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**PRIVATE LETTER BOX REGULATIONS**

*This version is out of date*

**Subsidiary  
1961.12.22-1**

Regulations made under ss.5, 54.

**PRIVATE LETTER BOX REGULATIONS**

**(1961.12.22-1)**

**22.12.1961**

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Regulation

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**Title.**

1. These regulations may be cited as the Private Letter Box Regulations.

**Interpretation.**

2. In these regulations unless the context otherwise requires,–

“person” means the whole of a family together with employees, and in the case of a firm the principals and anyone working for them.

**Conditions of rental.**

3.(1) Private post office boxes may be rented at the General Post Office under the following conditions, and upon any breach thereof the Director may at once withdraw permission for the use of the box :-

- (a) a private box may not be rented in a fictitious name or for an improper use;
- (b) no two persons, unless they are in business partnership, may jointly rent one private box; and
- (c) the business or the private address of the renter must be furnished.

(2) Notwithstanding the provisions of sub-regulation (1), any person not being a box renter may have his correspondence placed in the private box of a renter, subject to the written consent of such renter being furnished to the Director, and on payment of a fee equal to half the rental payable in respect of the box under regulation 8.

**Delivery of correspondence.**

4.(1) Correspondence will be placed in a private box only when addressed to the renter or to his care or when specially addressed to the number of the box.

(2) Delivery into a private box is, in all respects, equivalent to personal delivery to the addressee.

(3) A person not being a renter whose correspondence is addressed to a private box can only obtain such through the renter.

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(4) Correspondence missorted or erroneously addressed to a wrong box shall immediately be reposted, endorsed "Not for Box No. \_\_\_\_\_".

Should a case come under notice where this is not done, or when flagrant neglect is shown by the renter or person in possession of the key, in detaining or delaying such correspondence, the Director may declare the box forfeited and may demand the return of the key.

(5) In exceptional circumstances, such as the loss of a key, correspondence from any private box may, temporarily, be delivered at the counter, subject to compliance with the provisions of regulation 5.

### **Proof of identification.**

5. Unless the renter is well known, or can be identified by someone well known to a responsible officer of the Post Office, the only admitted "proof of identification" shall be the receipt for the private box rent.

### **Re-addressing of correspondence.**

6. Correspondence may be re-addressed from one box to another only in exceptional circumstances and upon application to the Director. Officers of the Post Office shall not be obliged to re-address correspondence unless the box be closed, either temporarily or permanently.

### **Locks and keys.**

7.(1) When a private box is let, a key shall be supplied, which is required to be returned undamaged when the box is given up. A deposit of £10 shall be payable in respect of such key, such deposit to be repayable upon the return of the key undamaged. Renters are not permitted to have extra keys made.

(2) If a key is lost, information must at once be given to the Director, in order that a new lock may be fitted. A charge of £12 shall be made for the renewal of a lock.

(3) No lock may be placed on any box other than a lock supplied by the Post Office, and no repairs to a box may be executed except by the Post Office.

### **Rentals.**

8. The rental in respect of a private box shall be payable in advance to the 31st day of March in each year, any portion of a calendar quarter being considered a full quarter, and shall be at the following rates:--

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- (a) £16 per annum for a large box;
- (b) £8 per annum for a small box; and
- (c) £4 per annum for an inside box.

**Failure to pay rental.**

9. Failure to pay the rental of a private box within seven days of the date when it is due shall result in the forfeiture of the box, which may be re-let by the Director.

**Refusal to let box.**

10. The Director may refuse to let or re-let a private box to any person without assigning any reason for such refusal.

**Further conditions.**

11. In addition to the conditions set out in these regulations, the Director may from time to time impose such further conditions as he may think fit as to the use of private boxes.