

1969—No. 20

**The Post Office (British Commonwealth
and Foreign Parcel Post) Order, 1969**

Made 1st October, 1969
Coming into Operation 1st October, 1969

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The Post Office (British Commonwealth and Foreign Parcel Post) Order, 1969

THE STATES POST OFFICE BOARD, in pursuance of the powers conferred upon it by sections sixteen, eighteen, nineteen, twenty-eight and sixty-eight of the Post Office (Guernsey) Law, 1969, hereby orders:—

PART I

General conditions

Prohibitions

1. (1) Save as the Board may either generally or in any particular case allow, there shall not be conveyed or delivered by post any parcel of a description referred to in paragraphs (a), (b) or (c) of subsection (1) of section nineteen of the Law.

(2) Subject to the powers of the Board under section twenty-one of the Ordinance, there shall not be posted or conveyed or delivered by post any parcel:—

(a) containing:—

(i) opium, morphine, cocaine, or other narcotic:

Provided that such narcotics may be sent for medical or scientific purposes to countries which admit them when sent for those purposes by parcel post;

(ii) any living creatures, other than bees, leeches and silkworms;

(iii) anything which by the law of the country or place in which the parcel is posted or to which it is addressed or of any country or place through which it may pass, it is unlawful res-

- pectively to send, import or convey by parcel post;
- (iv) save as the Board may either generally or in any particular case allow, coin, gold bullion, and silver bullion, or silver partly manufactured exceeding two hundred pounds in value;
 - (v) any imitation of a bank note or States of Guernsey note within the meaning of section one of the Legal Tender (Guernsey) Ordinance, 1956.
- (b) containing or bearing any fictitious stamp (not being a fictitious stamp which is authorised to be made by or under an order made in pursuance of the provisions of the Law, or any counterfeit impression of a stamping machine used under the direction or by the permission of the Board, or any counterfeit of any other impression authorised by or under the provisions of this Order to be used to denote payment of postage or fees;
 - (c) containing or having thereon any letter, except so far as may be permitted by the relative postal arrangement;
 - (d) having thereon, or on the cover thereof, any words, letters or marks (used without due authority) which signify or imply, or may reasonably lead the recipient thereof to believe, that the parcel is sent on Her Majesty's Service or on behalf of the States;
 - (e) of such a form or colour or so made up for transmission by post as to be likely in the opinion of the Board to embarrass the officers of the States Post Office in dealing with the parcel;

- (f) having anything written, printed or otherwise impressed upon or attached to any part of the parcel which, either by tending to prevent the easy and quick reading of the address of the parcel or by inconvenient proximity to the stamp or stamps used to denote payment of postage or fees, or in any other way, is in itself, or in the manner in which it is written, printed, impressed or attached, likely in the opinion of the Board to embarrass the officers of the States Post Office in dealing with the parcel;
- (g) bearing any stamp or impression of a stamping machine denoting payment of postage or fees which is imperfect or mutilated or defaced in any way, or across which anything is written or printed or otherwise impressed; but a stamp shall not be deemed to be imperfect or mutilated or defaced within the meaning of this provision by reason only that it is distinctively perforated with initials by means of a punch if the perforating holes are not larger than those dividing one stamp from another in a sheet of stamps;
- (h) whereon the payment of any postage or fees purports to be denoted by any stamp or impression which has been previously used to denote payment of the postage or fees on any other postal packet or any other tax, duty or impôt;
- (i) consisting of or containing two or more parcels or other postal packets (of the same or of different descriptions) addressed to different persons who are at different addresses.

(3) Subject as aforesaid, there shall not be posted or conveyed by post an outgoing uninsured parcel:—

- (a) addressed to a country or place to which under the relative postal arrangement insured parcels may be sent from the Bailiwick, if the parcel contains coin, bank notes, currency notes, securities or instruments payable to bearer, platinum, gold or silver whether manufactured or not, jewellery, or other valuable articles; or
- (b) addressed to any other country or place, if the parcel does not comply with the provisions of paragraph (c) of subsection (1) of section eleven of this Order.

Packing

2. Every parcel shall be made up and secured in such manner as in the opinion of the Board is calculated to preserve the contents from loss or damage in the post, to prevent any tampering with the contents, and to prevent injury to any other postal packet in course of conveyance, or to any receptacle in which the same is conveyed, or to an officer of the States Post Office or other person who may deal with such packet.

Limits of weight and size

3. (1) Save as the Board may either generally or in any particular case allow, no parcel shall be posted, conveyed, or delivered by post the length of which exceeds three feet six inches or the combined length and girth of which exceeds six feet (the girth to be measured round the thickest part) or the weight of which exceeds twenty-two pounds or such lesser length, combined length and girth, or weight as may be provided for in the relative postal arrangement.

(2) Save as aforesaid, no parcel shall be posted, conveyed, or delivered by post unless its size is within the following minimum limits:—

- (a) where the parcel is made up in the form of a roll, its length and twice its diameter taken together shall be not less than six and three quarters inches, and either its length or its diameter shall be not less than four inches;
- (b) otherwise, the parcel shall have at least one surface measuring not less than four inches in length and not less than two and three quarters inches in breadth:

Provided that the foregoing minimum limits of size shall not apply to a parcel having securely tied or affixed to it a rectangular address label of cardboard or strong paper of which two adjacent sides together measure not less than six and a quarter inches and of which the shorter side measures not less than one and a half inches.

Posting

4. (1) All outgoing parcels shall be posted: (a) by being handed to an officer of the States Post Office on duty at the counter of a post office designated by the Board for that purpose, on the days and within the hours during which such office shall be open to the public for the posting of parcels, or (b) (in circumstances in which the Board permits that mode of posting) by being handed to an officer of the States Post Office for the time being authorised by the Board to receive parcels for the post otherwise than as aforesaid.

(2) Every outgoing parcel shall bear the name and full address of the addressee, which shall be written otherwise than in pencil, or in copying-ink pencil on a previously dampened surface.

(3) On the posting of an outgoing parcel the sender shall fill up a despatch note in a specified form if required so to do, and shall fill up such customs declarations, certificates, and other documents and affix such labels respecting the contents of the parcel as may be required by the law of the country or place in which the parcel is posted or to which it is addressed, or as the Board may direct.

Payment of postage and fees

5. (1) Except as the Board may otherwise direct, and subject to the provisions of this Order, the postage and fees payable on every outgoing parcel shall be prepaid.

(2) The provisions of this Order with reference to prepayment of postage and fees shall not apply to postage and fees payable on parcels with respect to which the Board has entered into an arrangement with the senders thereof for the grant of credit facilities.

(3) Payment of postage fees payable under the provisions of this Order may be denoted:—

- (a) by adhesive postage stamps;
- (b) by impressions of stamping machines working under the direction or by the permission of the Board;
- (c) by the use of an embossed or impressed stamp cut out of or otherwise detached from an envelope, cover, postcard, or other postal form; or
- (d) in such other manner as the Board may from time to time permit.

(4) No stamp indicating on the face thereof payment of a registration fee (with or without postage) shall be used to denote payment of postage or fees on any uninsured parcel.

(5) Parcels bearing the impression of stamping machines or intended for impression by stamping machines, and parcels on which payment of postage is denoted by a printed impression, or by an impression made by any other process authorised by the Board, shall be accepted only at such post offices, within such hours, and under and subject to such conditions and restrictions as the Board may consider appropriate.

(6) The stamp or impression denoting payment of postage or fees shall be placed in such position on the parcel as the Board may consider appropriate.

Withholding of parcels from delivery or return

6. (1) The Board may withhold any incoming parcel from delivery to the addressee, or any outgoing parcel received back in the manner described in section twenty-three of the Ordinance from return to the sender, until all sums due thereon have been paid.

(2) Where the sums due in respect of any such parcel, or of parcels on hand for delivery or return to the same person on any one occasion, amount to more than twenty pounds, the Board may give notice to that person accordingly and require that, before such delivery or return is effected, he should pay the amount due within such period and at such office as shall be specified in such notice.

Air parcels

7. (1) An air parcel shall bear an "Air Mail" label affixed close to the address (or to each address if the parcel is addressed in more than one place).

(2) A parcel shall be transmissible as an air parcel only if it is addressed to any such country or place as the Board may, from time to time, determine.

PART II

*Postal facilities**General*

8. The postal facilities referred to in this Order may be provided by the Board at such times, during such periods, at such post offices, in such circumstances, and on such conditions (not being inconsistent with the provisions of this Order) as the Board may from time to time consider expedient.

Cash on delivery parcels

9. (1) The trade charge on a cash on delivery parcel shall not exceed forty pounds or such lesser sum as may be fixed by the relative postal arrangement.

(2) The following provisions shall apply to outgoing cash on delivery parcels:—

- (a) there shall be charged and paid at the time of posting, in addition to the postage and any other charges payable on the parcel, a fee according to the scale of fees set out in the First Schedule to this Order;
- (b) the sender shall mark on the cover of the parcel (otherwise than in pencil) the word "Remboursement" followed by the amount of the trade charge;
- (c) where the sender is required to fill up a despatch note, he shall mark thereon (otherwise than in pencil) the amount of the trade charge;
- (d) the sender shall fill up (otherwise than in pencil) a trade charge money order form so far as may be required;
- (e) no erasure or correction shall be made in the amount of the trade charge wherever it may be required to be shown;

- (f) the Board shall furnish to the sender a certificate of posting bearing an acknowledgement that the cash on delivery fee has been paid and stating the amount of trade charge;
- (g) the Board shall upon receiving advice from the postal administration of the country or place of destination of the parcel that the trade charge has been collected remit the amount to the sender or a person named by him by means of a trade charge money order or by such other means as the Board may think fit.
- (3) The following provisions shall apply to incoming cash on delivery parcels:—
- (a) there shall be charged and paid on the delivery of the parcel, in addition to any sums due thereon, a fee of ~~four pence~~ ^{four pence};
- (b) the parcel shall not be given up to the addressee or opened at his request until the trade charge, the delivery fee, and any other sums due on the parcel have been paid;
- (c) the Board shall upon receiving the trade charge from the addressee remit the amount to the sender or a person named by him through the postal administration of the country or place of origin of the parcel by means of the trade charge money order form received with the parcel, or by such other means as the Board may think fit.

Delivery free of charges

10. (1) Where the relative postal arrangement so provides, the sender of an outgoing parcel other than a cash on delivery parcel may request that the

parcel shall be delivered free of customs duty and of all other charges due thereon at the time of delivery, and in such case the following provisions shall apply:—

- (a) the sender shall mark on the cover of the parcel either the words "To be delivered free of charges" or the words "Franc de droits";
- (b) the sender shall pay at the time of posting such sum as the Board may require as a deposit in respect of the customs duty and other charges which may be due on the parcel at the time of delivery;
- (c) the sender shall sign an undertaking in the specified form to pay to the Board on demand the amount of the customs duty and the said other charges, less the amount of the deposit paid;
- (d) the Board shall furnish to the sender a certificate of posting bearing an acknowledgement that the said deposit has been paid;
- (e) if the deposit paid exceeds the amount of the customs duty and the said other charges, the Board shall repay the balance to the sender.

(2) Where the relative postal arrangement so provides, the sender of an outgoing cash on delivery parcel may request that the parcel shall be delivered free of customs duty and of all other charges due thereon at the time of delivery except the trade charge, and in such case the provisions set out in subsection (1) of this section shall apply:

Provided that the words to be marked on the cover of the parcel shall be "To be delivered free of charges except the trade charge".

Insured parcels

11. (1) Where the relative postal arrangement so provides, an outgoing parcel may be insured, and in such case the following provisions shall apply:—

- (a) the parcel shall not be addressed to an addressee identified by initials only, or addressed in pencil;
- (b) the parcel shall be sealed by lead or steel seals, or by wax seals all of the same kind of wax, in a manner and quantity calculated to prevent tampering with the contents without damage to the wrapping or seals. Each seal shall bear the same private mark of the sender;
- (c) the seals, labels and postage stamps affixed to the parcel shall be so spaced that they cannot conceal injuries to the cover, and no label or postage stamp shall be folded over two sides of the cover so as to hide the edge;
- (d) where the contents include coin, bullion or jewellery they shall be enclosed in a strong metal box, or a case made of wood of a minimum thickness of three eighths of an inch, unless plywood is used and the edges are reinforced by metal angle strips, in which case the minimum thickness of the wood shall be one fifth of an inch. The box or case shall be sewn up or otherwise fastened in a wrapper of linen, canvas, strong paper or other substantial material. The address shall be written on the actual

covering of the parcel and seals not more than three inches apart shall be placed along the edges of each joint or loose flap. Where the contents exceed one hundred and twenty pounds in value the box or case shall be at least three feet six inches in length and girth combined;

- (e) the sender shall mark on the cover of the parcel (otherwise than in pencil) the words "Insured for" followed by the sum, in words and figures, for which the parcel is to be insured. Such sum shall not exceed either (i) the real value of the contents and the packing (including any container in which the contents may be enclosed), or (ii) the sum of four hundred pounds or such lesser sum as may be fixed by the relative postal arrangement or (iii) in the case of a parcel for transmission to a British Forces' Post Office or to a ship of the Royal Navy, the sum of fifty pounds;
- (f) where the sender is required to fill up a despatch note, he shall mark thereon (otherwise than in pencil) the sum in words and figures for which the parcel is to be insured;
- (g) no erasure or correction shall be made in the address or in the sum for which the parcel is to be insured wherever these particulars are to be shown;
- (h) there shall be charged and paid at the time of posting, in addition to the postage and any other charges payable on the parcel, an insurance fee appropriate to the sum for which the parcel is to be insured according to the scale of fees set out in Part I of the Second Schedule to this Order;

- (i) on the posting of the parcel the Board shall furnish to the sender a certificate of posting bearing an acknowledgement that the insurance fee has been paid and stating the amount for which the parcel has been insured.

(2) If an outgoing parcel containing any article which, under the relative postal arrangement, is not transmissible in an uninsured parcel is found in the post uninsured, the parcel may be dealt with or disposed of in such manner as the Board may think fit.

(3) On the delivery of an incoming insured parcel the recipient shall give a written receipt therefor in the specified form. Where such a receipt is not obtained, the parcel may nevertheless be delivered, or may be withheld and dealt with or disposed of in such manner as the Board may think fit.

(4) If an incoming parcel containing any such article as is mentioned in subsection (2) of this section is found in the post uninsured, the parcel may be delivered on payment of a fee equal to the registration fee chargeable for the registration of an outgoing postal packet other than a parcel, or may be returned to the postal administration of the country or place of origin.

Compensation

12. (1) If a parcel, or any article of pecuniary value enclosed in or forming part of a parcel, be lost or damaged whilst in the course of conveyance by post under the provisions of this Order, the Board may pay such sum as it may think just to any person or foreign administration, if in its opinion such person or administration establishes a reasonable claim to compensation:

Provided that:—

- (a) in the case of an uninsured parcel the sum paid by way of compensation shall not exceed the sum appropriate thereto according to the scale set out in Part II of the Second Schedule to this Order, having regard to the weight of the parcel;
- (b) in the case of an outgoing insured parcel, the sum paid by way of compensation shall not exceed the sum appropriate thereto according to the scale set out in Part I of the Second Schedule to this Order, having regard to the insurance fee paid in respect of the parcel;
- (c) in the case of an incoming insured parcel the sum paid by way of compensation shall not exceed the sum of four hundred pounds or such lesser sum as, having regard to the insurance fee paid in respect of the parcel, may be fixed by the relative postal arrangement.

(2) Compensation shall not be payable in respect of the loss of or damage to any parcel or any article of pecuniary value enclosed in or forming part of any parcel where:—

- (a) an application relating to the parcel is not received, either by the Board or by the postal administration of the country or place from or to which the parcel was transmitted, from the person claiming compensation within one year of the date of posting of the parcel;
- (b) the cause of such loss or damage is beyond the control of the Board and of the postal administration of any country or place

under whose administration the parcel is at the time of such loss or damage; or

- (c) the parcel cannot be traced or otherwise accounted for by reason of the destruction of official documents where the cause of such destruction is beyond the control of the Board and of the postal administration of any other country or place.

(3) The decision of the Board on all questions arising between it and any person claiming payment in respect of the loss of or damage to a parcel, or of or to any article enclosed in or forming part thereof, shall be final and conclusive.

(4) If compensation has been paid to any person in respect of the loss of an insured parcel which the sender has insured for a sum exceeding the real value of the contents and the packing and the parcel subsequently comes into the possession of the Board, then upon tender of the parcel to that person, whether or not he accepts it, he shall repay to the Board the sum paid by way of compensation or such part thereof as the Board may require.

Advice of delivery and enquiries

13. (1) (a) The sender of an outgoing insured parcel, on making a request in a specified form at the time of posting or within one year thereafter, and on payment of an advice of delivery fee of ^{five pence} ~~nine pence~~ if the request is made at the time of posting and of ^{five pence} ~~one shilling~~ if made after posting, may obtain an advice of delivery of the parcel.

(b) The advice of delivery form may if the sender of the parcel so requires be transmitted by air to, or from, or both to and from, the country or place of address of the parcel; and the sender

shall if the Board so directs pay a further fee of ~~three pence~~ ^{one new penny} for each transmission of the advice of delivery form by air.

(2) The sender of an outgoing insured parcel, on making a request within one year after the day of posting, and (unless an advice of delivery fee has already been paid in respect of the parcel) on payment of an enquiry fee of ~~one shilling~~ ^{five new pence}, may cause an enquiry to be made into the suspected loss or non-delivery of the parcel.

PART III

General

Application of the Post Office (Inland Post) Order, 1969

14. The provisions of the Post Office (Inland Post) Order, 1969, set out in the Third Schedule to this Order shall apply to parcels transmitted by post under the provisions of this Order, to the extent and subject to the modifications set out in the said Schedule.

Interpretation

15. (1) In this Order, unless the context otherwise requires, the following expressions have the meanings hereby respectively confined to them, that is to say:—

“air parcel” means an outgoing parcel intended by the sender to be conveyed through any part of its course in the post by an air mail service;

“bank holiday” has the meaning assigned to that expression by section one of the Bills of Exchange (Guernsey) Law, 1958;

“bullion” means uncoined and unmanufactured metal;

“cash on delivery parcel” means a parcel upon which, in accordance with a postal arrangement, the Board or the postal administration of a country or place outside the Bailiwick undertakes at the request of the sender to secure the collection of a sum of money (in this Order referred to as a “trade charge”) on his behalf from the addressee of the parcel as a condition of delivery and upon which the sender has paid the fee for the cash on delivery service;

“coin” means coin whether or not current in the Bailiwick or elsewhere, except such as is used or designed for purposes of ornament;

“incoming” means received at a post office in the Bailiwick through the post;

“jewellery” means:—

- (a) gold, silver or platinum or other precious metal in a manufactured state (that is to say, a state in which value is added to the raw material by skilled workmanship), and in this definition are included any coins used or designed for purposes of ornament;
- (b) diamonds and precious stones;
- (c) watches, the cases of which are entirely or mainly composed of gold, silver or platinum or other precious metal; and
- (d) any article of a like nature which, apart from workmanship, has an intrinsic or marketable value;

“the Law” means the Post Office (Guernsey) Law, 1969;

“letter” includes any communication in the nature of current and personal correspondence;

“ the Ordinance ” means the Post Office Ordinance, 1969;

“ outgoing ” means posted in the Bailiwick;

“ parcel ” means a postal packet which is posted as a parcel in accordance with the provisions of this Order or any Order amending or replacing the same, or is received at a post office in the Bailiwick from abroad by parcel post;

“ postal arrangement ” means an arrangement made by the States with respect to the conveyance by post of parcels between the Bailiwick and places outside the Bailiwick, or between places outside the Bailiwick, whether through the Bailiwick or not;

“ postal form ” means a form issued by or under the authority of the Board;

“ specified ” means specified by the Board;

“ trade charge ” has the meaning assigned to it in the foregoing definition of “ cash on delivery parcel ”.

and other expressions have the same meanings as in the Law.

(2) Except where the context otherwise requires, any reference in this Order to any enactment, or Order shall be construed as including a reference to that enactment or that Order, as the case may be, as amended, repealed, replaced or revoked by or under any other enactment or by any other Order.

(3) The Interpretation (Guernsey) Law, 1948, shall apply to the interpretation of this Order as it applies to the interpretation of a Guernsey enactment.

Application

16. The provisions of this Order except where otherwise expressed, apply exclusively to parcels transmitted by post from or to the Bailiwick otherwise than under the Post Office (Inland Post) Order, 1969.

Citation

17. This Order may be cited as the Post Office (British Commonwealth and Foreign Parcel Post) Order, 1969.

Dated this first day of October, nineteen hundred and sixty-nine.

PEPPINO SANTANGELO,
President of the States Post Office Board,
for and on behalf of the Board.

FIRST SCHEDULE

Section nine

CASH ON DELIVERY PARCELS

<i>Trade charge</i>		<i>Scale of Fees</i>		<i>Fee</i>	
		<i>£1</i>	<i>£2</i>	<i>s.</i>	<i>d.</i>
Not exceeding	£1	4	
Exceeding	£1 but not exceeding	£2	...	7	
"	£2	"	£3	9	
"	£3	"	£4	1	0
"	£4	"	£5	1	2
"	£5	"	£6	1	5
"	£6	"	£7	1	7
"	£7	"	£8	1	10
"	£8	"	£9	2	0
"	£9	"	£10	2	3
"	£10	"	£11	2	5
"	£11	"	£12	2	8
"	£12	"	£13	2	10
"	£13	"	£14	3	1
"	£14	"	£15	3	3
"	£15	"	£16	3	6
"	£16	"	£17	3	8
"	£17	"	£18	3	11
"	£18	"	£19	4	1
"	£19	"	£20	4	4
"	£20	"	£21	4	6
"	£21	"	£22	4	9
"	£22	"	£23	4	11
"	£23	"	£24	5	2
"	£24	"	£25	5	4
"	£25	"	£26	5	7
"	£26	"	£27	5	9
"	£27	"	£28	6	0
"	£28	"	£29	6	2
"	£29	"	£30	6	5
"	£30	"	£31	6	7

"	£31	"	"	"	£32	6	10
"	£32	"	"	"	£33	7	0
"	£33	"	"	"	£34	7	3
"	£34	"	"	"	£35	7	5
"	£35	"	"	"	£36	7	8
"	£36	"	"	"	£37	7	10
"	£37	"	"	"	£38	8	1
"	£38	"	"	"	£39	8	3
"	£39	"	"	"	£40	8	6

SECOND SCHEDULE Sections eleven
and twelve

INSURANCE AND COMPENSATION

PART I

INSURED PARCELS

Insurance fee	Maximum compensa- tion	Insurance fee	Maximum compensa- tion	Insurance fee	Maximum compensa- tion
s. d.	£	s. d.	£	s. d.	£
3 2	28	4 10	168	6 10	336
3 4	42	5 0	182	7 0	350
3 6	56	5 2	196	7 2	364
3 8	70	5 4	210	7 4	378
3 10	84	5 6	224	7 6	392
4 0	98	5 8	238	7 8	400
4 2	112	5 10	252		
4 4	126	6 0	266		
4 6	140	6 2	280		
4 8	154	6 4	294		
		6 6	308		
		6 8	322		

PART II
UNINSURED PARCELS

Weight of Parcel	Maximum compensation
Not exceeding 2 lb.	1 7 0
Exceeding 2 lb. but not exceeding 7 lb. (see note below)	2 1 0
Exceeding 7 lb. but not exceeding 11 lb. ...	3 8 0
Exceeding 11 lb. but not exceeding 22 lb. ...	5 9 0

Note:—Where the relative postal arrangement provides for a first weight slip of 3 lb., the maximum compensation payable in respect of a parcel of a weight not exceeding 3 lb. is £1 7s. 0d.

Application of the Post Office (Inland Post) Order, 1969

Section thirteen (Poste restante)	The reference in paragraph (h) of section thirteen of the Post Office (Inland Post) Order, 1969, to the provisions of that Order as to the return of postal packets shall be read as a reference to section twenty-four of the Ordinance.
Subsection (2) of section twenty-six (Payment of trade charge to sender)	These provisions shall apply to trade charge money orders used for the remission of trade charges under the provisions of paragraph (g) of subsection (2) of section nine of this Order.
Section twenty-seven (Trade charge money orders—crossing)	
Section twenty-eight (Trade charge money order—payment to bankers);	
Section twenty-nine (Discharge to the States by payment)	
Section thirty (Void trade charge money orders)	
Section thirty-one (Variation of route).	