

Subsidiary Legislation made under ss.5 & 54.

Private Letter Box Regulations

1961.12.22-1

Commencement **22.12.1961**

Amending enactments	Relevant current provisions	Commencement date
LN. 1985/024	r. 8.	1.4.1985
1988/142	rr. 7(1)-(2), 8(a)-(c)	1.4.1989
1999/029	rr. 7(1)-(2), 8(a)-(c)	1.4.1999
2019/166	r. 8	15.8.2019
2022/038	r. 8	1.4.2022
2026/274	rr. 7(1)-(2), 8	1.8.2026

1961-10

Post Office

1961.12.22-1

Private Letter Box Regulations

ARRANGEMENT OF REGULATIONS

Regulation

1. Title.
2. Interpretation.
3. Conditions of rental.
4. Delivery of correspondence.
5. Proof of identification.
6. Re-addressing of correspondence.
7. Locks and keys.
8. Rentals.
9. Failure to pay rental.
10. Refusal to let box.
11. Further conditions.

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 £32 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 £38 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 rate of £80 per annum.

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.