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GUERNSEY STATUTORY INSTRUMENT

1996 - No. 34

The Post Office (Inland Post) (Amendment) Order, 1996

Made ... .. December 1996

Laid before the States ... .. 1997

Coming into Operation ... .. 2nd January, 1997

THE STATES POST OFFICE BOARD, in exercise of the powers conferred on it by sections 13, 16 and 68 of the Post Office (Guernsey) Law, 1969, as amended (a), hereby orders:-

Amendments  
to Inland Post  
Order of 1993.

1. In the Post Office (Inland Post) Order, 1993, (b):
  - (a) in section 40, for "£24" substitute "£26";
  - (b) in section 46, for "£24" substitute "£26";
  - (c) for Schedules 1, 2, 3, 4, 5 and 6 substitute the Schedules to this Order.

Repeals.

2. The Post Office (inland post) (Amendment) Order 1995 (c) and article 1 (f) of the Post Office (inland Post) (Amendment) Order, 1994 (d) are repealed.

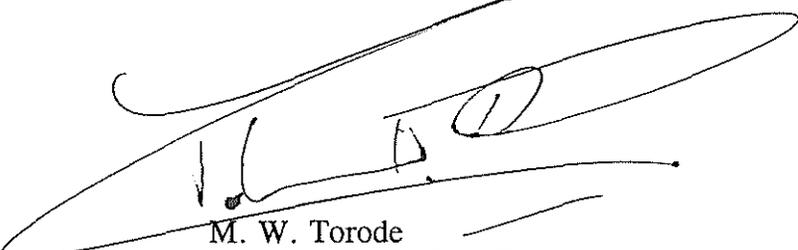
Citation.

3. This Order may be cited as the Post Office (Inland Post) (Amendment) Order, 1996.

Commencement.

4. This Order shall come into force on 2nd January, 1997.

Dated this *26* day of December, 1996.

  
M. W. Torode  
President of the States Post Office Board  
for and on behalf of the Board

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(a) Ordres en Conseil Vol. XXII, p.128; Vol. XXIII, p.511; No. X of 1988; No. III of 1990.

(b) S.I. 1993 No. 4; S.I. 1994 No. 10; S.I. 1995 No. 6.

(c) S.I. 1995 No. 6

(d) S.I. 1994 No. 10

Rates of postage on postal packets

Col. 1 Description of postal packet	Col. 2 Rates of postage
1. Letter, other than a flowerbox	(i) If transmitted as a local letter:-
	Weight not exceeding 100 g. 18p
	thereafter,
	not exceeding 150 g. ... 26p
	" " 200 g. ... 34p
	" " 250 g. ... 42p
	" " 300 g. ... 50p
	" " 350 g. ... 58p
	" " 400 g. ... 66p
	" " 450 g. ... 74p
	" " 500 g. ... 82p
	" " 550 g. ... 90p
	" " 600 g. ... 98p
	" " 650 g. ... £1.06
	" " 700 g. ... £1.14
	" " 750 g. ... £1.22
	" " 800 g. ... £1.30
	" " 850 g. ... £1.38
	" " 900 g. ... £1.46
	" " 950 g. ... £1.54
	" " 1000 g. ... £1.62
	and thereafter, for each additional 250 g. or part thereof ... 35p
	(ii) If transmitted as a letter to the United Kingdom, the Isle of Man, or Jersey:-
	Weight not exceeding 60 g. 25p
	thereafter,
	not exceeding 100 g. ... 34p
	" " 150 g. ... 42p
" " 200 g. ... 52p	
" " 250 g. ... 61p	
" " 300 g. ... 71p	
" " 350 g. ... 81p	
" " 400 g. ... 91p	
" " 450 g. ... £1.01	
" " 500 g. ... £1.11	
" " 550 g. ... £1.21	
" " 600 g. ... £1.32	
" " 650 g. ... £1.43	
" " 700 g. ... £1.54	
" " 750 g. ... £1.65	
" " 800 g. ... £1.76	
" " 850 g. ... £1.87	
" " 900 g. ... £1.98	
" " 950 g. ... £2.09	
" " 1000 g. ... £2.20	
and thereafter, for each additional 250 g. or part thereof ... 59p	

Col. 1 Description of postal packet	Col. 2 Rates of postage	
2. Newspapers	Weight not exceeding 100 g. thereafter, not exceeding 150 g. ... " " 200 g. ... " " 250 g. ... " " 300 g. ... " " 350 g. ... " " 400 g. ... " " 450 g. ... " " 500 g. ... " " 750 g. ...	18p 26p 34p 42p 50p 58p 66p 74p 82p £1.22
3. Articles for the use of the blind	Free.	
4. Business reply packet	(a) The appropriate rate in Item 1 plus ... .. (b) An annual fee of £35.00.	1.5p
5. Parcel (a) United Kingdom Isle of Man	Weight not exceeding 1000 g. thereafter, not exceeding 2000 g. ... " " 4000 g. ... " " 6000 g. ... " " 8000 g. ... " " 10000 g. ... " " 30000 g. ...	£2.70 £3.35 £4.90 £5.50 £6.30 £7.30 £8.55
(b) Jersey	Weight not exceeding 1000 g. thereafter, not exceeding 2000 g. ... " " 4000 g. ... " " 6000 g. ... " " 8000 g. ... " " 10000 g. ... " " 30000 g. ...	£2.70 £3.35 £4.90 £5.50 £6.30 £7.30 £8.55
(c) Local	Weight not exceeding 1000 g. thereafter, not exceeding 2000 g. ... " " 4000 g. ... " " 6000 g. ... " " 8000 g. ... " " 10000 g. ... " " 15000 g. ... " " 20000 g. ... " " 30000 g. ...	£1.62 £1.85 £2.20 £2.64 £3.10 £3.65 £5.60 £6.75 £8.15

Col. 1 Description of postal packet	Col. 2 Rates of postage			
6. Flower box	Dimensions not exceeding			
	Length	Girth		
Box A	400 mm.	330 mm. ...	...	65p
A2	450 mm.	400 mm. ...	...	£1.30
B	450 mm.	420 mm. ...	...	£1.35
C	560 mm.	360 mm. ...	...	£1.30
C2	610 mm.	450 mm. ...	...	£1.85
D	610 mm.	515 mm. ...	...	£1.98
E	610 mm.	600 mm. ...	...	£2.30
F	610 mm.	750 mm. ...	...	£2.90

SCHEDULE 2

Sections 2, 11,  
21, 24, 37  
and 41.

Postal facilities

1.	Certificate of posting	...	...	Free
2.	Recorded delivery	...	...	60p
3.	Cash on delivery	...	...	£1.70
4.	Advice of delivery of, or inability to deliver, a registered postal packet:-			
	Only available if requested at time of posting	...	...	33p
5.	Advice of delivery of, or inability to deliver a recorded delivery packet:-			
	Only available if requested at time of posting	...	...	33p
6.	Private Post Boxes. Collection by the Board of postal packets (other than parcels) posted in a private posting box (provided by the person requesting the facility) of a design and in a position approved by the Board:-			
	(1) For initial period of one year or less:-			
	(a) For one collection, on five or fewer weekdays in every week	...	...	£750.00
	(b) For two collections on five or fewer weekdays in every week	...	...	£1500.00
	(c) For one collection on a Sunday (by special arrangement with the Board)	...	...	£500.00
	(2) For each subsequent full year	...	...	The fees chargeable under (1)
	(3) For a subsequent part only of a year	...	...	A rateable proportion of the fees chargeable under (1)

7. Private Boxes. Provision by the Board of a private box for a person requesting this facility (hereinafter referred to as "a Box Holder").

- (i) in which postal packets addressed to the Box Holder are placed awaiting collection by the Box Holder; or
- (ii) in which postal packets addressed to a person approved by the Box Holder (hereinafter referred to as "an approved addressee") are placed to await collection by the approved addressee or his agent.

instead of being delivered by postman at the place of address:-

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

(1) (a) Box for reception of postal packets other than parcels, or for reception of parcels only:-			
Guernsey	...	...	£104.00
Alderney and Sark	...	...	£52.00
(b) Box for reception of all classes of postal packets:-			
Guernsey	...	...	£104.00
Alderney and Sark	...	...	£52.00
(c) For each approved addressee	...	...	£10.00

(2) Diversion fee, payable in addition to the fees referred to in (1) where the holder of the private box carries on business at different addresses and postal packets addressed to him at more than one address are to be placed in the private box for collection:

For each address (after the first) to which packets are addressed, and for each style (after the first) in which packets are addressed to each address (after the first)	...	...	£100.00
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B.- For each subsequent full year ... .. The fees chargeable under paragraph A.

C.- For a subsequent part only of  
a year

... .. A rateable  
proportion  
of the fees  
chargeable  
under  
paragraph A.

8. Redirection by the States Post Office.  
Redirection of postal packets from  
their original address to the same  
addressee at another address in  
pursuance of the addressee's  
application:-

A.- Where the original address is a  
business address and the addressee  
has permanently ceased to occupy  
the premises to which the packets  
are addressed, or where the original  
address is not a business address:-

- |   |        |        |
|---|--------|--------|
| (1) On an application for redirection<br>for a period not exceeding one<br>month  | ... .. | £6.00  |
| (2) On an application for redirection<br>for a period not exceeding three<br>months (including a period<br>following that specified in an<br>earlier application) | ... .. | £16.00 |
| (3) On an application for redirection<br>for a period not exceeding one<br>year (including a period following<br>that specified in an earlier<br>application)     | ... .. | £60.00 |

(Note: (i) where the original address  
is a private residence and postal  
packets addressed to several members  
of one family bearing the same surname  
are all to be redirected to one other  
address, the addressees are to be  
regarded together as constituting one  
addressee for the purpose of the fee  
payable.

(ii) See also section two of  
this Order as to additional postage  
on parcels.)

B.- Where the original address is a  
business address and the addressee  
has temporarily ceased to occupy the  
premises to which the packets are  
addressed:-

For each continuous period not exceeding 14 days	... ..	£1.00
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9. Diversion of Postal Packets. Delivery of postal packets addressed to the addressee's private address at his business address, or of postal packets addressed to one or more business addresses, at another business address of the same addressee or at his private address, where the fee mentioned in item 8 is not applicable:-

For each address from which packets are diverted and for each style after the first in which the packets are addressed to each such address:-

(1) For initial period of one year or less	...	...	£100.00
(2) For each subsequent full year	...	...	£100.00
(3) For a subsequent part only of a year	...	...	A rateable proportion of the fee chargeable under (2).

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

for each search ... .. 90p

(Note: This fee is not charged:-

- (a) if the search is for postal packets addressed to a post office to be called for in accordance with section twenty-four of this Order; or
- (b) if the addressee is the holder of a Private Box at the post office concerned, or the holder of a Private Bag used for the collection of postal packets from that post office.)

11. Keepsafe (Temporary Retention of Mail). Withholding of postal packets from delivery at the request of the addressee:-

For a period, unbroken except by a Sunday, up to two weeks	...	...	£6.00
up to one month	...	...	£10.00
up to two months	...	...	£15.00

12. Floor Fee. For delivery of postal packets for a business address at a floor other than the ground floor, or (where the addressee is not in occupation of the ground floor) at a floor other than the floor occupied by the addressee which is nearest to the ground floor:-

For each extra floor to which the delivery officer has to ascend or descend to make the delivery, per annum

... .. Such fee not exceeding £30 as the Board may fix, having regard to the facilities available for ascent and descent.

13. Separation Fee. For separating postal packets addressed to a particular Department of the addressee from other postal packets addressed to the addressee at the same address and delivering them separately to that Department:-

For each Department to which postal packets are separately delivered (in addition to the floor fee where item 13 applies), per annum

... .. £30.00

14. Private Roadside Letter Boxes. Delivery into a private roadside letter box where the box need not be unlocked.

... .. No fee

15. Private Delivery Service. For separating postal packets addressed to the same address according to such codes, private box numbers, descriptions, words, figures, characters or marks used with the address as may have been approved for the purpose by the Board and for delivery by postman to a single point in advance of the general delivery:-

(1) for initial period of one year or less

... .. Such fee as the Board may fix for a minimum period of one year in the particular case;

- (2) for each subsequent full year ... .. Such fee as the Board may fix for that year in the particular case;
- (3) for a subsequent part only of a year ... .. A rateable proportion of the fee chargeable under (2).

Limits of size and weight

Col. 1 Description of postal packet	Col. 2 Limits of size	Col. 3 Limits of weight
1. Letter	Length 610 mm. Width or depth 460 mm. In roll form: Length plus twice diameter: 1040 mm. Greatest dimension: 900 mm. (Minimum size for envelopes or cards: Length: 100 mm.; width 70 mm.)	No limits.
2. Newspaper	As for item 1	Not exceeding 750 g.
3. Articles for the use of the blind	As for item 1	Not exceeding 7 kg.
4. Parcel (a) United Kingdom Isle of Man Local	Greatest length: 1.5 m. Greatest length and girth combined: 3 m. (the girth to be measured round the thickest part).	Not exceeding 30 kg.
(b) Jersey	Greatest length: 1070 mm. Greatest length and girth combined: 2 m. (the girth to be measured round the thickest part).	Not exceeding 20 kg.
5. Business reply packet	As for item 1	As for item 1
6. Flower box	Maximum Length: 610 mm. Maximum Girth: 600 mm.	No limits.

## SCHEDULE 4

Sections 21, 22  
and 23.Special Delivery service

Col. 1 Service	Col. 2 Fees	Col. 3 Limit of size and weight
Conveyance by special messenger of a letter packet from the office of delivery at the request of the sender.	£3.20 for delivery on weekdays in addition to any postage, fees or other sums ordinarily payable.	As specified in Schedule 3 to this Order.

Daypost collection and delivery service

Col. 1 Service	Col. 2 Fees	Col. 3 Limit of size and weight
Collection and delivery by special messenger.	£5.00	As specified in Schedule 3 to this Order.
Delivery only by special messenger.	£5.00	

Registered postal packets

## PART I

## Registration fees and maximum compensation

Weight (g)	Special Delivery Maximum Compensation £50	Registered Maximum Compensation £500	Registered Plus Maximum Compensation £1500	Registered Plus Maximum Compensation £2200
	£	£	£	£
1 - 100	3.20	3.50	4.10	4.55
101 - 500	3.50	3.80	4.40	4.85
501 - 1000	4.60	4.90	5.50	5.95
1001 - 2000	5.85	6.15	6.75	7.20
2001 - 10000	13.50	13.80	14.40	14.85
each additional kg. up to 30 kg.	0.75	0.75	0.75	0.75

## PART II

## Conditions which must be complied with

1. A packet for transmission by registered post shall:-
  - (a) be handed for registration to an officer of the States Post Office on duty at a post office; or
  - (b) be handed for registration to some officer of the States Post Office authorised to receive packets for registration though not on duty at a post office,

and any registered postal packet which has been transmitted to its original address, and which is redirected in pursuance of section twenty-two of this Order, shall also be handed to such an officer as aforesaid.

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

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

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

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

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

- (a) the packet shall be fastened with wax, gum or other adhesive substance, or where suitable, securely tied with string which is sealed with wax or which is secured at each end by means of a lead, steel or strong metal seal crushed with a press;
- (b) where the packet is fastened by means of strips of adhesive paper or tape each strip shall have printed, stamped or written on it the trade mark, name or initials of the sender or the name or initials of the person who tenders the packet for transmission;
- (c) where the packet is fastened by means of strips of adhesive tape, the tape shall (except as the Board may otherwise permit) be transparent and uncoloured;
- (d) the packet shall be so made up that no part of the contents can be removed without either breaking or tearing the case, wrapper or cover or forcing two adhesive surfaces apart or breaking a seal.

(3) Any article contained in the packet shall be adequately packed as a protection against damage in course of transmission. In particular:-

- (a) an article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effects of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the packet shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address;
- (b) an article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission, and the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address.

(4) If the packet contains coin, the coin shall be packed in such a way that it cannot move about and coin of total value in excess of five pounds shall not be enclosed in any one postal packet except where the value of each coin exceeds its face-value.

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

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

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

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

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

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

Compensation fee parcel service scheme

## PART I

## Parcel compensation fee and maximum compensation

Col. 1 Compensation fee (in addition to postage)	Col. 2 Maximum compensation (payable according to fee paid or charged)
£	£
0.75	150
1.30	500

## PART II

Articles for loss of, or damage to, which no compensation may be paid:

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

### PART III

#### Conditions which must be complied with

1. The sender of the parcel shall write on the prescribed form the name of the addressee and the address thereof, and on the posting of the parcel the person handing over the parcel shall obtain on that form a certificate of posting on which the amount of the compensation fee paid in accordance with subsection (2) of section thirty-two of the Order, or the amount of the compensation fee charged to the sender, is specified.
2. The parcel shall be made up in a reasonably strong cover appropriate to its contents and shall be securely tied, stitched, sealed or otherwise securely fastened.
3. Any article contained in the parcel shall be adequately packed as a protection against damage in course of transmission, in particular:-
  - (a) an article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effects of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the parcel shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address;
  - (b) an article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission, and the parcel shall bear the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address;
  - (c) a parcel containing any perishable article shall bear the words "PERISHABLE" written conspicuously in capital letters on the face of the cover above the address.
4. The address of the person to whom the parcel is to be transmitted shall be written fully and correctly on the cover thereof or on a label securely affixed or tied thereto.
5. There shall not appear on the cover of the parcel or on any label affixed or tied thereto any word, phrase or mark indicating or conveying the impression that the parcel is, or is intended to be, registered, or that a compensation fee has been, or is intended to be, paid.
6. The parcel shall not contain anything the posting of which in a postal packet is prohibited by or under any enactment or this Order.

## EXPLANATORY NOTE

This Order amends the Post Office (Inland Post) Order, 1993:

- (i) by increasing the rates of postage for letters, newspapers and parcels within the Bailiwick, and letters, newspapers and parcels to the United Kingdom;
- (ii) by amending the flower box rates of postage;
- (iii) by amending the rates for several miscellaneous services.
- (iv) by amending the rates and compensation levels for registered services.