

# Industrial Complexes

## Daily delivery of mail is something we all take for granted.

But we at Australia Post know that the efficient delivery of the post to over nine million addresses every working day is not really a simple process at all.

That's why we need your help. Adequate mail boxes, correctly located at all industrial complexes, and of a size sufficiently large to receive the range of postal articles in today's post, are absolutely essential if we are to provide our customers with a speedy and reliable delivery service.

## Australia Post's Requirements for Delivery of Mail to Industrial Complexes or Estates

### Industrial Complexes or Estates accessed by a Common driveway

Delivery will be made into a group of mail boxes within reach of the access roadway at the entrance to the court or driveway.

### Industrial Complexes, or Estates, which have Public Roads or Streets Dissecting the Estate

Delivery will be made to each business:

- into a suitable mail box within reach of the footpath or roadway boundary of the property; or
- to a staffed counter as close as possible to the entrance of the building – if the entrance abuts the footpath.

### Further information required?

Contact your local Delivery Manager who will be pleased to provide further advice.

### Mail Box Sizes

The minimum internal dimensions of a mail box should be 330mm x 230mm x 160mm high.

Horizontal apertures should be at least 230mm x 30mm and 130mm above the base of the internal space.

Vertical apertures should be at least 330mm x 30mm and 40mm above the base of the internal space.

Single boxes should be erected so that the aperture is between 0.9m and 1.2m above the ground.

Nests of boxes should have apertures located within the height range of 600mm to 1600mm.

All boxes should have street numbers or flat or apartment numbers prominently displayed on the box.

For nests of boxes, the street number should be displayed prominently near the boxes.

In multi-storey buildings it may be necessary to provide in the building plans for a mail room or mail locker for use by the delivery officer.