
STATUTORY INSTRUMENTS

2013 No. 3208

The Postal Administration Rules 2013

PART 15

PROVISIONS OF GENERAL EFFECT

CHAPTER 2

The Giving of Notice and the Supply of Documents by or to a Postal administrator etc

Use of websites by postal administrator

166.—(1) This Rule applies for the purposes of sections 246B (use of websites) of the 1986 Act.

(2) A postal administrator required to give, deliver or send a document to any person may (other than in a case where personal service is required) satisfy that requirement by sending that person a notice—

- (a) stating that the document is available for viewing and downloading on a website;
- (b) specifying the address of that website together with any password necessary to view and download the document from that site; and
- (c) containing a statement that the person to whom the notice is given, delivered or sent may request a hard copy of the document and specifying a telephone number, e-mail address and postal address which may be used to request a hard copy.

(3) Where a notice to which this Rule applies is sent, the document to which it relates must—

- (a) be available on the website for a period of not less than 3 months after the date on which the notice is sent; and
- (b) must be in such a format as to enable it to be downloaded from the website within a reasonable time of an electronic request being made for it to be downloaded.

(4) Where a hard copy of the document is requested it must be sent within 5 business days of the receipt of the request by the postal administrator.

(5) A postal administrator must not require a person making a request under paragraph (4) of this Rule to pay a fee for the supply of the document.

(6) Where a document is given, delivered or sent to a person by means of a website in accordance with this Rule, it is deemed to have been delivered—

- (a) when the document was first made available on the website, or
- (b) if later, when the notice under paragraph (2) of this Rule was delivered to that person.