mm in thickness, or longer than 353mm, or wider than 250mm or heavier than 750g, but is less than the maximum dimensions as defined in Section 16.

Licence

Means the Licence granted to the Successor Postal Services Company (Royal Mail) under Section 11 of the Postal Services Act on 23 March 2001 as amended from time to time,

Loss

A Letter shall be deemed to be lost, (unless there is evidence to the contrary to demonstrate that it has not been lost) if it has not been delivered by Royal Mail to the place it is addressed by the end of the fifteenth Working Day after its Due date, or the tenth Working Day after its Due Date for Special Delivery Next Day.

Mark

A collective term for a mark or impression (to include a franking mark, a printed postage impression, a postage paid symbol, Pre-printed Stationery and SmartStamp™) authorised for use by Royal Mail to indicate payment of postage and/or fees on a Letter or to indicate that the Sender of a Letter has entered into an arrangement with Royal Mail to pay postage and/or fees on that Letter. A mark may be non-adhesive (when it is embossed, impressed or printed on a Cover or envelope) as Royal Mail may from time to time permit.

Market Value

Market Value is what a willing buyer would pay a willing seller, both in a free market, for a Letter. When assessing the market value of a letter, the value of any message or information it contains, or bears or refers to must be ignored. Market value is one of two caps upon the amount of compensation payable.

Money

The meaning set out in the definition of 'Valuables'

Parcel Service

In relation to a Letter means that if that Letter were to be conveyed, delivered or otherwise dealt with by Royal Mail pursuant to a Scheme, then the appropriate Scheme for conveying and delivering within the UK would be the IPS,

Part Loss

Where a Letter is received and some or part of the content is missing.

Post, Posted

A Letter is posted if it has been entrusted to Royal Mail for transmission by post in accordance with one of the approved methods set out in section 13 of this Scheme and related words shall be construed accordingly

Postage

The fee charged by Royal Mail for delivery of a Letter.

Postage Stamp

A stamp, authorised for use by Royal Mail to indicate payment of postage and/or fees on a Letter or to indicate that the Sender of a Letter has entered into an arrangement with Royal Mail to pay postage and/or fees on that Letter. A postage stamp or Mark may be adhesive in order for it to be affixed to a Cover or envelope, as Royal Mail may from time to time permit.

Postal Packet

A Letter, postcard, reply postcard, newspaper, printed packet, sample packet or parcel and every packet or article transmissible by post.

Postal Address

Means for any premises the address, including the postcode, maintained by Royal Mail from time to time as corresponding to those premises in the Postcode Address File

Post Box

A post box authorised for use as such by Royal Mail excluding a Private Post Box.

Postmark

Any Mark or impression applied by Royal Mail to a Cover or envelope, to cancel a postage stamp or for any other postal purpose approved and authorised by Royal Mail.

Scheme

Any Scheme made under either section 28 of the Post Office Act 1969 or under section 89 of the Postal Services Act 2000 now or in the future.

PPI

A Printed Postage Impression indicating postage payable to Royal Mail and printed under Licence from Royal Mail.

Preprinted Stationery

Stationery pre-printed by Royal Mail to include postage.

Private Post Box

Any post box owned and maintained by a person other than Royal Mail which has been authorised for use as a post box by either the Post Office or Royal Mail.

Residential Address

Any address except a Business address.

Response Service

Any service described as such in section 38 of this Scheme

Response Service Letter

The meaning set out in section 38.1 of this Scheme.

Second Class

The service whereby Royal Mail aims to deliver a Letter within three Working Days after posting.

Sender

The person who sends or on whose behalf a Letter is sent excluding a person at whose request any items or goods are included in a Letter

Smartstamp

A postage impression used by customers posting items with the SmartStamp™ indicia having entered into the relevant SmartStamp™ terms and conditions.

Social Security Post

Social security post means Postal Packets whose contents relate to any benefit, contributions or national insurance number or to any other matter relating to social security. Social security post is further defined in Section 182A of the Social Security Administration Act 1992 and Section 158A of the Social Security Administration (Northern Ireland) Act 1992.

Sovereign

The reigning Monarch of the United Kingdom

Special Delivery Letter

A Letter sent using the Special Delivery service as set out in section 40 of this Scheme. Any reference in any legislation or legal document to "Registered Post" or "the Registered Service" shall be taken to be a reference to Special Delivery as it is the same service in all material respects.

Recorded Letter

A Letter sent using the Recorded service as set out in section 33 of this Scheme.

Unaddressed Letter

A Letter which is not addressed to, or intended for delivery to, any specified Addressee or address.

Undeliverable

When used in relation to a Letter, the meaning set out in section 8.1 of this Scheme.

Unpaid Letter

A Letter on which the postage and/or fees payable under this Scheme has not been paid or has been underpaid.

Valuables

Any of Jewellery or Money

Jewellery:**Any of:**

- i) precious metal that has been manufactured in such a way as to add value to it, including coins used for ornament;
- ii) diamonds and precious stones;
- iii) watches the cases of which are made wholly or mainly of precious metal; and
- iv) articles similar to any of those referred to in i) - iii) above with an Intrinsic Value .

Money:**Any of:**

- i) Coins & Bank notes of any currency that are legal tender at the time of posting;
- ii) Postal Orders, cheques and dividend warrants uncrossed and payable to bearer;
- iii) Unused postage and revenue stamps and National Insurance stamps; Exchequer bills, bills of exchange, promissory notes and credit notes; Bonds, bond coupons and any other investment certificates; and
- iv) Coupons, vouchers, tokens, cards, stamps and other documents that can be exchanged in whole or in part for money, goods or services.

Working Day

For a non - Special Delivery item, working days are Monday to Saturday inclusive, (excluding any Public or Bank Holidays).

For a Special Delivery item, working days are Monday to Friday inclusive (excluding any Public or Bank Holidays) except for Special Delivery items posted on a Friday where the Saturday delivery guarantee is purchased, where working days are Monday to Saturday inclusive, (excluding any Public or Bank Holidays).

SCHEDULE 3

NATURE AND EXTENT OF COMPENSATION PAYMENTS FOR LOSS, PART LOSS AND DAMAGE

1. Compensation for Loss or Damage may be made in relation to the products and services set out in the table below.
2. Compensation for Loss and Damage will be available only in respect of items posted with Royal Mail in the United Kingdom for delivery by Royal Mail in the United Kingdom using the following retail products:
 - 2.1 First Class stamped and metered mail, including items sent using Smartstamp or online postage;
 - 2.2 Second Class stamped and metered mail, including items sent using Smartstamp or online postage;
 - 2.3 Standard Parcels conveyed under the IPS;
 - 2.4 Recorded (Signed for) mail when used in conjunction with products described in paragraphs 2.1 and 2.2 above.
 - 2.5 Articles for the Blind.
3. Compensation for Damage may be payable if an item in a Postal Packet has suffered Damage solely as a result of its transmission through the post, (excluding liability for any pre-existing Damage),
4. Compensation for Loss will not be considered for an item that Royal Mail has not delivered or attempted to deliver until 15 Working Days have elapsed from the Due Date of delivery, at which point it will be considered a Loss unless there is evidence to the contrary. If an item is delivered more than 15 Working Days after the Due Date for delivery the customer will be entitled to claim compensation for delay but not Loss.
5. In respect of claims for the Loss of Postal Packets conveyed to those addresses designated by Postcomm under paragraph 4 of Condition 2 of the Licence as exempted from a daily delivery obligation, the assessment of lateness in paragraph 4 shall apply on a case by case basis.
6. The nature and extent of the compensation payment to be made for Loss of, or Damage to eligible mail items are set out in the following tables.

Table 1 All retail services (other than Standard Parcels with enhanced compensation)

	Loss	Damage and Part Loss
Item has no intrinsic value	Postage refund (a minimum 6 x 1st class letter stamps at their basic weight step)	6 x 1st class letter stamps at their basic weight step
Item has intrinsic value (with basic evidence only)	Postage refund (a minimum 6 x 1st class letter stamps at their basic weight step)	6 x 1st class letter stamps at their basic weight step
Item has intrinsic value (with additional evidence)	Postage refund, plus compensation on basis of the customer's actual loss. This compensation is subject to the maximum payable being the lower of the market value of the item and statutory maximum of 100 x 1st class letter stamps at their basic weight step.	Postage refund plus compensation on basis of the customer's actual loss. This compensation is subject to the maximum payable being the lower of the market value of the item and statutory maximum of 100 x 1st class letter stamps at the basic weight step.

Table 2 Standard Parcels with enhanced compensation

	Loss	Damage and Part Loss
Item has no intrinsic value	Postage refund (minimum 6 x 1st class letter stamps at their basic weight step)	6 x 1st class letter stamps at their basic weight step
Item has intrinsic value (with basic evidence only)	Postage refund (minimum 6 x 1st class letter stamps at their basic weight step)	6 x 1st class letter stamps at their basic weight step
Item has intrinsic value (with additional evidence)	Postage refund plus compensation on basis of the customer's actual loss. This compensation is subject to the maximum payable being the lower of the market value of the item and the maximum level of compensation purchased.	Postage refund plus compensation on basis of the customer's actual loss. This compensation is subject to the maximum payable being the lower of the market value of the item and the maximum level of compensation purchased.

7. EVIDENCE REQUIRED IN SUPPORT OF A CLAIM FOR COMPENSATION

- 7.1 All claims must include as a minimum the following "basic evidence"
 - 7.1.1 the names and addresses of the Sender, Addressee and claimant,
 - 7.1.2 the Royal Mail product used,
 - 7.1.3 the postage paid and method of postage, e.g. stamps, franking impression, Smartstamp™
 - 7.1.4 the place of posting,
 - 7.1.5 the date of posting,
 - 7.1.6 a description of the contents,
 - 7.1.7 the date of delivery (for Damage and Part Loss claims only),
 - 7.1.8 a description of the packaging and condition of the mail item itself (for Damage and Part Loss claims only), and

- 7.1.9 the basis for asserting the posting details and product used, such as date of postmark, certificate of posting (if available), and for Recorded Signed for and Standard Parcels with enhanced compensation, the product documentation.
- 7.2 Claimants must retain all the packaging and contents of damaged items or items which are the subject of Part Loss claims as Royal Mail may need to inspect them. If they are not retained compensation payments will not be made.
- 7.3 Claims for items with an intrinsic value should be made on Royal Mail's then current Loss and Damage claim form. The claim form needs to be signed and dated by the claimant and supported by "additional evidence" (Evidence of Posting and evidence of value) to corroborate the amount claimed for Actual Loss. If additional evidence cannot be provided then only postage refund or stamps can be considered.
- 7.4 Evidence of the Actual Loss must be provided to enable Royal Mail to determine the value of the contents of a packet such as original receipts, details of age, paypal record, invoices, manufacturing costs, auctioneers valuation and repair costs in the case of Damage claims, bank or credit card statement. This list is not exhaustive and is for illustrative purposes only
- 7.5 Royal Mail reserves the right to inspect the item and packaging and/or to request additional documentation and/or information from the claimant, Sender or recipient to protect against unwarranted or duplicate claims. This includes, but is not limited to, a declaration of non-receipt (or proof of non receipt in appropriate cases).
- 7.6 Evidence must be provided that the Part Loss or Damage sustained by the item is consistent with the damage to the envelope, to the external packaging and to the internal wrappings.
- 8. WHO MAY CLAIM COMPENSATION?**
- 8.1 The Sender or the recipient may make a claim for Loss of or Damage to an item. However Royal Mail will only make a payment once in respect of any item.
- 8.2 If both the Sender and the recipient make a claim for the same item, then only the Sender will have a right to compensation, unless a compensation payment has already been made to the recipient, in which case the Sender will have no right to compensation.

Copyright Royal Mail Group Limited 2008

Signed by: Mick Fletcher for and on behalf of Royal Mail Group Ltd.

Date: 24th July 2008

- (a) Royal Mail Group plc (a company registered in England and Wales under number 4138203) is a universal service provider as defined in section 4(3)(a) of the Postal Services Act 2000. Royal Mail Group plc is the successor postal services company referred to in article 37(1) of the Postal Service Act 2000. (Commencement No.4 and Transitional and Savings Provisions) Order 2001 (2001/1148 (C.37)). It changed its name from Consignia plc on 4 November 2002.
- (b) 2000 c26
- (c) The Post Office Inland Letter Scheme 2000 was amended, renamed the Successor Postal Services Company Inland Letter Post Scheme 2001 and treated as made under section 89 of the Postal Services Act 2000 by the article 37 of the Postal Services Act 2000 (Commencement No.4 and Transitional and Savings Provisions) Order 2001 (2001/1148(C37))
- (d) Belfast Gazette, 29 June 2001, issue number 6257
- (e) Belfast Gazette, 6 July 2001, issue number 6259
- (f) Belfast Gazette, 23 November 2001, issue number 6298
- (g) Belfast Gazette, 28 June 2002, issue number 6363
- (h) Belfast Gazette, 17 January 2003, issue number 6420
- (i) Belfast Gazette, 2 May 2003, issue number 6451
- (j) Belfast Gazette, 21 November 2003, issue number 6509
- (k) Belfast Gazette, 19 December 2003, issue number 6517
- (l) Belfast Gazette, 26 March 2004, issue number 6545
- (m) Belfast Gazette, 16 April 2004, issue number 6554
- (n) Belfast Gazette, 24 September 2004, issue number 6599
- (o) Belfast Gazette, 8th October 2004, issue number 6603

- (p) Belfast Gazette, 22nd October 2004, issue number 6607
- (q) Belfast Gazette, 17th December 2004, issue number 6623
- (r) Belfast Gazette, 18th February 2005, issue number 6635
- (s) Belfast Gazette, 1st April 2005, issue number 6648
- (t) Belfast Gazette, 1st April 2005, issue number 6648
- (u) Belfast Gazette, 15th July 2005, issue number 6681
- (v) Belfast Gazette, 24th March 2006 issue number 6752
- (w) Belfast Gazette, 21st April 2006, issue number 6760
- (x) Belfast Gazette, 9th June 2006, issue number 6774
- (y) Belfast Gazette, 28th July 2006, issue number 6788
- (z) Belfast Gazette, 16th March 2007, issue number 6854
- (aa) Belfast Gazette, 14th March 2008, issue number 6960.

(2201/20)

Other Notices



Company Law Supplement

The Company Law Supplement to The Belfast Gazette detailing information notified to or by the Registrar of Companies is published weekly and is now available to view on The Belfast Gazette website at www.gazettes-online.co.uk. Go to Browse Recent Issues to find the latest editions or search for a specific Company under the Search Archive option.

Consumer Credit Act 1974

GENERAL NOTICE No. 1125

I, Ray Watson, Director of the Consumer Credit Group in the Office of Fair Trading ('the OFT') and a member of the OFT's staff, being authorised in that behalf in writing by the OFT pursuant to paragraph 12 of Schedule 1 to the Enterprise Act 2002, hereby give general notice pursuant to section 22(8) of the Consumer Credit Act 1974 that under section 29(2) of that Act and subject to the exclusions below, the OFT has renewed the group licence issued on the 18 January 2008 (and taking effect on 20 January 2008) to the following group:

All those bodies in Northern Ireland which have been approved by the Secretary of State under section 79(4) of the Income and Corporation Taxes Act 1988 (or the corresponding provision at section 48(4) of the Finance Act 1982) and referred to in that section as an 'approved local enterprise agency' (ALEA): and

- (a) whose sole or principal objective is the promotion or encouragement of industrial and commercial activity or enterprise in the United Kingdom with particular reference to encouraging the formation and development of small businesses
- (b) one of whose principal objectives is that set out in the paragraph (a) above and which maintains a fund specified by the Secretary of State (separate from any other funds maintained by it) which is applied solely in pursuance of that objective.

To carry on the business of:

- C Credit brokerage, and
D Debt-Adjusting and Debt-Counselling.

The licence is valid until 31 October 2008 and commences on 20 July 2008.

Limited to activities carried on by approved members of the group in pursuance of the objectives mentioned in paragraphs (a) and (b) above.

This licence excludes any body which is covered by Group Licence No. G900026 issued to the National Federation of Enterprise Agencies, 12 Stephenson Court, Fraser Road, Priory Business Park, Bedford MK42 3WJ on the 16 January 2008 and any ALEA they exclude from the cover of their group licence, and also any ALEA elsewhere in the United Kingdom.

OFFICE OF FAIR TRADING
FLEETBANK HOUSE
2-6 SALISBURY SQUARE
LONDON EC4Y 8JX

RAY WATSON
Director
Consumer Credit Group
Office of Fair Trading
Date of Issue 18 July 2008
(2301/3)

Department of Agriculture and Rural Development

FINANCIAL ASSISTANCE FOR YOUNG FARMERS SCHEME ORDER (NI) 2005

Notice is hereby given that, in view of the total number of applications already received and the total expenditure already approved under the above Scheme, the Department of Agriculture and Rural Development, in exercise of the powers conferred by Article 7(1) of the Financial Assistance for Young Farmers Scheme Order (NI) 2005, will not accept further applications to the Scheme after today. (2301/14)

Department of Health, Social Services & Public Safety

Notice is hereby given that the Department of Health, Social Services and Public Safety, in exercise of the powers conferred by Articles 14 and 15(1) and Articles 4, 6, 10(3) (15(1) of, and paragraph 5 and 8 of Schedule 1 to the Smoking (Northern Ireland) Order 2006 has made two Statutory Rules entitled:

The Children and Young Persons (Sale of Tobacco etc.) Regulations (Northern Ireland) 2008

And

The Smoke-free (Exemptions, Vehicles, Penalties and Discounted Amounts) (Amendment) Regulations (Northern Ireland) 2008

Copies of the Statutory Rules may be purchased at an early date from the Stationery Office Bookshop, 16 Arthur Street, Belfast BT1 4GD

Department of Health Social Services and Public Safety

Health Improvement Branch

Room C 4 22

Castle Buildings

Stormont

Belfast

BT4 3SQ

(2301/8)

Department of the Environment

The Department of the Environment has made a Statutory Rule entitled "The Local Government (Constituting a Joint Committee a Body Corporate) Order (Northern Ireland) 2008" (S.R. 2008 No. 310).

The Rule comes into operation on 20 August 2008.

The rule, which is made under powers conferred by the Local Government Act (Northern Ireland) 1972, constitutes the Joint Committee formerly known as SWaMP as the body corporate known as SWaMP2008, and fixes the functions of the body corporate.

SWaMP is one of three regional district council waste management partnerships established following publication of the Waste Management Strategy for Northern Ireland in March 2000, for the purpose of preparing plans to develop the waste infrastructure required to enable Northern Ireland to meet its obligations under the EU Landfill Directive for the diversion of waste from landfill. The purpose of the rule is to facilitate the implementation of the waste management plan for the southern region of Northern Ireland.

The rule applies the financial provisions contained in Part V of the Local Government Act (NI) 1972, to SWaMP2008 as they apply to a district council, in particular the power of borrowing money and holding land. It will enable SWaMP2008 to establish or participate in companies to carry out its delegated functions

Copies of the Rule may be purchased from the Stationary Office, 16 Arthur Street, Belfast BT1 4GD. (2301/12)

Department of Agriculture and Rural Development

THE VOCATIONAL TRAINING AND INFORMATION ACTIONS GRANT REGULATIONS (NORTHERN IRELAND) 2008

The Department of Agriculture and Rural Development has made a Statutory Rule entitled:

The Vocational Training and Information Actions Grant Regulations (Northern Ireland) 2008 S.R. No. 297.

The Rule will come into operation on 21st August 2008.

Copies of the Rule may be purchased at an early date from the Stationery Office Bookshop, 16 Arthur Street, Belfast, BT1 4GD. (2301/15)

Department of Agriculture and Rural Development

THE FARM MODERNISATION PROGRAMME REGULATIONS (NORTHERN IRELAND) 2008

The Department of Agriculture and Rural Development has made a Statutory Rule entitled:

The Farm Modernisation Programme Regulations (Northern Ireland) 2008 S.R. No. 295.

The Rule will come into operation on 21st August 2008.

Copies of the Rule may be purchased at an early date from the Stationery Office Bookshop, 16 Arthur Street, Belfast, BT1 4GD. (2301/16)

Department of Agriculture and Rural Development

THE SUPPLY CHAIN DEVELOPMENT PROGRAMME GRANT REGULATIONS (NORTHERN IRELAND) 2008

The Department of Agriculture and Rural Development has made a Statutory Rule entitled:

The Supply Chain Development Grant Regulations (Northern Ireland) 2008 S.R. No. 296.

The Rule will come into operation on 21st August 2008.

Copies of the Rule may be purchased at an early date from the Stationery Office Bookshop, 16 Arthur Street, Belfast, BT1 4GD. (2301/17)

Corporate Insolvency



In Administration Notice to Members

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND
CHANCERY DIVISION TRIVIRIX INTERNATIONAL LIMITED (IN
ADMINISTRATION) AND IN THE MATTER OF THE INSOLVENCY
(NORTHERN IRELAND) ORDER 1989

In the Matter of

TRIVIRIX INTERNATIONAL LIMITED

Former Trading Address: Springfield Business Park, 490 Springfield Road, Belfast, BT12 7AL.

Company No: NI 034156

Notice is hereby given that on 20th February 2006 Tom Keenan and John Reid were appointed Joint Administrators of the above Company (In Administration) under a Court Order made in the High Court of Justice in Northern Ireland Chancery Division.

As authorised by an order of the Court dated 14th May 2007, notice is hereby given that it is intention of the Joint Administrators to declare and pay a dividend to the creditors of the above named Company. The

distribution will be made within four months of 19th August 2008.

Creditors of the Company who have not already done so should submit their claims in writing to the Joint Administrators at the following address under reference:-

TRIVOL/TMK/JMWA

Tom Keenan, Joint Administrator, Deloitte & Touche LLP, Athene Place, 66 Shoe Lane, London, EC4A 3WA

Creditors who have not submitted a claim by 19th August 2008 will be excluded from participating in the proposed dividend distribution.

Tom Keenan, Joint Administrator

22nd July 2008 (2413/13)

Winding-Up by the Court

Notice of Intended Dividend

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND
IN THE MATTER OF THE INSOLVENCY ACT 1986
AND IN THE MATTER OF

McLAUGHLIN & HARVEY (REALISATIONS) PLC - IN LIQUIDATION

Notice is hereby given that it is intention to declare a third and final dividend to unsecured creditors of the above named company and to distribute the dividend no later than 16 December 2008, being four months from the expiry of the last date for proving. Creditors who have not yet done so are required on or before 16 August 2008 (the last date for proving) to provide statement of claim with supporting documentation to Paul Rooney of PricewaterhouseCoopers LLP, Waterfront Plaza, 8 Laganbank Road, Belfast BT1 3LR. Any creditor who has not proved his debt by the last date for proving specified above will be excluded from the dividend.

Paul Rooney, Liquidator

16 July 2008

(2457/2)

Personal Legal



Changes of Name

Agnes Ann Geraldine Armour

CHANGE OF NAME BY DEED POLL ENROLLED IN CENTRAL OFFICE

Notice is hereby given that by a Deed Poll dated 24th June 2008, and enrolled in the Supreme Court of Judicature on the 18th July 2008, Agnes Ann Geraldine Armour, a Commonwealth citizen abandoned the surname of Bradley and assumed the surname of Armour.

Dated this 23rd day of July 2008

Rosemary Connolly Solicitors, 2 The Square, Warrenpoint, Co. Down, BT34 3JT.

Solicitors for the said Agnes Ann Geraldine Armour formerly Agnes Ann Geraldine Bradley. (2901/19)

Companies & Financial Regulation



Companies Restored to the Register

Provincial Property Limited

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND
CHANCERY DIVISION (COMPANIES)

In the Matter of

PROVINCIAL PROPERTY LIMITED

And in the Matter of

THE COMPANIES (NORTHERN IRELAND) ORDER 1986

Notice is hereby given that by an Order made on 26th June 2008 upon the application by originating summons filed on 5th June 2008 of the above-named Provincial Property Limited (hereinafter called "the company") upon reading the evidence, and upon hearing the Solicitor for the Applicants and the Solicitor for the Respondents, and the Applicants by their Solicitor's undertaking within seven days of receiving a demand for payment from the Registrar of Companies to pay to the Registrar of Companies the costs of inserting the notice of restoration in the Belfast Gazette and there being no opposition on behalf of Her Majesty or the Registrar of Companies to the relief sought by the originating summons, it is ordered that-

1. the name of the above-named Provincial Property Limited be restored to the Registrar of Companies;
2. the Applicant to deliver an office copy of this Order to the Registrar of Companies within seven days of the Order being filed;
3. the Registrar of Companies do advertise the Order in his official name in the Belfast Gazette.

Frances Brown, For Registrar of Companies for Northern Ireland

(2600/1)

TERMS AND CONDITIONS RELATING TO SUBMISSION OF NOTICES

The Belfast Gazette is an Official Newspaper of Record. The Belfast Gazette publishes official, legal and regulatory notices pursuant to legislation and on behalf of the persons who are required by law to notify the public at large of certain information. For the avoidance of doubt all references to "Belfast Gazette" shall include supplements to the Belfast Gazette and all mediums which shall include the online version of the Belfast Gazette as well as the paper version.

The Belfast Gazette is published by the Publisher (defined below) under the authority and superintendence of the Controller of Her Majesty's Stationery Office and Queen's Printer of Acts of Parliament.

Notices received for publication fall under the following broad headings: State, Parliament, Ecclesiastical, Public Finance, Transport, Planning, Health, Environment, Water, Agriculture & Fisheries, Energy, Post & Telecom, Other Notices, Competition, Corporate Insolvency, Personal Insolvency, Companies & Financial Regulation, Partnerships, Societies Regulation and Personal Legal information. Further information can be found at www.gazettes-online.co.uk.

These terms and conditions ("Terms and Conditions") govern submission of Notices (as defined below) to the Belfast Gazette. By submitting Notices howsoever communicated, whether at the website www.gazettes-online.co.uk (the "Website") or to www.gazette-submission.co.uk, email, post and/or facsimile, the Advertiser (as defined below) agrees to be bound by these Terms and Conditions.

The Publisher reserves the right to modify these Terms and Conditions at any time. Such modifications shall be effective immediately upon publication of the modified Terms and Conditions. By submitting Notices to the Belfast Gazette after the Publisher has published notice of such modifications, the Advertiser agrees to be bound by the revised Terms and Conditions.

1 Definitions

1.1 In these Terms and Conditions:

"**Advertiser**" means any company, firm or person who has made an application for and who has been allocated space in the Belfast Gazette, whether acting on their own account or as agent or representative of a principal;

"**Charges**" means the payment due for the acceptance of a Notice by the Publisher payable by the Advertiser as set out in the Authorised Scale of Charges which can be found in the printed copy or at www.gazettes-online.co.uk;

"**Notice**" means all advertisements and state, public or legal notices placed in the Belfast Gazette;

"**Publisher**" means The Stationery Office Limited.

1.2 the singular includes the plural and vice-versa; and

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2 By submitting a Notice to the Publisher, the Advertiser agrees to be bound by these Terms and Conditions which represent the entire terms agreed between the Publisher and Advertiser in relation to the publication of Notices. These Terms and Conditions shall govern and be incorporated into every Notice, and shall prevail over any terms or conditions (whether or not inconsistent with these Terms and Conditions) contained or referred to in any correspondence or documentation submitted by the Advertiser or implied by custom, practice or course of dealing, unless otherwise agreed in writing by the Publisher.

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- 4.2 Notices shall be edited for house style only, not for content;
- 4.3 Notices can be edited to remove obvious duplications of information;
- 4.4 Notices can be edited to re-position material for style;
- 4.5 any additions or deletions required in order to include the minimum necessary information set out in any Notice guidelines shall be confirmed with the Advertiser; and
- 4.6 no amendments to the text (other than those made as a consequence of 4.1 – 4.5 above) shall be made without written confirmation from the Advertiser.

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7 For the avoidance of doubt, subject to clause 4 above, in no circumstances shall the Publisher be liable for any economic losses (including, without limitation, loss of revenues, profits, contracts, business or anticipated savings), any loss of goodwill or reputation, or any special, indirect or consequential damages (however arising, including negligence).

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11 The Advertiser warrants:

- 11.1 that it has the right, power and authority to submit the Notice;
- 11.2 the Notice is not false, inaccurate, misleading nor does it contain fraudulent information;
- 11.3 the Notice is submitted in good faith, does not contravene any Act of Parliament nor is it in any way illegal or defamatory or an infringement of any other party's rights or an infringement of the British Code of Advertising Practice.

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14 The Advertiser shall promptly notify the Publisher in writing of any actual, threatened or suspected claim made by a third party or parties against the Advertiser and/or the Publisher in relation to a Notice. The Publisher reserves the right, following a claim or threatened claim, to immediately remove the Notice which is the subject of the complaint from the website at www.gazettes-online.co.uk and all other websites controlled by the Publisher containing the Notice. The Publisher may require the Advertiser to amend the Notice at its own cost before it agrees to re-publish the Notice if it is capable of rectification to avoid the claim or threatened claim. Any reinstatement of the Notice shall be at the sole discretion of the Publisher.

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19 A person who is not a party to these Terms and Conditions has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of these Terms and Conditions but this does not affect any right or remedy of a third party specified in these Terms and Conditions or which exists or is available apart from that Act.

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belfast.gazette@tso.co.uk

The
**Belfast
Gazette**

AUTHORISED SCALE OF CHARGES From 1st May 2008

	Submitted by Webform		All Other formats		Includes Voucher Copy Incl VAT
	Excl VAT	Incl VAT	Excl VAT	Incl VAT	
1 Winding Up Petitions	47.00	55.23	62.50	73.44	74.19
2 All Other Corporate and Personal Insolvency Notices	47.00	55.23	62.50	73.44	74.19
(2-5 Related Companies will be charged at double the single company rate)					
(6-10 Related Companies will be charged at treble the single company rate)					
3 Water Resources, Control of Pollution (PPC)	94.00	110.45	125.00	146.88	147.63
4 All Other Notice Types	Up to 20 lines		47.00	55.23	62.50
	Additional 5 lines or fewer		18.25	21.45	18.25
5 Proofing - per notice (Copy must be submitted at least one week prior to publication)	Free	Free	31.25	36.72	
6 Late Advertisements accepted after 3.00pm, 1 day prior to publication	31.25	36.72	31.25	36.72	
7 Withdrawal of Notices after 3.00pm, 1 day prior to publication	47.00	55.23	62.50	73.44	
8 Voucher Copy of the newspaper for advertiser's files	0.75	0.75	0.75	0.75	

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