Australian STANDARD

Mailboxes

Originated as AS/NZS 4253:1994.
Revised and redesignated as AS 4253:2019.

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Preface

This Standard was prepared by the Standards Australia Committee MS-057, Mailboxes, to supersede AS/NZS 4253:1994, *Mailboxes*.

The objective of this Standard is to provide the manufacturers of mailboxes, regulatory bodies and consumers with the minimum performance requirements to address the needs of mail delivery, manufacturing and installation requirements for both commercial and residential postal applications. This revision contains provisions designed to improve mailbox locking and positioning.

The terms "normative" and "informative" are used in Standards to define the application of the appendix to which they apply. A "normative" appendix is an integral part of a Standard, whereas an "informative" appendix is only for information and guidance.

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Contents

Preface ii

1 Scope 1

2 Application 1

3 Normative references 1

4 Terms and definitions 1

5 Categories of Australian postal articles 2

6 Design and construction 2

6.1 General 2

6.1.1 Mailbox construction 2

6.1.2 Front of mailbox 3

6.2 Aperture for receiving mail 3

6.3 Weather protection devices 3

6.4 Access door 3

6.5 Provision for street/unit number 3

7 Performance requirements 3

7.1 General 3

7.2 Templates 4

8 Mail security 4

Appendix A (informative) **Positioning and numbering of mailboxes** 5

Appendix B (informative) **Demonstrating conformance to this Standard** 7

Bibliography 8

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NOTES

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Australian Standard®

Mailboxes

1 Scope

This Standard specifies requirements for the design, construction and performance of mailboxes in both commercial and residential applications.

NOTE 1 Information on the positioning and numbering of mailboxes is provided in Appendix A.

NOTE 2 Means of demonstrating conformance to this Standard are provided in Appendix B.

2 Application

This Standard is intended for use by regulatory authorities and all persons concerned with the manufacture, installation, and general requirements of mailboxes.

NOTE The size and requirements of mailboxes were derived from the size of the C4 envelope as determined by ISO. This Standard takes into account the changing trends, volumes and types of Australian postal articles for delivery and provides useful information for manufacturers, regulatory bodies and consumers on aspects of the design, construction and installation of mailboxes.

3 Normative references

There are no normative references in this document.

NOTE Documents for informative purposes are listed in the Bibliography.

4 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

4.1
mail
postal articles of any type lodged for transmission and delivery by postal authorities worldwide

4.2
may
indicates the existence of an option

4.3
shall
indicates that a statement is mandatory

4.4
should
indicates a recommendation

4.5
weatherflap
internally mounted movable feature in the aperture face of the mailbox to help exclude weather penetration and provide security

4.6
weatherhood
aperture face of the mailbox to help exclude weather penetration and provide security. The design feature may be either internal or external

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5 Categories of Australian postal articles

Categories of Australian postal articles are as follows:

(a) *Standard letter*

(i) Oblong in shape.

(ii) No smaller than 88 mm × 138 mm.

(iii) No larger than 122 mm × 237 mm.

(iv) No thicker than 5 mm.

(v) No heavier than 500 g.

Standard letters are generally referred to as letters but may include postcards and any other articles fitting the definition.

(b) *Large letter*

(i) No larger than 260 mm × 360 mm.

(ii) No thicker than 20 mm.

(iii) No heavier than 500 g.

(iv) No smaller than 88 mm × 138 mm.

Large letters include paper, plastic and gusseted envelopes as well as satchels.

(c) *Small parcel*

(i) Less than 500 g.

(ii) Outside the size range of letters. No larger than 450 mm × 300 mm × 120 mm.

Small parcels may include envelopes outside the weight and size dimensions for letters.

(d) *Parcel*

A parcel is any package that weighs more than 500 g but less than 20 kg.

6 Design and construction

6.1 General

6.1.1 Mailbox construction

A mailbox shall be constructed to possess the following characteristics:

(a) Reasonable product life.

(b) Safe to use and prevents cuts or injuries to the user.

(c) Weather-resistant to protect the contents from rain, direct sunlight and other elements of inclement weather. This would normally be provided by the use of a weatherhood.

NOTE 1 It is recommended that some facility for drainage be incorporated into the design.

The mailbox shall be constructed so as to form an internal space for the purpose of receiving and holding mail. The minimum dimensions of this internal space shall be 160 mm × 330 mm × 230 mm.

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Except for any door-fastening mechanism or any internal weathershield, or both, the minimum internal space shall be clear and unobstructed.

NOTE 2 It is recommended that a separate aperture, box or tube, as an adjunct to the mailbox, be fitted to accept newspapers and other non-mail items. Mail should not be delivered to this second aperture.

6.1.2 Front of mailbox

The front or aperture side of the mailbox may be on the 330 mm or the 230 mm side, depending on the orientation of the mailbox.

6.2 Aperture for receiving mail

The mailbox shall have an aperture in the front for receiving mail as follows:

(a) *Size of aperture*

The dimensions of the aperture shall be 230 mm × 30 mm or 330 mm × 30 mm, depending on the face on which the aperture is located.

(b) *Lower edge of aperture*

The position of the aperture on the face of the box shall be as follows:

(i) For horizontal apertures, the lower edge of the aperture shall be a minimum of 130 mm above the base of the internal space as defined in Clause 6.1.1.

(ii) For vertical apertures, the lower edge of the aperture shall be a minimum of 40 mm above the base of the internal space as defined in Clause 6.1.1. Mail should not be able to be easily removed through the aperture.

6.3 Weather protection devices

Weather protection devices such as weatherflaps, weatherhoods, and weathershields are acceptable provided they conform to the following:

(a) They shall not be closed by any spring force or other mechanism other than their own weight.

(b) A weatherflap shall move inwards to allow receipt of mail.

(c) They shall not reduce the clear aperture opening, as defined in Clause 6.2, to less than 30 mm.

6.4 Access door

An access door shall be provided to allow mail to be removed easily.

6.5 Provision for street/unit number

An unobstructed smooth surface shall be provided on the front of the mailbox below the aperture to accept self-adhesive or other numbers.

7 Performance requirements

7.1 General

All mailboxes shall be capable of separately accepting the two templates specified in Clause 7.2. The templates shall be able to pass through the mailbox delivery aperture and be deposited wholly within the internal space of the mailbox. The templates shall be able to be easily removed via the access door.

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7.2 Templates

Both templates shall be of rigid construction and of the following sizes:

(a) 229 mm × 324 mm × 10 mm thick.

(b) 162 mm × 229 mm × 20 mm thick.

8 Mail security

On all mailboxes, the minimum provision shall be the facility to accept a non-master-key locking device which does not have a key number stamped on the face of the lock. The tail cam of the cam lock shall have a minimum thickness of 2.5 mm.

The mailbox should be constructed in such a way as to have flush fitting doors to minimize forced opening.

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Appendix A
(informative)

Positioning and numbering of mailboxes

A.1 Scope

This Appendix is intended to provide householders and landlords with appropriate information to assist delivery officers in the delivery of mail. Correct positioning and numbering of mailboxes will assist in the accurate and efficient delivery of mail.

NOTE There may be exceptions designated by a relevant authority.

A.2 Positioning of mailboxes

A.2.1 General

Individual mailboxes for residences or business premises should be located as close as possible to the footpath, driveway or roadway boundary of the property, with the aperture facing the footpath or roadway.

A.2.2 New flat or apartment developments

Groups of mailboxes for new developments should be located inside foyers with secure entries. These entries should be within a gated or fenced compound of the apartment block or positioned in such a way that mail can only be removed from inside the private space of the building.

If the property is to have a driveway entrance from the roadway, mailboxes should be positioned as near as practicable to the junction of the driveway and the roadway.

In all cases, access to the delivery aperture should be unhindered, with the removal of rubbish and overhanging shrubs and trees.

Mailboxes located near the junction of the driveway and the roadway should be positioned so that the aperture is between 900 mm and 1200 mm above ground level and conveniently located so that the delivery officer does not have to dismount from a bicycle or motorcycle to insert mail.

Consideration may be given to providing adequate room for the delivery officer to safely park a bicycle or motorcycle in a manner that does not cause an obstruction for residents and allows the delivery officer to place mail in the boxes safely.

A.2.3 Existing flats or apartments

Groups of mailboxes for blocks of existing flats or apartments may be positioned at right angles to the footpath or roadway and parallel to the driveway with apertures located within the height range of 600 mm to 1600 mm. Mailboxes positioned in this way should be as close to the footpath boundary as practicable and provide adequate room for the delivery officer to park a bicycle or motorcycle and place mail in the boxes safely.

A.3 Numbering of mailboxes

All mailboxes should be clearly labelled with the street number or flat or apartment number clearly displayed below the aperture.

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Appendix B
(informative)

Demonstrating conformance to this Standard

B.1 Scope

This Appendix sets out the following different ways by which conformance to this Standard can be demonstrated:

(a) Assessment by means of statistical sampling.

(b) Assurance using the acceptability of the supplier's quality system.

(c) Other such means proposed by the manufacturer or supplier and acceptable to the customer.

B.2 Statistical sampling

Statistical sampling is a procedure which enables decisions to be made about the quality of batches of items after inspecting or testing only a portion of those items. This procedure will only be valid if the sampling plan has been determined on a statistical basis and the following requirements are met:

(a) The sample needs to be drawn randomly from a population of product of known history. The history needs to enable verification that the product was made from known materials at essentially the same time by essentially the same processes and under essentially the same system of control.

(b) For each different situation, a suitable sampling plan needs to be defined. A sampling plan for one manufacturer of given capability and product throughput may not be relevant to another manufacturer producing the same items.

In order for statistical sampling to be meaningful to the customer, the manufacturer or supplier needs to demonstrate how the above conditions have been satisfied. Sampling and the establishment of a sampling plan should be carried out in accordance with AS 1199.4.

B.3 Supplier's quality system

Where the manufacturer or supplier can demonstrate an audited and registered quality management system conforming to the requirements of the appropriate or stipulated Australian or international Standard for suppliers' quality systems, this may provide the necessary confidence that the specified requirements will be met. The quality assurance requirements need to be agreed between the customer and supplier and should include a quality or inspection and test plan to ensure product conformity.

Guidance in determining the appropriate quality management system is given in AS/NZS ISO 9000 and AS/NZS ISO 9004.

B.4 Other means of assessment

If the above methods are considered inappropriate, determination of conformance to the requirements of this Standard may be assessed by the results of testing, coupled with the manufacturer's guarantee of product conformance.

Irrespective of acceptable quality levels or test frequencies, the responsibility remains with the manufacturer or supplier to supply products that conform with the full requirements of this Standard.

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ISBN 978 1 76072 577 8

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