



THE GAZETTE

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August 2015

STATE

STATE APPOINTMENTS

This notice is in substitution for that which appeared in **The Edinburgh Gazette** on 4th August 2015 – notice ID 2379383 issue number 27595, and page 1282 in the 5th August 2015 printed edition – Notice URL <https://www.thegazette.co.uk/notice/2379383>

LORD-LIEUTENANTS

THE SCOTTISH GOVERNMENT

Office of the Secretary of Commissions, St. Andrew's House, Edinburgh, EH1 3DG

The Queen having been pleased to approve that Lt Col Robert Macfie Douglas Young TD DL WS be appointed Vice Lord-Lieutenant for the Area of Inverness to act for Her Majesty's Lord-Lieutenant during his absence from the area, sickness or inability to act, a Commission in his favour bearing the date 24 July 2015 has been signed by the Lord-Lieutenant.

July 2015

(2381379)

PARLIAMENT & ASSEMBLIES

LEGISLATION & TREATIES

THE SCOTTISH PARLIAMENT

THE SCOTTISH PARLIAMENT (LETTERS PATENT AND PROCLAMATIONS) ORDER 1999

The following Letters Patent were signed by Her Majesty The Queen on the 29th of July 2015 in respect of the Mental Health (Scotland) Bill ASP 9.

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To Our trusty and well beloved the members of the Scottish Parliament

GREETING:

FORASMUCH as a Bill has been passed by the Scottish Parliament and has been submitted to Us for Our Royal Assent by the Presiding Officer of the Scottish Parliament in accordance with the Scotland Act 1998 the short Title of which Bill is set forth in the Schedule hereto but that Bill by virtue of the Scotland Act 1998 does not become an Act of the Scottish Parliament nor have effect in the Law without Our Royal Assent signified by Letters Patent under Our Scottish Seal (that is Our Seal appointed by the Treaty of Union to be kept and used in Scotland in place of the Great Seal of Scotland) signed with Our own hand and recorded in the Register of the Great Seal We have therefore caused these Our Letters Patent to be made and have signed them and by them do give Our Royal Assent to that Bill COMMANDING ALSO the Keeper of Our Scottish Seal to seal these Our Letters with that Seal.

IN WITNESS WHEREOF we have caused these Our Letters to be made Patent.

WITNESS Ourselves at Balmoral Castle the twenty-ninth day of July in the sixty-fourth year of Our Reign.

By The Queen Herself Signed with Her Own Hand.

SCHEDULE

Mental Health (Scotland) Bill ASP 9

(2381378)

THE SCOTTISH PARLIAMENT

THE SCOTTISH PARLIAMENT (LETTERS PATENT AND PROCLAMATIONS) ORDER 1999

The following Letters Patent were signed by Her Majesty The Queen on the 29th of July 2015 in respect of the Air Weapons and Licensing (Scotland) Bill ASP 10.

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To Our trusty and well beloved the members of the Scottish Parliament

GREETING:

FORASMUCH as a Bill has been passed by the Scottish Parliament and has been submitted to Us for Our Royal Assent by the Presiding Officer of the Scottish Parliament in accordance with the Scotland Act 1998 the short Title of which Bill is set forth in the Schedule hereto but that Bill by virtue of the Scotland Act 1998 does not become an Act of the Scottish Parliament nor have effect in the Law without Our Royal Assent signified by Letters Patent under Our Scottish Seal (that is Our Seal appointed by the Treaty of Union to be kept and used in Scotland in place of the Great Seal of Scotland) signed with Our own hand and recorded in the Register of the Great Seal We have therefore caused these Our Letters Patent to be made and have signed them and by them do give Our Royal Assent to that Bill COMMANDING ALSO the Keeper of Our Scottish Seal to seal these Our Letters with that Seal.

IN WITNESS WHEREOF we have caused these Our Letters to be made Patent.

WITNESS Ourselves at Balmoral Castle the twenty-ninth day of July in the sixty-fourth year of Our Reign.

By The Queen Herself Signed with Her Own Hand.

SCHEDULE

Air Weapons and Licensing (Scotland) Bill ASP 10

(2381380)

THE SCOTTISH PARLIAMENT

THE SCOTTISH PARLIAMENT (LETTERS PATENT AND PROCLAMATIONS) ORDER 1999

The following Letters Patent were signed by Her Majesty The Queen on the 29th of July 2015 in respect of the Prisoners (Control of Release) (Scotland) Bill ASP 8.

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To Our trusty and well beloved the members of the Scottish Parliament

GREETING:

FORASMUCH as a Bill has been passed by the Scottish Parliament and has been submitted to Us for Our Royal Assent by the Presiding Officer of the Scottish Parliament in accordance with the Scotland Act 1998 the short Title of which Bill is set forth in the Schedule hereto but that Bill by virtue of the Scotland Act 1998 does not become an Act of the Scottish Parliament nor have effect in the Law without Our Royal Assent signified by Letters Patent under Our Scottish Seal (that is Our Seal appointed by the Treaty of Union to be kept and used in Scotland in place of the Great Seal of Scotland) signed with Our own hand and recorded in the Register of the Great Seal We have therefore caused these Our Letters Patent to be made and have signed them and by them do give Our Royal Assent to that Bill COMMANDING ALSO the Keeper of Our Scottish Seal to seal these Our Letters with that Seal.

IN WITNESS WHEREOF we have caused these Our Letters to be made Patent.

WITNESS Ourselves at Balmoral Castle the twenty-ninth day of July in the sixty-fourth year of Our Reign.

By The Queen Herself Signed with Her Own Hand.

SCHEDULE

Prisoners (Control of Release) (Scotland) Bill ASP 8

(2381382)

NATIONAL ASSEMBLY FOR WALES

The following Letters Patent were signed by Her Majesty The Queen on the fifth day of August 2015 in respect of the Qualifications Wales Bill anaw 5.

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To Our Trusty and well beloved the members of the National Assembly for Wales

GREETING:

FORASMUCH as one or more Bills have been passed by the National Assembly for Wales and have been submitted to Us for Our Royal Assent by the Clerk of the National Assembly for Wales in accordance with the Government of Wales Act 2006 the short Titles of which Bills are set forth in the Schedule hereto but those Bills by virtue of the Government of Wales Act 2006 do not become Acts of the National Assembly for Wales nor have effect in the Law without Our Royal Assent signified by Letters Patent under Our Welsh Seal signed with Our own hand We have therefore caused these Our Letters Patent to be made and have signed them and by them do give Our Royal Assent to those Bills which shall be taken and accepted as good and perfect Acts of the Assembly and be put in due execution accordingly COMMANDING ALSO the Keeper of Our Welsh Seal to seal these Our Letters with that Seal.

IN WITNESS WHEREOF We have caused these Our Letters to be made Patent

WITNESS Ourselves at The Court at Windsor Castle
the fifth day of August 2015

in the Sixty-Fourth year of Our Reign

By The Queen Herself Signed with Her Own Hand.

SCHEDULE

Qualifications Wales Bill

Cafodd y Breinlythyrau a ganlyn eu llofnodi gan Ei Mawrhydi y Frenhines ar y pumed dydd o Awst 2015 mewn perthynas â Bil Cymwysterau Cymru dccc 5.

ELISABETH YR AIL drwy Ras Duw Brenhines Teyrnas Unedig Prydain Fawr a Gogledd Iwerddon a'n Teyrnasoedd a'n Tiriogaethau eraill Pennaeth y Gymanwlad Amddiffynnydd y Ffydd At Ein Ffyddlon ac anwylyf aelodau Cynulliad Cenedlaethol Cymru

CYFARCHION:

YN GYMAINT Â BOD un neu ragor o Filiau, y nodir eu henwau byr yn yr Atodlen i hyn, wedi eu pasio gan Gynulliad Cenedlaethol Cymru ac wedi eu cyflwyno i Ni ar gyfer Ein Cydsyniad Brenhinol gan Glerc Cynulliad Cenedlaethol Cymru yn unol â Deddf Llywodraeth Cymru 2006, ond na ddaw'r Biliau hynny, yn rhinwedd Deddf Llywodraeth Cymru 2006, yn Ddeddfau Cynulliad Cenedlaethol Cymru ac na fydd iddynt effaith Gyfreithiol heb Ein Cydsyniad Brenhinol a ddynodir drwy Freinlythyrau o dan Ein Sêl Gymreig a'n llofnod Ein Hunain, yr Ydym felly wedi peri gwneud y rhain, Ein Breinlythyrau ac wedi eu llofnodi, a thrwyddynt rhoddwn Ein Cydsyniad Brenhinol i'r Biliau hynny sydd i'w cymryd a'u derbyn fel Deddfau da a pherffaith y Cynulliad a'u rhoi ar waith yn briodol yn unol â hynny GAN ORCHYMYN HEFYD Geidwad Ein Sêl Gymreig i selio'r rhain, Ein Llythyrau â'r Sêl honno.

YN DYSTIOLAETH O HYNNY yr Ydym wedi peri gwneud y rhain, Ein Llythyrau yn Agored

TYSTIED Ein Hunain yn Ein Llys yng Nghastell Windsor
ar y pumed dydd o Awst 2015

yn y Bedwaredd flwyddyn a Thrigain o'n Teyrnasiad

Llofnodwyd gan y Frenhines Ei Hunan â'i Llaw Ei Hunan.

ATODLEN

Bil Cymwysterau Cymru

(2381383)

COMPANIES

COMPANIES RESTORED TO THE REGISTER

SPOIL ME HAIR AND BEAUTY LIMITED

Company Number: SC373586

Notice is hereby given that on 3rd July 2015 a Petition was presented to the Sheriff at Aberdeen Sheriff Court at the instance of J G Ross (Holdings) Limited craving the Court inter alia that Spoil Me Hair and Beauty Limited, company number SC373586 be restored to the Register of Companies in terms of Section 1029(l)(c)(i) of the Companies Act 1985, in which Petition the Sheriff at Aberdeen Sheriff Court by Interlocutor dated 3rd July 2015 appointed all persons having an interest to lodge answers in the hands of the Sheriff Clerk, Aberdeen Sheriff Court within twenty one days after intimation, advertisement or service at Castle Street, Aberdeen, AB10 1WP, under certification all of which notice is hereby given.

Stephen Cowan

Yuill & Kyle, Solicitors

79 West Regent Street, Glasgow G2 2AR

Ref. D/SC/HM/EH/334492

(2381464)

Corporate insolvency

Administration

APPOINTMENT OF ADMINISTRATORS

In the Court of Session

No 802 of 2015

BOOTHBY & PENICUIK PEAT COMPANY LIMITED

Company Number: SC066217

Nature of Business: Extraction and agglomeration of peat

Registered office: Springfield Road, Penicuik, Midlothian, EH26 8PR

Principal trading address: Springfield Road, Penicuik, Midlothian, EH26 8PR

Date of Appointment: 31 July 2015

by notice of appointment lodged in Court of Session

William James Wright and Mark Jeremy Orton (IP Nos 9720 and 8846), both of KPMG LLP, One Snowhill, Snow Hill Queensway, Birmingham, B4 6GH and Blair Carnegie Nimmo (IP No 8208), of KPMG LLP, 191 West George Street, Glasgow, G2 2LJ Any person who requires further information should contact Jenna Lightbody on 0141 300 5747. (2381413)

Pursuant to paragraph 46(2) (b) of Schedule B1 to the Insolvency Act 1986 and Rule 2.19 of the Insolvency (Scotland) Rules 1986

MILL OF DYCE LIMITED

Company Number: SC283534

Nature of Business: Buying and Selling of own real estate

Registered office: 13 Queens Road, Aberdeen, Aberdeenshire AB15 4YL

Principal trading address: 13 Queens Road, Aberdeen, Aberdeenshire, AB15 4YL

Date of Appointment: 03 August 2015

by notice of appointment lodged in the Court of Session

Maureen Elizabeth Leslie and Antonia McIntyre (IP Nos 8852 and 9422), both of mlm Solutions, 7th Floor, 90 St Vincent Street, Glasgow, G2 5UB Further details contact: The Joint Administrators: Tel: 0845 051 0210 (2381401)

TULLIS RUSSELL PAPERMAKERS LIMITED

Company Number: SC006195

Notice is hereby given that on 30 July 2015 a petition was presented to the Court of Session by Tullis Russell Papermakers Limited, a company incorporated under the Companies Acts (Company No. SC006195) and having its registered office formerly at Rothesfield, Markinch, Fife and now at KPMG LLP, 20 Castle Terrace, Edinburgh EH1 2EG first, for an order to appoint Blair Carnegie Nimmo and Gerard Anthony Friar, both Chartered Accountants and Insolvency Practitioners of KPMG LLP, 191 West George Street, Glasgow G2 2LJ to be joint interim managers of the said Tullis Russell Papermakers Limited, with the powers set out in Schedule 1 to the Insolvency Act 1986 and second, thereafter, to make an administration order in respect of the said Tullis Russell Papermakers Limited, that order to be effective from 11.04am on 27 April 2015 and to appoint the said Blair Carnegie Nimmo and Gerard Anthony Friar to be joint administrators of the said Tullis Russell Papermakers Limited, that appointment also to be effective as from 11.04am on 27 April 2015. Lord Woolman, by interlocutor dated 31 July 2015, inter alia appointed the said Blair Carnegie Nimmo and Gerard Anthony Friar as joint interim managers of the said Tullis Russell Papermakers Limited and appointed notice of the petition to be advertised once in each of the Edinburgh Gazette, the Herald, the Metro and the Courier and allowed all persons claiming an interest to lodge answers thereto, if so advised, at the Office of Court, Court of Session, 2 Parliament Square, Edinburgh EH1 1RQ, within 7 days after intimation, advertisement and notification of the petition.

For more information, please visit <https://www.insolvency-kpmg.co.uk/case+KPMG+TF427D5259.html>

CMS Cameron McKenna LLP

Solicitors for the Petitioner

Saltire Court, 20 Castle Terrace, Edinburgh EH1 2EN

(2381412)

MEETINGS OF CREDITORS

In the The Court of Session
No 670 of 2015

IHUB UK LIMITED

Company Number: SC213090

Registered office: Third Floor West, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, EH3 9QG. Formerly: Citypoint 2, 25 Tyndrum Street, Glasgow, G4 0JY
Principal trading address: Formerly: York House, 68-70 London Road, Newbury, RG14 1LA

Notice is hereby given that *Gerald Maurice Krasner* (IP No 005532), of Begbies Traynor (Central) LLP, 4th Floor, Cathedral Buildings, Dean Street, Newcastle upon Tyne NE1 1PG and *Kenneth Wilson Pattullo* (IP No 008368), of Begbies Traynor (Central) LLP, Finlay House, 10-14 Nile Street, Glasgow, G1 2PP were appointed as Joint Administrators of the Company on 30 June 2015. An initial meeting of creditors' of the above Company is to be held at Global Family Capital, 36 Park Street, Mayfair, London, W1K 2JF on 21 August 2015 at 11.00 am. The meeting is being convened by the Joint Administrators pursuant to Paragraph 51 of Schedule B1 to the Insolvency Act 1986. The purpose of the meeting is to consider the Joint Administrators' Statement of Proposals and, if creditors think fit, to establish a creditors' committee. If no creditors' committee is formed at this meeting resolutions may be taken at the meeting that unpaid pre-Administration costs be paid as an expense of the Administration and also to fix the basis of the Joint Administrators' remuneration. Any creditor entitled to attend and vote at the meeting is entitled to do so either in person or by proxy. If you cannot attend and wish to be represented, a completed proxy form must be lodged with the Joint Administrators at their address above by the date of the meeting. PURSUANT TO RULE 2.26C OF THE Insolvency (Scotland) Rules 1986, in order to be entitled to vote at the meeting, creditors must lodge details of their claim in writing with the Joint Administrators before the meeting at Begbies Traynor (Central) LLP, 4th Floor, Cathedral Buildings, Dean Street, Newcastle upon Tyne, NE1 1PG or at the meeting. Secured creditors (unless they surrender their security) should also include a statement giving details of their security, the date(s) on which it was given and the estimated value at which it is assessed.

Any person who requires further information may contact the Joint Administrator by telephone on 0191 2699820. Alternatively enquiries can be made to Gillian Sayburn by email at gillian.sayburn@begbies.traynor.com or by telephone on 0191 2699820.

Gerald M Krasner, Joint Administrator
03 August 2015

(2381417)

Company Number: SC368064

Name of Company: **ZUPPA KITCHEN LTD**

Nature of Business: Leisure - Bars and Restaurants

Type of Liquidation: Creditors

Registered office: 42 Kilnford Crescent, Dundonald, Kilmarnock, KA2 9DN

Principal trading address: 42 Kilnford Crescent, Dundonald, Kilmarnock, KA2 9DN

Kenneth Wilson Pattullo and *Kenneth Robert Craig*, both of Begbies Traynor (Central) LLP, Finlay House, 10-14 West Nile Street, Glasgow G1 2PP.

Office Holder Numbers: 008368 and 008584.

Further details contact: Tania Wilson, Tel: 0141 222 2230

Date of Appointment: 03 August 2015

By whom Appointed: Members and Creditors

(2381436)

MEETINGS OF CREDITORS

ASA RETAIL LTD

Trading Name: ABANDON SHIP APPAREL

Company Number: SC470211

Registered Office: 6th Floor, Gordon Chambers, 90 Mitchell Street, Glasgow, G1 3NQ

Principal trading address: Unit 31, 1st Floor, Princes Square, Glasgow, G1 3JX

NOTICE IS HEREBY GIVEN, pursuant to section 98 of the INSOLVENCY ACT 1986, that a meeting of the creditors of the above-named company will be held within the offices of WRI Associates Limited, 3rd Floor, Turnberry House, 175 West George Street, Glasgow, G2 2LB on 14 August 2015 at 11.00 am for the purposes mentioned in Sections 99 to 101 of the said Act.

A list of names and addresses of the company's creditors will be available for inspection, free of charge, at the offices of WRI Associates Limited, 3rd Floor, Turnberry House, 175 West George Street, Glasgow, G2 2LB on the two business days preceding the above meeting.

Resolutions to be taken at the meeting of creditors may include a resolution specifying the terms on which the Liquidator is to be remunerated, and the meeting may receive information about, or be called upon to approve, the costs of preparing the statement of affairs and convening the meeting.

For further information contact: *Scott Milne* Office Holder Number 17012 Email info@wriassociates.co.uk Telephone 0141 285 0910

By Order of the Board

Richard Gordon Davies, Director

3 August 2015

(2381433)

Creditors' voluntary liquidation

APPOINTMENT OF LIQUIDATORS

PURSUANT TO SECTION 109 OF THE INSOLVENCY ACT 1986

Name of Company: **THUNDERTIME LIMITED**

Company Number: SC252370

Nature of Business: Delivery Business

Type of Liquidation: Creditors Voluntary

Registered office: 17 Flowerhill Street, Airdrie, Lanarkshire ML6 6AP
Ian William Wright, WRI Associates Limited, Third Floor, Turnberry House, 175 West George Street, Glasgow, G2 2LB

Office Holder Number: 9227.

Date of Appointment: 4 August 2015

By whom Appointed: Members

For further details contact: David Angus. Email: info@wriassociates.co.uk, Telephone: 0141 285 0910

(2381439)

C.D. ENVIRONMENTAL DESIGN LIMITED

Company Number: SC129168

Registered office: 60 Bank Street, Kilmarnock, KA1 1ER

Principal trading address: Mile End, Abbey Mills, Paisley, PA1 1JS; 63/65 Shandwick Place, Edinburgh, EH2 4S

Notice is hereby given, pursuant to Section 98 OF THE INSOLVENCY ACT 1986 that a meeting of the creditors of the above named Company will be held at Titanium 1, King's Inch Place, Renfrew, PA4 8WF, on 26 August 2015, at 10.15 am for the purposes mentioned in Sections 99 to 101 of the said Act. Creditors whose claims are unsecured, in whole or in part, are entitled to attend and vote in person or by proxy providing that their claims (and proxies) have been submitted and accepted at the meeting or lodged beforehand with Campbell Dallas LLP. A list of the names and addresses of the Company's creditors may be inspected, free of charge, at the offices of Campbell Dallas LLP, Titanium 1, King's Inch Place, Renfrew, PA4 8WF, between 10.00 am and 4.00 pm on the two business days before the meeting. Resolutions to be taken at the meeting may include a resolution specifying the terms on which the Liquidator is to be remunerated, and the meeting may receive information about, or be called upon to approve, the costs of preparing the statement of affairs and convening the meeting.

Further details contact: *Derek Forsyth*, Tel: 0141 886 6644. Alternative contact: Email: thomas.mcintyre@campbelldallas.co.uk

Fraser Dryden, Director

03 August 2015

(2381450)

HG FM LIMITED

Company Number: SC472741

Registered office: 45 Hagmill Road, Shawhead Industrial Estate, Coatbridge, ML5 4XD

Principal trading address: 45 Hagmill Road, Shawhead Industrial Estate, Coatbridge, ML5 4XD

Notice is hereby given, pursuant to Section 98 OF THE INSOLVENCY ACT 1986 that a meeting of the creditors of the above named Company will be held at Begbies Traynor (Central) LLP, Finlay House, 10-14 West Nile Street, Glasgow G1 2PP, on 14 August 2015, at 11.00 am for the purposes mentioned in Sections 99 to 101 of the Insolvency Act 1986. To be entitled to vote at the meeting, creditors must have lodged their claim with us at the meeting or at the offices of Begbies Traynor (Central) LLP, Finlay House, 10-14 West Nile Street, Glasgow G1 2PP, prior to or at the meeting if creditors. Voting may either be in person by the creditor, or in form of proxy. To be valid, the proxy must be lodged with Begbies Traynor (Central) LLP at the meeting or prior to the meeting. A resolution at the meeting is passed if a majority in favour of those voting vote in favour of it. Your attention is drawn to Rules 4.15 to 4.17 and 7 of the Insolvency (Scotland) Rules 1986. Secured creditors, unless they surrender their security, must give particulars of their security and its value if they wish to vote at the meeting. A list of the names and addresses of the Company's creditors will be available for inspection, free of charge, within the offices of Begbies Traynor, 2nd Floor, Finlay House, 10-14 West Nile Street, Glasgow, G1 2PP, during the two business days preceding the above meeting. Office Holder details: Kenneth Pattullo and Kenneth Craig (IP nos. 8368 and 8584) both of Begbies Traynor (Central) LLP, Finlay House, 10-14 West Nile Street, Glasgow G1 2PP. Further details contact: Tel: 0141 2222230. Alternative contact: Mags Hendry

Kenneth Pattullo, Joint Liquidator

05 August 2015

(2381441)

LIV BEAUTY LIMITED

Company Number: SC439903

Registered office: 44-44 McKinley Drive, Newton Mearns, Glasgow, G77 6EZ

Principal trading address: 44-44 McKinley Drive, Newton Mearns, Glasgow, G77 6EZ

Notice is hereby given, pursuant to Section 98 OF THE INSOLVENCY ACT 1986 that a meeting of the creditors of the above named Company will be held at Titanium 1, King's Inch Place, Renfrew, PA4 8WF, on 14 August 2015, at 11.00 am for the purposes mentioned in Sections 99 to 101 of the said Act. Creditors whose claims are unsecured, in whole or in part, are entitled to attend and vote in person or by proxy providing that their claims (and proxies) have been submitted and accepted at the meeting or lodged beforehand with Campbell Dallas LLP. A list of the names and addresses of the Company's creditors may be inspected, free of charge, at the offices of Campbell Dallas LLP, Titanium 1, King's Inch Place, Renfrew, PA4 8WF, between 10.00 am and 4.00 pm on the two business days before the meeting. Resolutions to be taken at the meeting may include a resolution specifying the terms on which the Liquidator is to be remunerated, and the meeting may receive information about, or be called upon to approve, the costs of preparing the statement of affairs and convening the meeting.

Further details contact: Andrew Johnston, Email: Andrew.Johnston@campbelldallas.co.uk. Alternative contact: Blair Milne.

Lisa Cowles, Director

04 August 2015

(2381432)

MICROSPEC (COMPUTERS) LIMITED

Trading Name: Epos Centre

Company Number: SC110199

Registered office: 90 Grahams Road, Falkirk, Stirlingshire, FK2 7DL

Principal trading address: 90 Grahams Road, Falkirk, Stirlingshire, FK2 7DL

Notice is hereby given, pursuant to Section 98 OF THE INSOLVENCY ACT 1986 that a meeting of the creditors of the above named Company will be held at 45 Vicar Street, Falkirk, FK1 1LL, on 27 August 2015, at 11.30 am for the purposes provided for in Sections 99, 100 and 101 of the Insolvency Act 1986. Creditors should lodge particulars of their claims for voting purposes at Findlay James,

Saxon House, Saxon Way, Cheltenham, GL52 6QX. Secured creditors should also lodge a statement giving details of their security, the date(s) on which it was given and the value at which it is assessed. Any creditor entitled to attend and vote at this meeting is entitled to do so either in person or by proxy. The resolutions to be taken at the meeting may include a resolution specifying the terms on which the liquidator is to be remunerated, and the meeting may receive information about, or be called upon to approve, the costs of preparing the statement of affairs and convening the meeting. An explanatory note is available. A.J. Findlay of Findlay James, Saxon House, Saxon Way, Cheltenham, GL52 6QX will, during the period before the meeting, furnish creditors free of charge with such information concerning the affairs of the company as they may reasonably require.

Further details contact: Alisdair J Findlay (IP No. 8744), email: info@findlayjames.co.uk, Tel: 01242 576555

David Pettigrew, Director

31 July 2015

(2381452)

P & M ANDERSON LTD

Company Number: SC390671

Registered Office: 8 Douglas Street, Hamilton ML3 0BP

Principal trading address: 184 Clydesdale Street, Bellshill, North Lanarkshire ML4 2RS

NOTICE IS HEREBY GIVEN pursuant to Section 98 of the INSOLVENCY ACT 1986 that a Meeting of Creditors of the above named company will be held at Moore & Co, 65 Bath Street, Glasgow, G2 2BX on 25 August 2015 at 12.00 noon for the purposes mentioned in Sections 99 to 101 of the said Act.

In accordance with the provisions of the said Act, a list of the names and addresses of the company's creditors will be available for inspection free of charge at Moore & Co, 65 Bath Street, Glasgow G2 2BX during normal business hours on the two business days prior to the date of this meeting.

Further details contact Charles Moore (Office holder no 6673). e mail: info@mooreacc.co.uk. Telephone: 0141-332-3833.

By order of the Board

W Brown

Director

3 August 2015

(2381420)

THE INSOLVENCY ACT 1986**RIVERSIDE STATIONERS LTD**

Company Number: SC219175

Principal trading address: Stuart House, Eskmills Park, Station Road, Musselburgh EH21 7PB

Registered Office: 9 Ainslie Place, Edinburgh BH3 6AT

NOTICE IS HEREBY GIVEN pursuant to Section 98 of the INSOLVENCY ACT 1986 that a meeting of creditors of the above company will be held at the offices of Grant Thornton UK LLP, 7 Exchange Crescent, Conference Square, Edinburgh, EH3 8AN on Tuesday 18 August 2015 at 11.15 am for the purposes provided for in Sections 100 and 101 of the Act

A creditor entitled to attend and vote at the meeting may appoint a proxy to attend and vote in his place. It is not necessary for the proxy to be a creditor of the company. Proxy forms must be returned to the offices of Grant Thornton UK LLP, 7 Exchange Crescent, Conference Square, Edinburgh, EH3 8AN at or before the meeting.

A statement of the amount claimed is also required to enable a creditor to vote, whether in person or by proxy

A list of the names and addresses of the company's creditors will be available for inspection free of charge at the offices of Grant Thornton UK LLP, 7 Exchange Crescent, Conference Square, Edinburgh, EH3 8AN on Friday 14 August 2015 and Monday 17 August 2015 between the hours of 10.00 am and 4.00 pm.

If no liquidation committee is formed at this meeting, then resolutions may be taken specifying the terms on which the liquidator is to be remunerated and disbursements charged.

Background information regarding the fees of liquidators can be found at <http://www.insolvency-practitioners.org.uk> (navigate via 'Regulation and Guidance' to 'Creditors Guides to Fees').

The meeting will receive information about, or be called upon to approve, the costs of preparing the statement of affairs and convening the meeting.

Director

5 August 2015

(2381446)

RESOLUTION FOR WINDING-UP**HG FM LIMITED**

Company Number: SC472741

Registered office: 45 Hagmill Road, Shawhead Industrial Estate, Coatbridge, ML5 4XD

Principal trading address: 45 Hagmill Road, Shawhead Industrial Estate, Coatbridge, ML5 4XD

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006 on 03 August 2015 the members of the Company passed the following resolutions as a Special Resolution and as Ordinary resolutions:

"That it has been proved to the satisfaction of this meeting that the Company is insolvent and that it is advisable to wind up the same, and, accordingly, that the Company be wound up voluntarily and that *Kenneth W Pattullo* and *Kenneth R Craig*, both of Begbies Traynor (Central) LLP, Finlay House, 10-14 West Nile Street, Glasgow G1 2PP, (IP Nos. 8368 and 8584) be and are hereby appointed joint liquidators of the Company for the purpose of such winding up."

Further details contact: Tel: 0141 2222230. Alternative contact: Mags Hendry

Andrew Taylor, Director

(2381445)

COMPANIES ACT 2006**INSOLVENCY ACT 1986****COMPANY LIMITED BY SHARES****RESOLUTIONS****THUNDERTIME LIMITED**

Company Number: SC252370

Registered Office: 17 Flowerhill Street, Airdrie, Lanarkshire, ML6 6AP

PASSED: 4 August 2015

At a General Meeting of the Members of the above named company, duly convened and held at Third Floor, Turnberry House, 175 West George Street, Glasgow G2 2LB on 4 August 2015 at 10.30 am the following Special Resolution was duly passed:

"That it has been proved to the satisfaction of the meeting that the company cannot by reason of its liabilities continue its business and that it is advisable to wind up same and, accordingly, that the company be wound up voluntarily."

Thereafter, the following Ordinary Resolution was duly passed:

"That *Ian William Wright*, (IP No. 9227), Licensed Insolvency Practitioner, of WRI Associates Limited, Third Floor, Turnberry House, 175 West George Street, Glasgow, G2 2LB, be appointed liquidator for the purposes of such winding up".

For further details contact info@wriassociates.co.uk or telephone 0141 285 0910*John Speirs*

Chairman of the Meeting

4 August 2015

(2381437)

Liquidation by the Court**MEETINGS OF CREDITORS****CLYDE VALLEY DEVELOPMENTS LTD**

In Liquidation

Trading Name: THE POPINJAY HOTEL

Company Number: SC275687

Registered Office: 3rd Floor, Turnberry House, 175 West George Street, Glasgow, G2 2LB

Former Registered Office: 69/71 Hamilton Road, Motherwell, Lanarkshire, ML1 3DG

Former Trading Address: The Popinjay Hotel, 15 Lanark Road, Rosebank, Carluke, ML8 5QB

I, *Ian William Wright*, Insolvency Practitioner hereby give notice that I was appointed Interim Liquidator of Clyde Valley Developments Ltd formerly trading as The Popinjay Hotel on 21 July 2015 by Interlocutor of the Sheriff of South Strathclyde, Dumfries and Galloway at Hamilton (Court Reference L33/15).

Notice is also given that the First Meeting of Creditors of the above company will be held at the offices of WRI Associates Limited, 3rd Floor, Turnberry House, 175 West George Street, Glasgow, G2 2LB on 27 August 2015 at 11.00 am for the purposes of choosing a liquidator and of determining whether to establish a Liquidation Committee.

Creditors whose claims are unsecured, in whole or in part, are entitled to attend and vote in person or by proxy providing that their claims and proxies have been submitted and accepted at the meeting or lodged beforehand at the undernoted address. A resolution will be passed when a majority in value of those voting have voted in favour of it. For the purpose of formulating claims, creditors should note that the date of commencement of the liquidation is 26 June 2015.

Further information contact: *Ishbel MacNeil*Email: info@wriassociates.co.uk

Telephone: 0141 285 0910

Ian William Wright

Interim Liquidator

Office Holder Number 9227

WRI Associates Limited

Third Floor

Turnberry House

175 West George Street

Glasgow

G2 2LB

(2381429)

GNB MANAGEMENT LIMITED

In Liquidation

Company Number: SC440498

Registered Office: The Montague, 81-85 St Leonards Street, Edinburgh, EH8 9QY

Principal trading address: The Montague, 81-85 St Leonards Street, Edinburgh, EH8 9QY

Notice is hereby given that by Interlocutor of Edinburgh Sheriff Court on 23 July 2015, I, *Adam Charles Southard* (Office Holder No. 11930), of Invocas Financial, Exchange Place 2, 5 Sempole Street, Edinburgh, EH3 8BL was appointed Interim Liquidator of GNB Management Limited.

The first meeting in the Liquidation, called in terms of Section 138(4) of the INSOLVENCY ACT 1986 and in accordance with Rule 4.12 of the INSOLVENCY (SCOTLAND) RULES 1986, will be held at Invocas Financial, Exchange Place 2, 5 Sempole Street, Edinburgh, EH3 8BL on 26 August 2015 at 10.00 am for the purpose of choosing a Liquidator, appointing a Liquidation Committee and considering the other resolutions specified in Rule 4.12(3) of the aforementioned Rules.

Creditors whose claims are unsecured are entitled to attend and vote in person or by proxy providing that their claims and proxies have been submitted and accepted in whole or in part at the meeting or lodged beforehand at my office. A resolution will be passed when a majority in value of those voting have voted in favour of it. For the purpose of formulating claims, creditors should note that the date of commencement of the Liquidation is 29 June 2015.

Alternative contact: *Ashlin Merron*. Telephone: 0131 777 3045.Email: glasgowadmin@invocasfinancial.com. Court reference: L77/15.*Adam Charles Southard*, Interim Liquidator

5 August 2015

(2381475)

RIVER PETROLEUM LIMITED

Company Number: SC424499

Registered office: 21 Park Road, Cults, Aberdeen, AB15 9HR

Principal trading address: 21 Park Road, Cults, Aberdeen, AB15 9HR

I, *David K Hunter* of Campbell Dallas LLP, Titanium 1, King's Inch Place, Renfrew, PA4 8WF (IP No. 5186) hereby give notice that I was appointed Interim Liquidator of River Petroleum Limited on 30 July 2015, by Interlocutor of the Sheriff at Aberdeen Sheriff Court. Notice is hereby given pursuant to Section 138 OF THE INSOLVENCY ACT 1986 that the first meeting of creditors of the above Company will be held at Titanium 1, King's Inch Place, Renfrew, PA4 8WF, on 09 September 2015, at 10.00 am for the purpose of choosing a Liquidator and determining whether to establish a Liquidation Committee. A resolution at the meeting will be passed if a majority in value of those voting have voted in favour of it. A creditor will be entitled to vote at the meeting only if a claim has been lodged with me

at the meeting or before the meeting at my office and it has been accepted for voting purposes in whole or in part. For the purpose of formulating claims, creditors should note that the date of commencement of the Liquidation is 2 July 2015. Proxies may also be lodged with me at the meeting or before the meeting at my office.

Further details contact: David K Hunter, Tel: 0141 886 6644

04 August 2015

(2381472)

PETITIONS TO WIND-UP

AGILE TEST WORKS LIMITED

Company Number: SC403681

On 21 July 2015, a petition was presented to Dunfermline Sheriff Court by the Advocate General for Scotland for and on behalf of the Commissioners for Her Majesty's Revenue and Customs craving the Court **inter alia** to order that Agile Test Works Limited, 5 Eardley Crescent, Dunfermline, KY11 8NE (registered office) (company registration number SC403681) be wound up by the Court and to appoint a liquidator. All parties claiming an interest must lodge Answers with Dunfermline Sheriff Court, 1/6 Carnegie Drive, Dunfermline, KY12 7HJ within 8 days of intimation, service and advertisement.

N MacDonald

Officer of Revenue & Customs

HM Revenue & Customs

Debt Management & Banking

Enforcement & Insolvency

20 Haymarket Yards, Edinburgh

for Petitioner

Reference: 623/1069814 IDB

(2381435)

BONNYRIGG & DISTRICT EX-SERVICE MEN'S CLUB LIMITED

Notice is hereby given that on 22 July 2015 a petition was presented to the Sheriff at Edinburgh by The Committee of Bonnyrigg & District Ex-Service Men's Club Limited, a Registered Society in terms of the Co-operative and Community Benefit Societies Act 2014 with registration number 993 RS and having their Registered Office at 4 Waverley Terrace, Bonnyrigg, Midlothian, EH19 3BE ("the Club") craving the Court **inter alia**, that the Club be wound up by the Court and that an interim liquidator be appointed, in which petition the Sheriff at Edinburgh by interlocutor dated 23 July 2015 ordained the Club and any other persons interested, if they intend to show cause why the prayer of the petition should not be granted, to lodge answers thereto in the hands of the Sheriff Clerk, 27 Chambers Street, Edinburgh, EH1 1LB, within eight days after such intimation, service or advertisement, under certification and **eo die** nominated and appointed David Forbes Rutherford, Insolvency Practitioner of Cowan & Partners, 60 Constitution Street, Leith, Edinburgh, EH6 6RR to be provisional liquidator of the Club and authorised him to exercise the powers contained in parts II and III of Schedule 4 to the Insolvency Act 1986, for a limited period of 3 months from 23 July 2015 (unless otherwise extended) or until the appointment of interim liquidator, whichever shall first occur, of all of which notice is hereby given.

Alasdair G. Bajjal

Solicitor

BBM Solicitors

27 George Street, Edinburgh, EH2 2PA

info@bbmsolicitors.co.uk

Agents for the Petitioners

(2381440)

ECOSSE WATER SERVICES LIMITED

Company Number: SC397065

On 27 July 2015, a petition was presented to Glasgow Sheriff Court by the Advocate General for Scotland for and on behalf of the Commissioners for Her Majesty's Revenue and Customs craving the Court **inter alia** to order that Ecosse Water Services Limited 5 Merkland Cottages, Waterside Road, Kirkintilloch, Glasgow, G66 3PA (registered office) (company registration number SC397065) be wound up by the Court and to appoint a liquidator. All parties claiming an interest must lodge Answers with Glasgow Sheriff Court, 1 Carlton Place, Glasgow within 8 days of intimation, service and advertisement.

A D Smith

Officer of Revenue & Customs

HM Revenue & Customs
Debt Management & Banking
Enforcement & Insolvency
20 Haymarket Yards, Edinburgh
for Petitioner

Reference: 623/1070221

(2381434)

FOUNTAIN DRINKS LIMITED

Company Number: SC387603

On 23 July 2015, a petition was presented to by the Advocate General for Scotland for and on behalf of the Commissioners for Her Majesty's Revenue and Customs craving the Court **inter alia** to order that Fountain Drinks Limited, 9 Vennel Street, Stewarton, KA3 5HL (registered office) (company registration number SC387603) be wound up by the Court and to appoint a liquidator. All parties claiming an interest must lodge Answers with Kilmarnock Sheriff Court, St Marnock Street, Kilmarnock within 8 days of intimation, service and advertisement.

K Henderson

Officer of Revenue & Customs

HM Revenue & Customs

Debt Management & Banking

Enforcement & Insolvency

20 Haymarket Yards, Edinburgh

for Petitioner

Reference: 623/107268 CJW

(2381449)

GRANT ARMS MONYMUSK LTD

Company Number: SC431945

On 23 July 2015, a petition was presented to Aberdeen Sheriff Court by the Advocate General for Scotland for and on behalf of the Commissioners for Her Majesty's Revenue and Customs craving the Court **inter alia** to order that Grant Arms Monymusk Ltd, 7-9 Bon Accord Crescent, Aberdeen, AB11 6DN (registered office) (company registration number SC431945) be wound up by the Court and to appoint a liquidator. All parties claiming an interest must lodge Answers with Aberdeen Sheriff Court, Castle Street, Aberdeen within 8 days of intimation, service and advertisement.

N MacDonald

Officer of Revenue & Customs

HM Revenue & Customs

Debt Management & Banking

Enforcement & Insolvency

20 Haymarket Yards, Edinburgh

for Petitioner

Reference: 623/1070099 CJW

(2381457)

LIFT TRUCK SERVICES (SCOTLAND) LIMITED

Company Number: SC352762

On 24 July 2015, a petition was presented to Hamilton Sheriff Court by the Advocate General for Scotland for and on behalf of the Commissioners for Her Majesty's Revenue and Customs craving the Court **inter alia** to order that Lift Truck Services (Scotland) Limited, 29 Brandon Street, Hamilton, ML3 6DA (registered office) (company registration number SC352762) be wound up by the Court and to appoint a liquidator. All parties claiming an interest must lodge Answers with Hamilton Sheriff Court, Birnie House, Caird Park, Hamilton Business Park, Caird Street, Hamilton within 8 days of intimation, service and advertisement.

K. Henderson

Officer of Revenue & Customs

HM Revenue & Customs

Debt Management & Banking

Enforcement & Insolvency

20 Haymarket Yards, Edinburgh

for Petitioner

Reference: 623/1070170 IDB

(2381431)

M S DRILLING CONSULTANTS LIMITED

Company Number: SC280552

On 24 July 2015, a petition was presented to Aberdeen Sheriff Court by the Advocate General for Scotland for and on behalf of the Commissioners for Her Majesty's Revenue and Customs craving the Court **inter alia** to order that M S Drilling Consultants Limited, Bon Accord House, Riverside Drive, Aberdeen, AB11 7SL (registered office) (company registration number SC280552) be wound up by the Court and to appoint a liquidator. All parties claiming an interest must lodge Answers with Aberdeen Sheriff Court, Castle Street, Aberdeen within 8 days of intimation, service and advertisement.

M. Hare

Officer of Revenue & Customs
HM Revenue & Customs
Debt Management & Banking
Enforcement & Insolvency
20 Haymarket Yards, Edinburgh
for Petitioner

Reference: 623/1070050 IDB

(2381438)

R.F. CHATTELLE (DEVELOPMENTS) LIMITED

Company Number: SC250775

Notice is hereby given that on 23 July 2015 a Petition was presented to the Sheriff of Glasgow and Strathkelvin at Glasgow by the Directors of R.F. Chattelle (Developments) Limited for **inter alia** an Order under the Insolvency Act 1986 to wind up R.F. Chattelle (Developments) Limited having its Registered Office at Victoria Chambers, 142 West Nile Street, Glasgow, G1 2RQ and to appoint an Interim Liquidator; in which Petition the Sheriff by interlocutor dated 27 July 2015 ordained any persons interested, if they intended to show cause why the prayer of the Petition should not be granted, to lodge Answers thereto in the hands of the Sheriff Clerk at Glasgow within eight days after such intimation, service or advertisement, under certification; meantime, being satisfied that the share capital of R.F. Chattelle (Developments) Limited did not exceed £120,000 sterling, nominated and appointed I. Scott McGregor, Chartered Accountant, Grainger Corporate Rescue & Recovery Limited, Third Floor, 65 Bath Street, Glasgow, G2 2BX to be provisional liquidator of the said Company and authorised him to exercise the powers contained in Paragraphs 4 and 5 of Part II of Schedule 4 to the Insolvency Act 1986 Alan Turner Munro, TLT LLP, 140 West George Street, Glasgow, G2 5HG

Alan Turner Munro, TLT LLP, Solicitors, 140 West George Street, GLASGOW G2 5HG. Telephone: 0333 006 0909, Fax: 0333 006 0411, email: alan.munro@TLTsolicitors.com

(2381443)

RED AMBER GREEN LIMITED

Company Number: SC405381

On 24 July 2015 a Petition was presented to Hamilton Sheriff Court craving the court **inter alia** to order that Red Amber Green Limited, Company number, SC405381 29 Brandon Street, Hamilton be wound up by the Court and to appoint a Liquidator; a Provisional Liquidator be appointed; in which Petition the Sheriff by Interlocutor dated 28 July 15 appointed DONALD MCKINNON, 168 Bath Street Glasgow, as Provisional Liquidator with the powers contained in Paragraphs 4 & 5 of Part II and Part III of Schedule 4 to the Insolvency Act 1986; The Sheriff by Interlocutor dated 28 July 15 ordained any parties having an interest to lodge Answers with the Sheriff Clerk, Hamilton within 8 days of intimation, service or advertisement; all of which notice is hereby given. Marcus Whyte, TCH Law, 29 Brandon Street, Hamilton *Marcus Whyte*, TCH Law, 29 Brandon Street, Hamilton ML3 6DA. Telephone: 01698 312081, email: mwh@tchlhw.co.uk

(2381430)

RESTORAROOF & WALLS LTD

Company Number: SC442746

On 23 July 2015, a petition was presented to Glasgow Sheriff Court by the Advocate General for Scotland for and on behalf of the Commissioners for Her Majesty's Revenue and Customs craving the Court **inter alia** to order that Restoraroof & Walls Ltd, 6th Floor, Gordon Chambers, 90 Mitchell Street, Glasgow, G1 3NQ (registered office) (company registration number SC442746) be wound up by the Court and to appoint a liquidator. All parties claiming an interest must lodge Answers with Glasgow Sheriff Court, 1 Carlton Place, Glasgow within 8 days of intimation, service and advertisement.

N MacDonald

Officer of Revenue & Customs
HM Revenue & Customs

Debt Management & Banking
Enforcement & Insolvency
20 Haymarket Yards, Edinburgh
for Petitioner

Reference: 623/1069999 CJW

(2381447)

TERRALINE LTD

Company Number: SC401164

On 21 July 2015, a petition was presented to Dunfermline Sheriff Court by the Advocate General for Scotland for and on behalf of the Commissioners for Her Majesty's Revenue and Customs craving the Court **inter alia** to order that Terraline Ltd 84 Park Road, Rosyth, Dunfermline, KY11 2JL (registered office) (company registration number SC401164) be wound up by the Court and to appoint a liquidator. All parties claiming an interest must lodge Answers with Dunfermline Sheriff Court, 1/6 Carnegie Drive, Dunfermline within 8 days of intimation, service and advertisement.

K. Henderson

Officer of Revenue & Customs
HM Revenue & Customs
Debt Management & Banking
Enforcement & Insolvency
20 Haymarket Yards, Edinburgh
for Petitioner

Reference: 623/1070277/ARG

(2381467)

THE SCOTTISH FOOTBALL LEAGUE

NOTICE IS HEREBY GIVEN that on 3 August 2015 a Petition was presented to the Court of Session by The Scottish Football League, acting through its Management Committee, craving the Court **inter alia** to order that THE SCOTTISH FOOTBALL LEAGUE, an unincorporated association having its principal place of business at The National Stadium, Hampden Park, Glasgow, G42 9EB, be wound up by the Court and to appoint an Interim Liquidator of the said association; Lord Doherty at the Court of Session by Interlocutor dated 4 August 2015 appointed all parties claiming an interest to lodge Answers with the Depute Clerk of Session, Court of Session within eight days after intimation, advertisement and service.

Gordon Hollerin

Harper Macleod LLP

The Ca'd'oro, 45 Gordon Street, Glasgow G1 3PE
SOLICITOR FOR PETITIONER

(2381469)

THE THURSO CINEMA LTD

Company Number: SC424513

On 24 July 2015, a petition was presented to Wick Sheriff Court by the Advocate General for Scotland for and on behalf of the Commissioners for Her Majesty's Revenue and Customs craving the Court **inter alia** to order that The Thurso Cinema Ltd, The Thurso Cinema Ltd, Ormlie Industrial Estate, Thurso, KW14 7QU (registered office) (company registration number SC424513) be wound up by the Court and to appoint a liquidator. All parties claiming an interest must lodge Answers with Wick Sheriff Court, Bridge Street, Wick within 8 days of intimation, service and advertisement.

N MacDonald

Officer of Revenue & Customs
HM Revenue & Customs
Debt Management & Banking
Enforcement & Insolvency
20 Haymarket Yards, Edinburgh
for Petitioner

Reference: 623/1070383 CJW

(2381470)

Members' voluntary liquidation

APPOINTMENT OF LIQUIDATORS

Company Number: SC407948
 Name of Company: **HUNTER EXPEDITING & MATERIAL SERVICES LTD.**
 Nature of Business: Other professional, scientific and technical activities not elsewhere classified
 Type of Liquidation: Members
 Registered office: 39 The Castings, Dunfermline, Fife, KY12 9AU
 Principal trading address: 39 The Castings, Dunfermline, Fife, KY12 9AU
Scott Graham Bastick, of Condies Business Recovery and Insolvency Limited, 10 Abbey Park Place, Dunfermline, Fife, KY12 7NZ
 Office Holder Number: 13930.
 Further details contact: Scott Bastick, Tel: 01383 721 421.
 Date of Appointment: 31 July 2015
 By whom Appointed: Members (2381448)

Company Number: SC363022
 Name of Company: **SCAPE HOMES JF LTD**
 Nature of Business: Property development
 Type of Liquidation: Members
 Registered office: Bishop's Court, 29 Albyn Place, Aberdeen, AB10 1YL
 Principal trading address: Bishop's Court, 29 Albyn Place, Aberdeen, AB10 1YL
Ewen R Alexander, of Johnston Carmichael LLP, Bishop's Court, 29 Albyn Place, Aberdeen, AB10 1YL
 Office Holder Number: 6754.
 Further details contact: Ewen R Alexander, Tel: 01224 212222.
 Alternative contact: Jim Cruickshank
 Date of Appointment: 22 July 2015
 By whom Appointed: Members (2381455)

Company Number: SC353059
 Name of Company: **SCAPE HOMES LIMITED**
 Nature of Business: Property Development
 Type of Liquidation: Members
 Registered office: Bishop's Court, 29 Albyn Place, Aberdeen, AB10 1YL
 Principal trading address: Strathdeveron House, Steven Road, Huntly, AB54 8SX
Ewen Ross Alexander, of Johnston Carmichael LLP, Bishop's Court, 29 Albyn Place, Aberdeen, AB10 1YL
 Office Holder Number: 6754.
 Further details contact: Ewen Ross Alexander, Tel: 01224 212222.
 Alternative contact: Jim Cruickshank
 Date of Appointment: 22 July 2015
 By whom Appointed: Members (2381453)

Company Number: SC442940
 Name of Company: **TURNERS ENGINEERING LIMITED**
 Nature of Business: Management Consultancy Activities
 Type of Liquidation: Members
 Registered office: 58 Kirkburn, Laurencekirk, Kincardineshire, AB30 1LG
 Principal trading address: 58 Kirkburn, Laurencekirk, Kincardineshire, AB30 1LG
Donald Iain McNaught, of Johnston Carmichael LLP, 227 West George Street, Glasgow, G2 2ND
 Office Holder Number: 9359.
 Further details contact: Emma Davidson, Tel: 0141 222 5800.
 Date of Appointment: 30 July 2015
 By whom Appointed: Members (2381444)

Notice is hereby given that the final meeting of the members will be held in terms of Section 94 of the Insolvency Act 1986 at the offices of Ritson Young CA, 28 High Street, Nairn on Tuesday 8 September 2015 at 10.00 am for the purpose of receiving the Liquidator's report showing how the winding up has been conducted together with any explanations that may be given by him and in determining whether the Liquidator should have his release in terms of Section 173 of said Act.
W L Young
 Liquidator
 Ritson Young CA, 28 High Street, Nairn IV12 4AU
 3 August 2015 (2381456)

FM ASSETS LIMITED

Company Number: SC158697
 Registered office: First Floor, Quay 2, 139 Fountainbridge, Edinburgh, EH3 9QG
 Principal trading address: 6th Floor, 142 St Vincent Street, Glasgow, G2 5LA
 Notice is hereby given pursuant to Section 94 of the Insolvency Act 1986 (as amended) that a final general meeting of the members of the above named Company will be held at First Floor, Quay 2, 139 Fountainbridge, Edinburgh, EH3 9QG on 7 September 2015 at 2.00pm, for the purpose of receiving a final account showing the manner in which the winding up has been conducted and the property of the company disposed of, and of hearing any explanations that may be given by the Liquidators and to consider whether the Liquidators should be released.
 Any member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of him. A proxy need not be a member of the Company. Proxies to be used at the meeting must be lodged with me at or before the meeting.
 Office Holder details: Keith Anderson and Lindsey Cooper (IP Nos. 006885 and 008931) both of Baker Tilly Restructuring and Recovery LLP, First Floor, Quay 2, 139 Fountainbridge, Edinburgh, EH3 9QG
 Alternative contact: Victoria Paterson, Email: rredinburgh@bakertilly.co.uk, Tel: 0131 659 8300
Keith Anderson, Joint Liquidator
 04 August 2015 (2381421)

FORBES IT CONSULTANCY SERVICES LIMITED

Company Number: SC390333
 Registered office: c/o Clarke Bell Limited, Parsonage Chambers, 3 The Parsonage, Manchester M3 2HW
 Principal trading address: Flat 1, 3 Sydenham Road, Dowanhill, Glasgow, Lanarkshire, G12 9NT
 Notice is hereby given, pursuant to Section 94 of the Insolvency Act 1986, that a Final meeting of members will be held on 17 September 2015 at 10.00 am. The meeting will be held at Clarke Bell Limited, Parsonage Chambers, 3 The Parsonage, Manchester M3 2HW for the purposes of having an account laid before them, and to receive the report of the Liquidator showing how the winding up of the company has been conducted its property disposed of and hearing any explanations that may be given by the Liquidator. Any member entitled to attend and vote at the above meeting may appoint a proxy to attend and vote instead of him and such proxy need not also be a member. Proxies to be used at the meeting must be lodged with the Liquidator at Clarke Bell Limited, Parsonage Chambers, 3 The Parsonage, Manchester M3 2HW no later than 12.00 noon on the business day preceding the meeting.
 Date of appointment: 12 September 2014
 Office Holder details: John Paul Bell, (IP No. 8608) of Clarke Bell Limited, Parsonage Chambers, 3 The Parsonage, Manchester M3 2HW
 For further details contact: Lynne O'Grady, Email: lynneogrady@clarkebell.com Tel: 0161 907 4044.
John Paul Bell, Liquidator
 04 August 2015 (2381442)

FINAL MEETINGS

BALMORRA LIMITED

Company Number: SC413726
 In Members Voluntary Liquidation

JVC MANUFACTURING U.K. LIMITED

Company Number: SC106646

Previous Name of Company: JVC Manufacturing Europe Limited (December 1987)

Registered office: Deloitte LLP, 9 George Square, Glasgow, G2 1QQ

Principal trading address: 2 Glenburn Road, College Milton Industrial Estate North, East Kilbride, Glasgow, G74 5BA

Notice is hereby given, pursuant to Section 94 of the Insolvency Act 1986 (as amended), that a final general meeting of the Company will be held at Deloitte LLP, 9 George Square, Glasgow, G2 1QQ on 3 September 2015 at 11.00 am, for the purpose of receiving an account showing the manner in which the winding up has been conducted and the property of the Company disposed of, and of hearing any explanation that may be given by the Joint Liquidators. The meeting will also consider and, if thought fit, pass the following ordinary and special resolutions: "That the Joint Liquidators' statement of account for the period of the liquidation be approved and that the books, accounts and documents of the Company and of the Joint Liquidators be disposed of as the Joint Liquidators see fit, subject to any legal requirements governing the period of retention."

Any member of the Company entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of him/her. A proxy need not be a member of the Company. Proxy forms to be used at the meeting must be lodged with the Joint Liquidators at Deloitte LLP, 9 George Square, Glasgow, G2 1QQ no later than 12.00 noon on the preceding business day.

Please contact Kristopher Tosh on 0141 314 5985 or at ktosh@deloitte.co.uk for further information.

John C Reid, Joint Liquidator

30 July 2015

(2381459)

NORSE CUTTING & ABANDONMENT LIMITED

Company Number: SC310272

Registered office: 4 Atlantic Quay, 70 York Street, Glasgow, G2 8JX

Principal trading address: Oceaneering House, Pitmedden Road, Aberdeen, AB21 0DP

Notice is hereby given pursuant to Section 94 of the Insolvency Act 1986, that a Final General Meeting of the Members of the above named Company will be held at the offices of BDO LLP, 4 Atlantic Quay, 70 York Street, Glasgow, G2 2JX, on 10 September 2015 at 10.00 am, for the purposes of having an account laid before the meeting and to receive the Joint Liquidators' report, showing how the winding-up of the company has been conducted and its property disposed of and of hearing any explanation that may be given by the Joint Liquidators. Any member entitled to attend and vote at the above mentioned meeting is entitled to appoint a proxy to attend and vote instead of him, and such proxy need not also be a member. The Joint Liquidators will be seeking their release at the meeting.

Date of Appointment: 17 July 2014. Office Holder details: James Bernard Stephen and Anne Buchanan (IP Nos. 9273 and 9302) both of BDO LLP, 4 Atlantic Quay, 70 York Street, Glasgow, G2 2JX. Further details contact: Craig Fisher, Tel: 0141 249 5229. Email: craig.fisher@bdo.co.uk

James Bernard Stephen, Joint Liquidator

05 August 2015

(2381419)

RJ CONTROLS LIMITED

In Members Voluntary Liquidation

Company Number: SC403916

Notice is hereby given pursuant to section 94 of the Insolvency Act 1986 that the final meeting of the above company will be held at 10.00 am on Monday 7 September 2015 at the office of Meston Reid & Co, 9 Carden Place, Aberdeen, AB10 1UR for the purpose of having an account laid before it showing the manner in which the winding up has been conducted and the property of the company disposed of, receiving an account of the liquidation process from the liquidator, determining the manner in which the accounts and documents of the company are to be disposed of, and considering the liquidator's application for discharge.

A member is entitled to attend and vote at the above meeting or appoint a proxy, or proxies, to attend and vote on his behalf.

Date of appointment: 2 June 2014

Office holder: *Michael J M Reid* CA (ICAS permit 331), Meston Reid & Co, 12 Carden Place, Aberdeen, AB10 1UR.

Further information is available from Sarah Bedford, bedfords@mestonreid.com or 01224 625554.

Michael J M Reid CA

Liquidator

31 July 2015

(2381423)

YOLTECH LIMITED

In Members Voluntary Liquidation

Company Number: SC136566

Registered Office – 102 Halbeath Road, Dunfermline, Fife, KY12 7LR

Notice is hereby given pursuant to Section 94 of the Insolvency Act 1986 that a final general meeting of the company will be held in the office of Thomson Cooper, 3 Castle Court, Carnegie Campus, Dunfermline, KY11 8PB on 9 September 2015 at 10.00 am for the purpose of having an account laid before the members showing how the winding up has been conducted and the property of the company disposed of and hearing any explanations that might be given by the Liquidator. A member entitled to attend and vote at the meeting may appoint a proxy to attend and vote on their behalf.

Richard Gardiner (IP No. 462)

Liquidator

Date of Appointment: 10th June 2015

Thomson Cooper, 3 Castle Court, Carnegie Campus, Dunfermline, Fife KY11 8PB, 01383 628800

3 August 2015

Name of other contact: Heather Thompson, Manager, hthompson@thomsoncooper.com

(2381451)

NOTICES TO CREDITORS**HALSTEAD AGENCIES LIMITED**

In Liquidation

Company Number: SC353413

Registered Office: Flat 3 Chesters House, 15 Thorn Grove, Glasgow G61 4BA

In accordance with Rule 4.19(4)(b) of the Insolvency (Scotland) Rules 1986, I, *Brian Milne*, of French Duncan LLP, 133 Finnieston Street, Glasgow, G3 8HB, give notice that on 30 July 2015, I was appointed Liquidator of the above company by a Resolution of Members.

NOTE: This notice is purely formal. All known Creditors have been, or will be, paid in full.

Brian Milne

Office-holder Number: 9381

Liquidator

French Duncan LLP

3 August 2015

Further contact details:

Craig Allison on telephone number 0141 221 2984 or email businessrecovery@frenchduncan.co.uk

(2381468)

ICHANI LIMITED

In Liquidation

Company Number: SC396039

Registered Office: 1/1 91, Gartloch Avenue, Glasgow, G69 8FE

In accordance with Rule 4.19(4)(b) of the Insolvency (Scotland) Rules 1986, I, *Brian Milne*, of French Duncan LLP, 133 Finnieston Street, Glasgow, G3 8HB, give notice that on 30 July 2015, I was appointed Liquidator of the above company by a Resolution of Members.

NOTE: This notice is purely formal. All known Creditors have been, or will be, paid in full.

Brian Milne

Office-holder Number: 9381

Liquidator

French Duncan LLP

3 August 2015

Further contact details:

Craig Allison on telephone number 0141 221 2984 or email businessrecovery@frenchduncan.co.uk

(2381454)

RESOLUTION FOR VOLUNTARY WINDING-UP**SPECIAL RESOLUTION****PURSUANT TO SECTION 283 (1) AND (4) TO (6) OF THE COMPANIES ACT 2006 AND 84(1)(B) OF THE INSOLVENCY ACT 1986****HALSTEAD AGENCIES LIMITED**

Company Number: SC353413

At a General Meeting of the Members of the above named Company duly convened and held at 133 Finnieston Street, Glasgow, G3 8HB on 30 July 2015 the following Special Resolution was duly passed:—

“That the Company be wound up voluntarily and that *Brian Milne*, of French Duncan LLP, 133 Finnieston Street, Glasgow, G3 8HB be and is hereby appointed Liquidator of the Company for the purposes of such winding up”

Chairman of the Meeting

30 July 2015

(2381418)

HUNTER EXPEDITING & MATERIAL SERVICES LTD.

Company Number: SC407948

Registered office: 39 The Castings, Dunfermline, Fife, KY12 9AU

Principal trading address: 39 The Castings, Dunfermline, Fife, KY12 9AU

At a general meeting of the members of the above named Company, duly convened and held at 10 Abbey Park Place, Dunfermline, Fife, KY12 7NZ on 31 July 2015, the following Special Resolutions were duly passed:

“That the Company be wound up voluntarily and that *Scott Graham Bastick*, of Condies Business Recovery and Insolvency Limited, 10 Abbey Park Place, Dunfermline, Fife, KY12 7NZ, (IP No 13930) be and is hereby appointed Liquidator for the purposes of such winding up and that he is authorised to make distributions in specie if he considers it appropriate.”

Further details contact: Scott Bastick, Tel: 01383 721 421.

Alexander Donald Swan Hunter, Member

04 August 2015

(2381425)

SPECIAL RESOLUTION**PURSUANT TO SECTION 283 (1) AND (4) TO (6) OF THE COMPANIES ACT 2006 AND 84(1)(B) OF THE INSOLVENCY ACT 1986****ICHANI LIMITED**

Company Number: SC396039

At a General Meeting of the Members of the above named Company duly convened and held at 133 Finnieston Street, Glasgow, G3 8HB on 30 July 2015 the following Special Resolution was duly passed:—

“That the Company be wound up voluntarily and that *Brian Milne*, of French Duncan LLP, 133 Finnieston Street, Glasgow, G3 8HB be and is hereby appointed Liquidator of the Company for the purposes of such winding up.”

Chairman of the Meeting

30 July 2015

(2381458)

SCAPE HOMES JF LTD

Company Number: SC363022

Registered office: Bishop's Court, 29 Albyn Place, Aberdeen, AB10 1YL

Principal trading address: Bishop's Court, 29 Albyn Place, Aberdeen, AB10 1YL

Written Resolutions of Scape Homes JF Ltd were passed by the members of the Company on 22 July 2015, pursuant to Chapter 2 of Part 13 of the Companies Act 2006 as a Special Resolution and an Ordinary Resolution:

“That the Company be wound up voluntarily and that *Ewen Ross Alexander*, of Johnston Carmichael LLP, Bishop's Court, 29 Albyn Place, Aberdeen, AB10 1YL, (IP No. 6754)

be appointed to act as Liquidator for the purposes of winding up the Company.”

Further details contact: Ewen R Alexander, Tel: 01224 212222.

Alternative contact: Jim Cruickshank

Stuart Duncan, Director

22 July 2015

(2381426)

SCAPE HOMES LIMITED

Company Number: SC353059

Registered office: Bishop's Court, 29 Albyn Place, Aberdeen, AB10 1YL

Principal trading address: Strathdeveron House, Steven Road, Huntly, AB54 8SX

Written Resolutions of Scape Homes Limited were passed by the members of the Company on 22 July 2015, pursuant to Chapter 2 of Part 13 of the Companies Act 2006 as a Special Resolution and an Ordinary Resolution:

“That the Company be wound up voluntarily and that *Ewen Ross Alexander*, of Johnston Carmichael LLP, Bishop's Court, 29 Albyn Place, Aberdeen, AB10 1YL, (IP 6754) be appointed to act as Liquidator for the purposes of winding up the Company.”

Further details contact: Ewen Ross Alexander, Tel: 01224 212222.

Alternative contact: Jim Cruickshank

Stuart Duncan, Director

22 July 2015

(2381424)

TURNERS ENGINEERING LIMITED

Company Number: SC442940

Registered office: 58 Kirkburn, Laurencekirk, Kincardineshire, AB30 1LG

Principal trading address: 58 Kirkburn, Laurencekirk, Kincardineshire, AB30 1LG

Resolutions of Turners Engineering Limited were passed by Written Resolution of the sole member of the Company on 30 July 2015, as a Special Resolution and as an Ordinary Resolution:

“That pursuant to section 84(1)(b) of the Insolvency Act 1986 the Company be wound up voluntarily and that pursuant to sections 84(1) and 91 of the Insolvency Act 1986 *Donald Iain McNaught*, of Johnston Carmichael LLP, 227 West George Street, Glasgow, G2 2ND, (IP No. 9359) be appointed Liquidator of the Company for the purposes of winding up the Company's affairs and distributing its assets.”

Further details contact: Emma Davidson, Tel: 0141 222 5800.

Thomas Turner, Director

04 August 2015

(2381422)

Partnerships**TRANSFER OF INTEREST****LIMITED PARTNERSHIPS ACT 1907****GLOBAL 4 SLP II LP****REGISTERED IN SCOTLAND NUMBER SL014333**

Notice is hereby given, pursuant to Section 10 of the Limited Partnerships Act 1907, that Actis 3 LatAm Global “A” LP has as a result of a transfer to each of the transferees referred to below transferred its entire interest in Global 4 SLP II LP, a limited partnership registered in Scotland with number SL014333 (the “**Partnership**”) to:

1. Actis GP LLP (in its capacity as general partner of Actis Global 4 A LP); and
2. Actis Guernsey GP Limited (in its capacity as general partner of Actis 4 Co-Investment Scheme LP).

Actis 3 LatAm Global “A” LP has ceased to be a limited partner of the Partnership.

(2381427)

LIMITED PARTNERSHIPS ACT 1907**LIVINGBRIDGE 5 FEEDER LP****REGISTERED IN SCOTLAND NUMBER SL10434**

Notice is hereby given, that Livingbridge 5 Feeder LP, a limited partnership registered in Scotland with number SL10434 (the “**Partnership**”) was dissolved with effect from 23.59 on 17 July 2015.

(2381428)

LIMITED PARTNERSHIPS ACT 1907**GLOBAL 4 SLP I LP****REGISTERED IN SCOTLAND NUMBER SL014332**

Notice is hereby given, pursuant to Section 10 of the Limited Partnerships Act 1907, that Actis 3 LatAm Global "A" LP has transferred its entire interest in Global 4 SLP I LP, a limited partnership registered in Scotland with number SL014332 (the "**Partnership**") to Actis GP LLP (in its capacity as general partner of Actis Global 4 LP). Actis 3 LatAm Global "A" LP has ceased to be a limited partner of the Partnership. (2381460)

LIMITED PARTNERSHIPS ACT 1907
ACTIS 3 LATAM GLOBAL "A" LP
REGISTERED IN SCOTLAND NUMBER SL008015

Notice is hereby given, pursuant to Section 10 of the Limited Partnerships Act 1907, that Actis GP LLP (in its capacity as general partner of Actis Global 4 LP) has transferred part of its interest in Actis 3 LatAm Global "A" LP, a limited partnership registered in Scotland with number SL008015 (the "**Partnership**"), represented by a capital contribution of US\$0.50, to Actis GP LLP (in its capacity as general partner of Actis Global 4 AV LP). Actis GP LLP (in its capacity as general partner of Global 4 AV LP) has been admitted as a limited partner of the Partnership. (2381461)

LIMITED PARTNERSHIPS ACT 1907
CORDEA SAVILLS SLP LP
REGISTERED IN SCOTLAND NUMBER SL7560

Notice is hereby given, pursuant to Section 10 of the Limited Partnerships Act 1907, that Savills Investment Management LLP (formerly known as Cordea Savills LLP) has transferred part of its interest in Cordea Savills SLP LP, a limited partnership registered in Scotland with number SL7560 to each of the following (together the "**New Limited Partners**"):

1. Brian D'Arcy Clark;
2. Michael Flynn;
3. Patrick Carr;
4. James Whidborne;
5. Francesco Romeo;
6. Justin O'Connor;
7. Irfan Younus;
8. Steven Gower;
9. Kiran Patel;
10. Claire Fahey; and
11. Cordea Savills Investment Limited.

As a result, the New Limited Partners have each been admitted as a limited partner of the Partnership. (2381463)

LIMITED PARTNERSHIPS ACT 1907
EUROPE LBO V, L.P.
REGISTERED IN SCOTLAND NUMBER SL6057

Notice is hereby given, pursuant to Section 10 of the Limited Partnerships Act 1907, that Makhibuz SA, Panama has transferred its entire interest in Europe LBO V, L.P., a limited partnership registered in Scotland with number SL6057 (the "**Partnership**") to Geoffroy Delore. Makhibuz SA, Panama has ceased to be a limited partner of the Partnership. (2381465)

LIMITED PARTNERSHIPS ACT 1907
GLOBAL 4 SLP III LP
REGISTERED IN SCOTLAND NUMBER SL014334

Notice is hereby given, pursuant to Section 10 of the Limited Partnerships Act 1907, that Actis 3 LatAm Global "A" LP has transferred its entire interest in Global 4 SLP III LP, a limited partnership registered in Scotland with number SL014334 (the "**Partnership**") to Actis Guernsey GP Limited (in its capacity as general partner of AG4 Co-Investment LP). Actis 3 LatAm Global "A" LP has ceased to be a limited partner of the Partnership. (2381466)

LIMITED PARTNERSHIPS ACT 1907
GLOBAL 4 SLP IV LP
REGISTERED IN SCOTLAND NUMBER SL017534

Notice is hereby given, pursuant to Section 10 of the Limited Partnerships Act 1907, that Actis 3 LatAm Global "A" LP has transferred its entire interest in Global 4 SLP IV LP, a limited partnership registered in Scotland with number SL017534 (the "**Partnership**") to Actis GP LLP (in its capacity as general partner of Actis Global 4 AV LP). Actis 3 LatAm Global "A" LP has ceased to be a limited partner of the Partnership. (2381474)

LIMITED PARTNERSHIPS ACT 1907
FIM SUSTAINABLE TIMBER AND ENERGY LP

Registered in Scotland: Number SL7703

Notice is hereby given, pursuant to Section 10 of the Limited Partnerships Act 1907, that pursuant to the assignments of the respective Limited Partnership interests referred to in the schedule annexed as relative hereto (the "**Schedule**"), the assignors detailed in the Schedule transferred to the respective assignees the various interests held by such assignees in FIM Sustainable Timber and Energy LP, a limited partnership registered in Scotland with number SL7703 and such assignors ceased to be limited partners and such assignees became limited partners in FIM Sustainable Timber and Energy LP.

Schedule

Vendor	Purchaser	Effective Date
Ann Jacka	Patricia Young	30/07/2015

Edward Daniels

FIM Forest Funds General Partner Ltd as General Partner of FIM Sustainable Timber and Energy LP (2381462)

LIMITED PARTNERSHIPS ACT 1907
PRIME LONDON RESIDENTIAL DEVELOPMENT CO-INVESTMENT LP

REGISTERED IN SCOTLAND NUMBER SL10145

Notice is hereby given, pursuant to Section 10 of the Limited Partnerships Act 1907, that Savills Investment Management LLP (formerly known as Cordea Savills LLP) has transferred part of its interest in Prime London Residential Development Co-Investment LP, a limited partnership registered in Scotland with number SL10145, to each of the following (together the "**New Limited Partners**"):

1. Brian D'Arcy Clark;
2. Michael Flynn;
3. Patrick Carr;
4. James Whidborne;
5. Francesco Romeo;
6. Justin O'Connor;
7. Irfan Younus;
8. Steven Gower;
9. Kiran Patel; and
10. Claire Fahey.

As a result, the New Limited Partners have each been admitted as a limited partner of the Partnership. (2381471)

LIMITED PARTNERSHIPS ACT 1907
FIM FOREST FUND I LP
REGISTERED IN SCOTLAND: NUMBER SL6597

Notice is hereby given, pursuant to Section 10 of the Limited Partnerships Act 1907, that pursuant to assignments of the respective Limited Partnership interests referred to in the schedule attached hereto, the transferors detailed in the schedule attached transferred to the respective transferees the various interests held by such transferors in FIM Forest Fund I LP, a limited partnership registered in Scotland with number SL6597 and such transferor ceased to be limited partners and such transferors became limited partners in FIM Forest Fund I LP.

Schedule

Vendor	Purchaser	Effect
P J Kelly	A Abercrombie	23/07/2015

Edward Daniels

FIM Forest Funds General Partner Limited as General Partner of FIM Forest Fund I LP (2381473)

PEOPLE

Appointments & retirements

ENVIRONMENT & INFRASTRUCTURE

AGRICULTURE, FORESTRY & FISHERIES

SCOTTISH GOVERNMENT

Average prices of British Corn sold in Scotland published pursuant to the Corn Return Act 1882 as amended. Prices represent the average for all sales during the week ended 18 July 2015.

BRITISH CORN	Average price in pounds per tonne £
WHEAT	120.20
BARLEY	109.00
OATS	

(2381403)

ENERGY

FORTHWIND LIMITED

ELECTRICITY ACT 1989

THE ELECTRICITY WORKS (ENVIRONMENTAL IMPACT ASSESSMENT)(SCOTLAND) REGULATIONS 2000

Further to the notice that Forthwind Ltd (Company Registration SC470580), The Boathouse, Silversands, Hawkcraig Road, Aberdour, KY3 0TZ has applied to the Scottish Ministers for consent to construct and operate a wind farm in the Firth of Forth approximately 1.5 km from the coast of Methil (56°10'24.07"N; 003°01'19.06"W). The installed capacity of the proposed generating station would be up to 18 MW (comprising of 2 turbines with a maximum blade tip height of 198.7 meters above Lowest Astronomical Tide (LAT)).

Notice is hereby given that additional information (in the form of a statutory consultee response from the Scottish Environment Protection Agency) has been received by Scottish Ministers on this application. Copies of this information have been forwarded to Fife Council to be made available for public inspection by being placed on the planning register.

Any requests for copies of, or queries about, this additional information should be directed in writing to The Scottish Government, Marine Scotland Licensing and Operations Team, Marine Laboratory, PO Box 101, 375 Victoria Road, Aberdeen, AB11 9DB or by e-mail to ms.marinelicensing@scotland.gsi.gov.uk

Any representation on this additional information should be made in writing to The Scottish Government, Marine Scotland Licensing and Operations Team, Marine Laboratory, PO Box 101, 375 Victoria Road, Aberdeen, AB11 9DB or e-mailed to MS_LOT_Forthwind_Representations@scotland.gsi.gov.uk not later than 09/09/2015.

Representations must identify the Forthwind proposal and the additional information on which the representation is being made, be dated and clearly state the name of the person, or persons, representing and include a full return e-mail or postal address of those making the representation. Representations that do not include all of the above information will be considered invalid.

Any subsequent additional information of this nature received by Scottish Ministers before determination of the application, if considered to be materially relevant, will be similarly forwarded to Fife Council, Development Management, Economy, Planning & Employability Services, Fife Council, Kingdom House, Kingdom Avenue, Glenrothes, Fife. KY7 5LY.

Copies of this subsequent additional information will also be available, on request, from The Scottish Government, Marine Scotland Licensing and Operations Team, Marine Laboratory, PO Box 101, 375 Victoria Road, Aberdeen, AB11 9DB or ms.marinelicensing@scotland.gsi.gov.uk. However no further public notice will be issued.

Fair Processing Notice

The Marine Scotland Licensing Operations Team process applications under The Marine (Scotland) Act 2010, the Marine and Coastal Access Act 2009 and The Electricity Act 1989. During the consultation process letters of representation can be sent to the Scottish Ministers in support of or objecting to these applications.

Should the Scottish Ministers call a Public Local Inquiry (PLI), copies of these representations will be sent to the Directorate of Planning and Environmental Appeals for the Reporter to consider during the inquiry. These representations will be posted on their website with address (home and email), signature and home telephone number redacted (blacked out).

Copies of representations will also be issued to the developer on request, again with address (home and email), signature and home telephone number redacted.

You can choose to mark your representation as confidential, in which case it will only be considered by the Scottish Ministers and will not be shared with the Planning Authority, the developer, the Reporter (should a PLI be called) or any other third party.

If you have any queries or concerns about how your personal data will be handled please visit <http://www.scotland.gov.uk/Topics/marine/Licensing/marine> or contact the Marine Scotland Licensing Operations Team at: ms.marinelicensing@scotland.gsi.gov.uk or in writing to The Scottish Government, Marine Scotland Licensing Operations Team, Marine Laboratory, 375 Victoria Road, Aberdeen, AB11 9DB. (2381394)

ENVIRONMENTAL PROTECTION

GLEN HYDRO CONSULTING LTD

WATER ENVIRONMENT AND WATER SERVICES (SCOTLAND) ACT 2003

WATER ENVIRONMENT (CONTROLLED ACTIVITIES) (SCOTLAND) REGULATIONS 2011

APPLICATION FOR AUTHORISATION

GLEANN NA MUICE HYDRO SCHEME

An application has been made to the Scottish Environment Protection Agency (SEPA) by Glen Hydro Consulting Ltd for authorisation to carry on controlled activities at, near or in connection with Gleann na Muice Hydro Scheme, namely:

Description of controlled activity	Waters affected	National grid reference
Construction and operation of impounding works 2m in height	Abhainn Gleann na Muice	NH 0702 6645

Abstraction of m3 per day of water	Abhainn Gleann na Muice	NH 0702 6645
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Return of abstracted water approximately 2.2km downstream of abstraction point.	Abhainn Gleann na Muice	NH0765 6443
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SEPA considers that the above controlled activities may have an impact on the water environment and on the interests of other users of the water environment.

A copy of the application and any accompanying information may be inspected free of charge, at the SEPA Registry below, between 9.30 a.m. and 4.30 p.m. Monday to Friday (except local and national holidays). Alternatively, the application may be viewed on SEPA's website at: <http://www.sepa.org.uk/regulations/consultations/advised-applications-under-car/>

Any person affected or likely to be affected by, or having an interest in, the application may make representations to SEPA in writing within 28 days beginning with the date of this advertisement, at the following address, quoting reference number CAR/L/1137094

Registry Department, SEPA, Graesser House, Fodderty Way, Dingwall Business Park, Dingwall, IV15 9XB

Written representations received by SEPA within 28 days of this advertisement will be taken into consideration in determining whether or not to grant the application.

Before determining the application, SEPA will:

- assess the risk to the water environment posed by the carrying on of the activity or activities;
- assess the indirect effects of that impact on any other aspects of the environment likely to be significantly affected;
- consider any likely adverse social and economic effects of that impact and of any indirect environmental effects that have been identified;
- consider the likely environmental, social and economic benefits of the activity;
- assess the impact of the controlled activity or activities on the interests of other users of the water environment;
- assess what steps may be taken to ensure efficient and sustainable water use; and
- apply and have regard to relevant legislation.

SEPA will then either grant or refuse to grant the application.

(2381409)

THE SCOTTISH SALMON COMPANY

WATER ENVIRONMENT AND WATER SERVICES (SCOTLAND)

ACT 2003

WATER ENVIRONMENT (CONTROLLED ACTIVITIES) (SCOTLAND) REGULATIONS 2011

APPLICATION FOR VARIATION OF AUTHORISATION

LOCH A'CHRAICHA MARINE CAGE FISH FARM, KENMORE, LOCH TORRIDON

An application has been made to the Scottish Environmental Protection Agency (SEPA) by The Scottish Salmon Company to vary water use licence number CAR/L/1004153 authorising to carry on the controlled activity at, near or in connection with Loch A'Chraicha Marine Cage Fish Farm, Kenmore, Loch Torridon, as follows:

Description of change to controlled activity	Waters affected	National grid reference
Increase in quantity of sealice chemical therapeutants permitted for use at marine cage fish farm with a maximum biomass of 694 tonnes.	Loch Torridon	NG 76503 57251

SEPA considers that the above controlled activity may have an impact on the water environment and on the interests of other users of the marine environment.

A copy of the application and any accompanying information may be inspected free of charge, at the SEPA Registry below, between 9.30 a.m. and 4.30 p.m. Monday to Friday (except local and national holidays). Alternatively, the application may be viewed on SEPA's website at: www.sepa.org.uk/regulations/consultations/advertised-applications-under-car/

Any person affected or likely to be affected by, or having an interest in, the application may make representations to SEPA in writing within 28 days beginning with the date of this advertisement, at the following address, quoting reference number CAR/L/1004153:

Registry Department, SEPA, Graesser House, Fodderty Way, Dingwall, IV15 9XB

Written representations received by SEPA within 28 days of this advertisement will be taken into consideration in determining whether or not to grant the application.

Before determining the application, SEPA will:

- Assess the risk to the water environment posed by the carrying on of the activity or activities;
- Assess the indirect effects of that impact on any other aspects of the environment likely to be significantly affected;
- Consider any likely adverse social and economic effects of that impact and of any indirect environmental effects that have been identified;
- Consider the likely environmental, social and economic benefits of the activity;
- Assess the impact of the controlled activity or activities on the interests of other users of the water environment;
- Assess what steps may be taken to ensure efficient and sustainable water use; and
- Apply and have regard to relevant legislation.

SEPA will then either grant or refuse to grant the application.

(2381415)

Communications

POSTAL SERVICES

ROYAL MAIL

THE ROYAL MAIL OVERSEAS LETTER POST SCHEME 10 AUGUST 2015

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1 About This Scheme

1.1 This Scheme is a document that sets out the terms and conditions for some of the **items** that we handle. **We** (Royal Mail Group Ltd) are allowed to set out terms and conditions within a Scheme document by the Postal Services Act 2000 (and more specifically section 89 of that Act as amended by the Postal Services Act 2011 and in particular paragraph 24 of Schedule 12 of that Act).

1.2 Each time we alter the wording within a Scheme it has the effect of making a new Scheme. We publish our Schemes on our website (www.royalmail.com).

1.3 This Scheme is known as 'The Royal Mail Overseas Letter Post Scheme 10 August 2015' and is referred to in this document as 'this Scheme'. The date in the title is the date that the Scheme took (or will take) effect. This Scheme replaced an old Scheme which was called the Royal Mail Overseas Letter Post Scheme 30th March 2015 which is no longer in force. This Scheme complies with requirements as set out by the Universal Postal Union (www.upu.int).

2 What This Scheme Applies To

2.1 This Scheme sets out the terms and conditions for:

a) the services provided by us to the person, **business** or organisation asking for the service (**you**) when we accept items within the United Kingdom for postal delivery to an **address** outside the United Kingdom, the **Channel Islands** and the Isle of Man. The terms and conditions for the specific services listed below are contained within this Scheme:

- International Standard
- International Economy
- International Signed
- International Tracked & Signed
- International Tracked
- HM Forces Mail (with or without Special Delivery™ or Signed For™)
- Articles for the Blind

All product names offered under this Scheme are shown in this Scheme in red text; and

b) **incoming items.**

3 Definitions

3.1 You may not be familiar with some of the words or phrases we use in this document. When they are used for the first time, they are shown in **bold print** and explained in the relevant part of this document or in Annex A.

3.2 As mentioned in 1.3 above, this Scheme replaced a previous Scheme so any references in other documents to the Overseas Letters Scheme that was in force before this Scheme should now be interpreted as referring to this new Scheme.

4 Our Ability To Provide Services

4.1 We will provide the services set out in this Scheme where the relevant terms and conditions contained in this Scheme for the service are complied with. We will provide the services in the manner that we deem to be most appropriate according to our operational requirements and an overarching need to secure the sustainability of the Universal Service.

4.2 We may decide to withdraw the provision of any of the services set out in this Scheme if the terms and conditions contained within this Scheme are not abided by or in the event of misuse or if providing the service may cause us reputational damage.

5 What Can And Cannot Be Contained Within An Item

5.1 There are some items that we cannot carry through our postal network for legal or safety reasons. Items that we cannot carry through our postal network are known as **prohibited items**. Some other items can only be carried under certain circumstances. These are known as **restricted items** and details of those are contained after the section on prohibited items.

Prohibited Items

5.2 We would like to make it very clear that we will not accept any liability for any item that contains prohibited items.

5.3 As the list of prohibited items can change from time to time we maintain a full, up-to-date list on our website (www.royalmail.com) which can be viewed at any time. The list quoted below was correct at the time of publication of this Scheme:

- 1) Any article or substance classified as dangerous goods (other than specified lithium batteries contained in equipment);
- 2) Aerosols;
- 3) Alcoholic beverages with an alcohol content greater than 24% ABV;
- 4) Ammunition (excluding lead pellets and other airgun and airsoft projectiles);
- 5) Asbestos;
- 6) Batteries that are classed as dangerous goods by the latest edition of the Technical Instructions for Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO), when sent in mail including:
 - i) non-spillable batteries that meet Special Provision A67 (e.g. sealed lead-acid, absorbed glass mat and gel cell batteries); and
 - ii) spillable lead acid/lead alkaline batteries (e.g. car batteries), used alkaline and nickel metal hydride batteries, lithium batteries when not sent in equipment and damaged batteries of any type;
- 7) Balloons filled with non-flammable gas;
- 8) Biological substances including diagnostic specimens (e.g. blood, urine, faeces and animal remains). Biological substances, Category B (UN3373) as classified in the latest edition of the Technical Instructions for Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO);
- 9) Clinical and medical waste (e.g. contaminated dressings, bandages and needles);
- 10) Controlled drugs and narcotics (such as cannabis, cocaine, heroin, LSD, opium, and amyl nitrate). Those discovered in transit will be stopped and handed to Customs or the Police who may take legal action against the sender and/or recipient;
- 11) Corrosives (including dyes, acids, corrosive paint and rust removers, caustic soda, mercury and gallium metal);
- 12) Counterfeit currency, bank notes and stamps (including any false instrument, or copy of a false instrument within the meaning of section 5 of the Forgery and Counterfeiting Act 1981);
- 13) Dry ice (UN1845) when used as a coolant for UN3373 or for other perishable items;
- 14) Electronic items sent with lithium batteries of any kind (including laptops, mobile phones, digital cameras, MP3 players, portable DVD players and Sat Navs etc) when not installed in the electronic item;
- 15) Environmental waste (including used batteries and used engine oil);
- 16) Explosives (including fireworks, flares, blasting caps, and Christmas cracker snaps);

17) Flammable liquids (including petroleum, lighter fluid, certain adhesives, solvent based paints, wood varnish, enamels and acetones including nail varnish removers);

18) Flammable solids (including magnesium, phosphorous, potassium, sodium, zinc and fire lighters);

19) Foreign Lottery tickets;

20) Frozen water (e.g. packs of ice);

21) Gases including flammable, non-flammable, toxic and compressed gases new, used and empty gas cylinders, butane, ethane, refills for lighters, fire extinguishers and scuba tanks, life jackets, nitrogen dioxide and carbon dioxide canisters (culinary foaming devices & soda stream gas cylinders);

22) Goods made in foreign prisons, except those imported for a non-commercial purpose, of a kind not manufactured in the United Kingdom, or those in transit;

23) Human and animal remains including ashes;

24) Obscene publications and unlawful indecent images and pornography, including pornography as detailed in Part 5 of the Criminal Justice and Immigration Act 2008 and indecent photographs or pseudo-photographs of a child as detailed in section 160 and 161 of the Criminal Justice Act 1988;

25) Infectious substances and pathogens (UN2814 or UN2900) as classified in the latest Edition of the Technical Instructions for Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO);

26) Lighters and refills containing flammable liquid or gas (including used butane and petrol cigar and cigarette lighters);

27) Liquids over 1 litre;

28) Live animals and reptiles (e.g. snakes, mice and rodents);

29) Live creatures, insects and invertebrates classified as dangerous within the Dangerous Wild Animals Act 1976 (e.g. venomous spiders);

30) 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 (e.g. PA systems);

31) Matches;

32) Medicines and drugs classified as dangerous goods in the latest edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO) including Cytotoxic medicines;

33) Nail varnish or polish;

34) Oxidising materials or organic peroxides (including disinfectants, nitrates, and hair dyes or colourants containing peroxide);

35) Perfumes and aftershaves (including eau de parfum and eau de toilette);

36) Perishables (including flowers, fresh fruit, vegetables and frozen or chilled foodstuffs);

37) Pesticides (including weed killer and any chemical used to kill pests and insects, including fly sprays);

38) Poisons, toxic liquids, solids and gases (including substances that are liable to cause death or injury if swallowed or inhaled or by skin contact such as arsenic, beryllium, cyanide, fluorine and rat poison);

39) Radioactive material and samples that are classified as dangerous goods in the latest edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO) such as luminous dials from aircraft;

40) Solvent-based paints, wood varnishes and enamels;

41) Waste, dirt, filth or refuse (including household waste) Note - soil samples sent for analysis are permitted provided they are packaged so that any leaks and spills are contained in the outer packaging; and

42) Weapons (including Section 5 firearms, CS gas and pepper sprays, flick knives and other knives that are banned knives under UK laws, taser and stun guns).

5.4 Any item which resembles a prohibited item may be subject to additional scrutiny which may cause delay.

5.5 Failure to comply with these conditions could result in your prosecution which might result in you facing a fine or imprisonment.

5.6 If you **post** an item that contains a prohibited item or if the item is an incoming item that contains a prohibited item, we may deal with such item in our sole and absolute discretion (without incurring any liability whatsoever to you or the **addressee**) including destroying or otherwise disposing of the relevant item (in whole or in part).

5.7 The sender, or their representative, may be required to pay an amount (to be fixed by us) to cover the costs of returning, dealing with or disposing of the item.

5.8 The sender is responsible for checking whether an item is prohibited. We may also take appropriate action, including refusing to carry an item, if an item is banned by law (including under sanctions laws) or which, in our opinion, may be harmful or dangerous to our customers or employees (whether or not an item is prohibited).

5.9 All countries have their own rules regarding prohibitions on what they will allow in the post. These rules can vary from country to country, and can sometimes apply to items which you may think are ordinary. You are responsible for checking whether an item you send is prohibited in the country you are sending it to.

5.10 It is your responsibility not to send prohibited items in the post. If you are in any doubt you may seek information from our website (www.royalmail.com).

Restricted Items

5.11 There are some items, known as restricted items that we can, for legal or safety reasons, only carry through our postal network if you meet all our requirements for the acceptance of the item. Our requirements include packaging requirements as well as other requirements.

5.12 We will not accept any liability for any item that contains restricted items that we do carry if the requirements for the acceptance of those items are not met and we may refuse to carry and deliver those items.

5.13 As the list of restricted items and requirements for each can change from time to time we maintain a full, up-to-date list on our website (www.royalmail.com) (which can be viewed at any time). The list and details quoted below were correct at the time of publication of this Scheme.

a) **Alcoholic beverages with an alcohol content less than 24% ABV** (e.g. wine and champagne): Volume per item should not exceed 1 litre per container. Wrap in polythene and seal with tape. Surround with absorbent material such as newspaper and sufficient cushioning material to protect each item from breakage. Mark as "FRAGILE" when sending glass bottles. The sender's name and return address must be clearly visible on the outer packaging.

b) **Batteries, specifically new and used lithium metal and lithium alloy when sent in equipment** (e.g. non-rechargeable): Each cell and battery must be of a type proven to meet the requirements of each test in the UN Manual of Tests and Criteria, Part III, subsection 38.3. Batteries are subject to these tests irrespective of whether the cells of which they are composed have been so tested. Cells and batteries must be manufactured under a quality management programme as specified in the International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air. Cells or batteries that are defective for safety reasons, or that have been damaged are prohibited. Any person preparing or offering cells or batteries in equipment for transport must receive adequate instruction on the requirements commensurate with their responsibilities. Each package must contain no more than four cells or two batteries installed in equipment. The lithium content of a lithium metal/alloy cell or battery must not be more than 1g per cell or 2g per battery. For lithium ion/polymer cells and batteries, the watt-hour rating must not exceed 20Wh per cell or 100Wh per battery. Cells and batteries must be protected against short circuit. The equipment containing cells or batteries must be packed in strong rigid packaging and must be secured against movement within the outer packaging and packed to prevent accidental activation. The sender's name and return address must be clearly visible on the outer packaging. Each package is subject to the maximum weight limits of 2kg (see section 6.2).

c) **Batteries, specifically new alkaline, nickel metal hydride (NiMH) or nickel cadmium (NiCd)**: Must be new and sent unopened in their original retail packaging. Surround with cushioning material e.g. bubble wrap. The sender's name and return address must be clearly visible on the outer packaging.

d) **Christmas crackers**: Can only be sent new in their made up form in their original retail packaging. The sender's name and return address must be clearly visible on the outer packaging.

e) **Currency, bank notes and stamps**: Do not write or indicate in any way that cash or coins are enclosed within the package. The sender's name and return address must be clearly visible on the outer packaging.

f) **Financial instruments** (e.g. cheques and postal orders): Do not write or indicate in any way that cheques or postal orders are enclosed within the package.

g) **Guns for sporting use**: The sender's name and return address must be clearly visible on the outer packaging.

h) **Lighters (when new, empty and unused)**: Must be sent unopened in their original retail packaging. The sender's name and return address must be clearly visible on the outer packaging.

i) **Live creatures, insects and invertebrates** (e.g. bees, caterpillars, and stick insects): Bees, caterpillars, cockroaches, crickets, destroyers of noxious pests, earthworms, fish fry and eggs, leeches and other parasites, lugworms, maggots, mealworms, pupae and chrysalides, rag worms, silkworms, spiders, stick insects and some other insects are allowed. Must be boxed and packaged to protect the creatures, our staff and our customers from harm. Use International Standard as the minimum service. Items must be clearly marked "URGENT - LIVING CREATURES - HANDLE WITH CARE". The sender's name and return address must be clearly visible on the outer packaging.

j) **Magnetised materials, other than those that are prohibited** (including loud speakers): The magnetised material must have a magnetic field strength of less than 0.159A/m at a distance of 2.1m from the outside of the package. Wrap soft packing material at least 2cm thick around each item. The sender's name and return address must be clearly visible on the outer packaging.

k) **Prescription medicines and drugs sent for scientific or medical purposes** that are not classified as dangerous goods in the latest edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO) including asthma inhalers: May only be sent by, or at the specific request of, a qualified medical practitioner, registered dental practitioner, veterinary surgeon, registered nurse or a recognised laboratory or institution. The medicines must be securely closed and placed in a leak-proof container such as a sealed polythene bag (for liquids) or a sift-proof container (for solids). Must be tightly packed in strong outer packaging and must be secured or cushioned to prevent any damage. The sender's name and return address must be clearly visible on the outer packaging.

l) **Radioactive material and samples** that are not classified as dangerous goods in the latest edition of the Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization's Technical Instructions (ICAO) e.g. samples of granite rock: Surround with cushioning material e.g. bubble wrap. The sender's name and return address must be clearly visible on the outer packaging.

m) **Sharp objects and instruments** (including scissors, kitchen knives and utensils): Wrap heavy cardboard around sharp edges and points, strong enough to ensure that the contents do not pierce the outer packaging. Wrap each item with cushioning material. Place in a suitable outer container such as a padded envelope. The sender's name and return address must be clearly visible on the outer packaging.

n) **Vaccines** that are not classified as dangerous goods in the latest edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO): May only be sent by, or at the specific request of, a qualified medical practitioner, registered dental practitioner, veterinary surgeon, registered nurse or a recognised laboratory or institution. Must be tightly packed in strong outer packaging and must be secured or cushioned to contain any leakage and to prevent any damage to the individual items contained within the package. The sender's name and return address must be clearly visible on the outer packaging.

o) **Water-based paints, wood stains and enamels**: Volume per item should not exceed 150ml. In the case of water-based paints, wood stains and enamels, there is no restriction on the number of items that can be sent in each package. Wrap in polythene and seal with tape. Surround with absorbent material such as newspaper and sufficient cushioning material to protect each item from damage. The sender's name and return address must be clearly visible on the outer packaging.

5.14 Any item which resembles a restricted item may be subject to additional scrutiny which may cause delays.

5.15 If you post an item that contains a restricted item (and you do not comply with the relevant restrictions or requirements) or if the item is an incoming item and is discovered not to comply with the relevant restrictions or requirements, we may deal with such item in our sole and absolute discretion (without incurring any liability whatsoever to you or the addressee) including destroying or otherwise disposing of the relevant item (in whole or in part).

5.16 The sender, or their representative, may be required to pay an amount (to be fixed by us) to cover the costs of returning, dealing with or disposing of the item.

5.17 The sender is responsible for checking whether an item is restricted and, if it is, for making sure the requirements for that type of restricted item are met. We may also refuse to accept or deliver any item which is not a restricted item but which is banned by law or which in our opinion may be harmful or dangerous to our customers or employees.

5.18 All countries have their own rules regarding restrictions on what they will allow in the post. These rules can vary from country to country, and can sometimes apply to items which you may think are ordinary. You are responsible for checking whether an item is restricted in the country you are sending it to and for making sure it complies with any requirements in that country.

5.19 It is your responsibility to ensure that restricted items are sent correctly and that you meet the requirements for acceptance. If you are in any doubt as to whether an item is one of the restricted items you can seek guidance from our website (www.royalmail.com).

Sanctions Laws

5.20 You must make sure that any items you wish us to handle and deliver are not prohibited under applicable sanctions laws, for example because of their contents, their intended recipient or the country to or from which they are to be sent. Information about sanctions can be found on our website at www.royalmail.com/international-sanctions (or any replacement URL). Further information on trade controls and economic sanctions can be found on the UK Government's web pages at <https://www.gov.uk/overview-of-export-control-legislation> and <https://www.gov.uk/sanctions-embargoes-and-restrictions>.

5.21 If your items need a licence under applicable sanctions laws it is your responsibility to obtain it and (if we ask for it) you must provide us with acceptable evidence that you have it.

5.22 If we have reasonable suspicion that, because of its contents, an item does not comply with sanctions laws we may open that item or delay processing and delivery.

5.23 If you post an item which does not comply with sanctions laws we may deal with such item in our sole and absolute discretion (without incurring any liability whatsoever to you, your intended recipient and/or, to the extent not prohibited by applicable law, any third party), including destroying or otherwise disposing of such item in whole or in part, or returning the relevant item to you. We are entitled to charge you:

- the cost of disposal and/or destruction;
- the standard postage price;
- all other costs reasonably incurred by us; and/or
- for any losses or damage we suffer or liability we incur as a result of you not complying with sanctions laws.

5.24 We will bear no responsibility in the event that you or your agents send an item with the wrong licence required under sanctions laws.

Ability to claim compensation

5.25 If you fail to comply with any of the conditions in this section 5, your ability to claim compensation for any item (in circumstances where you might ordinarily be entitled to compensation) may be lost, despite any of the other sections in this Scheme which deal with compensation.

Valuables

5.26 **Valuables** should only be sent using International Signed, International Tracked & Signed and International Tracked. Valuables sent under the HM Forces service shall be sent using the Special Delivery™ service.

6 Size and Weight Limits and How To Package An Item

6.1 As well as the specific packaging and other requirements that relate to restricted items, there are some general rules set out below that must be followed for all items. The rules cover the weight, size, thickness and packaging of items.

6.2 Items sent using the International Standard, International Economy, International Signed, International Tracked & Signed and International Tracked services may weigh up to 2 kilograms unless the item is a letter or large letter, in which case section 6.3 applies. Items sent as Printed Papers may weigh up to 5 kilograms. Items sent using the Articles for the Blind service may weigh up to 7 kilograms.

6.3 The maximum size of any item with the length, width and depth combined must not exceed 900mm with the greatest dimension not exceeding 600mm. For a cylinder shaped item the length plus twice the diameter may not exceed 1040mm with the greatest dimension being no more than 900mm. To be sent as a letter the maximum

weight must not exceed 100grams and size must not exceed 240 x 165mm with a maximum thickness of 5mm. To be sent as a large letter the maximum weight must not exceed 750g, and size must not exceed 353mm x250mm with a maximum thickness of 25mm. (please note that the letter and large letter sizes quoted here mirror standard UK letter and large letter dimensions). To be sent as a postcard the maximum size must not exceed 120 x 235mm.

6.4 The minimum thickness for any item is 0.25mm. We may refuse to accept or to deliver an item that is less than 0.25mm thick.

6.5 All items must be packaged so that, in our opinion, the item will not be likely to cause damage or harm to other items, equipment or individuals (including any recipient).

6.6 The **cover** and the protective material of the item must be appropriate to the contents so that we can convey it to its destination undamaged without having to take precautions over and above those normally taken by us with an item of mail. Packaging guidelines are available on our website (www.royalmail.com) and in booklets held by Post Office® branches.

6.7 Apart from items that are sent using the Articles for the Blind service (which is discussed in more detail in section 21) all items must be securely sealed or fastened.

6.8 As well as the requirement to provide sufficient protection both for the item itself and so as not to be likely to cause damage or harm to other items, equipment or individuals (as set out in sections 6.5 and 6.6), any item that contains anything breakable should be placed in a strong box filled with appropriate protective materials and must be clearly and legibly marked with the words 'FRAGILE – HANDLE WITH CARE' in capital letters above the address.

6.9 As well as the requirement to provide sufficient protection for the contents (as set out in sections 6.5 and 6.6) any item that has contents that may be damaged by bending must be clearly and legibly marked with the words 'DO NOT BEND' in capital letters above the address.

6.10 The latest packaging guidelines which apply to all items can also be found on our website (www.royalmail.com).

7 How To Address An Item

7.1 Each item must be fully and correctly addressed. All the elements of the address (see section 7.2 for guidance) must be written clearly and legibly on the front or on a label securely attached to the front of the cover (or in another way so that the address is clearly visible in its entirety as if it had been written on the front of the cover) of the item.

7.2 You must ensure that addresses take the following format when added to an item. Please do not use commas or full stops and note that the LOCALITY NAME, **ZONE NUMBER** or POST OFFICE BOX NUMBER and the COUNTRY NAME should be in CAPITAL LETTERS in English. The text that makes up the address should be aligned to the left as it is in the example below. It should not be staggered or centred.

Example Name

House name or number and road name

LOCALITY NAME and ZONE NUMBER if one exists

COUNTRY

The text set out in the example above and taken as a whole is known as the address block.

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

7.4 For items sent using the International Standard service, our branded Airmail sticker (available free of charge from all Post Offices®) should be placed on the address side, in the top left hand corner. Alternatively the words "BY AIRMAIL – PAR AVION" should be written in capital letters in the same position.

7.5 Putting a correct address in the correct format in the correct location helps our sorting machines process the mail as quickly as possible. More information is available on our website (www.royalmail.com).

7.6 We recommend that you put a full and accurate return address on your item (in a position where it can't be confused with the destination address and preferably on the back) so that we are able to return the item to you, intact, should we need to. More information regarding Return to Sender can be found in section 15.

8 How To Pay For Postage And Other Services

8.1 Of the services contained within this Scheme only the Articles for the Blind service is provided (as long as specific requirements are met) free of charge. The specific requirements for this service are set out in section 21 of this Scheme.

8.2 The other services that are contained in this Scheme require payment for **postage**. These services are:

- International Standard
- International Economy
- International Signed
- International Tracked & Signed
- International Tracked
- HM Forces Mail (with or without Special Delivery™ or Signed For™ add-ons);

The specific requirements for International Signed and International Tracked & Signed, International Tracked and HM Forces Mail are set out below in sections 18, 19 and 20 of this Scheme.

a. The services listed above in 8.2 can be paid for by applying **postage stamps, postage labels** (which can be generated by our on-line postage applications or by Post Office® branches) or by use of a franking machine.

b. All services listed in 8.2 can also be purchased using a credit account.

8.3 Stamps can be purchased from us online from our website (www.royalmail.com), from Post Office® branches or from a wide variety of other retailers. When postage is purchased from a Post Office® branch it often takes the form of a postage label if it is for anything but the first weight band. Similar postage labels are also available from our online postage tool and through our computer applications (e.g. **SmartStamp®**) which you may subscribe to or sign up for.

8.4 A franking machine allows money to be credited onto it. Postage for items is then paid for, from this credit, on an item-by-item basis. There is a wide range of franking machines that can either be leased or bought from franking manufacturers. If you use a franking machine you must abide by the terms and conditions that are contained within a separate Scheme called Royal Mail Scheme For Franking Letters And Parcels 2014 (which is published on our website (www.royalmail.com)) as well as the terms and conditions contained in this Scheme.

8.5 A credit account allows you to post items without pre-payment. You are sent an invoice periodically requesting payment for the items we have conveyed during the invoice period. If you set up a credit account with us you must abide by the terms and conditions that are contained within documents called the Royal Mail General Terms and Conditions and the Royal Mail Account Terms (both of which can be found on our website (www.royalmail.com)) as well as the terms and conditions contained in this Scheme.

9 How To Work Out How Much Postage To Pay

9.1 For the services listed in this Scheme that are not free, the amount of postage that you must pay is dependent on several factors. The first is the destination (the destination); the second is how quickly you would like the item to arrive and what options you would like for tracking and obtaining a signature on delivery (the service); the third is the shape and weight of the item (the weight and format); and the fourth is how much compensation is required in the event of loss or damage (the compensation):

a. The destination: destinations are grouped together to form pricing zones (pricing zones) which apply to the International Standard, International Signed, International Tracked & Signed and International Tracked services. Currently the pricing zones are Europe (consisting of EU and non-EU destinations); World Zone 1 (covering North and South America, Africa, the Middle East and Asia) and World Zone 2 (covering Australasia). For the International Economy service there is one single zone.. For the Articles for the Blind service there are no price distinctions between zones unless you also wish to purchase a tracking or signature on delivery option for your item (see section 21 for more information on Articles for the Blind). The price for HM Forces Mail is set separately at the time of publication of this Scheme (please see section 20 for further details). The pricing zones described above can change from time to time and the up-to-date list can be found on our website (www.royalmail.com).

b. The service: we offer the services set out in section 8.2. Details of the services, their availability and delivery aims (by service and destination) can be found on our website (www.royalmail.com). Not all services are available for all destinations. Further specific details about International Signed, International Tracked & Signed, International Tracked, HM Forces Mail and Articles for the Blind services, can be found in sections 18 - 21 below and on our website (www.royalmail.com).

c. The weight and format: for pricing purposes items are classed as either letters, large letters or parcels. The requirements for an item to be classed as a letter or large letter are set out in section 6.3. All other items which exceed the weight or size limits for letters or large letters but do not exceed the maximum dimensions for an item under this Scheme (described within section 6 of this Scheme) are classed as parcels for pricing purposes.

d. The compensation: International Standard and International Economy services include standard compensation for loss and damage on the basis of **actual loss**, up to a maximum of the **market value** of the item or £20 (whichever is lower). International Signed, International Tracked & Signed and International Tracked include compensation for loss and damage on the basis of actual loss, up to a maximum of the market value of the item or £50 (whichever is lower) as standard and are available with enhanced compensation options. Further specific details, including compensation and exemption information, can be found in section 16 below and on our website (www.royalmail.com).

9.2 To help you find the best service for your needs and budget we provide a price finder tool on our website (www.royalmail.com). Prices and other pricing information can also be found in other locations on the same website (such as product specific pages) including in a tariff brochure with all pricing information for the services covered by this Scheme.

9.3 We may change the rates of postage and **service fees** from time to time. Changes to postage rates and service fees and the date on which the changed rates and fees will come into effect will be published at least one month (or whatever period of time agreed by us with our regulator, Ofcom) in advance on our website (www.royalmail.com).

10 How To Show That An Item Has Had Postage Paid

10.1 You must show us that **postage** for an item has been paid for (where it applies) so that we can convey it without delay. Payment is demonstrated by the application of a **postage mark** to the item. The manner in which payment of postage can be shown depends on the method of payment used. Section 8 above set out the most common ways of applying a postage mark (**postage stamps, postage labels, service fee labels, franking marks**, marks created by online applications such as SmartStamps®, **Printed Postage Impressions (PPIs)** etc). In addition a postage mark may be fixed, printed, impressed, embossed or otherwise shown on the envelope or cover of an item as we may specify or approve.

10.2 Postage marks must be applied to the top right hand corner of the envelope or cover of the item unless we specify otherwise. If the item is spherical or without corners the postage mark should be placed above and to the right of the address.

a. A postage mark that is damaged or imperfect, has been defaced or has anything written or printed over it becomes void and cannot be used to show that postage has been paid.

b. You can use an adhesive postage stamp which has been perforated by means of a punch provided that the perforation holes are smaller than the holes dividing one stamp from another on a sheet of stamps.

c. Postage marks can be used only once and then they become void and must not be re-used to pay postage on the same or another item.

d. Any postage mark that carries an expiry time and/or date will become void from that time and/or date and cannot be used to show that postage has been paid after that time and/or date.

10.3 If you use a franking machine you must apply a franking mark to the cover of the item as set out in the Royal Mail Scheme For Franking Letters And Parcels 2014 (which is published on our website (www.royalmail.com)) and according to any guidelines that we publish on our Franking help centre website (www.royalmail.com).

10.4 If you make use of a credit account you must apply a Printed Postage Impression (PPI) in accordance with the PPI licence, the PPI design notes and any guidelines that we publish on our website (www.royalmail.com).

11 Other Requirements Relating To The Address On The Cover Of An Item

11.1 Section 7 set out how to address an item and section 10 set out how payment can be indicated. There are some further things that must be considered with regard to the cover of the item so that we can efficiently convey the item without delay.

11.2 An item must not have on its cover:

- a. anything which obscures the postage mark;
- b. anything which is likely, in our opinion, to make it difficult for us to apply a **postmark** to the cover;

- c. anything which, in our judgement, is likely to make the postmark illegible;
- d. any counterfeit or fake postage mark;
- e. any postage mark which we consider may have previously been used to pay postage;
- f. signs, words or marks, used without official permission, which could indicate that the item was sent on Her Majesty's Service or was conveyed and delivered by us; or
- g. any signs, words, images or designs which are offensive, obscene or indecent.

11.3 An item must not contain correspondence or letters other than between the sender and addressee of the item (or persons living with them). This does not include archived materials.

11.4 An item must not be made up in any way or have anything on its cover which, in our judgement makes it difficult or embarrassing to deliver the item.

11.5 A postage mark must not be attached to an item using staples, sticky tape, or any other means that we do not approve.

12 How To Hand Over (or Post) An Item

12.1 All items to be sent using a service provided through this Scheme can be posted in the following ways:

- a. by handing it to an authorised member of staff at a Post Office® as long as considered feasible to do so;
- b. by Business Collection service (typically a paid for extra service where we collect the mail from a business customer's premises. Business Collections services are not covered by this Scheme, but the items that we collect under such services may be covered by this Scheme); or
- c. in any other manner which we may approve.

12.2 In addition, items sent under the following services:

- (i) International Standard;
 - (ii) International Economy;
 - iii) HM Forces Mail (without Special Delivery or Signed For™ added or except those items that qualify as free of charge items under BFPO); and
 - (iv) Articles for the Blind,
- can also be posted in the following ways (unless the item is too large to do so):

- a. by placing it in a post box (typically a red post box on the street);
- b. by placing it in a **private post box** (typically a post box contained within a shop or other private premises).

An item placed in a private post box will be deemed to have been posted when collected by us and not before.

12.3 An item that has had postage paid by a franking machine must be posted in accordance with the Royal Mail Scheme for Franking Letters and Parcels 2014 which is published on our website (www.royalmail.com).

12.4 Items sent through the International Standard, International Economy, International Signed, International Tracked & Signed and International Tracked services that have been paid for with a credit account must be presented to us in accordance with the guidance as outlined on our website (www.royalmail.com) and also in accordance with any conditions set out in the PPI licence.

12.5 Articles for the Blind sent by a business must present items separate to, but in the same manner (as required by section 12.4 above) and at the same time, as any items which are posted using a credit account.

12.6 All items must be posted by the latest acceptance time that we determine and advertise or agree with you (as appropriate to the method of posting). Items posted after that latest acceptance time will be considered to have been posted the following working day.

13 How We Will Treat Items That Do Not Meet the Requirements Set Out In This Scheme

13.1 Once an item has been posted (whether as an outgoing item or an incoming item) we may carry out checks on that item.

13.2 Subject to sections 5.6 and 5.15 above (which set out how we treat items that contain prohibited items and/or restricted items where the relevant restrictions or requirements have not been complied with), if an item is found not to meet the conditions set out in this Scheme or an item is found that indicates that insufficient (or no) postage and/or service fee has been paid for the service requested, or for incoming items the item appears to satisfy the conditions of a **re-mail item**, we may decide at our discretion to do one of the following things set out below (in sections 13.3 and 13.4) within a reasonable period of time.

13.3 For outgoing items, we may:

a. Convey the item to the relevant overseas postal operator for delivery to the address shown by the service requested. The overseas postal operator may require the addressee to collect the item from a specified location.

b. Convey the item to the relevant overseas postal operator for delivery to the address shown by an alternative service that we determine to be appropriate. In these situations the conditions of the service used to convey the item will apply.

c. Treat the item as undeliverable. Details of how we may deal with undeliverable mail can be found in section 15.

d. Return the item to you.

e. Refuse to accept it.

f. If none of the above courses of action are possible we may deal with or dispose of the item at our discretion.

In all cases we may not accept any liability for that item. This section also applies to items which have been found either in a Post Office® branch or on Royal Mail premises and which appear to be intended for posting.

13.4 For incoming items, other than an incoming **registered item** (which shall be dealt with in accordance with section 13.5 below), we may:

a. Convey the item to the addressee.

b. Return the item to the country of origin.

c. Treat the item as undeliverable. Details of how we may deal with undeliverable mail can be found in section 15.

d. Otherwise deal with or dispose of the item at our discretion.

13.5 An incoming registered item shall be forwarded to the addressee without any additional charge.

13.6 In each case set out in sections 13.3 and 13.4 the addressee or you may be required to pay an amount (to be fixed by us or the relevant overseas postal operator) in order to cover additional costs before the item is delivered or released for collection:

a. In the event of underpaid or unpaid postage and/or service fees the amount due may include a surcharge in addition to the underpaid or unpaid postage to cover administrative costs.

b. Where the amount due is not paid the item may be dealt with or disposed of at our discretion.

13.7 In each case set out in sections 5.6, 5.15, 13.3 (d) to (f) and 13.4 (b) to (d) you or your **representative** or the addressee or their representative may be required to pay an amount (to be fixed by us or the relevant overseas postal operator) to cover the costs of returning, dealing with or disposing of the item.

14 Additional Marks We May Add

14.1 In the course of conveying an item we (or someone authorised by us) may alter the look of the cover of that item. Most usually this is by the addition of a postmark which shows that a stamp has been used and prevents it from being used again. A postmark may also contain an advertising or informative image. We may apply the postmark in any manner we consider appropriate. It is important to note that we may apply any form of postage mark (an image that denotes payment), impression, image, sticker, label or other device we consider suitable for any other postal purpose we consider appropriate.

14.2 We may also charge you a fee (to be fixed by us from time to time) and published on our website (www.royalmail.com) for cancelling postage marks with a special postmark including one that incorporates an advertisement, at your request.

15 Delivery Including Undeliverable and Re-Posted (Return To Sender) Items

15.1 Subject to sections 5.6 and 5.15, for outgoing items returned to us by an overseas postal operator as:

a. Undeliverable, we will attempt to return the item to you. We will not charge any additional postage or fee for returning an undeliverable item but you or your representative may have to pay any other fees (e.g. surcharges or customs charges) that apply. If any applicable fee is not paid, the item may be dealt with or disposed of at our discretion.

b. Undeliverable and the item was not originally posted in the United Kingdom, the Channel Islands or the Isle of Man, we may, at our discretion:

- Convey the item to the addressee.
- Return the item to the country of origin or to the postal administrator that forwarded the item to us.
- Otherwise deal with or dispose of the item at our discretion.

In each case set out in this section 15.1(b) the addressee or you or the sender may be required to pay an amount (to be fixed by us) in order to cover underpaid or unpaid postage and/or service fees plus a surcharge to cover administrative costs before the item is delivered or released for collection.

c. Return to Sender, we will attempt to return the item to you from a delivery address if all of the following conditions are met – i.e. the item:

- was originally posted using a service set out in this Scheme; and
- is re-posted by the addressee or any other person for any reason; and
- the original address is crossed out; and
- a clear instruction to return the item to you is written on the cover; and
- the return address is written fully, correctly and legibly on the cover; and
- the return address is in the United Kingdom, the Channel Islands or the Isle of Man; and
- the item is returned to us by the relevant overseas postal operator.

15.2 For incoming items, other than remail items (which shall be dealt with in accordance with section 13), we will attempt to deliver items that meet the conditions for the relevant service set out in this Scheme.

15.3 Some items require a signature at the point of delivery and some are too large to fit through a letter box. In these situations someone needs to be present at the address to take delivery of the item.

a. If no one is available we may attempt to deliver the item to a **neighbour**. Please note that we will never attempt to deliver an item to a neighbour if it is a registered item or an **express item**.

b. If a neighbour is available to take delivery of the item we will leave the item with that neighbour and leave a card at the address that the item was addressed to. That card will inform the addressee (or their representative) that an item is (or items are) being held by a neighbour for them and provide the address details for that neighbour and the date and the time that the item was left with the neighbour.

c. If an addressee does not want their items to be delivered to a neighbour or does not want to take items for neighbours they can opt out of the Delivery to Neighbour service, free of charge, by registering their wish to opt out in such a way as Royal Mail may reasonably require from time to time. For more information on how to opt out please check our website (www.royalmail.com).

d. If a neighbour is not available to take delivery of the item, or the addressee has opted-out and does not want their items to be delivered to a neighbour or to take items for neighbours, we will take the item back to the delivery office or an alternative location such as a Post Office® branch. We will leave a card at the address that the item was addressed to.

e. The card that is left at the address will inform the addressee (or their representative) that we attempted to deliver an item or items and will offer the addressee (or their representative) one or more of the following opportunities:

- (i) to request that the item be redelivered to the same address;
- (ii) to request that the item be redelivered to an alternative local address ("local" in this context means an address covered by the delivery office to which the item was returned). Please note that this option is not available for registered items or express items;
- (iii) to collect (after the required period of time stated on the card has elapsed to allow for the item to reach that location and once identification that we deem to be suitable has been provided) the item from the delivery office or the alternative location such as a Post Office® branch to which the item was taken back to; or
- (iv) to request that the item be sent from the delivery office or other location (other than a Post Office® branch) to a Post Office® branch for collection. This service is called Local Collect (Social) and incurs an additional fee. When collecting the item the addressee (or their representative) must provide the card that was left at the address and identification that we deem acceptable. Further details including the current fee and identification requirements can be found on our website (www.royalmail.com).

15.4 We may decide not to deliver an incoming item which we consider impracticable or unreasonable to deliver. Such an item is referred to in this Scheme as undeliverable.

15.5 Where an incoming item is undeliverable the item may at our discretion be returned to the sender or otherwise may be disposed of as we may think fit.

15.6 Redirection - for incoming items that have been redirected from an address outside of the United Kingdom the Channel Islands and Isle of Man, even if it was not originally posted in that country, to an address in the United Kingdom, we will attempt to convey the item to the addressee. In the event of underpaid or unpaid postage and/or service fees on such items the amount due may include a surcharge in addition to the underpaid or unpaid postage to cover administrative costs before the item is delivered or released for collection, in addition, the addressee may have to pay any other fees (e.g. surcharges or customs charges) that apply, before the item is delivered or released for collection. Where the amount due is not paid the item may be dealt with or disposed of at our discretion.

15.7 Forwarding – unofficial redirections – We are not under any obligation to do anything with an item that someone requests to be forwarded to another address other than the return to sender address on the cover. We consider these unpaid for, forwarding requests to be a form of unofficial redirections request. Typically in this situation the original address is crossed out and a written request ("forward to") is made on the cover to forward the item to another address. This is normally attempted in order to try to get the item to the addressee who has moved to another address. In these situations the person moving should take out a Redirection service with us or provide pre-paid stationery. If we find an item that someone has requested be forwarded to another address then the item may be dealt with or disposed of at our discretion.

16 Compensation – What We Are Liable For

16.1 The vast majority of items arrive safely on time. In some instances items may be lost or damaged. In these situations we may refund postage and/or service fees and may award compensation. We do not pay compensation for delay. This section provides details as to what items qualify for refunds and compensation, what compensation is available and how and when claims need to be made.

16.2 We will accept liability, may refund postage and/or service fees and may pay compensation for the loss of, damage to, or **part loss** of an item posted under this Scheme, unless that item:

- a. is considered by us or by an overseas postal operator to be undeliverable (as set out in section 15 above);
- b. is one that has been successfully delivered but subsequently made the subject of a Return to Sender request (as set out in section 15 above);
- c. is considered by us or by any overseas postal operator to be subject to a forwarding or unofficial redirection request (as set out in section 15.6 and 15.7 above);
- d. has not fully meet all of the conditions set out in this Scheme (as mentioned in section 13.2);
- e. is considered by us to indicate that insufficient (or no) postage and/or service fee has been paid for the service requested (also as mentioned in section 13.2);
- f. is one which we have dealt with or disposed of at our discretion as mentioned under any section of this Scheme;
- g. is one that contained prohibited items (as referred to in section 5.3 above);
- h. is one that contains restricted items and the requirements for the acceptance of those items have not been met (as referred to in sections 5.12 and 5.13 above);
- i. is one that is being sent by post in contravention of section 85 of the Postal Services Act 2000 (as amended), which essentially means any item that may damage another item or injure anyone handling that item. Also an item that contains or shows on its cover an indecent or obscene image;
- j. is subject to circumstances where the event leading to the claim was caused by situations outside our control including exceptionally severe weather conditions, acts of terrorism and vandalism and acts of third parties with whom we have no contractual relationship;
- k. is one where the loss or damage is due to a latent or inherent defect or natural deterioration;
- l. is one that we do not believe has suffered damage or delay solely as a result of its transmission through the post. In particular where the cover does not appear to us to have suffered damage consistent with the damage caused to the contents of that item;
- m. is one where the damage was pre-existing, that is, where the item was already damaged when it was posted; or
- n. is one which has been re-directed to an address in the Channel Islands or the Isle of Man.

16.3 For clarity where an item falls into one of the categories listed in section 16.2 (a) to (n), then we will not accept liability, will not refund postage and/or service fees or pay compensation for the loss of or damage to that item.

16.4 In addition to section 16.3 we will only accept liability, may refund postage and/or service fees and may pay compensation where the loss or damage is due to any wrongful act done, or any neglect or default committed by a member of staff or agent of Royal Mail while performing or purporting to perform his functions as such in relation to the receipt, conveyance, delivery or other dealing with the item.

16.5 In addition to sections 16.3 and 16.4 we do not accept liability, will not refund postage and/or service fees or pay compensation for loss or damage to an item where the loss or damage is caused by your own act or omission in the course of either preparing to post or actually posting the item.

16.6 The amount of compensation that is payable depends on a number of factors including:

- The service used,
- The nature of compensation being sought i.e. whether for loss or damage,
- The evidence that can be provided, and
- The value of the item.

16.7 Compensation is available for items sent using the following services:

- International Standard ;
- International Economy
- International Signed
- International Tracked & Signed
- International Tracked
- HM Forces Mail (with and without Special Delivery™ or Signed For™ added);

Claims and Evidence

16.8 We will only consider a claim for loss or damage compensation where the **required evidence** (as defined in section 16.9) is available and provided.

16.9 The required evidence is made up of all of the following:

- a. the names and addresses of you, the addressee and, if different, the claimant;
- b. the name of the service used;
- c. evidence of posting and evidence of the value of the postage paid plus the method of postage, e.g. stamps, franking impression, Smartstamp®. Evidence of posting may include:
 - an original Certificate of Posting/Posting Receipt (provided automatically for International Signed, International Tracked & Signed, International Tracked and available on request and free of charge at Post Office® branches for other items),
 - an original Smartstamp® or on-line postage certificate of posting validated at a Post Office® branch,
- d. for damage (or part loss) claims the item with cover and packaging, showing the postage paid as well as the original Certificate of Posting if provided as part of the service purchased (i.e. International Signed, International Tracked & Signed and International Tracked; the place of posting;
- e. the date of posting;
- f. for International Signed, International Tracked & Signed and International Tracked services with enhanced compensation, the product documentation provided to you when posting the item (i.e. certificate of posting or receipt);
- g. a detailed description of the contents;
- h. in addition, for damage (or part loss) claims, the date of delivery; and
- i. in addition for damage (or part loss) claims, a description of the packaging and condition of the mail item itself.

16.10 In order to claim loss or damage compensation for the **actual loss** of the item, additional evidence of the item's value is required (see section 16.11 for examples). Please note that, when claiming for actual loss, there is a cap on the amount of compensation that can be paid. For International Signed, International Tracked & Signed and International Tracked, it is the lower of market value or £50, or £250 if an enhanced compensation service has been purchased. Enhanced compensation is not available for mobile telephones (including Blackberrys and PDAs) and the maximum compensation available under the enhanced compensation service for loss or damage to cash, securities or instruments to the bearer is £100. There are restrictions to sending cash and other items to some destinations. Please see our website (www.royalmail.com) for further information on restrictions and prohibitions. For all other services listed in section

16.7 the maximum compensation we will pay for any item is the lower of market value or £20 (save where Special Delivery™ or Signed For™ is added for HM Forces Mail – see section 20). Where the item has no **intrinsic value**, compensation for the actual loss is not payable, however a postage refund may be considered for claims involving loss. Postage refunds are not available for any claims for damage and part loss. Details of compensation available in various circumstances are summarised in Tables 1 & 2 below.

16.11 Evidence of value can be:

- Original receipts;
- Bank or credit card statements;
- PayPal records;
- Invoices;
- Manufacturing costs;
- Auctioneers valuations;
- Repair quotations.

This list is not exhaustive. It is provided for illustrative purposes. All evidence of value must be originals and not copies. You are advised to make copies before sending us originals.

16.12 In addition to information set out in sections 16.9 – 16.11, for eBay claims you must also include the following:

- item sale page and PayPal or bank/credit card statement; and
- eBay item number.

16.13 Please note that all of the packaging and contents of damaged items or items subject to part loss must be retained as we may need to inspect them. If they are not retained then compensation may not be paid.

Table 1 - Refunds and compensation available (assuming submission of sufficient evidence) for loss, damage and part loss for items conveyed using International Standard and International Economy and HM Forces Mail (without Special Delivery™ or Signed For™ added).

	Compensation for loss.	Compensation for damage and part loss.
Item has no intrinsic value	Postage refund.	No compensation or postage refund.
Item has intrinsic value (with required evidence and 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 £20.	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 £20.

Table 2 - Refunds and compensation available for loss (assuming submission of sufficient evidence), damage and part loss for items conveyed using International Signed, International Tracked & Signed and International Tracked

	Compensation for loss.	Compensation for damage and part loss.
Item has no intrinsic value	Postage refund.	No compensation or postage refund.
Item has intrinsic value (with required evidence and 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 £50 or, if enhanced compensation service has been purchased, the maximum payable is the lower of the market value of the item and £250	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 £50 or, if enhanced compensation service has been purchased, the maximum payable is the lower of the market value of the item and £250

Making a Claim

16.14 This section sets out, for guidance, some details for making a compensation claim but not the full process. The full process for making a claim is set out on our website (www.royalmail.com). We may reject claims that do not follow that full process.

16.15 Claims should be made by the sender of the item. If the sender and the intended recipient both 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.

16.16 Please note that loss claims can only be made if the item has not been delivered (or had delivery attempted) 20 or more working days after the **due delivery date** for EU destinations and 25 working days after the due delivery date for Rest of the World destinations. Please note that resolution of a claim may take some time, whilst we deal with overseas postal operators.

16.17 Any loss, damage (or part loss) claims must be made as soon as possible after the incident to help us investigate. All loss and damage (or part loss) claims must be made within 6 months of the date of posting for all services covered by this Scheme. No compensation or other payment will be paid by us for loss, damage (or part loss) claims not made within 6 months of the date of posting and not made in full compliance with the requirements of this Scheme (including the full claims procedure set out on our website (www.royalmail.com)).

16.18 All claims should be made using the correct claim form which is available to download from our website (www.royalmail.com) and can be collected from Post Office® branches. By using the correct claim form we can process your claim as quickly and effectively as possible. Alternatively, claims may be submitted online via our website (www.royalmail.com).

16.19 The claim form needs to be completed as fully as possible: hard-copy claims form should be signed and dated by the claimant before being sent to us and all mandatory fields within the online claim form must be completed. Remember that in order to claim loss or damage compensation for actual loss of the item (if that compensation is available for the service you used) additional evidence of the item's value is required and should be submitted with the claim form (see section 16.11 for examples). Where evidence is submitted online, we reserve the right to request the originals of such documents in line with section 16.9 of this Scheme.

16.20 If additional evidence cannot be provided then only a postage refund can be considered.

16.21 We may at any time request more 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).

16.22 If compensation has been paid in respect of the loss of an item for a sum exceeding the real value of the contents, or if the item is subsequently found and delivered or returned, any compensation or postage refund awarded to you must be refunded to us.

17 Additional Terms and Conditions For Some Services /Items

17.1 The terms and conditions set out in sections 5 to 16 apply to all items. These are referred to in this Scheme as the **common terms**. Some services that we offer have additional terms and conditions that are specific to those services. The additional terms are known as the **specific terms** in this Scheme and are contained in the sections below. There is a section each for:

- International Signed and International Tracked & Signed (Section 18)
- International Tracked (Section 19)
- HM Forces Mail (with and without Special Delivery™ or Signed For™) (Section 20)
- Articles for the Blind (Section 21)
- Printed Papers (Section 22)

17.2 When using a service listed in Section 17.1 then the specific terms must be complied with in addition to the common terms. Where the specific terms conflict with the common terms then the specific terms should be followed as they take priority over the common terms.

17.3 In addition to the common and specific terms contained within this Scheme other terms and conditions may exist for some services. For example in section 10 above we mentioned that customers using a franking machine must abide by the Royal Mail Scheme For Franking Letters and Parcels 2014 and according to any guidelines that we publish on our Franking help centre website (www.royalmail.com). Also, customers who make use of a credit

account must abide by the PPI licence, the PPI design notes and any guidelines that we publish on our website (www.royalmail.com). Such terms and conditions may be contained in application forms, licences, or any other document issued or authorised for issue by us and all may be updated from time to time.

18 International Signed and International Tracked & Signed

18.1 For International Signed and International Tracked & Signed, the item will only be delivered to an addressee or their representative once a signature or similar proof of delivery has been gained. International Signed is tracked to the point it leaves the UK and takes a signature on delivery. International Tracked & Signed is tracked in the UK and overseas and takes a signature on delivery. In each destination country, either one or the other (but not both) of these services is available. For details of destinations that offer International Signed or International Tracked & Signed please see our website (www.royalmail.com). Please note that country details may change from time to time so you should check the website when necessary.

18.2 You must apply (or must ensure someone else applies) a fully completed International Signed or International Tracked & Signed label securely to the cover of the item for which the service has been purchased.

18.3 Upon delivery of an item by International Signed or International Tracked & Signed services the addressee or their representative must sign (or otherwise provide some form of proof of delivery as we may specify). Where such a signature or proof of delivery is refused to be provided to us then the item may be dealt with or disposed of as we consider appropriate. Please note that the representative could be someone else at the delivery address or a neighbour.

18.4 We cannot provide you with a copy of the signature of the recipient of the International Signed or International Tracked & Signed item. We may however seek to obtain a copy of such signature in the event of a claim for loss or damage.

18.5 For International Tracked & Signed online confirmation of delivery (not including a copy of the signature of the recipient) in the majority of cases can be viewed on our website (www.royalmail.com) and will be available for up to 12 months after the item was posted. To access these details you will need to know the reference details on the barcoded label for the item sent.

19 International Tracked

19.1 International Tracked is a fully tracked, service that can be sent to a number of destinations. Details of destinations can be found on our website (www.royalmail.com). Please note that country details may change from time to time so you should check the website when necessary.

19.2 International Tracked is fully tracked from despatch to delivery - further details of which can be found on our website (www.royalmail.com).

19.3 International Tracked should not be confused with International Signed or International Tracked & Signed that takes a signature on delivery. International Tracked does not take a signature on delivery.

19.4 You must apply (or must ensure someone else applies) a fully completed International Tracked label securely to the cover of the item for which the service has been purchased.

19.5 If we find an item which has not met the conditions laid out in this Scheme for an International Tracked item but which either:

- a) has International Tracked written on it, or anything which suggests that the item is intended to be sent via International Tracked or
- b) is found to contain valuables,

then we will treat it as an International Tracked item.

In either case, if the item is treated as an International Tracked item, you or the addressee will be charged the appropriate postage for that service. If the postage is not paid the item may be dealt with or disposed of at our discretion.

19.6 Confirmation of delivery can be viewed on our website (www.royalmail.com) and will be available for up to 12 months after the item was posted. To access these details you will need to know the reference details on the barcoded label for the item sent.

20 HM Forces Mail (with and without Special Delivery™ or Signed For™)

20.1 Royal Mail works with the Ministry of Defence to provide a postage service to HM Forces overseas.

20.2 The weight limit for all HM Forces Mail is 2kg.

20.3 Prices for HM Forces Mail are set by the British Forces Post Office (BFPO). This currently follows domestic pricing, but may be subject to change. Details of pricing can be found on our website (www.royalmail.com).

20.4 In some cases, items may be sent to members of HM Forces overseas free of charge. Such concessions are determined by the BFPO details of which can be found on our website (www.royalmail.com).

20.5 The compensation available for HM Forces without Special Delivery™ or Signed For™ added is set out in section 16.10. Special Delivery™ may be bought with and added to HM Forces Mail when a greater level of compensation is required in the event of loss or damage to an item being sent to a member of HM Forces overseas.

20.6 Terms and conditions relating to Special Delivery™ sent through BFPO shall follow those as outlined by The Royal Mail United Kingdom Post Scheme (a copy of which may be found on our website (www.royalmail.com)) except that:

- a. Compensation for delay or consequential loss is not available.
- b. Money or jewellery must be sent in a Special Delivery™ pre-paid envelope if compensation is to apply in the event of loss or damage.
- c. Compensation is available for loss and damage on the basis of actual loss up to the maximum of the market value or £500 (or £1,000 or £2,500 if enhanced compensation is purchased) whichever is the lower of these.
- d. Special Delivery™ items being sent via BFPO will take a signature on delivery but will not provide tracking or confirmation of delivery.

20.7 Terms and conditions relating to Signed For™ sent through BFPO shall follow those as outlined by The Royal Mail United Kingdom Post Scheme (a copy of which may be found on our website (www.royalmail.com)) except that Signed For™ items being sent via BFPO will take a signature on delivery but will not provide confirmation of delivery.

21 Articles For The Blind

21.1 Articles for the Blind is a free of charge service for the conveyance of items that contain particular items that are of use to blind people.

21.2 In this Scheme blind people and the blind means:

- a. persons registered as blind under the provisions of the National Assistance Act 1948; or
- b. persons whose standard of close-up vision, with spectacles, is N12 or less.

21.3 Articles for the Blind can be used to convey items to or from blind people that contain any of the following items:

- a. books, papers and letters which are specifically prepared for use by blind people. Standard or large print items may only be sent using the Articles for the Blind service if, in our reasonable opinion, they fall within this definition and the font size is at least 16 points in size;
- b. papers sent to anyone to be specially prepared or impressed so that blind people can use them;
- c. relief maps;
- d. machines, frames and attachments for making impressions for blind people to use;
- e. writing frames and attachments;
- f. Braille instruction manuals; or
- g. any other item that we determine to be allowable as listed on our website (www.royalmail.com).

21.4 Articles for the Blind can also be used to convey items between blind people and specific organisations or institutions (which are pre-approved by us) that cater for blind people that contain any of the following items:

- a. games (including card games);
- b. mathematical appliances and attachments;
- c. 'talking books' and 'talking newspapers', which are recordings of readings from printed sources, such as books, journals, newspapers, periodicals or similar publications;
- d. equipment used to play talking books and newspapers;
- e. metal plates impressed or sent for impressing for use by blind people;
- f. supplies of covers, envelopes and labels for sending articles for use by blind people;
- g. watches, clocks, timers, tools and measuring equipment designed for blind people to use;
- h. walking sticks adapted for blind people;
- i. harnesses for guide dogs;
- j. 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; or
- k. any other item that we determine to be allowable as listed on our website (www.royalmail.com).

21.5 Any item must meet the conditions set out below. We may open and inspect each item to ensure it meets the conditions set out below:

- a. it must weigh less than 7 kilograms;
- b. it must clearly show the words 'ARTICLES FOR THE BLIND' on the front of the cover along with your name and address somewhere on the cover where it cannot be confused with the destination address (preferably on the back of the item). If sent through a Post Office® branch a label must also be applied which is known as a P4558;
- c. it must be left un-sealed so the contents can be checked to make sure they are permissible as listed in sections 21.3 or 21.4. Alternatively they can be sealed in a manner that we can open and then re-seal or we may agree alternative arrangements with you in advance should you be unable to meet these requirements. For example you may be able to design your cover such that the contents are visible;
- d. it must not contain any item or personal message which is not listed in sections 21.3 or 21.4, 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 item listed in sections 21.3 or 21.4;
- e. it must be addressed to a named recipient. This can be the name of an individual or an organisation that provides services specifically for blind people. Where addressed to an individual that individual must be a blind person. It is not permissible to send an item using Articles for the Blind if it is addressed to 'The Occupier' or 'Dear Customer';
- f. it must not contain any advertising literature; and
- g. it must not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value, except in cases where the item contains as an enclosed card, envelope or wrapper bearing the printed address of the sender or his agent which is pre-paid for return.

21.6 If we find an item that has been posted with us as an Articles for the Blind item but which does not meet the requirements set out in these specific terms then we may convey it using a different service and we will charge you or the recipient the appropriate postage for that service along with a surcharge to cover our costs. If the postage and surcharge is not paid then we will deal with the item as we determine.

21.7 More information is available on our website (www.royalmail.com).

22 Printed Papers

22.1 Printed Papers weighing no more than 5kg may be sent using International Standard, International Economy, International Signed, International Tracked & Signed and International Tracked services.

22.2 In such cases the item must be marked 'Printed Papers' on the left hand side of the address.

22.3 For many destinations, customs declarations are required for sending Printed Papers. It is therefore advisable to attach the relevant customs declaration. You are responsible for meeting all applicable customs regulations and we shall have no liability for any actions of any customs authority, even if those actions cause loss, damage (or part damage) or delay to the item.

22.4 Printed Papers may include the following: newspapers, periodicals, books and pamphlets, sheets of music, visiting or address cards, proofs of printing, engravings, photographs and albums containing photographs, pictures and drawings, plans, maps, patterns for cutting out, brochures, prospectuses, advertisements catalogues and notices.

22.5 The list in section 22.4 is an indicative list of items that can be sent under the Printed Papers service. For up to date information please refer to our website (www.royalmail.com). You are responsible for checking whether the contents of an item are Printed Papers at the time of posting.

22.6 Printed Papers must not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value, except in cases where the item contains as an enclosure a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in the country of posting or destination of the original item, which is prepaid for return.

23 Customs Control

23.1 You may be required to pay customs duty and prepare customs documentation when sending goods or merchandise to some overseas destinations.

23.2 Customs documentation is generally not required for letters, postcards or documents alone.

23.3 Customs documentation is generally required for destinations outside the EU when sending goods or merchandise. The documentation to use is dependent on the value of the goods. At the date of publication of this Scheme, where the value of goods or merchandise being sent is less than £270 customs form CN22 must be completed and affixed to the front of the item in the top left hand corner. Where value of contents exceeds this, customs form CN23 must be completed enclosed in plastic envelope SP126 and affixed to the item in the top left hand corner. In both cases the senders name and address must appear adjacent to the form. For up to date information on customs thresholds and the forms that should be completed, please refer to our website (www.royalmail.com).

23.4 Customs forms are required when sending items to the Channel Islands even though the UK rate of postage applies.

23.5 For books and similar being sent outside the EU under the Printed Papers service we recommend that customs documentation is completed - this is mandatory when sending books to many destinations.

23.6 Customs documentation is available from all Post Offices® or can be downloaded from our website (www.royalmail.com). Such information may change from time to time and it is your responsibility to verify that any items you send meet relevant customs requirements at the time of sending. Please refer to our website (www.royalmail.com) when necessary for up to date information relating to customs requirements.

23.7 It is important that all customs requirements are complied with. Despatch of items without the necessary customs forms will result in delay to delivery and the possibility that goods will be seized by customs authorities overseas.

23.8 For items entering the UK for delivery, where customs duties apply, Royal Mail may charge a fee for processing such items. The fee reflects the costs of handling such items. Where the amount due is not paid the item may be dealt with or disposed of at our discretion. Details of the fee payable can be found on our website (www.royalmail.com).

Annex A - Definitions used in this Scheme

A1 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.

A2 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 (but not beyond repair) it is the cost of repair. No additional payment will be made for the reduced value of the repaired item.

address

means for any premises the address, including the name of the addressee, premises name or number, road name, locality name, zone number or post box number (if one exists) plus name of country of destination.

addressee

the person to whom an item is addressed.

business

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

Channel Islands

the islands called Alderney, Guernsey, Jersey, Herm and Sark.

cover

any cover, envelope, or other packaging used to contain the contents of an item. 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 something in an item of mail has suffered a degree of harm that reasonably impairs the material function or contents of the item.

due delivery date

means a date on which we or the relevant overseas postal operator will aim to deliver an item as more particularly described in the delivery aims section of our website (www.royalmail.com).

express items

means an incoming item sent using an overseas service equivalent to Royal Mail's International Tracked & Confirmed service.

franking mark

any mark or impression printed or otherwise made by a franking machine indicating the date and place of posting, the postage and fees paid or payable, the identity of the franking machine used and any other numbers, words, characters, symbols or marks be required by us.

incoming item

means (a) any item accepted by us from an overseas postal operator for delivery to an address within the United Kingdom the Channel Islands and the Isle of Man or (b) any item passing through the United Kingdom in transit to address outside the United Kingdom, the Channel Islands and the Isle of Man.

intrinsic value

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

item

means any letter, large letter, postcard, printed papers and every parcel or other article transmissible by post.

loss

an item 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 or had delivery attempted 20 or more working days after the due delivery date for EU destinations and 25 working days after the due delivery date for destinations outside the EU.

market value

means what a willing buyer would pay a willing seller, both in a free market, for an item. When assessing the market value of an item, 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.

neighbour

for the purposes of delivering items, an appropriate person chosen at the discretion of the delivery officer on the basis of local knowledge and official guidance, who lives within close proximity of the address on the item. They may be a next-door neighbour or someone who lives sufficiently close by.

outgoing item

means any item accepted by us within the United Kingdom for postal delivery to an address outside the United Kingdom, the Channel Islands and the Isle of Man.

part loss

Where an item is received and some or part of the content is missing.

post, posted

an item is posted if it has been entrusted to us for transmission by post in accordance with one of the approved methods set out in section 12 of this Scheme and related words shall be construed accordingly.

postage

the amount of money charged by us for delivery of an item.

postage mark

a collective term for a mark or impression (to include a franking mark, a Printed Postage Impression (PPI), any postage paid symbol, pre-printed stationery and SmartStamp®) authorised for use by us to indicate payment of postage and/or service fees on an item or to indicate that you have entered into an arrangement with us to pay postage and/or service fees on that item. A postage mark may be non-adhesive (when it is embossed, impressed or printed on a cover) as we may from time to time permit.

postmark

any indicator, image or impression applied by us to a cover or envelope, to cancel a postage stamp or postage label, to indicate that we are the delivery agent of the item or for any other postal purpose approved and authorised by us.

Printed Postage Impression (PPI)

a postage mark indicating postage is payable to us and printed under a licence from us.

Printed Papers

means the Printed Papers service as described in section 22 of this Scheme or the items which may be sent under such service (depending on the context when used).

private post box

any post box owned and maintained by a person other than ourselves which has been authorised for use as a post box by either Post Office Limited or ourselves for the posting of items which are intended to be carried by us.

postage stamp

means a stamp, authorised for use by us to indicate payment of postage and/or fees on an item, or to indicate that you have entered into an arrangement with us to pay postage and/or service fees on that item. A postage stamp may be adhesive in order for it to be affixed to a cover as we may from time to time permit.

postage label, service fee label

means a label, authorised for use by us to indicate payment of postage and/or service fees on an item. or to indicate that you have entered into an arrangement with us to pay postage and/or service fees on that item. A postage label may be adhesive in order for it to be affixed to a cover as we may from time to time permit.

registered item

means an incoming item sent using an overseas service equivalent to Royal Mail's International Signed service.

re-mail item

means incoming items addressed to persons within the UK and posted in a foreign jurisdiction other than the jurisdiction in which they were produced and/or made ready for sending.

representative

means a person who acts legitimately, with or without express permission, on behalf of the addressee.

service fee

the amount of money charged by us for providing a service in connection with an item.

SmartStamp®

a postage mark used by customers posting items with the SmartStamp® indicia having entered into the relevant SmartStamp® terms and conditions.

valuables (money and jewellery)

any item that is:

- i) precious metal that has been manufactured in such a way as to add value to it, including coins used for ornament;
- ii) ingots;
- iii) diamonds and precious stones;
- iv) watches the cases of which are made wholly or mainly of precious metal;
- v) articles similar to any of those referred to in i)- iii) above with an intrinsic value;
- v) coins and bank notes of any currency that are legal tender at the time of posting;
- vi) postal orders, cheques and dividend warrants uncrossed and payable to bearer;
- vii) unused postage and revenue stamps and National Insurance stamps;
- viii) Exchequer bills, bills of exchange, promissory notes and credit notes; Bonds, bond coupons and any other investment certificates; and
- ix) coupons, vouchers, tickets, tokens, cards, stamps and other documents that can be exchanged in whole or in part for money, goods or services.

Zone Number

overseas equivalent of a UK postcode

Further information

(not part of the Scheme)

You can get more information on this Scheme, the services it covers and the details contained in the web pages that are linked in this document from our Sales Centre on 0345 740 740.

Lines are open from 8am to 6pm Monday to Friday and from 8am to 1pm on Saturdays. (2381339)

ROYAL MAIL

THE ROYAL MAIL UNITED KINGDOM POST SCHEME

10 AUGUST 2015

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1. About this Scheme

1.1 This Scheme is a document that sets out the terms & conditions for some¹ of the **items** that we handle. **We** (Royal Mail Group Ltd) are allowed to set out terms and conditions within a Scheme document by the Postal Services Act 2000 (and more specifically section 89 of that Act as amended by the Postal Services Act 2011 and in particular paragraph 24 of Schedule 12 of that Act).

1.2 Each time we alter the wording within a Scheme it has the effect of making a new Scheme. We publish our Schemes on our website (www.royalmail.com).

1.3 This Scheme is known as 'The Royal Mail United Kingdom Post Scheme 10 August 2015' and is referred to in this document as 'this Scheme'. The date in the title is the date that the Scheme took (or will take) effect. This Scheme replaced the Royal Mail United Kingdom Post Scheme 12th January 2015. That old Scheme is no longer in force.

2. What this Scheme applies to

2.1 This Scheme sets out the terms & conditions for:

2.1.1 the services provided by us to the person, business or organisation asking for the service (**you**) when we accept items within the United Kingdom for postal delivery to an **address** in the United Kingdom, the **Channel Islands** and the Isle of Man. The terms and conditions for the specific services listed below are contained within this Scheme:

- First Class,
- Second Class,
- Royal Mail Signed For 1st Class
- Royal Mail Signed For 2nd Class
- Royal Mail Special Delivery™ Guaranteed by 1pm² ('Special Delivery'),
- Articles for the Blind,
- Petitions and Addresses to the Sovereign and
- Petitions to Parliament & Assemblies.

All product names offered under this Scheme are shown, in this Scheme, in red text.

2.1.2 the service provided by us to accept an item sent from the Channel Islands or the Isle of Man for postal delivery to an address in the United Kingdom.

2.1.3 other services provided by us in connection with those mentioned in 2.1.1 and 2.1.2. Specifically these are:

- Return to Sender,
- Proof of Delivery,
- Poste Restante and
- Local Collect (Social).

3. Definitions

3.1 You may not be familiar with some of the words or phrases we use in this document. When they are used for the first time, they are shown in **bold print** and explained in the relevant part of this document or in Annex A.

3.2 As mentioned in 1.3 above this Scheme replaced a previous Scheme so any references in other documents to the previous Scheme that was in force before this Scheme should now be interpreted as referring to this new Scheme.

4. Our ability to provide services

4.1 We will provide the services set out in this Scheme where the relevant terms & conditions contained in this Scheme for the service are complied with. We will provide the services in the manner that we deem to be most appropriate according to our operational requirements and an overarching need to secure the sustainability of the Universal Service.

4.2 We may decide to withdraw the provision of any of the services set out in this Scheme if the terms & conditions contained within this Scheme are not abided by, in the event of misuse or if providing the service may cause us reputational damage.

5. What can and cannot be contained within an item

5.1 There are some items that we cannot carry through our postal network for legal or safety reasons. Items that we cannot carry through our postal network are known as **prohibited items**. Some other items can only be carried under certain circumstances. These are known as **restricted items** and details of those are contained after this section on prohibited items.

Prohibited items

5.2 We would like to make it very clear that as we cannot carry prohibited items through our network, we will not accept any liability for any item that contains prohibited items.

5.3 As the list of prohibited items can change from time to time (see 5.3.31), we maintain a full, up-to-date list on our website (www.royalmail.com) which can be viewed at any time. The list quoted below was correct at the time of publication:

5.3.1 Aerosols containing toxic, flammable or non-flammable compressed gas (including solvents, spray paints, air fresheners, polishes and other flammable or toxic materials),

5.3.2 Alcoholic beverages with an alcohol content greater than 70% ABV

5.3.3 Ammunition containing an explosive charge (excluding lead pellets and other airgun and airsoft projectiles)

5.3.4 Batteries that are classified as dangerous goods by the latest edition of the Technical Instructions for Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO) including wet spillable lead acid/lead alkaline batteries (such as car batteries), lithium batteries when not sent with or in equipment, damaged batteries of any type, together with used alkaline and nickel metal hydride (NiMH) batteries,

5.3.5 Clinical and medical waste (e.g. contaminated dressings, bandages and needles),

5.3.6 Controlled drugs and narcotics (such as cannabis, cocaine, and heroin. LSD, opium, and amyl nitrate).

5.3.7 Corrosive substances which can cause severe damage to living tissue, other freight or transport by its chemical action (including dyes, acids, corrosive paint and rust removers, caustic soda, mercury and gallium metal),

5.3.8 Counterfeit currency, bank notes and **postage stamps** (including any false instrument or copy of a false instrument within the meaning of section 5 of the Forgery and Counterfeiting Act 1981) but excluding copies of old denominations or pre-decimalisation postage stamps which are now obsolete and worthless except for collectable value and cannot be passed as tender. Controlled drugs and narcotics (such as cannabis, cocaine, and heroin. LSD, opium, and amyl nitrate),

5.3.9 Dry ice (UN1845) when used as a coolant for biological substances (UN3373) or for other perishable items

5.3.10 Electronic items containing any batteries exceeding 100Wh (including some high performance laptops and power tools)

5.3.11 Environmental waste (including used batteries and used engine oil),

5.3.12 Explosives (including fireworks, flares, blasting caps, and Christmas cracker snaps),

5.3.13 Flammable liquids (including petroleum, lighter fluid, certain adhesives, solvent based paints, wood varnish, enamels and acetones including nail varnish removers),

5.3.14 Flammable solids (including magnesium, phosphorous, potassium, sodium, zinc and fire lighters),

5.3.15 Foreign Lottery tickets,

5.3.16 Frozen water e.g. packs of ice,

5.3.17 Gases including flammable, non-flammable, toxic and compressed gases, new, used and empty gas cylinders, butane, ethane, refills for lighters, fire extinguishers and scuba tanks, life jackets, nitrogen dioxide and carbon dioxide canisters (culinary foaming devices & soda stream gas cylinders),

5.3.18 Goods made in foreign prisons, except those imported for a non-commercial purpose, of a kind not manufactured in the United Kingdom, or those in transit,

5.3.19 Human and animal remains (including ashes and in the case of animal remains, items prohibited other than as set out at 5.7.12 below),

5.3.20 Infectious substances and pathogens (UN2814 or UN2900) as classified in the latest Edition of the Technical Instructions for Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO),

5.3.21 Lighters and refills containing flammable liquid or gas (including used butane and petrol cigar and cigarette lighters),

5.3.22 Living animals and reptiles e.g. snakes, mice and rodents,

5.3.23 Live creatures, insects and invertebrates classified as dangerous within the Dangerous Wild Animals Act 1976 e.g. venomous spiders,

5.3.24 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 e.g. PA systems,

5.3.25 Matches (including safety matches)

5.3.26 Obscene publications and unlawful indecent images (including pornography as detailed in Part 5 of the Criminal Justice and Immigration Act 2008 and indecent photographs or pseudo-photographs of a child as detailed in section 160 and 161 of the Criminal Justice Act 1988,

5.3.27 Oxidising materials or organic peroxides (including disinfectants, nitrates, and hair dyes or colourants containing peroxide),

5.3.28 Pesticides (including weed killer and any chemical used to kill pests and insects, including fly sprays),

5.3.29 Poisons, toxic liquids, solids and gases (including substances that are liable to cause death or injury if swallowed or inhaled or by skin contact such as arsenic, beryllium, cyanide, fluorine and rat poison),

5.3.30 Radioactive material and samples that are classified as dangerous goods in the latest edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO) such as luminous dials from aircraft,

5.3.31 Paints, wood varnishes and enamels - solvent-based (except nail varnish or nail polish with a volume of 30ml or less when sent to a UK destination)

5.3.32 Waste, dirt, filth or refuse (including household waste). Note - soil samples sent for analysis are permitted provided they are packaged so that any leaks and spills are contained in the outer packaging,

5.3.33 Weapons (including Section 5 firearms, CS gas and pepper sprays, flick knives, and other knives that are banned knives under UK laws, tasers and stun guns).

5.4 It is your responsibility not to send prohibited items in the post. If you are in any doubt you may seek advice from our website (www.royalmail.com).

5.4.1 any item which resembles a prohibited item may be subject to additional scrutiny which may cause delays

5.4.2 any compensation claim for delay as a result of additional scrutiny is subject to the limits set out in Section 16 of the Scheme

5.4.3 failure to comply with these conditions could result in prosecution resulting in a fine or imprisonment

5.4.4 failure to comply with these conditions could affect your ability to claim compensation

5.4.5 if you post an item that contains a prohibited item we may deal with such item in our sole and absolute discretion (without incurring any liability whatsoever to you or the addressee) including disposing of the relevant item (in whole or in part)

5.4.6 the sender, or their representative, may be required to pay an amount (to be fixed by us) to cover the costs of returning, dealing with or disposing of the item

5.4.7 the sender is responsible for checking whether an item is prohibited.

5.4.8 we reserve the right to refuse any other item banned by law or that in our opinion may be harmful or dangerous to our customers or employees

5.4.9 any article or substance classified as dangerous goods is prohibited (other than specified in Restricted items below)

Restricted items

5.5 There are some items, known as restricted items that we can, for legal or safety reasons, only carry through our postal network provided that you meet all our requirements for the acceptance of the item, including, but not limited to, packaging requirements.

5.6 We will not accept any liability for any item that contains restricted items if the requirements for the acceptance of those items are not met.

5.7 As the list of restricted items and requirements for each can change from time to time (see 5.7.15) we maintain a full, up-to-date list on our website (www.royalmail.com) (which can be viewed at any time). The list and details quoted below were correct at the time of publication:

5.7.1 Aerosols for personal grooming or medicinal purposes (including deodorants, body sprays, hair sprays, shaving and hair removal creams, medicinal aerosols for prevention or cure such as flea sprays, etc.)

5.7.1.1 Valves must be protected by a cap or other suitable means to prevent inadvertent release of the contents during transport. Aerosols must be tightly packed in strong outer packaging, and must be secured or cushioned to prevent any damage. Volume per item must not exceed 500ml. No more than two aerosols can be sent in any one package.

5.7.1.2 An ID8000 label must be applied. The sender's name and return address must be clearly visible on the outer packaging.

5.7.2 Alcoholic beverages with an alcohol content less than 24% ABV (e.g. wine and champagne)

5.7.2.1 Volume per item should not exceed 1 litre per container, wrap in polythene and seal with tape. Surround with absorbent material such as newspaper and sufficient cushioning material to protect each item from breakage.

5.7.2.2 Mark as "FRAGILE" when sending glass bottles. The sender's name and return address must be clearly visible on the outer packaging

5.7.3 Alcoholic beverages with an alcohol content between 24% ABV – 70% ABV (e.g. whisky, vodka, gin)

5.7.3.1 Volume per item should not exceed 1 litre per item. No more than two items to be sent in any one parcel. The items must be securely closed and placed in a leak-proof liner, such as a sealed polythene bag. Surround with absorbent material and sufficient cushioning material to protect each item from breakage.

5.7.3.2 Mark as 'FRAGILE' when sending glass bottles. The sender's name and return address must be clearly visible on the outer packaging.

5.7.4 Asbestos

5.7.4.1 Samples of asbestos may be posted provided the sample is fixed within an inert material such as a glue or resin. Surround with cushioning material e.g. bubble wrap.

5.7.4.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.5 Balloons filled with non-flammable gas

5.7.5.1 Must be clearly marked on the outer packaging with the words 'BALLOONS FILLED WITH NON-FLAMMABLE GAS'.

5.7.6 Batteries - new alkaline, nickel metal hydride (NiMH) or nickel cadmium (NiCd) including D, C, 9V, AA, AAA and AAAA alkaline batteries

5.7.6.1 Must be new and sent unopened in their original retail packaging. Surround with cushioning material e.g. bubble wrap.

5.7.6.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.7 Batteries - Lithium ion/polymer batteries sent with equipment (e.g. rechargeable batteries sent with electronic devices including mains powered battery chargers but excluding battery packs)

5.7.7.1 The maximum number of batteries allowed in each package is the number that may be connected to the equipment plus two spares. The maximum net quantity of cells or batteries is 5kg per package. Watt-hour rating must not exceed 20Wh per cell or 100Wh per battery. Cells or batteries that are defective for safety reasons, or that have been damaged, are forbidden. Cells and batteries must be protected against short circuit. Cells and batteries must be packed in inner packaging that completely encloses the cell or battery. Cells and batteries must be protected against short circuit, including protection

against contact with conductive materials within the same packaging that could lead to a short circuit. The equipment sent with cells or batteries must be packed in strong rigid packaging and must be secured against movement within the outer packaging and packed to prevent accidental activation.

5.7.7.2 Lithium battery handling label to be applied. The sender's name and return address must be clearly visible on the outer packaging.

5.7.8 Batteries - lithium ion/polymer batteries contained in equipment (e.g. rechargeable batteries found in electronic devices)

5.7.8.1 Each package must contain no more than four cells or two batteries installed in equipment. The maximum net quantity of cells or batteries is 5kg per package. Watt-hour rating must not exceed 20Wh per cell or 100Wh per battery. Cells or batteries that are defective for safety reasons, or that have been damaged, are forbidden. Cells and batteries must be protected against short circuit. Cells and batteries must be protected against short circuit. The equipment containing cells or batteries must be packed in strong rigid packaging and must be secured against movement within the outer packaging and packed to prevent accidental activation.

5.7.8.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.9 Batteries - lithium metal/alloy batteries sent with equipment (e.g. non-rechargeable batteries found in electronic devices)

5.7.9.1 The maximum number of batteries allowed in each package is the minimum number required to power the equipment plus two spares. The maximum net quantity of cells or batteries is 5kg per package. The lithium content must not be more than 1g per cell or 2g per battery. Cells or batteries that are defective for safety reasons, or that have been damaged, are forbidden. Cells and batteries must be protected against short circuit. Cells and batteries must be packed in inner packaging that completely encloses the cell or battery. Cells and batteries must be protected against short circuit, including protection against contact with conductive materials within the same packaging that could lead to a short circuit. The equipment sent with cells or batteries must be packed in strong rigid packaging and must be secured against movement within the outer packaging and packed to prevent accidental activation.

5.7.9.2 Lithium battery handling label to be applied. The sender's name and return address must be clearly visible on the outer packaging.

5.7.10 Batteries - lithium metal/alloy batteries contained in equipment (e.g. non-rechargeable batteries found in electronic devices)

5.7.10.1 Each package must contain no more than four cells or two batteries installed in equipment. The maximum net quantity of cells or batteries is 5kg per package. The lithium content must not be more than 1g per cell or 2g per battery. Cells or batteries that are defective for safety reasons, or that have been damaged, are forbidden. Cells and batteries must be protected against short circuit. The equipment containing cells or batteries must be packed in strong rigid packaging and must be secured against movement within the outer packaging and packed to prevent accidental activation.

5.7.11.1 The sender's name and return address must be clearly visible on the outer packaging.

5.7.11 Batteries - new wet, non-spillable (e.g. sealed lead acid batteries, absorbed glass mat and gel cell batteries)

5.7.11.1 Batteries must comply with Special Provision 238 of the UN Recommendations on the Transport of Dangerous Goods, Model Regulations (please check with the manufacturer or distributor). No more than one battery in any one package. Maximum weight 1.5kg. Item must be protected against short circuit (by the effective insulation of exposed terminals) and securely packaged.

5.7.11.2 Package must be marked "NOT RESTRICTED" and "SPA67 / SP238". The sender's name and return address must be clearly visible on the outer packaging.

5.7.12 Biological substances (Diagnostic specimens including blood urine, faeces and animal remains. Category B (UN3373) as classified in the latest edition of the Technical Instructions for Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organization (ICAO))

5.7.12.1 May only be sent by, or at the specific request of, a qualified medical practitioner, registered dental practitioner, veterinary surgeon, registered nurse or a recognised laboratory or institution. The total sample volume/mass in any parcel must not exceed 50ml/50g. All biological substances must be posted in packaging that complies with Packaging Instruction 650, which provides guidance on suitable packaging for these items.

5.7.12.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.13 Christmas crackers

5.7.13.1 Can only be sent in their made up form in their original retail packaging.

5.7.13.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.14 Electronic items sent with new alkaline, nickel metal hydride (NiMH) or nickel cadmium (NiCd) batteries

5.7.14.1 Must be new and sent unopened in their original retail packaging. Surround with sufficient cushioning material to protect each item from damage. Wrap each item, including plugs, individually. Place item in a rigid container and cushion to avoid movement. Any equipment sent with batteries or cells must be secured against movement within the outer packaging and must be packed to prevent accidental activation.

5.7.14.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.15 Electronic items sent with new and used lithium ion/polymer batteries (e.g. rechargeable batteries sent with electronic devices including mains powered battery chargers but excluding battery packs)

5.7.15.1 The maximum number of batteries allowed in each package is the number that may be connected to the equipment plus two spares. The maximum net quantity of cells or batteries is 5kg per package. Watt-hour rating must not exceed 20Wh per cell or 100Wh per battery. Cells or batteries that are defective for safety reasons, or that have been damaged, are forbidden. Cells and batteries must be protected against short circuit. Cells and batteries must be packed in inner packaging that completely encloses the cell or battery. Cells and batteries must be cell protected against short circuit, including protection against contact with conductive materials within the same packaging that could lead to a short circuit. The equipment sent with cells or batteries must be packed in strong rigid packaging and must be secured against movement within the outer packaging and packed to prevent accidental activation.

5.7.15.2 Lithium battery handling label to be applied. The sender's name and return address must be clearly visible on the outer packaging.

5.7.16 Electronic items sent with new and used lithium ion/polymer batteries contained in the device

5.7.16.1 Each package must contain no more than four cells or two batteries installed in equipment. The maximum net quantity of cells or batteries is 5kg per package. Watt-hour rating must not exceed 20Wh per cell or 100Wh per battery. Cells or batteries that are defective for safety reasons, or that have been damaged, are forbidden. Cells and batteries must be protected against short circuit. Cells and batteries must be protected against short circuit. The equipment containing cells or batteries must be packed in strong rigid packaging and must be secured against movement within the outer packaging and packed to prevent accidental activation.

5.7.16.1 The sender's name and return address must be clearly visible on the outer packaging.

5.7.17 Electronic items sent with new and used lithium metal/alloy batteries

5.7.17.1 The maximum number of batteries allowed in each package is the minimum number required to power the equipment plus two spares. The maximum net quantity of cells or batteries is 5kg per package. The lithium content must not be more than 1g per cell or 2g per battery. Cells or batteries that are defective for safety reasons, or that have been damaged, are forbidden. Cells and batteries must be protected against short circuit. Cells and batteries must be packed in inner packaging that completely encloses the cell or battery. Cells and batteries must be protected against short circuit, including protection against contact with conductive materials within the same packaging that could lead to a short circuit. The equipment sent with cells or batteries must be packed in strong rigid packaging and must be secured against movement within the outer packaging and packed to prevent accidental activation.

5.7.17.2 Lithium battery handling label to be applied. The sender's name and return address must be clearly visible on the outer packaging.

5.7.18 Electronic items sent with new and used lithium metal/alloy batteries contained in the device

5.7.18.1 Each package must contain no more than four cells or two batteries installed in equipment. The maximum net quantity of cells or batteries is 5kg per package. The lithium content must not be more than 1g per cell or 2g per battery. Cells or batteries that are defective for safety reasons, or that have been damaged, are forbidden. Cells and batteries must be protected against short circuit. The equipment containing cells or batteries must be packed in strong rigid packaging and must be secured against movement within the outer packaging and packed to prevent accidental activation.

5.7.18.2 The sender's name and return address must be clearly visible on the outer packaging

5.7.19 Guns for sporting use (Guns intended for sporting purposes - including Section 1 and Section 2 firearms, low-powered air guns and their component parts - may be sent in compliance with UK law subject to any applicable controls on the possession of firearms)

5.7.19.1 Use First Class as the minimum service.

5.7.19.2 The sender's name and address must be clearly visible on the outer packing.

5.7.20 Lighters (new and unused empty lighters)

5.7.20.1 Must be new, empty and sent unopened in their original retail packaging.

5.7.20.2 A sender's name and return address must be clearly visible on the outer packaging

5.7.21 Liquids over 1 litre (containing liquids not classified as dangerous goods)

5.7.21.1 Some liquids, such as alcohol or paints, have their own additional restrictions. The items must be securely closed and placed in a leak-proof liner, such as a sealed polythene bag, so that any inadvertent leakage is contained within the outer packaging. Surround with absorbent material such as newspaper and sufficient cushioning material to protect each item from damage.

5.7.21.2 Mark as "FRAGILE" when sending glass bottles. The sender's name and address must be clearly visible on the outer packaging.

5.7.22 Live creatures, insects and invertebrates (including bees, caterpillars, cockroaches, crickets, destroyers of noxious pests, earthworms, fish fry and eggs, leeches and other parasites, lugworms, maggots, mealworms, pupae and chrysalides, rag worms, silkworms, spiders and stick insects)

5.7.22.1 Must be boxed and packaged to protect the creatures, our staff and our customers from harm. Use First Class as the minimum service.

5.7.22.2 Items must be clearly marked 'URGENT - LIVING CREATURES - HANDLE WITH CARE'. The sender's name and address must be clearly visible on the outer packaging

5.7.23 Lottery tickets

5.7.23.1 UK lottery tickets are allowed in the domestic post.

5.7.24 Magnetised materials, other than those that are prohibited (including loud speakers)

5.7.24.1 The magnetised material must have a magnetic field strength of less than 0.159A/m at a distance of 2.1m from the outside of the package. Wrap soft packing material at least 2cm thick around each item.

5.7.24.2 The sender's name and return address must be clearly visible on the outer packaging

5.7.25 Nail varnish and polish

5.7.25.1 Volume per item must not exceed 30ml. No more than four bottles of nail varnish can be sent in any one package. Bottles of nail varnish must be placed in strong outer packaging and be so packed, secured or cushioned in such a way that they cannot break, be punctured or leak their contents into the outer packaging.

5.7.25.2 An ID8000 label must be applied. The sender's name and return address must be clearly visible on the outer packaging.

5.7.26 Paints, wood stains and enamels - water-based

5.7.26.1 The items must be securely closed and placed in a leak-proof liner, such as a sealed polythene bag, so that any inadvertent leakage is contained within the outer packaging.

In the case of water-based paints, wood stains and enamels, there is no limit on the number of items that can be sent in any one package. Surround with absorbent material such as newspaper and sufficient cushioning material to protect each item from damage. Volume per item should not exceed 150ml.

5.7.26.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.27 Perfume and aftershave (including eau de parfum and eau de toilette but excluding non-flammable perfumed creams, gels, oils or lotions)

5.7.27.1 Volume per item must not exceed 150ml. No more than four perfumes or aftershaves can be sent in any one package. The perfume or aftershave must be within its original retail packaging and then placed in strong outer packaging. The inner packagings must be packed, secured or cushioned to prevent breakage or leakage of their contents into the outer packaging.

5.7.27.2 An ID8000 label must be applied. The sender's name and return address must be clearly visible on the outer packaging.

5.7.28 Perishables (including flowers, fresh fruit, vegetables and frozen or chilled foodstuffs)

5.7.28.1 Packaging should be able to withstand a journey of up to 48 hours. You should use First Class as the minimum service. Must be suitably sealed to prevent leakage or tainting of other items such as in sealed vacuum packs.

5.7.28.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.29 Prescription medicines and drugs sent for scientific or medical purposes (non-toxic and non-flammable)

5.7.29.1 May only be sent by, or at the specific request of, a qualified medical practitioner, registered dental practitioner, veterinary surgeon, registered nurse or a recognised laboratory or institution. The medicines must be securely closed and placed in a leak-proof container such as a sealed polythene bag (for liquids) or a siftproof container (for solids). Must be tightly packed in strong outer packaging and must be secured or cushioned to prevent any damage.

5.7.29.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.30 Prescription medicines and drugs sent for scientific or medical purposes (toxic, flammable or toxic and flammable)

5.7.30.1 May only be sent by, or at the specific request of, a qualified medical practitioner, registered dental practitioner, veterinary surgeon, registered nurse or a recognised laboratory or institution. Volume/mass per item must not exceed 50ml/50g. No more than eight items can be sent in any one parcel. The medicines must be securely closed and placed in a leak-proof container such as a sealed polythene bag (for liquids) or a sift-proof container (for solids). Must be tightly packed in strong outer packaging and must be secured or cushioned to prevent any damage.

5.7.30.2 ID8000 label must be applied. The sender's name and return address must be clearly visible on the outer packaging.

5.7.31 Radioactive material and samples that are not classified as dangerous goods in the latest edition of the Safe Transport of Dangerous Goods by Air published by the International Civil Aviation Organisation's Technical Instructions (ICAO) e.g. samples of granite rock

5.7.31.1 Surround with cushioning material e.g. bubble wrap.

5.7.31.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.32 Sharp objects and instruments (including scissors, kitchen knives and utensils)

5.7.32.1 Wrap heavy cardboard around sharp edges and points, strong enough to ensure that the contents do not pierce the outer packaging. Wrap each item with cushioning material. Place in a suitable outer container such as a padded envelope.

5.7.32.2. The sender's name and return address must be clearly visible on the outer packaging.

5.7.33 Vaccines that are not classified as dangerous goods

5.7.33.1 May only be sent by, or at the specific request of, a qualified medical practitioner, registered dental practitioner, veterinary surgeon, registered nurse or a recognised laboratory or institution. The vaccines must be securely closed and placed in a leak-proof liner such as a sealed polythene bag (for liquids) or a sift-proof container (for solids). Must be tightly packed in strong outer packaging and must be secured or cushioned to prevent any damage.

5.7.33.2 The sender's name and return address must be clearly visible on the outer packaging.

5.7.34 Human or animal samples

5.7.34.1 May only be sent by, or at the specific request of, a qualified medical practitioner, registered dental practitioner, veterinary surgeon, registered nurse or a recognised laboratory or institution.

5.7.34.2 The total sample volume/mass in any parcel must not exceed one kg. Solids only can be sent

5.7.34.3 All human or animal samples must be posted in packaging that complies with Packaging Instruction 650, such as our Safebox product.

5.7.34.4 The sender's name and return address must be clearly visible on the outer packaging.

5.7.35 **Valuables** can only be sent using the Special Delivery™ service.

5.8 It is your responsibility to ensure that restricted items are sent correctly and that you meet the requirements for acceptance. If you are in any doubt as to whether an item is one of the restricted items you can seek advice from our website (www.royalmail.com).

5.8.1 any item which resembles a restricted item may be subject to additional scrutiny which may cause delays

5.8.2 any compensation claim for delay as a result of additional scrutiny is subject to the limits set out in Section 16 of the Scheme

5.8.3 failure to comply with these conditions could result in prosecution resulting in a fine or imprisonment

5.8.4 failure to comply with these conditions could affect your ability to claim compensation

5.8.5 if you post an item that contains a restricted item (and you do not comply with the relevant restrictions or requirements) we may deal with such item in our sole and absolute discretion (without incurring any liability whatsoever to you or the addressee) including disposing of the relevant item (in whole or in part)

5.8.6 the sender, or their representative, may be required to pay an amount (to be fixed by us) to cover the costs of returning, dealing with or disposing of the item

5.8.7 the sender is responsible for checking whether an item is restricted.

5.8.8 we reserve the right to refuse any other item banned by law or that in our opinion may be harmful or dangerous to our customers or employees

5.8.9 any article or substance classified as dangerous goods is prohibited (other than specified in Restricted items above)

6. Size & weight limits and how to package an item

6.1 In addition to the specific packaging and other requirements that relate to restricted items there are some general rules set out below that must be followed for all items as to weight, size, thickness and packaging.

6.2 Items sent using the First Class, Second Class, Royal Mail Signed For 1st Class or Royal Mail Signed for 2nd Class services may weigh up to 20 kilograms. Special Delivery™ can be used for items which weigh up to 10 kilograms or up to 20 kilograms where Special Delivery™ services are purchased at a Post Office® branch.

6.3 The maximum size of an item must not exceed 610mm in length by 460mm in width by 460mm in depth. For a cylinder shaped item the length plus twice the diameter may not exceed 1040mm with the greatest dimension being no more than 900mm. The maximum size for each format of item is set out in section 9.1 below.

6.4 The minimum thickness for an item is 0.25mm. We may refuse to accept or to deliver an item that is less than 0.25mm thick.

6.5 All items must be packaged such that, in our opinion, the item will not be likely to cause damage or harm to other items, equipment or individuals (including any recipient).

6.6 The **cover** and the protective material of the item must be appropriate to the contents such that we can convey it to its destination undamaged without having to take precautions over and above those normally taken by us with an item of mail. Packaging guidelines are available on our website (www.royalmail.com) and in booklets held by Post Office® branches.

6.7 With the exception of items that are sent using the Articles for the Blind service (which are discussed in more detail in section 20) all items must be securely sealed or fastened.

6.8 In addition to the requirement to provide sufficient protection both for the item itself and so as not to be likely to cause damage or harm to other items, equipment or individuals as set out in sections 6.5 and 6.6, any item that contains anything breakable must be clearly and legibly marked with the words 'FRAGILE – HANDLE WITH CARE' in capital letters above the address.

6.9 In addition to the requirement to provide sufficient protection for the contents as set out in sections 6.5 and 6.6 any item that has contents that may be damaged by bending must be clearly and legibly marked with the words 'DO NOT BEND' in capital letters above the address.

6.10 In the same way that the list of restricted items can change from time to time so too can our packaging requirements for certain new or existing restricted items. You can review the full, up-to-date list of restricted items and associated packaging requirements on our website (www.royalmail.com).

6.11 The latest packaging guidelines which apply to all items can also be found on our website (www.royalmail.com).

7. How to address an item

7.1 Each item must be fully and correctly addressed. All the elements of the address (including the full postcode) must be written clearly and legibly on the front or on a label securely attached to the front of the cover (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) of the item.

7.2 You must ensure that addresses take the following format when added to an item. Please do not use commas or full stops and note that only the TOWN and POSTCODE should be in CAPITAL LETTERS. You don't need to include the county name. The postcode must be on a line of its own. The text that makes up the address should be aligned to the left as it is in the example below. It should not be staggered or centred.

Example Name

House name or number and road name

Locality Name if one exists

TOWN

POST CODE

The text set out in the example above and taken as a whole is known as the address block. The address block should appear in the centre of the front face of the item.

7.3 Postcodes are allocated by us at our discretion throughout the United Kingdom in accordance with the operational needs of our network. The postcodes are routing codes and we may amend them at our discretion from time to time. Where we do make changes we will ensure that all residents of the affected addresses are given sufficient notice and, in certain cases, as detailed in the PAF® File Code of Practice, we will follow a formal notification and consultation process before confirming changes.

7.4 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 item.

7.5 Putting a correct address in the correct format in the correct location on an item helps our sorting machines process the mail as quickly as possible. More information is available on our website (www.royalmail.com).

7.6 We recommend that you put a full and accurate return address on your item (in a position where it can't be confused with the destination address and preferably on the back) so that we are able to return the item to you, intact, should we need to. More information regarding Return to Sender can be found in section 15.

8. How to pay for postage and other services

8.1 Of the services contained within this Scheme the following are provided (as long as specific requirements are met) free of charge:

- Articles for the Blind,
- Petitions and Addresses to the Sovereign,
- Petitions to Parliament & Assemblies and
- Poste Restante.

The specific requirements for these services are set out in sections 20 to 23 below of this Scheme.

8.2 The other services that are contained in this Scheme require payment for **postage**. These services are:

- First Class,
- Second Class,
- Royal Mail Signed For 1st Class,
- Royal Mail Signed For 2nd Class and
- Special Delivery.

The specific requirements for Royal Mail Signed For 1st Class, Royal Mail Signed For 2nd Class and Special Delivery are set out below in sections 18 & 19 of this Scheme.

8.2.1 The services listed above in 8.2 can be paid for by applying postage stamps, **postage labels** (which can be generated by our on-line postage applications or by Post Office® branches) or by use of a franking machine³.

8.2.2 First Class, Second Class, Royal Mail Signed For 1st Class, and Royal Mail Signed For 2nd Class services can also be purchased using a credit account.

8.3 Stamps can be purchased from us online from our website (www.royalmail.com), from Post Office® branches or from a wide variety of other high street retailers. When postage is purchased from a Post Office® branch it often takes the form of a postage label if it is for anything but the first weight band. Similar postage labels are also available from our online postage tool and through our computer applications (e.g. **SmartStamp®**) which you may subscribe to or sign up for.

8.4 A franking machine allows money to be credited onto it. Postage for items is then paid for, from this credit, on an item by item basis. There is a wide range of franking machines which can either be leased or bought from franking manufacturers. If you use a franking machine you must abide by the terms and conditions that are contained within a separate Scheme document called Royal Mail Scheme For Franking Letters And Parcels 2014 (which is published on our website (www.royalmail.com)) as well as the terms and conditions contained in this Scheme document.

8.5 A credit account allows you to **post** items without pre-payment. You are sent an invoice requesting payment for the items we have conveyed in the preceding period of time. If you set up a credit account with us you must abide by the terms and conditions that are contained within documents called the Royal Mail General Terms & Conditions and the Royal Mail Account Terms (both of which can be found on our website (www.royalmail.com)) as well as the terms and conditions contained in this Scheme document.

9. How to work out how much postage to pay

9.1 For the services listed in this Scheme that are not free, the amount of postage that you must pay is dependent on several factors. The first is how quickly you would like the item to arrive (the service), the second is what weight the item is (the weight) and the third is how much compensation is required in the event of loss or damage. For items sent using the First & Second Class and Royal Mail Signed For 1st & 2nd Class services the amount of postage payable also varies by format (i.e. shape, size & weight):

9.1.1 items which do not exceed 100g in weight and 240mm by 165mm by 5mm in size are deemed to be **Letters** for pricing purposes;

9.1.2 items which exceed 100g or 240mm by 165mm by 5mm (in any one or more of the three dimensions) but do not exceed 750g and 353mm by 250mm by 25mm are deemed to be **Large Letters** for pricing purposes;

9.1.3 items which exceed 353mm by 250mm by 25mm (in any one or more of the three dimensions) up to maximum dimensions of 450 mm by 350mm by 80mm and cylinder shaped items that do not exceed 450mm in length and has a diameter no greater than 80mm, neither of which exceed 2 kilograms in weight are deemed to be **Small Parcels** for pricing purposes; and

9.1.4 items which exceed 450 mm by 350mm by 80mm (in any one or more of the three dimensions) up to maximum dimensions of 610mm by 460mm by 460mm which do not exceed 20 kilograms in weight are deemed to be **Medium Parcels** for pricing purposes. Exceptions apply (see 9.1.5)

9.1.5 **Exceptions** to these dimension sizes apply. Parcels that exceed 353mm by 250mm by 25mm (in any one or more of the three dimensions) which do not exceed 350mm x 250mm x 160mm (in any one or more of the three dimensions) and do not exceed 2 kilograms in weight are also priced as **Small Parcels**.

9.2 We aim to deliver a Special Delivery item by 1pm the next **working day** after it has been **posted**. Please note that exemptions do apply in certain circumstances. All Special Delivery items are priced by service and by weight. Compensation for loss or damage is available on the basis of **actual loss** of up to the maximum of the **market value** of the item or £500 (whichever is the lower) comes as standard. Special Delivery is available with enhanced compensation options. Further add on services can also be purchased with Special Delivery such as a Saturday Guarantee or Consequential Loss for additional **service fees**. Further specific details, including compensation, exemption and suspension information, can be found in sections 16.7.4 & 19 below and on the Special Delivery website (www.royalmail.com).

9.3 We aim to deliver:

- A First Class item the next working day after it has been posted.
- A Second Class item within three working days after it has been posted.

Compensation for loss or damage for any format of item sent using the First Class or Second Class services in accordance with this Scheme is available on the basis of actual loss up to the maximum of the market value of the item or £20 (whichever is the lower) comes as standard.

9.4 We aim to deliver:

- A Royal Mail Signed for 1st Class item the next working day after it has been posted.
- A Royal Mail Signed for 2nd Class item within three working days after it has been posted.

Compensation for loss or damage for any format of item sent using Royal Mail Signed for 1st Class or Royal Mail Signed For 2nd Class services in accordance with this Scheme is available on the basis of actual loss up to the maximum of the market value of the item or £50 (whichever is the lower) comes as standard.

Further details of how the Royal Mail Signed For services work can be found in section 18 below.

9.5 To help you find the best service for your needs and budget we provide a price finder tool on our website (www.royalmail.com). Prices and other pricing information can also be found in other locations on the same website (such as product specific pages) including in a Pricing document with all pricing information for the services mentioned in sections 9.1.1 to 9.1.4.

9.6 We may change the rates of postage and service fees from time to time. Changes to postage rates & service fees and the date on which the changed rates and fees will come into effect will be published at least one month (or whatever period of time agreed by us with our regulator, Ofcom) in advance on our website (www.royalmail.com).

10. How to show that an item has had postage paid

10.1 You must show us that postage for an item has been paid for (where it applies) so that we can convey it without delay. Payment is demonstrated by the application of a **postage mark** to the item. The manner in which payment of postage can be shown depends on the method of payment used. Section 8 above set out the most common ways of applying a postage mark (postage stamps, postage labels, **service fee labels**, **franking marks**, marks created by online applications such as SmartStamps®, **Printed Postage Impressions** (PPIs) etc). In addition, a postage mark may be fixed, printed, impressed, embossed or otherwise shown on the envelope or cover of an item as we may specify or approve.

10.2 Postage marks must be applied to the top right hand corner of the envelope or cover of the item unless we specify otherwise. If the item is spherical or without corners the postage mark should be placed above and to the right of the address.

10.2.1 A postage mark that is damaged or imperfect, has been defaced or has anything written or printed over it becomes void and cannot be used to show that postage has been paid.

10.2.2 You can use an adhesive postage stamp which has been perforated by means of a punch provided that the perforation holes are smaller than the holes dividing one stamp from another on a sheet of stamps.

10.2.3 Postage marks can be used only once and then they become void and must not be re-used to pay postage on the same or another item.

10.2.4 Any postage mark that carries an expiry time and/or date will become void from that time and/or date and cannot be used to show that postage has been paid after that time and/or date.

10.3 If you use a franking machine you must apply a franking mark to the cover of the item as set out in the Royal Mail Scheme For Franking Letters And Parcels 2014 (which is published on our website (www.royalmail.com)) and according to any guidelines that we publish on our Franking help centre website (www.royalmail.com).

10.4 If you make use of a credit account you must apply a Printed Postage Impression (PPI) in accordance with the PPI Licence, the PPI design notes and any guidelines that we publish on our website (www.royalmail.com).

11. Other requirements relating to the address on the cover of an item

11.1 Section 7 set out how to address an item and section 10 set out how payment can be indicated. There are some further things that must be considered with regard to the cover of the item so that we can efficiently convey the item without delay.

11.2 An item must not have on its cover:

- 11.2.1 anything which obscures the postage mark,
- 11.2.2 anything which is likely, in our opinion, to make it difficult for us to apply a **postmark** to the cover,
- 11.2.3 anything which, in our judgement, is likely to make the postmark illegible,
- 11.2.4 any counterfeit or fake postage mark,
- 11.2.5 any postage mark which we consider may have previously been used to pay postage,
- 11.2.6 signs, words or marks, used without official permission, which could indicate that the item was sent on Her Majesty's Service or was conveyed and delivered by us or
- 11.2.7 any signs, words, images or designs which are offensive, obscene or indecent.

11.3 An item must not be made up in any way or have anything on its cover which, in our judgement makes it difficult or embarrassing to deliver the item.

11.4 A postage mark must not be attached to an item using staples, sticky tape, or any other means that we do not approve.

12. How to hand over (or post) an item

12.1 All items sent using a service provided through this Scheme can be posted in the following ways.

12.1.1 By handing it to an authorised member of staff at a Royal Mail building (typically a Delivery Office, Enquiry Office or Mail Centre) as long as we consider it feasible to do so.

12.1.2 By handing it to an authorised member of staff at a Post Office® as long as considered feasible to do so.

12.1.3 By Business Collection (typically a paid for extra service where we collect the mail from a **business** customer's premises. Business Collections are not covered by this Scheme).

12.1.4 Or in any other manner which we may approve.

12.2 In addition the following services:

- First Class,
- Second Class,
- Standard Parcels and
- Articles for the Blind.

can be posted in the following ways:

12.2.1 by placing it in a post box (typically a red (or very rarely gold) post box on the street) or

12.2.2 by placing it in a **private post box** (typically a post box contained with a shop or other private premises).

12.2.2.1 An item placed in a private post box will be deemed to have been posted when collected by us and not before.

12.3 An item that has had postage paid by a franking machine must be posted in accordance with the Royal Mail Scheme for Franking Letters and Parcels 2014 which is published on our website (www.royalmail.com).

12.4 Items sent through the First Class, Second Class, Royal Mail Signed For 1st Class and Royal Mail Signed For 2nd Class services and via the Special Delivery™ service that have been paid for with a credit account must be separated out for posting by:

- (i) class,
- (ii) format (if appropriate to the service) and
- (iii) service.

and presented to us in trays, bags, pouches or other containers supplied by us and also in accordance with any conditions set out in the PPI Licence.

12.5 Articles for the Blind sent by a business must present items separate to but in the same manner (as required by section 12.4 above) and at the same time as any items which are posted using a credit account.

12.6 All items must be posted by the latest acceptance time that we determine and advertise or agree with you (as appropriate to the method of posting). Items posted after that latest acceptance time will be considered to have been posted the following working day.

13. How we will treat items that do not meet the requirements set out in this scheme

13.1 Once an item has been posted we may carry out checks on that item.

13.2 Subject to sections 5.4 and 5.8 above (which set out how we treat items that contain prohibited items and/or restricted items where the relevant restrictions or requirements have not been complied with), if an item is found not to meet the conditions set out in this Scheme or an item is found that indicates that insufficient (or no) postage and/or service fee has been paid for the service requested, we may decide at our discretion to do one of the following things set out below within a reasonable period of time.

13.2.1 Deliver the item to the address shown by the service requested.

13.2.2 Deliver the item to the address shown by an alternative service that we determine to be appropriate. In these situations the conditions of the service used to convey the item will apply.

13.2.3 Convey the item part of the way and inform the **addressee** that an item can be collected from a specified location (normally a Royal Mail Enquiry Office) by the addressee or their **representative**.

13.2.4 Treat the item as undeliverable. Details of how we may deal with undeliverable mail can be found in section 15.

13.2.5 Return the item to you.

13.2.6 Refuse to accept it.

13.2.7 If none of the above courses of action are possible we may deal with or dispose of the item at our discretion.

In all cases we may not accept any liability for that item. This provision also applies to items which have been found either in a Post Office® branch or on Royal Mail premises and which appears intended for posting.

13.3 In each case set out in section 13.2 we may require the addressee or you to pay an amount (to be fixed by us in order to cover additional costs) before the item is delivered or released for collection.

13.3.1 In the event of underpaid or unpaid postage and/or service fees the amount due may include a surcharge in addition to the underpaid or unpaid postage to cover administrative costs.

13.3.2 Where the amount due is not paid the item may be dealt with or disposed of at our discretion.

13.4 In each case set out in sections 5.4, 5.8 and 13.2.4 to 13.2.7 we may additionally require you or your representative to pay an amount (to be fixed by us) to cover the costs of returning, dealing with or disposing of the item.

14. Additional marks

14.1 In the course of conveying an item we (or someone authorised by us) may alter the look of the cover of that item. Most usually this is by the addition of a postmark which shows that a stamp has been used and prevents it from being used again. A postmark may also contain an advertising or informative image. We may apply the postmark in any manner we consider appropriate. It is important to note that we may apply any form of postage mark (an image that denotes payment), impression, image, sticker, label or other device we consider suitable for any other postal purpose we consider appropriate.

14.2 We may also charge you a fee (to be fixed by us from time to time) and published on our website (www.royalmail.com) for cancelling postage marks with a special postmark including one that incorporates an advertisement, at your request.

15. Delivery including undeliverable and re-posted (Return to Sender) items

15.1 Subject to sections 5.4 and 5.8, we will attempt to deliver items that meet the conditions for the relevant service set out in this Scheme.

15.2 Some items require a signature at the point of delivery and some are too large to fit through a letter box. In these situations someone needs to be present at the address to take delivery of the item.

15.2.1 If no one is available we may attempt to deliver the item to a neighbour. Please note that we will never attempt to deliver an item to a neighbour if it is a Special Delivery item or it is an item sent using a service provided under this Scheme and is **Social Security post**⁴.

15.2.2 If a neighbour is available to take delivery of the item we will leave the item with that neighbour and leave a card at the address that the item was addressed to. That card will inform the addressee (or their representative) that an item is (or items are) being held by a neighbour for them and provide the address details for that neighbour and the date and the time that the item was left with the neighbour.

15.2.3 If an addressee does not want their items to be delivered to a neighbour or does not want to take items for neighbours they can opt out of the Delivery to Neighbour service, free of charge, by registering their wish to opt out in such a way as Royal Mail may reasonably require from time to time.

15.2.4 If a neighbour is not available to take delivery of the item, or the addressee has opted-out and does not want their items to be delivered to a neighbour or to take items for neighbours, we will take the item back to the Delivery Office or an alternative location such as a Post Office® branch. We will leave a card at the address that the item was addressed to.

15.2.5 The card that is left at the address will inform the addressee (or their representative) that we attempted to deliver an item or items and will offer the addressee (or their representative) one or more of the following opportunities:

15.2.5.1 to request that the item be redelivered to the same address,

15.2.5.2 to request that the item be redelivered to an alternative local⁵ address. Please note that this option is not available with Special Delivery items or any item sent using a service provided under this Scheme and is Social Security post,

15.2.5.3 to collect (after the required period of time stated on the card has elapsed to allow for the item to reach that location and once identification has been provided that we deem to be suitable) the item from the Delivery Office or the alternative location such as a Post Office® branch to which the item was taken back to or

15.2.5.4 to request that the item be sent from the Delivery Office or other location (other than a Post Office® branch) to a Post Office® branch for collection. This service is called Local Collect (Social) and incurs an additional fee. When collecting the item the addressee (or their representative) must provide the card that was left at the address and identification that we deem acceptable. Further details including the current fee and identification requirements can be found on our website (www.royalmail.com).

15.3 We may decide not to deliver an item which we consider impracticable or unreasonable to deliver. Such an item is referred to in this Scheme as undeliverable. We may consider an item to be undeliverable if we are of the opinion that:

15.3.1 following a failed first delivery attempt, the addressee has not taken advantage of any of the opportunities set out in 15.2.5 within the advertised holding period,

15.3.2 following a failed first delivery attempt, we are required, by law to return an item immediately to you (e.g. Royal Mail's obligations in relation to Social Security Post),

15.3.3 the address is unsafe or unsecure or if no delivery point has been provided, or if access to the delivery point has been prevented or impeded,

15.3.4 the address to which the item is to be delivered is not permanently occupied⁶,

15.3.5 the item is not fully and correctly addressed in a manner which includes all the elements of the address (including the full postcode), written clearly on the front or on a label securely attached to the front of the cover (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),

15.3.6 the address is illegible,

15.3.7 the health and safety of any individuals may be put at risk or

15.3.8 for any other reason, we form the opinion that it is impracticable or unreasonable to deliver the item.

15.4 Where an item is undeliverable and:

15.4.1 your name and your address (as long as it is in the United Kingdom, the Channel Islands or the Isle of Man) are legible on the cover, we may return the item to you unopened.

15.4.2 the item was originally paid for by franking machine or by using a credit account and your name and address are (a) not on the cover or (b) they are illegible or (c) your name and address are legible on the cover but the address is outside the United Kingdom, the Channel Islands or the Isle of Man, then the item may be dealt with or disposed of at our discretion.

15.4.3 the item was not originally posted as a franked item and your name and address are (a) not on the cover or (b) they are illegible, then the item may be opened. If your name and address are legible inside, the address is in the United Kingdom, the Channel Islands or Isle of Man, and the item does not consist solely of advertising material, newspapers or magazines, then the item may be returned to you. Otherwise the item may be disposed of at our discretion.

15.5 We will not charge any additional postage or fee for returning an undeliverable item but you or your representative may have to pay any other fees (e.g. surcharges or customs charges) that apply. If any applicable fee is not paid, the item may be dealt with or disposed of at our discretion.

15.6 Return to Sender – We will return an item to you from the delivery address, if the following conditions are all met – i.e. the item:

- was originally posted using a service set out in this Scheme,
- is re-posted by the addressee or any other person for any reason,
- with the original address crossed out,
- with a clear instruction to return the item to you written on the cover,
- with the return address written fully, correctly and legibly on the cover and
- the return address is in the United Kingdom, the Channel Islands or the Isle of Man.

15.7 Forwarding – unofficial redirections – We are not under any obligation to do anything with an item that someone requests to be forwarded to another address other than the return to sender address on the cover. We consider these unpaid for, forwarding requests to be a form of unofficial redirections request. Typically in this situation the original address is crossed out and a written request (e.g. “please forward to”) is made on the cover to forward the item to another address. This is normally attempted in order to try to get the item to the addressee who has moved to another address. In these situations the person moving should take out a Redirection service with us or provide pre-paid stationery. If we find an item that someone has requested be forwarded to another address then the item may be dealt with or disposed of at our discretion.

16. Compensation – what we are liable for

16.1 The vast majority of items arrive safely on time. But, in a tiny fraction of cases items may be lost, damaged or delayed. In these situations we may refund postage and/or service fee and award compensation. Where we do not do what we were paid to do (e.g. gain a signature) a refund of the fee paid for that service may be payable by us. This section provides details as to;

- what items qualify for refunds and compensation,
- what compensation is available and
- how and when claims need to be made.

16.2 We will accept liability, may refund postage and/or service fees and may pay compensation for the **loss** of, **damage** to, **part loss** of or delay of an item posted under this Scheme, unless that item:

16.2.1 is considered by us to be undeliverable (as set out in section 15.3 above),

16.2.2 is one that has been successfully delivered but subsequently made the subject of a Return to Sender request (as set out in section 15.6 above),

16.2.3 is considered by us to be subject to a forwarding or unofficial redirection request (as set out in section 15.7 above),

16.2.4 has not fully meet all of the conditions set out in this Scheme (as mentioned in sections 5.3, 5.7 and 13.2),

16.2.5 is considered by us to indicate that insufficient (or no) postage and/or service fee has been paid for the service requested (also as mentioned in section 13.2 above),

16.2.6 is one which we have dealt with or disposed of at our discretion as mentioned under any section of this Scheme,

16.2.7 is one that contained prohibited items (as set out in section 5.3 above),

16.2.8 is one that contains restricted items and the requirements for the acceptance of those items have not been met (as set out in section 5.7 above),

16.2.9 is one that is being sent by post in contravention of section 85 of the Postal Services Act 2000 (as amended), which essentially means any item that may damage another item or injure anyone handling that item. Also an item that contains or shows on its cover an indecent or obscene image,

16.2.10 is subject to circumstances where the event leading to the claim was caused by situations outside our control including exceptionally severe weather conditions, acts of terrorism and vandalism and acts of third parties with whom we have no contractual relationship,

16.2.11 is one where the loss, damage or delay is due to a latent or inherent defect or natural deterioration,

16.2.12 is one that we do not believe has suffered damage or delay solely as a result of its transmission through the post. In particular where the cover does not appear to us to have suffered damage consistent with the damage caused to the contents of that item,

16.2.13 is one where the damage was pre-existing, that is, where the item was already damaged when it was posted, or

16.2.14 is one which has been re-directed to an address in the Channel Islands or the Isle of Man.

16.3 For clarity, where an item falls into one of the categories listed in sections 16.2.1 to 16.2.15 then we will not accept liability, will not refund postage and/or service fees or pay compensation for the loss of, damage to or delay of that item.

16.4 In addition to section 16.3 we will only accept liability, may refund postage and/or service fees and may pay compensation where the loss, damage or delay is due to any wrongful act done, or any neglect or default committed by a member of staff or agent of Royal Mail while performing or purporting to perform his functions as such in relation to the receipt, conveyance, delivery or other dealing with the item.

16.5 In addition to sections 16.3 and 16.4 we do not accept liability, will not refund postage and/or service fees or pay compensation for loss, damage or delay to an item where the loss, damage or delay is caused by your own act or omission in the course of either preparing to post or actually posting the item.

16.6 For the avoidance of doubt we will not accept liability, will not refund postage and/or service fees or pay compensation for loss, damage or delay to an item where the item was posted with, or handled by another postal operator or third party (other than a neighbour who has taken in an item under the delivery to neighbour arrangements mentioned in section 15.2 in which case the same compensation arrangements apply as they do for any item that was successfully delivered first time).

What determines compensation payable

16.7 The amount of compensation that is payable depends on a number of factors including:

- The service used,
- The nature of compensation being sought (that is, is it for loss, damage or delay?),
- The evidence that can be provided and
- The value of the item

16.7.1 Compensation is only available for items sent using the following services:

- First Class,
- Second Class,
- Royal Mail Signed For 1st Class,
- Royal Mail Signed For 2nd Class,
- Special Delivery, and
- Articles for the Blind

16.7.2 In addition to the information contained in this Scheme we publish a policy for each type of compensation which can be found through the following links. These policies may be updated from time to time and the latest versions will always be published on our website (www.royalmail.com).

Royal Mail's retail compensation policy for loss

Royal Mail's retail compensation policy for damage

Royal Mail's retail compensation policy for delay

Claims and evidence

16.7.3 We will only consider a claim for loss, damage or delay compensation where the minimum **basic evidence** is available and provided. Where only basic evidence is provided and the item is one which we accept liability for or has no **intrinsic value** we will refund the postage paid or issue six 1st class stamps⁷ whichever is the higher in value for loss or damage (or part loss).

16.7.4 To claim loss or damage compensation for the intrinsic value of the item additional evidence is required as well as the basic evidence. Details regarding what additional evidence is made up of are set out in 16.7.5 below.

Basic evidence is made up of all of the following:

16.7.4.1 the names and addresses of you, the addressee and, if different, the claimant,

16.7.4.2 the name of the service used,

16.7.4.3 the value of the postage paid and method of postage, e.g. stamps, franking impression, Smartstamp®. If the value of the postage paid is greater than the value of six 1st class, letter format, stamps (at the first weight step) then evidence of postage paid should be provided which could be product documentation, a certificate of posting or a receipt,

16.7.4.4 the place of posting,

16.7.4.5 the date of posting,

16.7.4.6 the basis for asserting the posting details and product used (such as date of postmark or certificate of posting (if available). For Special Delivery, Royal Mail Signed For 1st Class, Royal Mail Signed For 2nd Class and Standard Parcels, the product documentation provided to you when posting the item (i.e. certificate of posting or receipt),

16.7.4.7 a detailed description of the contents,

16.7.4.8 in addition, for damage (or part loss) and delay claims the date of delivery, and

16.7.4.9 in addition, for damage (or part loss) claims a description of the packaging and condition of the mail item itself.

16.7.5 As mentioned in section 16.7.4 above in order to claim loss or damage compensation for the **actual loss** of the item additional evidence is required.

Please note that, when claiming for actual loss, there is a cap on the amount of compensation that can be paid. For Special Delivery it is the lower of market value or £500 (or £1,000 or £2,500 if enhanced compensation has been purchased).

For Royal Mail Signed For 1st Class and Royal Mail Signed for 2nd Class it is the lower of the market value or £50.

For items sent by the Articles for the Blind service it is the lower of the market value or £46

For all other services listed in section 16.7.1 it is the lower of market value or £20.

Details are summarised in Tables 1 & 2 on page 21 of this Scheme.

16.7.5.1 Additional evidence is made up of evidence of posting and evidence of value.

16.7.5.1.1 Evidence of posting can be:

- Any original Certificate of Posting (provided automatically for Royal Mail Signed for 1st Class, Royal Mail Signed For 2nd Class items and Special Delivery and available on request and free of charge at Post Office® branches for other items),.
- Original Smartstamp® or on-line postage certificate of posting validated at a Post Office® branch,
- Or for damage (or part loss) claims the item with cover and packaging, showing the postage paid as well as the original Certificate of Posting if provided as part of the service purchased (i.e. Royal Mail Signed For 1st Class, Royal Mail Signed For 2nd Class and Special Delivery).

16.7.5.1.2 Evidence of value can be:

- Original receipts,
- Bank or credit card statements,
- PayPal records,
- Invoices,
- Manufacturing costs,
- Auctioneers valuations,
- Repair quotations etc.

This list is not exhaustive. It is provided for illustrative purposes. All evidence of value must be originals and not copies. You are advised to make copies before sending us originals.

16.7.5.1.3 In addition to information set out in 16.7.5.1.1 - 2 for eBay claims you must also include the following:

- item sale page and PayPal or bank/credit card statement and
- eBay item number.

16.7.6 Please note that all of the packaging and contents of damaged items or items subject to part loss must be retained as we may need to inspect them. If they are not retained then compensation may not be paid.

16.7.7 We may at any time 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).

Table 1 - Refunds and compensation available for loss, damage & part loss for items conveyed using First Class & Second Class,

	Loss	Damage and Part Loss
Item has no intrinsic value	Postage refund (a minimum 6 x First Class letter format stamps at their basic weight step.)	6 x First Class letter format stamps at their basic weight step.
Item has intrinsic value (with basic evidence only)	Postage refund (a minimum 6 x First Class letter format stamps at their basic weight step.)	6 x First Class letter format 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 £20.	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 £20.

Table 2 - Refunds and compensation available for loss, damage & part loss for items conveyed using Royal Mail Signed for 1st Class and Royal Mail Signed for 2nd Class

	Loss	Damage and Part Loss
Item has no intrinsic value	Postage refund (a minimum 6 x First Class letter format stamps at their basic weight step.)	6 x First Class letter format stamps at their basic weight step.
Item has intrinsic value (with basic evidence only)	Postage refund (a minimum 6 x First Class letter format stamps at their basic weight step.)	6 x First Class letter format 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 £50.

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 £50.

Table 3 - Refunds and compensation available for loss, damage & part loss for items conveyed using Articles for the Blind service

	Loss	Damage and Part Loss
Item has no intrinsic value	Postage refund (a minimum 6 x First Class letter format stamps at their basic weight step.)	6 x First Class letter format stamps at their basic weight step.
Item has intrinsic value (with basic evidence only)	Postage refund (a minimum 6 x First Class letter format stamps at their basic weight step.)	6 x First Class letter format 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 £46.	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 £46.

Table 4 - Refunds and compensation available for delay for First Class, Second Class, Royal Mail Signed for 1st Class and Royal Mail Signed for 2nd Class, Articles for the Blind and Special Delivery

Delay	Compensation payable
First Class, Second Class, Royal Mail Signed For 1st Class, Royal Mail Signed For 2nd Class & Articles for the Blind Special Delivery	6 x First Class letter format stamps at their basic weight step.
	A refund of your Special Delivery postage if your item arrives later than the due time of delivery. Compensation of £5 if the item is delivered more than 24 hours (Mon-Fri) after the guaranteed time. Or £10 if delivered 7 or more working days (Mon-Fri) after the guaranteed time. Additional evidence of posting is required

Making a claim

16.8 This section sets out some details for making a compensation claim. The full process for making a claim is set out on our website (www.royalmail.com). We may reject claims that do not follow that process.

16.8.1 Claims should be made by you or the intended recipient of the item. However we will only make a payment once in respect of any item.

16.8.1.1 If you and the intended recipient both make a claim for the same item, then only you will have a right to compensation, unless a compensation payment has already been made to the recipient, in which case you will have no right to compensation.

16.8.2 Any loss, damage (or part loss) and delay claims must be made as soon as possible after the incident to help us investigate. Claims must be made by the deadlines set out below.

16.8.2.1 Please note that loss claims can only be made if the item has not been delivered (or had delivery attempted) 10 or more working days after the **due date** (5 working days for Special Delivery™ items).

16.8.2.2 All loss and damage (or part loss) claims must be made within 80 calendar days of the date of posting for all services covered by this Scheme.

16.8.2.3 Claims for delay relating to items posted using any of the First Class, Second Class, Royal Mail Signed For 1st Class, Royal Mail Signed For 2nd Class or Articles for the Blind services will only be considered valid by us if the item has not been delivered or no attempt has been made to deliver the item within 3 working days of the due date. An extra working day is added if items are posted during the **Christmas and New Year period**. If an item has been redirected using our Redirection™ service then the period is 6 working days instead of 3; during the Christmas & New Year period this is extended to 8 days.

Table 3 – Due date and qualifying days to be used for determining when an item may be considered delayed outside of the Christmas and New Year period

Service	Due date	Delay if delivered
First Class, Royal Mail Signed For 1st Class & Articles for the Blind	Next working day after posting	3 or more working days after due date.
Second Class, Royal Mail Signed For 2nd Class	3 working days after posting	6 or more working days after due date if redirected item.

16.8.2.4 Claims for delay relating to items sent using the Special Delivery service will only be considered valid by us if the item has not been delivered or no attempt has been made to deliver the item within 24 hours of the due date. This applies all year round. If an item sent using the Special Delivery service arrives 7 or more working days after the due date then we will make a payment for substantial delay in addition to a postage refund. Special Delivery™ items which have been redirected by our Redirection™ service are not eligible for delay compensation.

16.8.2.5 All delay claims must be made within 3 months of posting by you and within one month of delivery (or attempted delivery) by the addressee. We will not accept any liability or responsibility for claims made after this time periods. Please note that any claims for refunds relating to Special Delivery on the basis that the item sent using that service did not arrive by the specified time must be made within 14 days of posting.

16.8.2.6 In respect of claims for the loss and delay of items conveyed to addressees which have been exempted from a daily delivery obligation by our regulator, Ofcom, the assessment of lateness in paragraph 16.8.2.1 and the assessment of when an item is considered delayed in paragraph 16.8.2.3 and 16.8.2.4 shall apply on a case by case basis.

16.8.3 All claims should be made using the correct claim form which is available to download from our website (www.royalmail.com) and can be collected from Post Office® branches. By using the correct claim form we can process your claim as quickly and effectively as possible. Alternatively, claims may be submitted online via our website (www.royalmail.com).

16.8.4 The claim form needs to be completed as fully as possible: hard-copy claims form should be signed and dated by the claimant before being sent to us and all mandatory fields within the online claim form must be completed. Remember that in order to claim loss or damage compensation for actual loss of the item some additional evidence is required and should be sent in with the claim form. Where evidence is submitted online, we reserve the right to request the originals of such documents in line with section 16.7 of this Scheme.

16.8.4.1 If additional evidence cannot be provided then only a postage refund or stamps can be considered.

16.9 No compensation or other payment will be paid by us for loss or damage claims unless the claim is made within 80 days of the date of posting and unless the claim is made in full compliance with the requirements of this Scheme.

16.10 No compensation or other payment will be paid by us for delay claims unless the claim is made within 3 months of posting by the sender or 1 month of receipt by the recipient and unless the claim is made in full compliance with the requirements of this Scheme.

17. Additional terms & conditions for some services

17.1 The terms and conditions set out in sections 5 to 16 apply to all items. These are referred to in this Scheme as the **common terms**. Some services that we offer have additional terms and conditions that are specific to those services. The additional terms are known as the **specific terms** in this Scheme and are contained in the sections below. There is a section each for:

- Royal Mail Signed For 1st Class, Royal Mail Signed For 2nd Class and Proof of Delivery (section 18),
- Special Delivery (section 19),
- Articles for the Blind (section 20),

- Petitions and Addresses to the Sovereign (section 21),
- Petitions to Parliament & Assemblies (section 22),
- Poste Restante (section 23) and
- Items sent between the United Kingdom and the Channel Islands and the Isle of Man (section 24).

17.2 When using a service listed in section 17.1, the specific terms must be complied with in addition to the common terms. Where the specific terms conflict with the common terms, the specific terms should be followed as they take priority over the common terms.

17.3 In addition to the common & specific terms contained within this Scheme, other terms and conditions may exist for some services. For example in section 10 above we mentioned that customers using a franking machine must abide by the Royal Mail Scheme For Franking Letters And Parcels 2014 and according to any guidelines that we publish on our Franking help centre website (www.royalmail.com). Also, customers who make use of a credit account must abide by the PPI Licence, the PPI design notes and any guidelines that we publish on our website. Such terms and conditions may be contained in application forms, licences, or any other document issued or authorised for issue by us and all may be updated from time to time.

18. Royal Mail Signed For 1st Class, Royal Mail Signed For 2nd Class & Proof of Delivery

18.1 Royal Mail Signed For 1st Class and Royal Mail Signed For 2nd Class are services which can be bought on their own. Royal Mail Signed For 1st Class and Royal Mail Signed For 2nd Class items will only be delivered to an addressee or their representative once a signature or similar proof of delivery has been gained. Please note that Royal Mail Signed For 1st Class and Royal Mail Signed For 2nd Class are not tracked services; they simply provide a way of gaining the service called Proof of Delivery.

18.2 Royal Mail Signed For 1st Class and Royal Mail Signed For 2nd Class should not be confused with Special Delivery which is highly secure, fully tracked and offers next day delivery, a money back guarantee and is to be used for valuables.

18.3 You must apply (or must ensure someone else applies) a fully completed Royal Mail Signed For 1st Class or Royal Mail Signed for 2nd Class label securely to the cover of the item for which Royal Mail Signed For 1st Class or Royal Mail Signed for 2nd Class has been purchased in a manner and position specified by us.

18.4 Upon delivery of an item with Royal Mail Signed For 1st Class or Royal Mail Signed for 2nd Class added the addressee or their representative must sign (or otherwise provide some form of proof of delivery as we may specify). Where such a signature or proof of delivery is refused to be provided to us then the item may be dealt with or disposed of as we consider appropriate. Please note that the representative could be someone else at the delivery address or a neighbour.

18.5 You may request that our Customer Services provide you with a copy of the signature of the recipient of the Royal Mail Signed For 1st Class or Royal Mail Signed for 2nd Class item that was obtained when it was successfully delivered. This service is called Proof of Delivery and we may charge you an administration fee the value of which can be found on our website (www.royalmail.com). This service is available up to 3 months after the date that the item was posted. If we are unable to provide a copy of the signature or proof of delivery (and cannot show that this was due to a refusal to provide one upon delivery) then we will refund an amount equal to the difference between the Royal Mail 1st Class Service fee and the Royal Mail Signed For 1st Class Service fee or Royal Mail 2nd Class Service fee and Royal Mail Signed for 2nd Class Service fee, depending on the service purchased.

18.6 You may also obtain proof that the Royal Mail Signed For 1st Class or Royal Mail Signed for 2nd Class item was successfully delivered free of charge from our website (www.royalmail.com) up to 12 months after the item was posted. Please note that we will only refund an amount equal to the difference between the Royal Mail 1st Class Service fee and the Royal Mail Signed For 1st Class Service fee or Royal Mail 2nd Class Service fee and Royal Mail Signed for 2nd Class Service fee, depending on the service purchased, if a claim is made within 3 months of the item being posted.

19. Special Delivery™

19.1 Special Delivery⁸ is a service that can be bought on its own. It offers next day delivery by 1pm to most of the UK with online tracking and proof of delivery. We will attempt to deliver a Special Delivery item by 1pm the next working day after it has been posted. If we do not succeed in attempting to deliver by this time we will refund your postage (see below). Please note that some destinations, redirected

items and addresses where no one is available to accept the item are exempt from this money back guarantee. Please also note that we may suspend the money back guarantee from time to time for exceptional reasons (e.g. extreme weather). More information including an up to date list of UK destinations that aren't covered by the 1pm guarantee can be found on our website (www.royalmail.com).

19.2 Special Delivery also offers a Saturday Guarantee add on for items posted on a Friday and the ability to purchase cover for Consequential Loss. Both are discussed further in sections below. The Special Delivery item will only be delivered to the delivery address once a signature or similar proof of delivery has been gained. Special Delivery is our only service with tracking that is offered under this Scheme. Royal Mail Signed For 1st Class and Royal Mail Signed For 2nd Class do not offer tracking; they simply provide a way of gaining proof that an item has been accepted at a Post Office® branch and delivered.

19.3 You must apply (or must ensure someone else applies) a fully completed Special Delivery label securely to the cover of a Special Delivery item in a manner and position specified by us.

19.4 Upon delivery of a Special Delivery item the addressee (or their representative) must sign their name (or otherwise provide some form of proof of delivery as we may specify). Please note that the person who signs for the item may not be the addressee; it could be anyone at the delivery address. Where such a signature or proof of delivery is not provided to us then the item may be dealt with or disposed of as we consider appropriate.

19.5 You may request that our Customer Services provide you with a copy of the signature of the recipient of the Special Delivery item that was obtained when it was successfully delivered. This service is called Proof of Delivery. This service is available up to 3 months after the date that the item was posted. If we are unable to provide a copy of the signature or proof of delivery (and cannot show that this was due to a refusal to provide one upon delivery) then we will refund the postage paid.

19.6 You may also obtain proof that a Special Delivery item was successfully delivered free of charge from our website up to 12 months after the item was posted. Please note that where we fail to give you Proof of Delivery we will only refund postage if a claim is made within 3 months of the Special Delivery item being posted.

19.7 Special Delivery items posted on a Friday are due for delivery the following Monday⁹ (or next working day following a Bank Holiday). Saturday Guarantee can be purchased for an additional service fee at a Post Office® branch if delivery on the Saturday rather than the Monday is required. The exemptions and suspensions previously mentioned in 19.1 still apply¹⁰; information can be found in on the Special Delivery website (www.royalmail.com).

19.8 As mentioned in section 16.7.5 Special Delivery comes with compensation of up to the lower of market value or £500 for loss or damage (or part loss). The purchase of enhanced compensation for an appropriate additional service fee increases the maximum limit up to £1,000 or £2,500. These limits do not include cover for consequential loss. Consequential loss is the loss that occurs from failure of the Special Delivery service beyond the loss or delay of or damage to an item. For instance the loss of some legal contractual documents may lead to additional financial loss. Our Consequential Loss service is an add on service that will provide additional compensation if things go wrong. It is available for an additional service fee from a Post Office® branch. It is not available for items being sent to the Channel Islands, Isle of Man or HM Forces (also known as BFPO) addresses.

19.8.1 Claims for consequential loss must be made within 14 days of the day the item was posted.

19.8.2 Claims for consequential loss can only be made by you, as the sender of the item, for the loss you have incurred which is over & above and wholly distinct from the actual value of the contents of the Special Delivery item.

19.9 If we find an item which has not met the conditions laid out in this Scheme for a Special Delivery item but which either

- has 'Special Delivery' written on it, or anything which suggests that the item is intended to be sent via Special Delivery or
- is found to contain valuables,

then we will treat it as a Special Delivery item.

19.9.1 In either case, if the item is treated as a Special Delivery item, you or the addressee will be charged the appropriate postage for that service. If the fee is not paid the item may be dealt with or disposed of at our discretion.

20. Articles for the Blind

20.1 Articles for the Blind is a free of charge, next day service for the conveyance of items that contain particular items that are of use to blind people.

20.2 In this Scheme **blind people** and **the blind** means

20.2.1 persons registered as blind under the provisions of the National Assistance Act 1948 or

20.2.2 persons whose standard of close-up vision, with spectacles, is N12 or less.

20.3 Articles for the Blind can be used to convey items to or from blind people that contain any of the following items:

20.3.1 books, papers and letters which are specifically prepared for use by blind people. Standard or large print items may only be sent using the Articles for the Blind service if, in our reasonable opinion, they fall within this definition and the font size is at least 16 points in size,

20.3.2 papers sent to anyone to be specially prepared or impressed so that blind people can use them,

20.3.3 relief maps,

20.3.4 machines, frames and attachments for making impressions for blind people to use,

20.3.5 writing frames and attachments,

20.3.6 Braille instruction manuals or

20.3.7 any other item that we determine to be allowable as listed on our website

20.4 Articles for the Blind can be also used to convey items between blind people and specific organisations or institutions (which are pre-approved by us) that cater for blind people that contain any of the following items:

20.4.1 games (including card games),

20.4.2 mathematical appliances and attachments,

20.4.3 'talking books' and 'talking newspapers', which are recordings of readings from printed sources, such as books, journals, newspapers, periodicals or similar publications,

20.4.4 equipment used to play talking books and newspapers,

20.4.5 metal plates impressed or sent for impressing for use by blind people,

20.4.6 supplies of covers, envelopes and labels for sending articles for use by blind people,

20.4.7 watches, clocks, timers, tools and measuring equipment designed for blind people to use,

20.4.8 walking sticks adapted for blind people,

20.4.9 harnesses for guide dogs,

20.4.10 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 or

20.4.11 any other item that we determine to be allowable as listed on our website (www.royalmail.com)

20.5 Any item must meet all the conditions set out below and we may open and inspect each item to ensure it meets the conditions set out below:

20.5.1 It must weigh less than 7 kilograms.

20.5.2 It must clearly show the words 'ARTICLES FOR THE BLIND' on the front of the cover along with your name and address somewhere on the cover where it can't be confused with the destination address (preferably on the back of the item). If sent through a Post Office® branch a label must also be applied which is known as a P4558.

20.5.3 It must be left un-sealed so the contents can be checked to make sure they are permissible as listed in 21.3 or 21.4. Alternatively they can be sealed in a manner that we can open and then re-seal. Alternatively we may agree alternative arrangements with you in advance should you be unable to meet these requirements. For example you may be able to design your cover such that the contents are visible.

20.5.4 It must not contain any item or personal message which is not listed in 21.2 or 21.3, 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 item listed in 21.3 or 21.4. Please note that we may open and inspect items that are sent using the Articles for the Blind to ensure the service is not being abused.

20.5.5 It must be addressed to a named recipient. This can be the name of an individual or an organisation that provides services specifically for blind people. Where addressed to an individual that individual must be a blind person. It is not permissible to send an item using Articles for the Blind if it is addressed to 'The Occupier' or Dear Customer'.

20.5.6 It must not contain any advertising literature.

20.6 If we find an item that has been posted with us as an Articles for the Blind item but which does not meet the requirements set out in these specific terms then we may convey it using a different service and we will charge you or the recipient the appropriate postage for that service along with a surcharge to cover our costs. If the postage and surcharge is not paid then we will deal with the item as we determine.

20.7 More information is available on our website (www.royalmail.com).

21. Petitions and Addresses to the Sovereign

21.1 Special arrangements exist for the delivery of a petition or an address to the **Sovereign**, Her Majesty the Queen.

21.1.1 For the purposes of section 21.1 an **address** to the Sovereign is a formal signed written representation or appeal in respect of any concern or grievance for which there is no other constitutional remedy readily available.

21.1.2 For the purposes of section 21.1 a **petition** is a signed document intended to be presented to the Sovereign asking for action to be taken on a particular issue.

21.2 Petitions and Addresses to the Sovereign are free of charge as long as the special conditions set out below are all met:

21.2.1 it is a signed original and not a copy,

21.2.2 it is within the size limits set out in 6.3,

21.2.3 it does not weigh more than 2 kilograms,

21.2.4 it is packed so the contents can easily be inspected,

21.2.5 it clearly has 'ADDRESS TO HM THE QUEEN' or 'PETITION TO HM THE QUEEN' marked on the cover and

21.2.6 it does not contain any other item

21.2.7 We will not accept any item for free delivery using Petitions and Addresses to the Sovereign unless we consider it complies with these conditions or if we do not consider the contents to be a genuine address or petition.

22. Petitions to Parliaments and Assemblies

22.1 Special arrangements exist for the delivery of a petition to a member of either House of Parliament (that is, the House of Commons or the House of Lords), the Scottish Parliament, the National Assembly for Wales or the Northern Ireland Assembly.

22.1.1 For the purposes of section 22.1 a petition is a signed document intended to be presented to a current member of either House of Parliament, the Scottish Parliament, the National Assembly for Wales or the Northern Ireland Assembly asking for action to be taken on a particular issue.

22.2 We will deliver a petition to either House of Parliament, the Scottish Parliament, the National Assembly for Wales or the Northern Ireland Assembly free of charge as long as the special conditions set out below are all met:

22.2.1 it is a signed original and not a copy,

22.2.2 it is within the size limits set out in 6.3,

22.2.3 it does not weigh more than 2 kilograms,

22.2.4 it is packed so the contents can easily be inspected,

22.2.5 it clearly has 'PETITION TO THE HOUSE OF COMMONS', 'PETITION TO THE HOUSE OF LORDS', 'PETITION TO THE SCOTTISH PARLIAMENT', 'PETITION TO THE NATIONAL ASSEMBLY FOR WALES' or 'PETITION TO THE NORTHERN IRELAND ASSEMBLY' marked on the cover,

22.2.6 it is marked for the attention of a current member of parliament, the assembly or parliamentary Lord and

22.2.7 it does not contain any other item.

22.3 We will not accept any item for free delivery using Petitions to Parliament and Assemblies unless we consider it complies with these conditions or if we do not consider the contents to be a genuine Petition

23. Poste Restante

23.1 Poste Restante is a service that allows an item to be addressed to a person at a Post Office® branch where that person may, without being charged, collect that item during normal opening hours.

23.1.1 For the purposes of section 23.1 a person is a traveller with no fixed abode in the local area or any other person or class of person that we decide and publicise on our website. It is not available to businesses including sole traders.

23.2 The words 'POSTE RESTANTE - TO BE CALLED FOR' must be clearly marked on the cover of the item along with the full and correct surname of the addressee of the item.

23.3 The Post Office® branch staff may refuse to hand over a Poste Restante item if they are not satisfied as to the identity of the person collecting the item.

23.4 Post Office® branches will hold an item posted within the United Kingdom, the Channel Islands or the Isle of Man. They will hold an item for two weeks if posted within the United Kingdom, for one month if posted overseas and for two months if addressed to a branch at a sea port if you are arriving by ship.

23.4.1 items that are not collected within the time period set out in 23.4 will be treated as if they were undeliverable (see section 15)

23.5 Please note that not all Post Offices® branches are capable of providing the Poste Restante service for operational or other reasons. The Post Office® Customer Service team can help set up this service. Their details are on their website (www.postoffice.co.uk).

23.6 We or the Post Office® will not provide the Poste Restante service where there is reason to believe that you or the addressee is mis-using the Poste Restante service; for example where the addressee already has a permanent residential or business address in the area or where the addressee's name is abbreviated or in our reasonable opinion we believe it to be false.

24. Items sent between the United Kingdom and the Channel Islands or the Isle of Man

24.1 This section of this Scheme applies to an item 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 items**') and to an item 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 items**').

24.2 All incoming items are subject to HM Customs and Excise regulations. We may charge a handling fee for ensuring that an item passes through the proper HM Customs and Excise checks. In addition HM Customs and Excise may charge an import duty (customs charge). This handling fee and duty must be paid by the recipient on delivery. If the fee and/or duty are not paid we will deal with the item at our discretion. The fee we charge is published from time to time on our website (www.royalmail.com).

24.3 Section 16 ('Compensation – what we are liable for') of this Scheme does not apply to incoming or outgoing items except as expressly provided for in this section.

24.4 We may pay compensation for loss of or damage to (or part loss of) an incoming or outgoing item as set out in section 16 if the following criteria are all met:

24.4.1 we would have paid compensation if the item had been an item posted in and for delivery in the United Kingdom,

24.4.2 we are satisfied that the item was lost or damaged whilst in our custody and

24.4.3 we are satisfied that no compensation has been or will be paid in respect of that item by the postal administration of the Channel Islands or the Isle of Man.

25. Sanctions Laws

25.1 You must make sure that any items you wish us to handle and deliver are not prohibited under applicable sanctions laws, for example because of their contents, their intended recipient or the country to or from which they are to be sent. Information about sanctions can be found on our website at www.royalmail.com/international-sanctions (or any replacement URL). Further information on trade controls and economic sanctions can be found on the UK Government's web pages at <https://www.gov.uk/overview-of-export-control-legislation> and <https://www.gov.uk/sanctions-embargoes-and-restrictions>.

25.2 If your items need a licence under applicable sanctions laws it is your responsibility to obtain it and (if we ask for it) you must provide us with acceptable evidence that you have it.

25.3 If we have reasonable suspicion that, because of its contents, an item does not comply with sanctions laws we may open that item or delay processing and delivery.

25.4 If you post an item which does not comply with sanctions laws we may deal with such item in our sole and absolute discretion (without incurring any liability whatsoever to you, your intended recipient and/or, to the extent not prohibited by applicable law, any third party), including destroying or otherwise disposing of such item in whole or in part, or returning the relevant item to you. We are entitled to charge you:

- the cost of disposal and/or destruction;

- the standard postage price;
- all other costs reasonably incurred by us; and/or
- for any losses or damage we suffer or liability we incur as a result of you not complying with sanctions laws.

25.5 We will bear no responsibility in the event that you or your agents send an item with the wrong licence required under sanctions laws.

Annex A - Definitions used in this Scheme

A1 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.

A2 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.

Address

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

Addressee

The person to whom an item is addressed.

Antiques

Items that are at least one hundred years old.

Business

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

Channel Islands

The islands called Guernsey, Jersey, Herm and Sark.

Christmas and New Year period

The period commencing on the first Monday in December in any year and ending at the start of the first working day following the New Year public holiday(s)

Cover

Any Cover, envelope, or other packaging used to contain the contents of an item. 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 something in an item of mail has suffered a degree of harm that reasonably impairs the material function or contents of the item.

Due date

Means:

(a) for First Class, Royal Mail Signed For 1st Class and Special Delivery, the next working day following the date of posting;

(b) for Second Class and Royal Mail Signed For 2nd Class services the third working day following the date of posting.

Franking Mark

Any mark or impression printed or otherwise made by a franking machine indicating the date and place of posting, the postage and fees paid or payable, the identity of the franking machine used and any other numbers, words, characters, symbols or marks be required by us.

Intrinsic Value

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

Item

means any letter, postcard, reply postcard, newspaper, printed packet, sample packet or parcel and every packet or other article transmissible by post.

Loss

An item 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 us by the end of the tenth working day after its **due date**, or the fifth working day after its due date for Special Delivery.

Neighbour

For the purposes of delivering items, an appropriate person chosen at the discretion of the delivery officer on the basis of local knowledge and official guidance, who lives within close proximity of the address on the item. They may be a next-door neighbour or someone who lives sufficiently close by.

Market Value

means what a willing buyer would pay a willing seller, both in a free market, for an item. When assessing the market value of an item, 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.

Part Loss

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

Post, Posted

An item is posted if it has been entrusted to us for transmission by post in accordance with one of the approved methods set out in section 12 of this Scheme and related words shall be construed accordingly.

Postage

The amount of money charged by us for delivery of an item.

Postage Mark

A collective term for a mark or impression (to include a Franking Mark, a Printed Postage Impression (PPI), any Postage paid symbol, pre-printed stationery and SmartStamp®) authorised for use by us to indicate payment of postage and/or service fees on an item or to indicate that you have entered into an arrangement with us to pay postage and/or service fees on that item. A postage mark may be non-adhesive (when it is embossed, impressed or printed on a cover) as we may from time to time permit.

Postmark

Any indicator, image or impression applied by us to a cover or envelope, to cancel a postage stamp or postage label, to indicate that we are the delivery agent of the item or for any other postal purpose approved and authorised by us.

Printed Postage Impression (PPI)

A Postage mark indicating postage is payable to us and printed under a Licence from us.

Private Post Box

Any post box owned and maintained by a person other than ourselves which has been authorised for use as a post box by either Post Office Limited or ourselves for the posting of items which are intended to be carried by us.

Postage Stamp

means a stamp, authorised for use by us to indicate payment of postage and/or fees on an item or to indicate that you have entered into an arrangement with us to pay postage and/or service fees on that item. A postage stamp may be adhesive in order for it to be affixed to a cover as we may from time to time permit.

Postage Label, Service fee Label

means a label, authorised for use by us to indicate payment of postage and/or service fees on an item. or to indicate that you have entered into an arrangement with us to pay postage and/or service fees on that item. A postage label may be adhesive in order for it to be affixed to a cover as we may from time to time permit.

Representative

means a person who acts legitimately, with or without express permission, on behalf of the addressee.

Service fee

The amount of money charged by us for providing a service in connection with an item.

SmartStamp®

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

Small Parcel Box

A 15cm3 specifically designed mailing box with the "Royal Mail Delivered By" symbol on it as well as reference to "Small Parcel Box". Customers sending items with a height greater than 8cm weighing no more than 2kg must use one of these boxes to take advantage of the Small Parcel price.

Social Security post

Social security post means items 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.

Valuables (money and jewellery)

Any item that is:

- precious metal that has been manufactured in such a way as to add value to it, including coins used for ornament;

- ii) ingots;
- iii) diamonds and precious stones;
- iv) watches the cases of which are made wholly or mainly of precious metal; and
- v) articles similar to any of those referred to in i) - iii) above with an **intrinsic value**.
- v) Coins & Bank notes of any currency that are legal tender at the time of posting;
- vi) Postal Orders, cheques and dividend warrants uncrossed and payable to bearer;
- vii) 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
- viii) Coupons, vouchers, tickets, tokens, cards, stamps and other documents that can be exchanged in whole or in part for money, goods or services.

Working Day

For any item posted using (or otherwise treated by us as being posted using) a service other than Special Delivery, working days are Monday to Saturday inclusive, excluding any day which is (in the part of the United Kingdom concerned) a public holiday and any other day that Ofcom has directed us to treat as a public holiday.

For items that have been posted using (or otherwise treated by us as being posted using) the Special Delivery service to which Saturday Guarantee has not been added, working days are Monday to Friday inclusive excluding any day which is (in the part of the United Kingdom concerned) a public holiday and any other day that Ofcom has directed us to treat as a public holiday.

For items posted using (or otherwise treated by us as being posted using) the Special Delivery service to which Saturday Guarantee has been added, working days are Monday to Saturday inclusive, excluding any day which is (in the part of the United Kingdom concerned) a public holiday and any other day that Ofcom has directed us to treat as a public holiday.

Further information (not part of the Scheme)

You can get more information on this Scheme, the services it covers and the details contained in the web pages that are linked in this document from our Sales Centre on 0345 740 740.

Lines are open from 8am to 6pm Monday to Friday and from 8am to 1pm on Saturdays.

¹ We also offer some services under contracts which have their own terms and conditions. Some of those contracts incorporate this Scheme and so some of the clauses contained within this Scheme apply to services provided under contract.

² Special Delivery may also be provided under a contract.

³ Special Delivery Next Day bought with Consequential Loss or with a Saturday Guarantee attract Value Added Tax (VAT) and so can only be purchased with a 'smart' franking machine that is, one that (amongst other features) accounts correctly for VAT.

⁴ NOTE: Not part of the Scheme. We will not attempt to deliver to a neighbour an international inbound item that requires a signature or any other item that we are contractually not permitted to deliver to a neighbour.

⁵ Local in this context means an address covered by the Delivery Office to which the item was returned.

⁶ For instance the landlord boards the property up or it becomes physically impossible to put any more mail through the letterbox or a relative makes contact with us to let us know that mail is no longer required for that address.

⁷ Valid for a Letter format item weighing up to 100g

⁸ Royal Mail also offers Special Delivery™ 9:00am. This service is offered under contract rather than through this Scheme. Details can be found on our website (www.royalmail.com)

⁹ Please note that we may, on occasion, deliver items on a Saturday if it is operationally convenient for us to do so.

¹⁰ In addition we will not deliver items to an address if a person at that address has requested for items not to be delivered on a Saturday under a retention arrangement with their local Delivery Office.

(2381340)

Planning

TOWN PLANNING

DUMFRIES & GALLOWAY STANDARD

TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) (SCOTLAND) ACT 1997

The applications listed below may be examined during normal office hours at Council Offices, Kirkbank, English Street Dumfries (1); Town Hall, High Street, Dalbeattie (2). Alternatively, they can be viewed online by following the ePlanning link on the Council's website at www.dumgal.gov.uk/planning. All representations should be made to me within 21 days from the date of this publication at Kirkbank, Council Offices, English Street, Dumfries, by email to pe.nithsdale.planning@dumgal.gov.uk or via the Council's website, as noted above.

Head of Planning & Regulatory Services

31/07/2015

Proposal/Reference:

15/P/2/0210 (2)

Address of Proposal:

Drumstinchall House, Dalbeattie

Name and Address of Applicant:

NOT ENTERED

Description of Proposal:

Alteration and extension to dwellinghouse including installation of french doors with glazed screens to west elevation

Proposal/Reference:

15/P/3/0275 (1)

Address of Proposal:

15A & 15B Irving Street,
Dumfries

Name and Address of Applicant:

NOT ENTERED

Description of Proposal:

Change of roof covering from Lancashire Slate to Spanish Slate

Proposal/Reference:

15/P/3/0286 (1)

Address of Proposal:

Albert Club, 61 Irish Street, Dumfries

Name and Address of Applicant:

NOT ENTERED

Description of Proposal:

Installation of an internal stairlift

Proposal/Reference:

15/P/3/0303 (1)

Address of Proposal:

44 Rotchell Park,
Dumfries

Name and Address of Applicant:

NOT ENTERED

Description of Proposal:

Installation of replacement rooflight

(2381387)

DUNDEE CITY COUNCIL

TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 AND RELATED LEGISLATION.

These applications, associated plans and documents can be examined at City Development Department Reception, Ground Floor, Dundee House, 50 North Lindsay Street, Dundee, every Mon, Tues, Thurs and Fri 08:30am - 4:30pm and Wed 09:30am - 4:30pm or at www.dundeecc.gov.uk.

(Top Tasks - View Planning Application and insert application ref no)

Written comments may be made to the Director of City Development, Development Management Team, Floor 6, Dundee House, 50 North Lindsay Street, Dundee, DD1 1LS and email comments can be submitted online through the Council's Public Access System.

All comments to be received by **28.08.2015**

FORMAT: Ref No; Address; Proposal

15/00532/LBC, 16 - 18 Perth Rd, Dundee, DD1 4LN, Redecoration of shopfront, to include feature striped banding

15/00537/LBC, Lochee Old Parish Church, 5 Bright St, Dundee, DD2 3DE, Remove existing pews and internal glazed screens; repair building fabric; formation of new door and window openings on north, south and east elevations of hall and apse; openings in roof for new roof lights.

Representations must be made as described here, even if you have commented to the applicant prior to the application being made.

(2381389)

MIDLOTHIAN COUNCIL

THE TOWN AND COUNTRY PLANNING (LISTED BUILDINGS AND BUILDINGS IN CONSERVATION AREAS) (SCOTLAND) REGULATIONS 1987.

The following applications, together with the plans and other documents submitted with them may be examined at the public access terminals located at the Council offices at Fairfield House, 8 Lothian Road, Dalkeith, in all local libraries, and at the Online Planning pages at the Midlothian Council Website - www.midlothian.gov.uk

15/00598/LBC Alterations to existing window opening to form door opening; and installation of door at 2 Penicuik Road, Roslin, EH25 9LH

Deadline for comments: 28 August 2015

Peter Arnsdorf, Planning Manager, Education, Communities and Economy.

(2381390)

EAST RENFREWSHIRE COUNCIL

TOWN & COUNTRY PLANNING (LISTED BUILDINGS AND BUILDINGS IN CONSERVATION AREAS) (SCOTLAND) REGULATIONS 1987

NOTICE IS HEREBY GIVEN that a Listed Building Consent application is being made to EAST RENFREWSHIRE COUNCIL by Mr G James, 66 Montgomery Street Eaglesham East Renfrewshire G76 0AU

Erection of two storey rear extension and removal of internal staircase (listed building consent)

at: 66 Montgomery Street Eaglesham East Renfrewshire G76 0AU reference: 2015/0498/LBC

These applications may be examined online at the Council's website www.eastrenfrewshire.gov.uk; at Council HQ, Eastwood Park, Rouken Glen Road, Giffnock G46 6UG; Council Offices, 211 Main Street, Barrhead, G78; 2 Spiersbridge Way, Spiersbridge Business Park, Thornliebank, G46 8NG and online at all libraries.

Representations should be made within 21 days from the publication of this notice, to the Head of Roads Planning and Transportation Service at the above address or by filling in the 'Make a Comment' form on the Online Planning Service page of the Council's website.

(2381391)

FIFE COUNCIL

TOWN & COUNTRY PLANNING (SCOTLAND) ACT 1997 AND RELATED LEGISLATION

The applications listed in the schedule may be viewed online at www.fifedirect.org.uk/planning Public access computers are available in Local Libraries. Comments can be made online or in writing to Fife Council, Economy, Planning and Employability Services, Kingdom House, Kingdom Avenue, Glenrothes, KY7 5LY within 21 days from the date of this notice.

Proposal/Reference:

15/02466/LBC

Address of Proposal:

The Shell House
Craigrothie Road

Ceres

Cupar

Fife

KY15 5QQ

Name and Address of Applicant:

Mrs Allison Burns

Description of Proposal:

Listed Building Consent to repair and replace roof pantiles like for like, replace front and side doors, installation of French doors to rear and demolition of garage

(2381392)

NORTH LANARKSHIRE COUNCIL

TOWN & COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (SCOTLAND) REGULATIONS 2008 REGULATION 20 (1)

These application(s), with the associated plans and documents, can be inspected online using Simple Search at eplanning.northlan.gov.uk or at the local office below. Anyone wishing to make a comment can do so online or in writing within 14 days of this notice (or in the case of Listed Buildings (LBC) 21 days).

Application No.	Site Location	Proposed Development
15/01576/LBC	Coach House, Castlehill Road, Gowkthrapple, Wishaw	Replacement Existing Single Glazed Timber Sash Windows with Double Glazed Timber Sash Windows

Head of Planning & Regeneration, Fleming House, Tryst Road, Cumbernauld, G67 1JW

(2381395)

THE HIGHLAND COUNCIL

TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 THE ENVIRONMENTAL IMPACT ASSESSMENT (SCOTLAND) REGULATIONS 1999

QUARRYING OF SAND & GRAVEL, INCLUDING PREPARATORY SITE WORKS & RESTORATION

Application Reference: 14/02076/FUL

Applicant: Mr Roel Huisman

In accordance with the provisions of Regulation 21(1)(b) of the above Regulations, The Highland Council hereby gives notice that planning permission for Quarrying of sand & gravel, including preparatory site works & restoration at Camore Quarry, Evelix Road Dornoch by Mr Roel Huisman as described above, has been Refused by the Council.

A copy of the planning permission is available through the Council's web based eplanning portal online at <http://wam.highland.gov.uk/wam/> (search using the application number 14/02076/FUL) or during normal office hours at the Planning and Development Service of The Highland Council, Glenurqhart Road, Inverness, IV3 5NX.

S. Black

Director of Planning and Development

(2381399)

THE MORAY COUNCIL

TOWN & COUNTRY PLANNING (SCOTLAND) ACT 1997 PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) (SCOTLAND) ACT 1997

TOWN & COUNTRY PLANNING (LISTED BUILDINGS AND BUILDINGS IN CONSERVATION AREAS) (SCOTLAND) REGULATIONS 1987

PLANNING APPLICATIONS

The applications listed in the schedule below are proposals requiring planning permission and/or Listed Building Consent which have been submitted to The Moray Council as Local Authority and may be inspected during normal office hours at the Access Point, Council Office, High Street, Elgin and online at <http://public.moray.gov.uk/eplanning> within a period of 21 days following the date of publication of this notice.

Any person who wishes to make any representations in respect of the application should do so in writing within the aforesaid period to Development Management, Development Services, Environmental Services, Council Office, High Street, Elgin IV30 1BX. Information on the application including representations will be published online.

Proposal/Reference:

15/01363/LBC

Address of Proposal:

Round Square
Gordonstoun School
Duffus

Name and Address of Applicant:

N/A

Description of Proposal:

Remove non load bearing modern timber framed partition and construct non load bearing timber framed partition in adjacent room

Proposal/Reference:

15/01398/LBC

Address of Proposal:

The Tolbooth
80 High Street

Forres	Applicants	Proposal	Days for Comment
Name and Address of Applicant: N/A Description of Proposal: Install stair lift in main stairwell to improve access to principle floor of (2381404)	0538/LBC/15	Listed Building Consent for installation of new door and formation of new steps (grid ref. 298601 675378) at:- Williamsraig House, A706 – Garage House to Woodcockdale, Linlithgow EH49 6QF Case Officer: Lindsey Patterson Tel No. (01506) 282311	21 days
PERTH AND KINROSS COUNCIL TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 Details and representation information: 21 Days Proposal/Reference: 15/01283/LBC Address of Proposal: Roselea Meikleour Perth PH2 6DZ Name and Address of Applicant: NOT ENTERED Description of Proposal: Extension to dwellinghouse and demolition of outbuilding at Proposal/Reference: 15/01243/LBC Address of Proposal: 10 Rose Terrace Perth PH1 5HA . Name and Address of Applicant: NOT ENTERED Description of Proposal: Alterations to dwellinghouse at Proposal/Reference: 15/01218/LBC Address of Proposal: Balhousie Primary School 77 Dunkeld Road Perth PH1 5DH Name and Address of Applicant: NOT ENTERED Description of Proposal: Alterations at (2381406)	For information about each proposal, please contact the case officer directly. Applications can be viewed online at www.westlothian.gov.uk or at West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF, during working hours. Comments on proposals should be submitted in the stated time period and must be via the council's website or in writing to the address below. Please be aware that, except in exceptional circumstances, your representations will be publicly available as part of the planning file which will also appear on the internet. Chris Norman, Development Management Manager, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF. This application is advertised under • Section 9(3) of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. (2381410)		
SCOTTISH BORDERS COUNCIL TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 SCOTTISH BORDERS COUNCIL (DE17/6 HARBOUR ROAD, EYEMOUTH) (STOPPING UP) ORDER 2015 NOTICE IS HEREBY GIVEN that on 4 August 2015 the Scottish Borders Council in exercise of the powers conferred on them by Paragraph 7 of Schedule 16 of the Town and Country Planning (Scotland) Act ("the Act") and of all other powers enabling them in that behalf, confirmed, without modification, the Scottish Borders Council (DE17/6 Harbour Road, Eyemouth) (Stopping Up) Order 2015 stopping up that section of road described in the Schedule below. A copy of the Order as confirmed and relative plan showing the section of road affected may be inspected at the Roads Planning Service, Regulatory Services, Scottish Borders Council, Council Headquarters, Newtown St. Boswells during normal office hours and also at the Council's Contact Centre, Old High School Building, Coldingham Road, Eyemouth during normal business hours. The Order, as confirmed, comes into operation on 6 August 2015 being the date on which this Order is first publicised. Any person aggrieved by the Order may in accordance with the provisions of Section 238 of the Act, by application to the Court of Session within 6 weeks from 6 August 2015, question its validity on the grounds that it is not within the powers conferred by Part IX of the said Act or that their interests have been substantially prejudiced by a failure to comply with any requirement of the said Part IX or any regulation made thereunder. Brian Frater, Service Director Regulatory Services, Council Headquarters, NEWTOWN ST BOSWELLS Schedule ROAD TO BE STOPPED UP That section of the DE17/6 Harbour Road along the frontage of the Mission Centre building, approximately 49 metres square. (2381408)	ORKNEY ISLANDS COUNCIL PLANNING (LISTED BUILDINGS AND BUILDINGS IN CONSERVATION AREAS) (SCOTLAND) ACT 1997 APPLICATION(S) AFFECTING THE CHARACTER OR APPEARANCE OF A CONSERVATION AREA AND APPLICATION(S) FOR LISTED BUILDING CONSENT Comments may be made on the above developments within 21 days from the date of publication of this notice Submit any comments to the Planning Manager, Development Management, Orkney Islands Council, School Place, Kirkwall, KW15 1NY or alternatively email your comments to planning@orkney.gov.uk Proposal/Reference: 15/243/PP & 15/244/LB Address of Proposal: 17 Broad Street, Kirkwall Name and Address of Applicant: NOT ENTERED Description of Proposal: Remove dash render, lime harl walls, and replace shop windows and door Proposal/Reference: 15/291/PP Address of Proposal: 9 Victoria Street, Kirkwall Name and Address of Applicant: NOT ENTERED Description of Proposal: Alter and realign shop front Proposal/Reference: 15/338/PP & 15/339/LB Address of Proposal: 17 Bridge Street, Kirkwall Name and Address of Applicant: NOT ENTERED Description of Proposal: Install timber windows and doors, Welsh slates, stone skews, metal rainwater goods, lime harling, and timber balustrade, display an advertisement, erect single storey rear extension with timber cladding and install air source heat pump Proposal/Reference: 15/340/PP & 15/341/LB Address of Proposal: 7 Cromwell Road, Kirkwall Name and Address of Applicant: NOT ENTERED		
WEST LOTHIAN COUNCIL PLANNING ETC. APPLICATIONS The Council has received the following applications which it is required to advertise.			

Description of Proposal:

Extend a house

(2381414)

ABERDEENSHIRE COUNCIL**PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) (SCOTLAND) ACT 1997, REGULATION 60(2)(A) OR 65(2)(A) OR TOWN AND COUNTRY PLANNING (LISTED BUILDINGS AND BUILDINGS IN CONSERVATION AREAS) (SCOTLAND) REGULATIONS 1987, REGULATION 5**

The applications listed below together with the plans and other documents submitted with them may be examined at the local planning office as given below between the hours of 8.45 am and 5.00 pm on Monday to Friday (excluding public holidays). You can also examine the application and make comment online using the Planning Register at <https://upa.aberdeenshire.gov.uk/online-applications/>. Internet access is available at all Aberdeenshire libraries.

Written comments may be made quoting the reference number and stating clearly the grounds for making comment. These should be addressed to the E-planning Team, Aberdeenshire Council, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ. Please note that any comment made will be available for public inspection and will be published on the Internet.

Comments must be received by 27 August 2015

Head of Planning & Building Standards

Proposal/Reference:

APP/2015/2215

Address of Proposal:

Corrie Cottage, Castle Lane, Fordyce, Aberdeenshire, AB45 2SF

Name and Address of Applicant:

For further information contact Local Planning Office. Details: Winston House, 39 Castle Street, Banff, AB45 1DQ

Description of Proposal:

Removal of Chimney

Proposal/Reference:

APP/2015/2415

Address of Proposal:

Kirk Cottage, 47 Slug Road, Stonehaven, Aberdeenshire, AB39 2ED

Name and Address of Applicant:

For further information contact Local Planning Office. Details:

Viewmount, Arduthie Road, Stonehaven, AB39 2DQ

Description of Proposal:

Repairs to Roof and Walls of Dwellinghouse

Proposal/Reference:

APP/2015/2379

Address of Proposal:

The Coach House, 4 Fetteresso Castle, Fetteresso, Stonehaven, Aberdeenshire, AB39 3UR

Name and Address of Applicant:

For further information contact Local Planning Office. Details:

Viewmount, Arduthie Road, Stonehaven, AB39 2DQ

Description of Proposal:

Alterations and Extension to Dwellinghouse

Proposal/Reference:

APP/2015/2340

Address of Proposal:

Land at James Street, Oldmeldrum, Inverurie

Name and Address of Applicant:

For further information contact Local Planning Office. Details: 45 Bridge Street, Ellon, AB41 9AA

Description of Proposal:

Demolition of Storage Building and Erection of Dwellinghouse

Proposal/Reference:

APP/2015/2376

Address of Proposal:

Garioch Heritage Centre, Former Locomotive Works, Inverurie, Aberdeenshire, AB51 4FH

Name and Address of Applicant:

For further information contact Local Planning Office. Details: Gordon House, Blackhall Road, Inverurie, AB51 3WA

Description of Proposal:

Change of Use from Incidental Office Space within the Approved Heritage Centre (Class 10) to Accommodation (Class 7) Ground Floor Only

Proposal/Reference:

APP/2015/2333

Address of Proposal:

31 Market Square

Oldmeldrum

Aberdeenshire

AB51 0AA

Name and Address of Applicant:

For further information contact Local Planning Office. Details: 45 Bridge Street, Ellon, AB41 9AA

Description of Proposal:

Erection of Fascia Advertisement Sign

Proposal/Reference:

APP/2015/2427

Address of Proposal:

Joneva, 11 Earl's Court, Boddam, Aberdeenshire, AB42 3NX

Name and Address of Applicant:

For further information contact Local Planning Office. Details: Buchan House, St Peter Street, Peterhead, AB42 1QF

Description of Proposal:

Alterations and Extension to Dwellinghouse

(2381384)

ANGUS COUNCIL**TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 (AS AMENDED)****PLANNING (LISTED BUILDINGS & CONSERVATION AREAS) (SCOTLAND) ACT 1997 (AS AMENDED)**

Applications for permission and/or consents under the above legislation as listed below together with the plans and other documents submitted with them may be examined at County Buildings, Market Street, Forfar, DD8 3LG between the hours of 9.00 a.m. to 5.00 p.m. Monday to Friday or visit the Public Access facility on the Council's website at <http://planning.angus.gov.uk/online-applications/>.

Written comments may be made within 21 days of this notice to the Service Manager, County Buildings, Market Street, Forfar, DD8 3LG or e-mail Planning@angus.gov.uk. Please note that representations made to an applicant in response to any pre-application consultation cannot be taken into account by Angus Council.

Hillhead Of Ascurry Farmhouse Gask Letham Forfar DD8 2ND - Attic to be converted into one bedroom and en suite, two new dormers and a conservation velux to the front elevation, one new dormer and a conservation roof light to the rear elevation, and reopening of small windows in attic space. - 15/00726/LBC - Listed Building

Royal Hotel 27 - 33 Castle Street Forfar DD8 3AE - Proposed Alterations To Building Frontage/Entrance and Erection of Signage - 15/00678/LBC - Listed Building

44 Bridge Street Montrose DD10 8AE - Replacement Windows - 15/00427/LBC - Listed Building

88 - 94 High Street Arbroath DD11 1HL - Alterations to Building to Include Repainting, Re-Tiling, Stone Cleaning, New Doors, New Roller Shutters and Internal Alterations - 15/00738/LBC - Listed Building
Iain Mitchell, Service Manager (2381385)

ABERDEEN CITY COUNCIL**TOWN & COUNTRY PLANNING [LISTED BUILDINGS AND BUILDINGS IN CONSERVATION AREAS] [SCOTLAND] REGULATIONS 1987**

NOTICE is hereby given that an application for Listed Building/Conservation Area Consent and for Planning Permission with respect to the undernoted subjects, has been submitted to Aberdeen City Council.

The application and relative plans area available for inspection within Planning and Sustainable Development, Planning Reception, Marischal College, Broad Street, Aberdeen, AB10 1AB between the hours of 8.30 am and 5 pm (Mondays to Fridays). Any person wishing to make representations regarding any of the proposals should make them in writing to the above address (quoting the reference number and stating clearly the reasons for those representations). Alternatively, plans can be viewed, and comments made online at www.aberdeencity.gov.uk or by e-mail to pi@aberdeencity.gov.uk

Proposals Requiring Listed Building/Conservation Area Consent
Period for lodging representations - 21 days from the date of this notice

Address: Garthdee Road Cults Aberdeen AB15 9FX
Category B Listed Building Conservation Area 010

Proposal: Erection of Spa and Leisure Building with glazed link to existing hotel and demolition of existing east bedroom block and erection of new bedroom block including associated site works, parking and restaurant extension.

Applicant: Monument Leisure Ltd.

Ref No: 151107

Address: Flat D 6 King Street Aberdeen AB24 5AX
Category B Listed Building Conservation Area 002

Proposal: Upgrades to existing sash and case windows to include slimline double glazing.

Applicant: Mr Patrick Shearer

Ref No: 151206

(Would Community Councils, conservation groups and societies, applicants and members of the public please note that Aberdeen City Council as planning authority intend to accept only those representations which have been received within the above periods as prescribed in terms of planning legislation. Letters of representation will be open to public view, in whole or in summary according to the usual practice of this authority).

Date: 7 August 2015

Dr Margaret Bochel

HEAD OF PLANNING AND SUSTAINABLE DEVELOPMENT (2381386)

EAST LoTHIAN COUNCIL

TOWN AND COUNTRY PLANNING

NOTICE IS HEREBY GIVEN that application for Planning Permission/ Listed Building Consent/Conservation Area Consent has been made to East Lothian Council, as Planning Authority, as detailed in the schedule hereto.

The applications and plans are open to inspection at Environment Reception, John Muir House, Brewery Park, Haddington during office hours or at <http://pa.eastlothian.gov.uk/online-applications/>

Any representations should be made in writing or by e-mail to the undersigned within 21 days of this date.

07/08/15

Iain McFarlane

Service Manager - Planning

John Muir House

Brewery Park

HADDINGTON

E-mail: environment@eastlothian.gov.uk

SCHEDULE

15/00485/P

Development in Conservation Area

Listed Building Affected by Development

31 Westgate North Berwick East Lothian EH39 4AG

Alterations and extension to flat and formation of dormers

15/00485/LBC

Listed Building Consent

31 Westgate North Berwick East Lothian EH39 4AG

Alterations and extension to building and formation of dormers

15/00386/P

Development in Conservation Area

23 St Andrew Street North Berwick East Lothian EH39 4NX

Alterations to house

15/00597/P

Development in Conservation Area

13 Glenpeffer Avenue Aberlady Longniddry East Lothian EH32 0UL

Extension to house

15/00558/P

Development in Conservation Area

Woodburn Garvald Haddington East Lothian EH41 4LN

Alterations to house, erection of walls, gate, handrails, formation of hardstanding areas, steps and pedestrian access

15/00482/P

Development in Conservation Area

Listed Building Affected by Development

Yester House The Avenue Gifford Haddington East Lothian

Formation of services trench

15/00594/LBC

Listed Building Consent

48 High Street Haddington East Lothian EH41 3EF

Erection of signage

15/00567/CAC

Conservation Area Consent

Groombridge 11 York Road North Berwick East Lothian EH39 4LX

Demolition of gate (2381388)

GLASGOW CITY COUNCIL

PUBLICITY FOR PLANNING AND OTHER APPLICATIONS PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) (SCOTLAND) ACT 1997

THE TOWN AND COUNTRY PLANNING (LISTED BUILDINGS AND BUILDINGS IN CONSERVATION AREAS) (SCOTLAND) REGULATIONS 1987

All comments are published online and are available for public inspection.

Written comments may be made within 21 days from 7 August 2015 to the above address or online at <http://www.glasgow.gov.uk/Planning/OnlinePlanning>

15/01480/DC 15/01481/DC Flat B/1, 4 Victoria Crescent Road G12 - Internal and external alterations to flat and formation of parking space, access and gates to rear of property

15/01812/DC 415 Carmunnock Road G45 - Demolition of listed building. (Renewal of Application No. 12/00786/DC)

15/01860/DC 15/01870/DC 9 Lynedoch Crescent G3 - Internal and external alterations to listed building associated with conversion of office building into 2 flatted dwellings with associated external works and landscaping

15/01873/DC 1 Lancaster Terrace G12 - Conversion of residential home for elderly to form seven flats with external alterations to listed building - Renewal of consent 11/01949/DC

15/01731/DC 63 Kilmarnock Road G41 - Repainting of existing shopfront

15/01729/DC 58 Albion Street G1 - Installation of 2No. louvered panels to shopfront in listed building

15/01388/DC 15/01737/DC 90 Hyndland Street/45-47 Havelock Street G11 - External alterations including re-roofing and fabric repairs to listed building

15/01678/DC 1 Cleveden Crescent Lane G12 - Internal and external alterations to listed building

15/01668/DC 2 St Vincent Place G1 - Use of public footpath as external seating area for adjacent licensed premises (between 0800hrs and 2000hrs)

15/01785/DC 15/01786/DC 392 Dumbarton Road G11 - Internal and external alterations including shopfront alterations to listed building

15/01813/DC 62 Norse Road G14 - Installation of replacement double glazed timber sash and casement windows (Retrospective)

15/01475/DC Flat 6/3, 10 Buchanan Street G1 - Internal alteration to category B listed building

15/01826/DC 15/01827/DC Flat 0/1, 15 Newton Place G3 - Re-slating of roof

15/01670/DC 89 Candleriggs G1 - Display of illuminated and non-illuminated signage

15/01619/DC 1 Cleveden Crescent Lane G12 - External alterations to listed building

15/01806/DC 73 Queen Street Glasgow G1 - Use of backcourt area as beer garden

15/01018/DC 10 Fitzroy Place G3 - Use of office as dwelling, formation of two rear dormers and external alterations

15/01670/DC 89 Candleriggs G1 - Display of illuminated and non-illuminated signage

15/01619/DC 1 Cleveden Crescent Lane G12 - External alterations to listed building (2381393)

DUMFRIES AND GALLOWAY COUNCIL

THE TOWN AND COUNTRY PLANNING (ENVIRONMENT IMPACT ASSESSMENT) (SCOTLAND) REGULATIONS 2011

NOTICE UNDER REGULATION 17

Proposed development at - **SANDY KNOWE WIND FARM, KIRKCONNEL**

Notice is hereby given that an Environmental Statement has been submitted to **Dumfries and Galloway Council** by **Jones Lang LeSalle Ltd** relating to the planning application in respect of:

ERECTION OF 24 WIND TURBINES (MAX HEIGHT 125M TO BLADE TIP) AND METEOROLOGICAL MAST, FORMATION OF NEW ACCESS TO A76 AND IMPROVED ACCESS TO C125N, ACCESS TRACKS, WATER CROSSINGS AND HARDSTANDING, INSTALLATION OF TEMPORARY CONSTRUCTION COMPOUNDS, SITE SUBSTATION AND ASSOCIATED WORKS

REFERENCE NUMBER 15/P/3/0279

Possible decisions relative to the application are:

- (i) Approval without conditions
- (ii) Approval with conditions
- (iii) Refusal

A copy of the Environmental Statement and the associated planning application may be viewed on-line at www.dumgal.gov.uk/planning (follow the ePlanning link and input the planning reference into the search field) or inspected at all reasonable hours in the register of planning applications kept by the planning authority for the area at the **Council Offices at Kirkbank House, English Street, Dumfries, DG1 2HS**.

Hard copies of the Environmental Statement Volumes 1, 2 and 3 may be purchased from **Sandy Knowe Wind Farm Ltd, c/o Burcote Wind Limited, 15 Pitreavie Court, Queensferry Road, Dunfermline, Fife, KY11 8UU** (Cost £500). In addition, all documents are available (as a PDF for screen viewing only) on a DVD for £10.00.

Hard copies of the 'Non-Technical Summary' is available free of charge from the applicant.

Any person who wishes to make representations to **Dumfries and Galloway Council** about the proposal and/or Environmental Statement should make them in writing (or by email to PlanningRepresentations@dumgal.gov.uk) quoting Ref: 15/P/3/0279 within **28 days of the date of publication of this notice to The Head of Planning & Regulatory Services, Dumfries and Galloway Council, Kirkbank House, English Street, Dumfries, DG1 2HS**

Date: 07 August 2015

Steve Rogers

Head of Planning & Regulatory Services

Directorate of Planning & Environment Services

(2381396)

ARGYLL & BUTE COUNCIL

The applications listed below together with all other related documents may be inspected between 09:30-12:30 and 13:30-17:00hrs Monday, Tuesday, Thursday, Friday and 10:00-12:30 and 13:30-17:00hrs on Wednesday at the locations detailed below or by logging on to the Council's website at www.argyll-bute.gov.uk. Written comments for the following list of applications should be made to the above address within 21 days of this advert. Please quote the reference number in any correspondence.

TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 (AS AMENDED), RELATED PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) (SCOTLAND) ACT 1997

REFVAL	PROPOSAL	SITE ADDRESS	LOCATION OF PLANS
15/00722/LIB	Installation of replacement front door.	32B Kirk Street Campbeltown Argyll And Bute PA28 6BL	Burnet Building St John St Campbeltown 1A Manse Brae Lochgilphead PA31
15/00732/LIB	Installation of replacement external and internal doors	6, 26C, 28 And 32E Barochan Place Argyll Street Campbeltown Argyll And Bute PA28 6AX	Burnet Building St John St Campbeltown 1A Manse Brae Lochgilphead PA31
15/00740/LIB	Installation of replacement doors	3A, 5A And 7A Glebe Street Campbeltown Argyll And Bute PA28 6JJ	Burnet Building St John St Campbeltown 1A Manse Brae Lochgilphead PA31
15/00749/LIB	Installation of replacement external doors	15, 17 And 19 Brae House Manse Brae Rhu Helensburgh Argyll And Bute G84 8RE	Helensburgh Library Blairvadach Shandon Helensburgh G84 8ND
15/02014/LIB	Display of 2 non illuminated signs	Brambles 2A Main Street East Inveraray Argyll And Bute PA32 8TP	Sub Post Office Inveraray 1A Manse Brae Lochgilphead PA31
15/02123/LIB	Internal alterations and installation of external vents	Flat 1/1 And Flat 1/2 24 John Street Helensburgh Argyll And Bute G84 8BA	Helensburgh Library Blairvadach Shandon Helensburgh G84 8ND
15/02133/LIB	Internal alterations	5 School Street Port Charlotte Isle Of Islay Argyll And Bute PA48 7TW	Sub Post Office Port Charlotte 1A Manse Brae Lochgilphead PA31
15/02167/LIB	Installation of replacement external door	37 Brae House Manse Brae Rhu Helensburgh Argyll And Bute G84 8RE	Sub Post Office Rhu Blairvadach Shandon Helensburgh G84 8ND

Argyll and Bute council encourages planning applications to be made on-line through The Scottish Government website:

<https://eplanning.scotland.gov.uk>

The Council maintain a Register of planning applications which can be viewed during normal office hours at Planning and Regulatory Services, Central Validation Team, 1A Manse Brae, Lochgilphead PA31 8RD.

A weekly list of applications can be viewed at the above address and at all Council Libraries.

Any letter of representation the Council receives is considered a public document and will be published on our website.

Anonymous or marked confidential correspondence will not be considered.

(2381397)

**THE HIGHLAND COUNCIL
TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997
THE ENVIRONMENTAL IMPACT ASSESSMENT (SCOTLAND)
REGULATIONS 2013**

**ERECTION OF 13 WIND TURBINES AT LAND 2265M NW OF
ACHRATAGAN BALNAIN DRUMNADROCHIT**

The Council has received an application from Force 9 Energy Partners LLP and EDF Energy Renewables at Land 2265M NW Of Achratagan Balnain Drumnadrochit (15/02758/FUL). The application is supported by an Environmental Statement.

The application, the accompanying Environmental Statement and supporting documents are available for public inspection between the hours of 9.00am and 5.00pm Monday to Friday at the following locations—

1. Planning and Development Service, Council Offices, Glenurquhart Road, Inverness
2. Inverness And Nairn Area Planning & Building Standards Office, Second Floor, Kintail House, Beechwood Business Park, Inverness, IV2 3BW

They can also be accessed online at <http://wam.highland.gov.uk/wam/> (search using the application number 15/02758/FUL)

Printed copies of the complete Environmental Statement and supporting documents can be purchased from Force 9 Energy Partners LLP and EDF Energy Renewables, c/o 272 Bath Street, Glasgow, G2 4JR at a cost of £250.00. The Non-Technical Summary is available free of charge. In addition, all documents are available in an electronic format (as PDFs for screen viewing only) on CD/DVD for £2.

Any person who wishes to make a representation on the application, Environmental Statement or supporting documents can do so online by visiting <http://wam.highland.gov.uk/wam/> or by writing to The Head of Planning and Building Standards, ePlanning Centre, The Highland Council, Glenurquhart Road, Inverness, IV3 5NX. The deadline for receipt of comments is 7th September 2015

The Council will acknowledge receipt of comments but is unable to respond individually to points or questions raised. Please note that your comments will be published online. Please quote the application reference number in your correspondence.

J. Stuart Black

Director of Planning and Development (2381400)

**THE SCOTTISH GOVERNMENT
THE TOWN AND COUNTRY PLANNING (ENVIRONMENTAL
IMPACT ASSESSMENT) SCOTLAND REGULATIONS 2011
NOTICE UNDER REGULATION 18**

The proposed development at Land West Of Muircleugh Farmhouse, Lauder, TD2 6RG, is subject to assessment under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

Notice is hereby given that additional information in relation to an environmental statement has been submitted to Scottish Ministers by Savills, on behalf of Airvolution Energy Ltd, relating to the planning application in respect of the erection of Wind Farm Development Comprising 7 No Wind Turbines 110m High To Tip With Ancillary Equipment, Access Track And Associated Works at Land West Of Muircleugh Farmhouse, Lauder, TD2 6RG, notified by Scottish Borders Council under the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 on 3 October 2014. The planning application has now been appealed to Scottish Ministers.

Possible decisions relating to the proposed development are:—

- (i) approval without conditions;
- (ii) approval with conditions;
- (iii) refusal of the application

A copy of the additional information together with the environmental statement, the associated application and other documents submitted with the application may be inspected during opening hours at the place where the register of planning applications is kept by the planning authority for the area at Council Headquarters, Newtown St. Boswells, Melrose, TD6 0SA during the period of 28 days beginning with the date of this notice.

Copies of the additional Environmental Information, Error! Bookmark not defined may be purchased from Savills Planning, Savills, 163 West George Street, Glasgow, G2 2JJ at a cost of £950 per hard copy and £5 in CD format.

Any person who wishes to make representations to Scottish Ministers about the additional information should make them in writing within 28 days beginning with the date of this notice (quoting reference PPA-140-2054) to:

The Directorate for Planning and Environmental Appeals (DPEA)

4 The Courtyard
Callendar Business Park
Callendar Road

Falkirk
FK1 1XR

Or by e-mail to: liz.kerr@scotland.gsi.gov.uk

David Henderson

Directorate for Planning and Environmental Appeals (2381402)

**EAST AYRSHIRE COUNCIL
PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS)
(SCOTLAND) ACT 1997
PLANNING APPLICATIONS**

For those applications which have been the subject of Pre-Application Consultation between the Applicant and the Community (and which are indicated as “PAC”), persons wishing to make representations in respect of the application should do so to the Planning Authority in the manner indicated.

The Applications listed may be examined at the address stated below between 09:00 and 17:00 hours Monday to Thursday and 09:00 and 16:00 hours Friday, excluding public holidays. All applications can also be viewed online via the Council website (www.east-ayrshire.gov.uk/eplanning) or by prior arrangement at one of the local offices throughout East Ayrshire.

Written comments and electronic representations may be made to the Head of Planning and Economic Development, PO Box 26191, Kilmarnock KA1 9DX or submittoPlanning@east-ayrshire.gov.uk before the appropriate deadline.

Please note that comments received outwith the specified period will only be considered in exceptional circumstances which will be a question of fact in each case.

Head of Planning and Economic Development
03.08.2015

Where plans can be inspected:

Department of Neighbourhood Services, The Johnnie Walker Bond, 15 Strand Street, Kilmarnock, KA1 1HU

Proposal/Reference:

15/0479/LB

Address of Proposal:

5 Dundonald Road
KILMARNOCK
KA1 1EQ

Name and Address of Applicant:

Ayrshire Cancer Support
16 Portland Road
KILMARNOCK
KA1 2BS

Description of Proposal:

Change of use from a domestic property (Class 9) to Cancer Care Centre (Class 2). Erection of single storey rear extension, replacement windows and alterations to boundary wall. (2381405)

**SOUTH LANARKSHIRE COUNCIL
TOWN AND COUNTRY PLANNING (DEVELOPMENT
MANAGEMENT PROCEDURE) (SCOTLAND) REGULATIONS 2008
NOTICE OF APPLICATION TO BE PUBLISHED IN A LOCAL
NEWSPAPER UNDER REGULATION 20(1)**

Applications for planning permission listed below together with the plans and other documents submitted with them may be inspected on line at www.southlanarkshire.gov.uk and can also be viewed electronically at the following locations:—

- Council Offices, South Vennel, Lanark ML11 7JT
- Civic Centre, Andrew Street, East Kilbride G74 1AB
- Brandon Gate, 1 Leechlee Road, Hamilton ML3 0XB

between the hours of 8.45am and 4.45pm, Monday to Thursday and 8.45am and 4.15pm on Friday (excluding public holidays)

Written comments may be made to the Head of Planning and Building Standards, 1st Floor Montrose House, 154 Montrose Crescent, Hamilton, ML3 6LB or by email to planning@southlanarkshire.gov.uk

Please note that any comments which you make to an application cannot generally be treated as confidential. All emails or letters of objection or support for an application, including your name and address require to be open to public inspection and will be published on the Council's website. Sensitive personal information such as signatures, email address and phone numbers will usually be removed.

Lindsay Freeland Chief Executive

Proposal/Reference:

CR/15/0144

Address of Proposal:

Conversion and alteration of former school annexe and janitor's house to form 8 no. flatted dwellings with associated parking

2 McCallum Avenue

Rutherglen

Name and Address of Applicant:

NOT ENTERED

Description of Proposal:

Listed Building Consent Representations within 21 days

Proposal/Reference:

EK/15/0234

Address of Proposal:

Proposed replacement of roof including reinstatement of roof lights and associated works with repair and restoration works throughout building

St Brides R C Church

Whitemoss Avenue

East Kilbride

Name and Address of Applicant:

NOT ENTERED

Description of Proposal:

Listed Building Consent Representations within 21 days (2381407)

THE HIGHLAND COUNCIL

TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997

PLANNING (LISTED BUILDING AND CONSERVATION AREAS) (SCOTLAND) ACT 1997

The applications listed below, along with plans and other documents submitted with them, may be examined online at <http://wam.highland.gov.uk> and, where given, the alternative location(s).

Written comments should be made to the EPC at the contact details below within the time period indicated from the date of this notice. Anyone making a representation about this proposal should note that their letter or email will be disclosed to any individual or body who requests sight of representations in respect of this proposal.

Reference Number	Development Address	Proposal Description	Alternative locations where application may be inspected and time period for comments
15/02721/LBC	Dunbeg House North Ballachulish Onich Fort William PH33 6SA	Alterations	Area Planning and Building Standards Office, Fulton House, Gordon Square, Fort William, PH33 6XY Regulation 5 - affecting the character of a listed building (21 days)
15/02852/LBC	Orbost House Orbost Dunvegan Isle Of Skye IV55 8ZB	re-render to selected elevations of the Category B-Listed Orbost House.	Highland Council, Tigh na Sgìre, Park Lane, Portree, Isle of Skye, IV51 9GP Regulation 5 - affecting the character of a listed building (21 days)
15/02935/LBC	Culcabock House Old Mill Lane Inverness IV2 3XP	Alterations and extension	The Highland Council, Area Planning Office, 2nd Floor, Kintail House, Beechwood Business Park, Inverness, IV2 3BW Regulation 5 - affecting the character of a listed building (21 days)

PLEASE NOTE OUR NEW ADDRESS

ePlanning Centre, The Highland Council, Glenurquhart Road, INVERNESS IV3 5NX

Email: epanning@highland.gov.uk

(2381411)

THE CITY OF EDINBURGH COUNCIL

THE TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (SCOTLAND) REGULATIONS 2013 - REGULATION 20(1). THE TOWN AND COUNTRY PLANNING (LISTED BUILDING AND BUILDINGS IN CONSERVATION AREAS) (SCOTLAND) REGULATIONS 1987 - REGULATION 5. ENVIRONMENTAL IMPACT ASSESSMENT (SCOTLAND) REGULATIONS 2011 - PUBLICITY FOR ENVIRONMENTAL STATEMENT.

PLANNING AND BUILDING STANDARDS

Applications, plans and other documents submitted may be examined at Planning & Building Standards front counter, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG between the hours of 8:30-5:00 Monday-Thursday & 8:30-3:40 on Friday. Written comments may be made quoting the application number to the Head of Planning & Building Standards within 21 days of the date of publication of this notice. You can view, track & comment on planning applications online at www.edinburgh.gov.uk/planning. The application may have been subject to a pre-application consultation process & comments may have been made to the applicant prior to the application being submitted. Notwithstanding this, persons wishing to make representations in respect of the application should do so as above.

Acting Head of Planning and Building Standards

15/02490/LBC 11A Montague Street Edinburgh EH8 9QT Remove redundant kitchen fittings and drainage to form new bedroom. Enlarge existing shower room. Remove existing store & boiler, enlarge room to form new Kitchen & Sitting Room. Upgrade existing windows with new double-glazing, replace existing aluminium-framed window to front with new white-painted timber sash & case window to match existing details. Form new boiler.

15/03316/FUL 18 Kinnear Road Edinburgh EH3 5PE Proposed ground and first floor extension with balcony to rear with new patio area.

15/03339/FUL 28 Summerside Place Edinburgh EH6 4NY Alterations and change of use of office area to become part of connected studio flat.

15/03341/FUL Proposed Telecoms Apparatus 23 Metres Northwest Of 18 Baltic Street Edinburgh Installation of a BT broadband cabinet.

15/03350/LBC 17-21 Blackfriars Street Edinburgh EH1 1NB Internal alterations to create residential flats and cafe/restaurant on ground floor and revisions to ground floor windows.

15/03351/FUL 17-21 Blackfriars Street Edinburgh EH1 1NB Change of use of ground floor to residential apartments and cafe/restaurant and revisions to ground floor windows.

15/03368/FUL Proposed Telecoms Cabinet 2 Metres South Of 29-35 Queen Charlotte Street Edinburgh Installation of a BT broadband cabinet.

15/03371/FUL Proposed Telecoms Cabinet 2 Metres East Of 98 Ferry Road Edinburgh Installation of a BT broadband cabinet.

15/03388/LBC 3F2 23 Union Place Edinburgh EH1 3NQ Upgrade the two windows in our flat to double-glazed sash and case windows using 6mm low e glass double glazed sashes.

15/03389/LBC 53-59 Leith Walk Edinburgh EH6 8LS A new external door opening/ glazed door and glazed shopfront are proposed with internal works including the removal of walls and new steps & ramp to be created.

15/03395/FUL 7 Newhaven Main Street Edinburgh EH6 4LJ Change of use from existing office to 2 bedroom residential unit. with new window in gable and new frontage to match neighbouring property.

15/03397/FUL 2F Cramond House 2 Kirk Cramond Edinburgh EH4 6HZ Change of use on second floor from residential flat to office, ancillary to existing nursery on lower floors.

15/03398/FUL Proposed Telecoms Cabinet 9 Metres South East Of 99 Giles Street Edinburgh Installation of a BT broadband cabinet.

15/03422/FUL 8 Arboretum Road Edinburgh EH3 5PD Demolition of 1930's cottage and erection of 3 storey flatted development to create 8 No new apartments. Removal of 3No small/medium trees and planting of 8 No new trees to reinforce site boundaries.

15/03423/CON 8 Arboretum Road Edinburgh EH3 5PD Demolition of 1930's cottage and erection of 3 storey flatted development to create 8 No new apartments. Removal of 3No small/medium trees and planting of 8 No new trees to reinforce site boundaries.

15/03436/LBC 216 Portobello High Street Edinburgh EH15 2AU Removing existing old brand signage and replacing with new style brand signage.

15/03438/FUL 21G Thistle Street North West Lane Edinburgh Change of use from lock-up garages to swim studio. Remove existing garage doors and form external wall with timber cladding.

15/03439/LBC 3 Breadalbane Street Edinburgh EH6 5JH Form internal plasterboard and glazed partitions to office.

15/03440/FUL 102 Constitution Street Edinburgh EH6 6AW Repaint existing B listed building facade in different colour paint.

15/03442/LBC 102 Constitution Street Edinburgh EH6 6AW To paint building a different colour to existing and fix commercial signage to the facade as per attached drawings.

15/03443/LBC 139 Princes Street Edinburgh Minor shop fit out works, formation of 2.4m partition walls within ground floor shop area. minor works to upper floors to reinstate internal floors and create office accommodation.

15/03448/LBC 2B Jamaica Street Edinburgh EH3 6HH Remove existing load-bearing wall between the kitchen and bar area on the upper floor. Remove the existing bar and infill opening with stud partition and match existing cornice.

15/03449/LBC The George Hotel 15-25 George Street Edinburgh EH2 2PA Two reversed etched stainless steel plaques, two illuminated projecting signs and two flags to existing flagpoles.

15/03450/FUL Flat 6 15 Mid Steil Edinburgh EH10 5XB Remove existing timber windows and replace with uPVC tilt and turn windows.

15/03456/FUL 7 Greenhill Place Edinburgh EH10 4BR Proposed alterations to form living space in existing single storey rear service off-shoot and hard landscaping works.

15/03459/LBC 7 Greenhill Place Edinburgh EH10 4BR Proposed alterations to form living space in existing single storey rear service off-shoot and hard landscaping works.

15/03463/FUL 3 Craigmillar Park Edinburgh EH16 5PG Replacement of garden gates.

15/03468/FUL 106 Inverleith Row Edinburgh EH3 5NJ Convert existing attic into habitable space, form new dormer to rear, construct new single storey to side and rear of existing dwelling and carry out some internal alterations.

15/03470/LBC 131-133 High Street Edinburgh EH1 1SG Removal of existing planters and cigarette boxes, replacement of lighting, amenity boards and relocation of cctv cameras, internal alterations

15/03471/FUL GF 17 Chester Street Edinburgh EH3 7RF Alterations and renovations to existing ground floor and garden floor dwelling including frameless glass box conservatory to rear.

15/03473/LBC Sir Walter Scott's Monument Princes Street Edinburgh Replacing external lighting and installing new fittings/equipment. Replacing internal lighting to museum room.

15/03475/LBC 4 Main Street Balerno EH14 7EH Minor alterations including new vent terminals, new window, alterations to drainage and signage.

15/03478/FUL 8 Brunstane Road Edinburgh EH15 2EY Remove existing single storey rear extension and store and build new single storey extension with kitchen and dining space.

15/03479/FUL 39 Westfield Road Edinburgh EH11 2QW Change of use of first floor concession for 24 hour gym.

15/03482/LBC 8 Castle Street Edinburgh EH2 3AT Remove existing shop signage and replace with new logo, repaint shop front, remove internal partitions and erect new partitions to form office and lobby.

15/03484/FUL 6A Esslemont Road Edinburgh EH16 5PX Erection of a pair of automated gates.

15/03485/LBC 18 Dick Place Edinburgh EH9 2JL Refurbish sash and case windows and replace existing single glazing with 'Slimlite' double glazing on all the windows on the first floor to front and rear.

15/03490/LBC GF 17 Chester Street Edinburgh EH3 7RF Full refurbishment, internal alterations, a rear single storey extension and reinstating the infill below the entrance platt.

15/03496/LBC 22 Frederick Street Edinburgh EH2 2JR Alter the fascia panel by forming in smaller metal trays and decorating the same in bronze black (RAL 8022) paint with satin finish. Fit new fascia sign and projecting sign both to be externally illuminated by LED spotlights. Shophfront pilasters and surrounds to be decorated bronze black RAL 8022 paint with satin finish.

15/03500/LBC 44A Constitution Street Edinburgh EH6 6RS Fixing of 2 hardwood folding bench seats to front elevation of property (in retrospect)

15/03502/FUL 4 Echline Farm Cottages 11 Echline South Queensferry EH30 9SW Replace existing single glazed sash and case windows, to improve thermal performance of fabric, with new timber one-over-one windows with Slim-profile double glazing system units and draughtseals. In all other respect the windows will be designed to replicate the original windows.

15/03504/LBC PF2A 10 Kirk Street Edinburgh EH6 5EY Replacement windows.

15/03506/LBC 28 Grindlay Street Edinburgh EH3 9AP Strip out of existing cafe equipment, erection of internal divider partitions, repaint wall, window and door.

15/03527/FUL St Columba's Church 14 Johnston Terrace Edinburgh EH1 2PW Change of use and conversion of an existing caretakers flat into additional office space.

15/03531/LBC 41 South Clerk Street Edinburgh EH8 9NZ Proposed signage, external lighting, door to side, small delivery doors to front and internal alterations.

15/03534/FUL 41 South Clerk Street Edinburgh EH8 9NZ Proposed signage, external lighting, door to side and small delivery doors to front.

15/03537/FUL 22 Thistle Street Edinburgh EH2 1EN Repaint the existing shopfront.

15/03542/LBC 13-13A Raeburn Place Edinburgh EH4 1HU New timber shopfront, new signage, internal shopfitting works.

15/03545/FUL 13-13A Raeburn Place Edinburgh EH4 1HU New timber shopfront.

15/03546/FUL 13-13A Raeburn Place Edinburgh EH4 1HU Installation of two air conditioning condensers.

15/03547/LBC 2F 15 Saxe-Coburg Place Edinburgh EH3 5BR Replace existing single glazed glaze with slim line double glazing units.

15/03549/FUL 26 Inverleith Row Edinburgh EH3 5QH Replace timber and steel terrace and access steps at rear of house and alter windows and doors on rear elevation.

15/03550/LBC 26 Inverleith Row Edinburgh EH3 5QH Replace timber and steel terrace and access steps at rear of house and alter windows and doors on rear elevation.
(2381398)

Roads & highways

ROAD RESTRICTIONS

MIDLOTHIAN COUNCIL ROADS (SCOTLAND) ACT 1984

THE MIDLOTHIAN COUNCIL (A701 PEDESTRIAN UNDERPASS, STRAITON, MIDLOTHIAN) (STOPPING UP) ORDER 2015 - T4.448

NOTICE IS HEREBY GIVEN THAT on 28 July 2015 The Midlothian Council in exercise of the powers conferred on them by Section 71(2) of the Roads (Scotland) Act 1984 confirmed the above-mentioned Order.

Copies of the Order as confirmed, of the accompanying plan and of a Statement of the Council's reasons for making the Order have been deposited at the office of the Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith and at Loanhead Library, George Avenue, Loanhead. These documents are available for inspection free of charge from 28 July to 8 September 2015 during normal opening hours.

The effect of the Order is as stated in the Advertiser dated 31 May 2012, and in Notice No 2 in The Edinburgh Gazette Number 27101 dated 1 June 2012.

The Order comes into operation on 31 August 2015.

Any person who wishes to question the validity of the Order or of any provision contained in it on the grounds that it is not within the powers conferred by the Roads (Scotland) Act 1984, or on the grounds that any requirement of that Act or of any instrument made under it has not been complied with in relation to the Order, may within six weeks from 28 July 2015 apply to the Court of Session for this purpose.

John Blair, Director of Resources

(2381381)

OTHER NOTICES

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The Company Law Supplement details information notified to, or by, the Registrar of Companies. The Company Law Supplement to **The London Gazette** is published weekly on a Tuesday; to The Belfast and Edinburgh Gazette is published weekly on a Friday. These supplements are available to view at <https://www.thegazette.co.uk/browse-publications>. Alternatively use the search and filter feature which can be found here <https://www.thegazette.co.uk/all-notices> on the company number and/or name.

(2381416)



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