

DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

1. **Hosting agreement** (Parcel Collection Contract.pdf)
2. **Image showing proposed location** (image002.png)
3. (Concrete Base Spec_v1.pdf)
4. **View of church and hall** (Cuffley ext S 3.jpg)
5. **Information pack** (RM Host locker welcome pack.pptx)

TO THE CHANCELLOR OF
THE DIOCESE OF ST ALBANS

23/10/2026

VIEWED by the St Albans Diocesan
Advisory Committee

SINGLE SITE ROYAL MAIL LOCKER HOSTING AGREEMENT

Version 2.14 Last Updated 2nd June 2026

ORDER FORM	
Licence No.	S07035
Royal Mail (or "we", "us", "our")	
Company Name	Parcel Locker Company Limited
Registered Address	185 Farringdon Road, London, EC1A 1AA
Company Number	15903705
Royal Mail Representative	Jason Lindsay – Site Acquisition Manager
E-mail address	Jason.r.lindsay@royalmail.com
Host (or "you", "your")	
Host Representative	Rev'd Chris Kilgour
Host Contact e-mail address	vicar@norcuff.com
Company Type (Ltd, Plc, Sole Trader, Partnership etc)	Charity - The Parochial Church Council of the Ecclesiastical Parish of Northaw and Cuffley (or PCC of Northaw and Cuffley).
Banking details	
Name(s) listed on Bank Account	
Business name / Trading As name if listed on Bank Account	
Account number	
Sort Code	
Address listed on Bank Account	
Registered Company details (if applicable):	
Company Name	Charity - The Parochial Church Council of the Ecclesiastical Parish of Northaw and Cuffley (or PCC of Northaw and Cuffley).
Company Number	N/A - Charity number: 1130327
Company Registered Address	St Andrew's Church, 26 Plough Hill, Cuffley, Potters Bar EN6 4DR
Invoicing	
Invoicing Method	Parcel Locker Company generated invoices
VAT number	
Contract Details	
Commencement Date	Date of APM installation
Initial Period	5 years from Commencement Date
Host Notice Period	Host Notice to be given to Royal Mail no earlier than 3 months' notice before the end of the Initial Period
Royal Mail Notice Period	3 months
Site covered by this Agreement	St Andrew's Church, 26 Plough Hill, Cuffley, Potters Bar EN6 4DR
Planned size (in columns) of the APM	5 Columns subject to confirmation by Royal Mail following survey and review of demand
Licence Fee (per annum)	£1200 based on a 5 column APM. See Section 3 for rates for alternative APM sizes. VAT is not payable
Site Preparation Costs	Covered by Royal Mail

The agreement between you and us comprises the following sections (together "the "Agreement"):

Section 1	General Terms and Conditions
Section 2	Survey, APM Installation, Relocation and Removal Process
Section 3	Licence Fee, Late Cancellation Costs, Self Billing
Section 4	Business Probity

Please arrange for your authorised signatory to countersign, date and return this letter to confirm your agreement to the terms of this Agreement.

Signed on behalf of Royal Mail:		Signed on behalf of Host:	
Signature		Signature	
Name of Signatory	Jason Lindsay	Name of Signatory	
Job Title	Site Acquisition Manager	Job Title	Host
Date	02.09.2026	Date	

Definitions

APM means the Automated Parcel Machine to be placed on the Site set out in the "Contract Details" section on page 1.

Business Days means any day other than a Saturday, Sunday or public holiday in England and Wales.

Charges means the licence fee(s) which we will pay you in respect of the APM located at your Site as set out in Part A of Section 3.

Charging Period means each period of 91 calendar days (or 92 days for the fourth such period within 12 months), calculated from the Commencement Date.

Commencement Date means the commencement date of this Agreement set out in the "Contract Details" section on page 1.

Group Company means each and any subsidiary or holding company of Royal Mail and any subsidiary of a holding company of Royal Mail (including Royal Mail Group Limited).

Host Notice Period means the notice period which the Host may give to end this Agreement as set out in the "Contract Details" section on page 1.

Losses means any liabilities, damages, costs (including in connection to the Preparatory Works, disassembly, relocation, or removal), expenses and fines.

party means either you or us, and **parties** means both you and us.

Planning Enforcement Action means any notice issued under section 172 of the Town and Country Planning Act 1990 or the Planning (Listed Buildings and Conservation Areas) Act 1990, relating to any parcel locker. This includes decisions refusing permission or a certificate of lawfulness for any previous or existing parcel locker and any contact (including email, telephone calls, or site visits) from the local planning authority in relation to any parcel locker.

Royal Mail Customer means any person (other than the Royal Mail employees, agents or contractors) who accesses a site specifically for the purpose of depositing or collecting a parcel (whether dispatched or to be dispatched through the Royal Mail network or any other courier network) from an APM.

Site means the site set out in Section 4 where an APM can or has been installed.

Site Survey means the survey that we will conduct prior to the installation of any APM to assess the suitability of the Site for installation of an APM.

Site Survey Process means the process which we will follow for conducting the Site Survey as updated by us from time to time (and details of which can be provided to you on request).

Year means the initial period of 12 months beginning on the Commencement Date, and each successive 12-month period after that initial period.

SECTION 1 – GENERAL TERMS AND CONDITIONS**Licence**

1. You hereby grant:

- a. us, our agents and contractors a licence to (i) install the APM on your Site and connect it or them to a reliable power supply (made available by you) so the APM can be used as intended and (ii) come onto your Site free of charge in order to survey, install, inspect, service, replace, remove, repair, maintain or affix any of our branding or advertisement materials to the APM.
- b. us and all Royal Mail Customers a licence to come onto your Site free of charge in order to collect any parcels from, or deliver any parcels to, the APM.

And for the purposes of this paragraph 1, you will allow us (and all Royal Mail Customers, as applicable) access at all hours the common parts of (or related to) the Site where an APM is situated outside the building at the Site, or access during all reasonable times (including, at a minimum, opening hours) where an APM is situated inside a building at the Site.

2. You warrant that you:

- a. are either the freeholder or leaseholder of the Site.

- b. have the legal right and / or all relevant consents and permissions to (i) grant us the licences set out in paragraph You hereby grant and (ii) enable us to exercise each of our rights under the Agreement.
- c. are not aware of any issues which may impact on your confirmation in relation to (a) or (b) above.
- d. will comply with our principles on Ethical Business Conduct Policy and our Supplier Code of Conduct, as updated from time to time at: <https://www.royalmailgroup.com/en/sustainability/governance/policies/> and are incorporated into this Agreement.
- e. have provided us with accurate and complete information in Section 4 (Business Probity) of this Agreement, and will immediately (and in any case, within 24 hours of becoming aware) notify us if any of the information provided in connection with Section 4 is no longer accurate or complete.
- f. acknowledge that no VAT is payable on fees under this Licence unless you have provided us with evidence that you have elected under the Value Added Tax Act 1994 and any subsequent regulations to change the VAT status for this payment due to the Site's Option to Tax (OTT) status.
- g. are not aware of any planning enforcement action taken or ongoing within the two (2) years prior to the date of this Agreement in respect of the Site (including but not limited to any planning refusal or any other correspondence from a local planning authority).

For the avoidance of doubt, we reserve the right to terminate this Agreement if we (in our sole discretion) are not satisfied with any of the information provided in connection with your OTT status or Section 4 (Business Probity), which shall include any supporting information provided at any point during this Agreement. and / or below at any point during this Agreement.

3. We will not have any right to exclusive access or possession of the Site and there is no landlord and tenant relationship created, nor are there any landlord and tenant rights given as part of this Agreement.
4. This licence is personal to us, and cannot be assigned or transferred, other than to our Group Companies.
5. This Agreement starts on the Commencement Date and will continue for the Initial Term at which point this Agreement will renew automatically for a period of 12 months (and will continue thereafter to renew automatically for successive periods each of 12 months), unless you or we bring the Agreement to an end in accordance with this Agreement.

Your Responsibilities

6. You agree to provide us (at the Site) with:

- a. access to a power socket and reliable power supply connecting to the APM.
- b. facilities, access and suitable working conditions to allow us to utilise the APM to deliver our services to Royal Mail Customers and deliver, install, inspect, replace, remove, move, repair and maintain the APM safely and efficiently.
- c. a representative for us to contact, and who has authority to liaise with us, on any matters relating to this Agreement.

7. You agree to:

- a. keep the area around the APM safe, clean and free from any blockages.
- b. not affix or place any items on or against the APM either temporarily or permanently.
- c. not alter, modify, move, remove, deface, damage or change the APM or any other RM Property in any way, including their appearance, either temporarily or permanently.
- d. not require us to provide any vehicle registration information, impose any parking charges on any of our vehicles which accessing the Site and will cancel any fees or charges levied on us.
- e. make sure that your staff directs Royal Mail Customers: (i) to the location of the APM if asked and (ii) to contact us directly if a Royal Mail Customer needs help with using an APM.
- f. be responsible for all energy consumed by or in connection with the APM at the Site.
- g. put in place appropriate, good practice security and safety measures, which are at least the same as or similar to those measures you use to protect your own goods, staff and the Site generally.
- h. provide us with information about your security and safety arrangements if we ask and implement any reasonable recommendations we make related to the APM.
- i. let us know as soon as possible if you become aware that there is a problem with the APM (including any damage), and in any case, within 24 hours of becoming aware.
- j. not do anything that suggests that the placing or operating of the APM on your Site is a partnership or co-branded arrangement between you and Royal Mail (unless we agree otherwise with you in writing).
- k. be solely responsible for any notification or other requirements under your insurance policies as a result of the installation and operation of the APM at your Site.
- l. not share the details of this Agreement and keep all information shared with you by us on the subject of this Agreement strictly confidential, and you agree that you will only use the information to observe and act on this Agreement.
- m. indemnify (compensate) us for any Losses we suffer, as a result of: (i) any damage to our APM or other related equipment caused by you or your staff and subcontractors (negligently or otherwise) (ii) claims from any third parties made against us as a result of your actions or omissions in connection with the APM or this Agreement (iii) your breach of the warranty set out in paragraph 2(f) (iv) you providing us with inaccurate information regarding the Site's OTT status, including (but not limited to) where we are unable to recover any payments made to you in respect of VAT or we issue any self-billing invoices specifying the incorrect VAT (v) your breach of any of the terms of this Agreement.

- c. keep the APM in good repair and working order.

9. We agree to indemnify (compensate) you for any direct losses you suffer (if any) as a result of: (i) any damage caused by us, our staff or subcontractors and (ii) claims from third parties in connection with our failure to repair or maintain the APM. This paragraph applies only to the extent that losses are not a result of your act, omission or breach of this Agreement and provided you comply with paragraph If any third party makes a claim, or notifies you that they may make a claim, against you which may give rise to liability for us under paragraph We agree to indemnify (compensate) you for any direct losses you suffer (if any) as a result of: (i) any damage caused by us, our staff or subcontractors and (ii) claims from third parties in connection with our failure to repair or maintain the APM. This paragraph applies only to the extent that losses are not a result of your act, omission or breach of this Agreement and provided you comply with paragraph If any third party makes a claim, or notifies you that they may make a claim, against you which may give rise to liability for us under paragraph 9 or otherwise under this Agreement, you will: (i) notify us promptly (and in any event, within 24 hours of becoming aware) (ii) allow us to have exclusive conduct of the defence of such claim and (iii) provide us with all reasonable co-operation and assistance.. or otherwise under this Agreement, you will: (i) notify us promptly (and in any event, within 24 hours of becoming aware) (ii) allow us to have exclusive conduct of the defence of such claim and (iii) provide us with all reasonable co-operation and assistance..
10. If any third party makes a claim, or notifies you that they may make a claim, against you which may give rise to liability for us under paragraph We agree to indemnify (compensate) you for any direct losses you suffer (if any) as a result of: (i) any damage caused by us, our staff or subcontractors and (ii) claims from third parties in connection with our failure to repair or maintain the APM. This paragraph applies only to the extent that losses are not a result of your act, omission or breach of this Agreement and provided you comply with paragraph If any third party makes a claim, or notifies you that they may make a claim, against you which may give rise to liability for us under paragraph We agree to indemnify (compensate) you for any direct losses you suffer (if any) as a result of: (i) any damage caused by us, our staff or subcontractors and (ii) claims from third parties in connection with our failure to repair or maintain the APM. This paragraph applies only to the extent that losses are not a result of your act, omission or breach of this Agreement and provided you comply with paragraph If any third party makes a claim, or notifies you that they may make a claim, against you which may give rise to liability for us under paragraph 9 or otherwise under this Agreement, you will: (i) notify us promptly (and in any event, within 24 hours of becoming aware) (ii) allow us to have exclusive conduct of the defence of such claim and (iii) provide us with all reasonable co-operation and assistance.. or otherwise under this Agreement, you will: (i) notify us promptly (and in any event, within 24 hours of becoming aware) (ii) allow us to have exclusive conduct of the defence of such claim and (iii) provide us with all reasonable co-operation and assistance.. or otherwise under this Agreement, you will: (i) notify us promptly (and in any event, within 24 hours of becoming aware) (ii) allow us to have exclusive conduct of the defence of such claim and (iii) provide us with all reasonable co-operation and assistance..

Our Responsibilities

8. We agree to:
 - a. generate invoices for the Charges, if specified in the "Contract Details" section on page 1 of this Agreement.
 - b. pay you the Charges, within 30 Business Days from the end of each Charging Period, subject to you providing us with a valid invoice (unless we have agreed to generate the invoices for the Charges as per paragraph above).

Risk, Loss and Damage

11. The APM belongs to us, and we are responsible for any risk or loss caused by the APM (other than where you or your staff, agents or contractors have caused or contributed to that risk or loss).
12. Other than losses which cannot be limited by law and except in relation to the types of losses in paragraph Except where such losses cannot be limited by law, neither we nor you will be liable

to the other for the following types of losses: (which shall not be recoverable by either party), each party's liability to the other shall be limited in each Year to an amount equal to £10,000 multiplied by the number of APM(s) covered by this Agreement as set out in Section 3.

13. Except where such losses cannot be limited by law, neither we nor you will be liable to the other for the following types of losses:
 - a. loss of profits.
 - b. loss of sales or business.
 - c. loss of agreements.
 - d. loss of expected savings.
 - e. indirect losses.
14. References in paragraphs The APM belongs to us, and we are responsible for any risk or loss caused by the APM (other than where you or your staff, agents or contractors have caused or contributed to that risk or loss). to Except where such losses cannot be limited by law, neither we nor you will be liable to the other for the following types of losses: shall include every kind of liability arising under or in connection with this Agreement, including but not limited to liability in contract, tort (including negligence), misrepresentation or otherwise.

Installation and Relocation

15. You agree to comply with the Survey, APM Installation, Relocation and Removal Processes in Section 2 of this Agreement and to provide all reasonable assistance, cooperation, and access to us in order for us to complete the Site Survey. You agree and acknowledge that (i) the installation of any APM is subject to the completion by us of a satisfactory Site Survey (ii) we may decide in our sole discretion, at any time during or after the Site Survey, not to proceed with the installation of any APM and (iii) our obligation to pay any Charges shall not begin until successful installation of the relevant APM.
16. We may make any reasonable or necessary changes to the APM where these do not affect the Site or alter the location of the APM within the Site (including in relation to the updating or re-configuration of lockers or interfaces within the APM) at any time, and we do not need your consent to do so.
17. You will ensure that you or your representative with appropriate authority is at the Site at the installation of the APM.
18. If you or your representative accepts the installation of the APM, we will take this to mean that you are happy with the location, installation and condition of the APM, and you or your authorised representative may be asked to sign a receipt.
19. You must provide us with as much notice as possible (and in any case, no less than 20 Business Days' notice) if you need to reschedule or cancel the installation of an APM. If you provide less than 20 Business Days' notice, you will pay us for the additional costs to us of the delay or late cancellation as set out in Part B of Section 3.
20. If you cancel the installation of an APM, it is your responsibility to contact us and re-arrange a date for installation with us at a time that is mutually convenient. We will not be liable to pay you Charges in respect of any APM until installation has been successfully completed and the relevant APM is fully functioning as intended.
21. In the event that:
 - a. any Planning Enforcement Action occurs, you will let us know immediately and share copies of any documents (including emails) received. You will not respond or make any representations to the authority without our approval. You will keep us informed promptly with any further communications, requests or any other developments.

- b. both parties agree to appeal any Planning Enforcement Action, we will handle the appeal process with your co-operation, and you acknowledge that you may be identified as part of that process.

Ending the Agreement

22. Either party can end this Agreement immediately by giving notice in writing to the other party if the other party materially and/or repeatedly breaches this Agreement and does not resolve the problem within 20 Business Days after being made aware.
23. You can end this Agreement by giving us notice of no less than the Host Notice Period at any time. We may end this Agreement by giving you no less than the Royal Mail Notice Period at any time.
24. We may end this Agreement immediately in writing if:
 - a. the Site or access to the APM is damaged or destroyed resulting in the Site being unfit for occupation or use in connection with an APM or the APM or Site being otherwise inaccessible.
 - b. the APM suffers from repeated vandalism.
 - c. any Planning Enforcement Action occurs.
 - d. you do not comply with any laws, regulations, rules that apply to you.
 - e. we become aware that you do not have the legal right and/or all relevant consents or permissions to grant us the applicable rights, and to perform your obligations, under this Agreement.
 - f. we are unable to complete a satisfactory Site Survey within a reasonable time period of the date of this Agreement, or the Site Survey identifies issues that would prevent the installation and operation of the APM as intended.
 - g. we (in our sole discretion) are not satisfied with any of the information provided in connection with your OTT status or Section 4 (Business Probity), which shall include any supporting information provided at any point during this Agreement.
 - h. any of the confirmations, representations, statements or warranties you have given us (in this Agreement or otherwise) are not or cease to be true and accurate, including those provided in relation to your OTT status and for the purposes of Section 4 (Business Probity).
 - i. you are affected by an insolvency event or you cease business for any reason whatsoever.
25. At the end of this Agreement for the Site or APM:
 - a. the **Removal Process** in Section 2 will apply.
 - b. you will immediately repay to us any pre-paid Charges we have paid to you in respect of such affected Site or APM for the period after the applicable end date.
 - c. we will not be required to pay you any further Charges in respect of such affected Site or APM for the period after the end date.

Royal Mail Property

26. Each APM (including any ancillary kit or equipment required for an APM to function) will at all times remain our property. The Host will have no rights in relation to an APM and / or any ancillary kit of equipment.
27. You undertake to (and will procure your employees, agents, and contractors to):

- a. at all times keep the APM in your sole custody at the Site(s).
- b. not sell, assign, mortgage, charge, let or hire an APM or any part of any APM.
- c. not, without our prior written consent, remove or replace or permit the removal or replacement of an APM or any part of an APM from the Site(s)
- d. clearly identify any APM as being Royal Mail property and where practicably reasonable, keep them separate from your equipment and assets.
- e. waive all and any liens, encumbrances, or rights over any property of Royal Mail which you might acquire during the continuance of this Agreement.

General

- 28. Any notices issued under this Agreement must be in writing (including email) and sent to the other party at the address or e-mail address given for that party on page 1 (or such other address or e-mail address as notified to the other party for such purposes from time to time).
- 29. Except as set out in paragraph 29, neither party will have or use any of the other party's intellectual property, including any trademarks belonging to the other party unless agreed otherwise in writing.
- 30. We may use your name and any logo associated with the Site for the purposes of directing individuals to the APM. You agree that we may display Royal Mail branding (and any other branding we wish to use from time to time) on the APM, and you will not remove or deface such branding.
- 31. You will not, without our prior written consent, transfer, assign, charge, subcontract or otherwise deal in any other manner with all or any of your rights or obligations under this Agreement.
- 32. Where you grant us rights or licences under this Agreement, you will also allow any of our staff, appointed agents or representatives (including any staff of any Group Company or any of our or any Group Company's contractors) to exercise those rights (in addition to, or instead of, us).
- 33. If either you or we do not pay any amount due under this Agreement to the other person on time, after 10 Business Days of the payment being overdue, the other person is entitled to charge interest on such unpaid amount which will accrue daily at an annual rate of 2% above the Bank of England's base rate from time to time.
- 34. Any person who is not a party to this Agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.
- 35. You confirm that you have the right and authority to enter into this Agreement and that by doing so, you are not breaching your responsibilities to any other person.
- 36. This Agreement is subject to English law and the parties agree that any claims, disputes or matters (including non-contractual) arising under or in connection with this Agreement will be exclusively dealt with by the English courts.

SECTION 2 - SURVEY, APM INSTALLATION, RELOCATION AND REMOVAL PROCESS

1. Site Survey

Prior to installation of any APM, we will conduct a Site Survey in accordance with the Site Survey Process.

2. Installation Process

- a. We will ensure that:

- i. installation of the APM is carried out in line with the Site Survey.
- ii. we will give you an installation date and details of any requirements for installation after the Site Survey is completed. Unless you notify us otherwise and we agree an alternative date, the date we notify to you shall be the agreed installation date and you must make all arrangements for the installation of the APM to take place on such date in accordance with this Agreement.
- iii. our employees or contractors comply with appropriate health and safety guidelines. If there are any specific guidelines which apply, you will need to inform us when we carry out the Site Survey and we will have regard to such guidelines where they are reasonable and can be reasonably accommodated by us.
- iv. ensure that any installation is carried out in a safe and efficient manner.
- b. Unless set out otherwise, we will be responsible for the costs of any installation (see the **Costs** section of this Section 2 for further information).
- c. You will ensure we and our employees and / or contractors will have good access to the site and the surrounding area on the installation date to allow us to install the APM.

3. Relocation Process

Temporary Relocation

- a. Either we or you may request a temporary relocation of an APM where we or you consider this to be reasonably necessary by providing the other party at least 20 Business Days' written notice of the proposed relocation date, location and duration of such relocation.
- b. Where we or you have requested a temporary relocation, the parties shall pay the costs as set out in the **Costs** paragraph below. Any temporary relocation of an APM will be subject to completion of a satisfactory Site Survey and, if such relocation is agreed, the terms of this Agreement shall continue to apply in respect of such relocated APM and your connected obligations (including your granting of a licence to us in respect of the Site) in the same way.
- c. Any temporary relocation is intended to be for a limited time period only, following which the APM will be returned to its original location (and the costs of such relocation back to the original location shall be paid by the parties as set out in the **Costs** paragraph below).

Permanent Relocation

- d. Either we or you may make a request for the permanent relocation of an APM by providing the other party at least 20 Business Days' written notice of the proposed relocation date, the reason for the request and the proposed new location of the APM. Any permanent relocation of an APM will be subject to completion by us of a satisfactory Site Survey in respect of the proposed relocation, and if such relocation is agreed, the terms of this Agreement shall continue to apply in respect of such relocated APM and your connected obligations (including your granting of a licence to us in respect of the Site) in the same way.
- e. If you are making a request for the permanent relocation of an APM, you should ensure that the new location is as easy for customers to access as the previous location and that you will be able to continue to comply with the terms of this

Agreement in respect of such new location. If we are happy with the location you have suggested, we will relocate the APM to the new location on an agreed date.

- f. If a permanent relocation of an APM is agreed, the party requesting the permanent relocation shall pay the reasonable costs set out in the **Costs** paragraph below. If both parties cannot agree on a new space, the APM will remain at its original space and / or the requesting Party may request for the APM to be removed in accordance with this Agreement.

4. Removal Process

- a. If you wish to end this Agreement in respect of specific or all APM or and/or Site, please refer to the paragraph named **Ending the Agreement** in the General Terms and Conditions in Section 1.
- b. Upon the ending of this Agreement for the APM or Site, we will:
 - i. be entitled to remove the affected APM immediately, and we will seek to agree with you a suitable date for the removal of the APM.
 - ii. in any case, remove the APM and any of our equipment from the Site as soon as it is practical for us to do so.
 - iii. repair any damage caused to the area occupied by the APM as a result of the removal of the APM.
 - iv. otherwise leave the area occupied by the APM in materially the same condition as prior to the installation of the APM (except for any damage which was not caused by us or as a direct result of the removal of the APM).
- c. Even where this Agreement has ended, you will continue to comply with your obligations in respect of the APM

(including in relation to having in place appropriate, good practice security measures) until we fully remove the APM.

5. Costs

- a. We will be responsible for any reasonable costs associated with disassembly, relocation and removal of any of our equipment and the APM where such relocation or removal of the APM is required by us or where we end this Agreement in relation to any APM in accordance with paragraph You can end this Agreement by giving us notice of no less than the Host Notice Period at any time..
- b. You will be responsible for all costs (including our costs) associated with disassembly, relocation and removal of any of the APM and any equipment in all other circumstances (including, where a relocation is temporary, the costs in relation to returning any APM to its original location).
- c. The costs referred to in paragraph a. and above shall include (but not be limited to) any costs:
 - i. in the case of a permanent removal, connected to the removal of the APM and reinstating the Site to materially the same or similar state prior to installation.
 - ii. in the case of a temporary or permanent relocation, connected to the removal, transport, storage, and relocation of an APM / APM(s), including any costs incurred as part of or in connection with any Site Survey Process.
 - iii. for any preparatory works (if required), including any costs in relation to trenching for electricity supply to the APM(s), the electricity socket and connection to the electricity supply.

SECTION 3 – LICENCE FEE, LATE CANCELLATION COSTS, PAYMENT AND BILLING**Part A – Licence Fee and One-Off Electrical Installation Cost Contribution (where applicable)**

SITE INSTALLATION ADDRESS	St Andrew's Church, 26 Plough Hill, Cuffley, Potters Bar EN6 4DR		
APM LOCATION AT SITE INSTALLATION ADDRESS <i>(description and / or photo)</i>	By external wall underneath stairs by The Undercroft Entrance doors.		
FEES:	NO VAT is payable	PLANNED SIZE* (identify with an X)	MAX SIZE** (identify with an X)
2.0M / 4 COLUMN LOCKER	£1100	X	X
2.6M / 5 COLUMN LOCKER	£1200	X	X
3.6M / 7 COLUMN LOCKER	N/A		
4.6M / 9 COLUMN LOCKER	N/A		
PAYMENT FREQUENCY	Quarterly in arrears		

***The actual size of lockers to be installed will be advised by Royal Mail following the survey and a review of expected demand.**

****** Max size refers to the maximum locker size that is likely to fit into the available space and/or the maximum acceptable to the Host. Royal Mail reserves the right to select the appropriate locker size following the survey and a review of expected demand.

Part B – Cancellation Costs for Delay or Late Cancellation

You will pay us £500 in the event that you delay or cancel an installation date for an APM (for any reason) with fewer than 20 Business Days' notice.

Part C: Self-Billing Agreement *(only applicable where 'Parcel Locker Company generated invoices' is indicated as the Invoicing Method in the "Contract Details" section on page 1)*

- a) The parties agree to use the following self-billing procedure for the purposes of the payment of the Charges.
- b) Royal Mail agree to:
 - i. issue self-billed invoices for the payment of validly incurred Charges to you until the termination or expiry of this Agreement;
 - ii. complete self-billed invoices showing the parties' names, addresses, and VAT registration numbers, together with other details required to constitute a full VAT invoice;
 - iii. put in place a new self-billing agreement in the event of a change in its VAT registration number; and
 - iv. inform you if the issuing of self-billed invoices in relation to this Agreement will be outsourced to a third party.
- c) You agree to:
 - i. accept invoices raised by Royal Mail, or on Royal Mail's behalf until the termination or expiry of this Agreement;
 - ii. not raise invoices in relation to Charges payable under this Agreement; and
 - iii. notify Royal Mail immediately if there is a change to: i) your VAT registration number; ii) your VAT-registered status; or iii) the ownership of your business, or part of your business.

SECTION 4: BUSINESS PROBITY

All Parcel Locker Company, International Distribution Services and Royal Mail suppliers are expected to maintain a high standard of probity and legal compliance. Please provide responses to the following questions.

For the avoidance of doubt, references below to 'your organisation' should be taken to include any members of the group of companies to which you belong (for example, parent, subsidiary or sister companies). If you are a sole trader, reference to ""your organisation"" should be taken to refer to you as an individual.

Q1: During the last 6 years, has your organisation or its directors, or any other person who has powers of representation, decision or control over your organisation, agents, employees and contractors been investigated, prosecuted or convicted as part of a criminal investigation, regulatory action, enforcement action or proceeding related to any of the following offences: conspiracy; corruption; bribery; money laundering; fraud; theft?		
YES/NO		If YES: please provide details below

Q2: During the last 6 years has your organisation or any of its employees, directors, agents offered, solicited, paid or received, agreed to pay or receive, directly or indirectly, any improper payments or incentive in order to obtain or retain business, or an advantage in conduct of business?		
YES/NO		If YES: please provide details below

Q3: Anti Bribery: does your organisation undertake to comply with the principles set out in our Ethical Business Conduct Policy linked below: https://www.internationaldistributionservices.com/media/12756/royal-mail-ethical-business-conduct-policy-june-2024.pdf		
YES/NO		If NO: please provide an explanation below

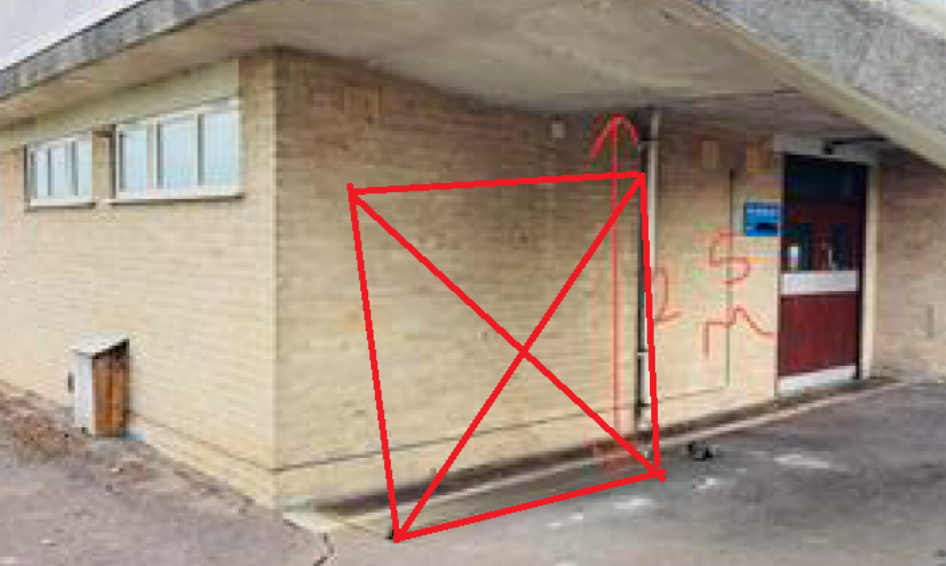
Q4: Sanctions: Is your organisation, any majority shareholder, or any director or any other person who has powers of representation, decision or control over your organisation identified on any restricted party list issued by a national government or international organisation as subject to any sanction or embargo, including without limitation any such list maintained by the UN, EU, the UK and/or by the authorities of the state(s) in which your organisation is registered, established or in which it otherwise conducts activities.		
YES/NO		If YES: please provide details below

Q5 Financial Stability: Has your organisation passed a resolution or is it the subject of an order by the court for winding up, administration, receivership, insolvency or bankruptcy or has had a receiver, manager or administrator appointed on behalf of a creditor?		
YES/NO		If YES: please provide details below

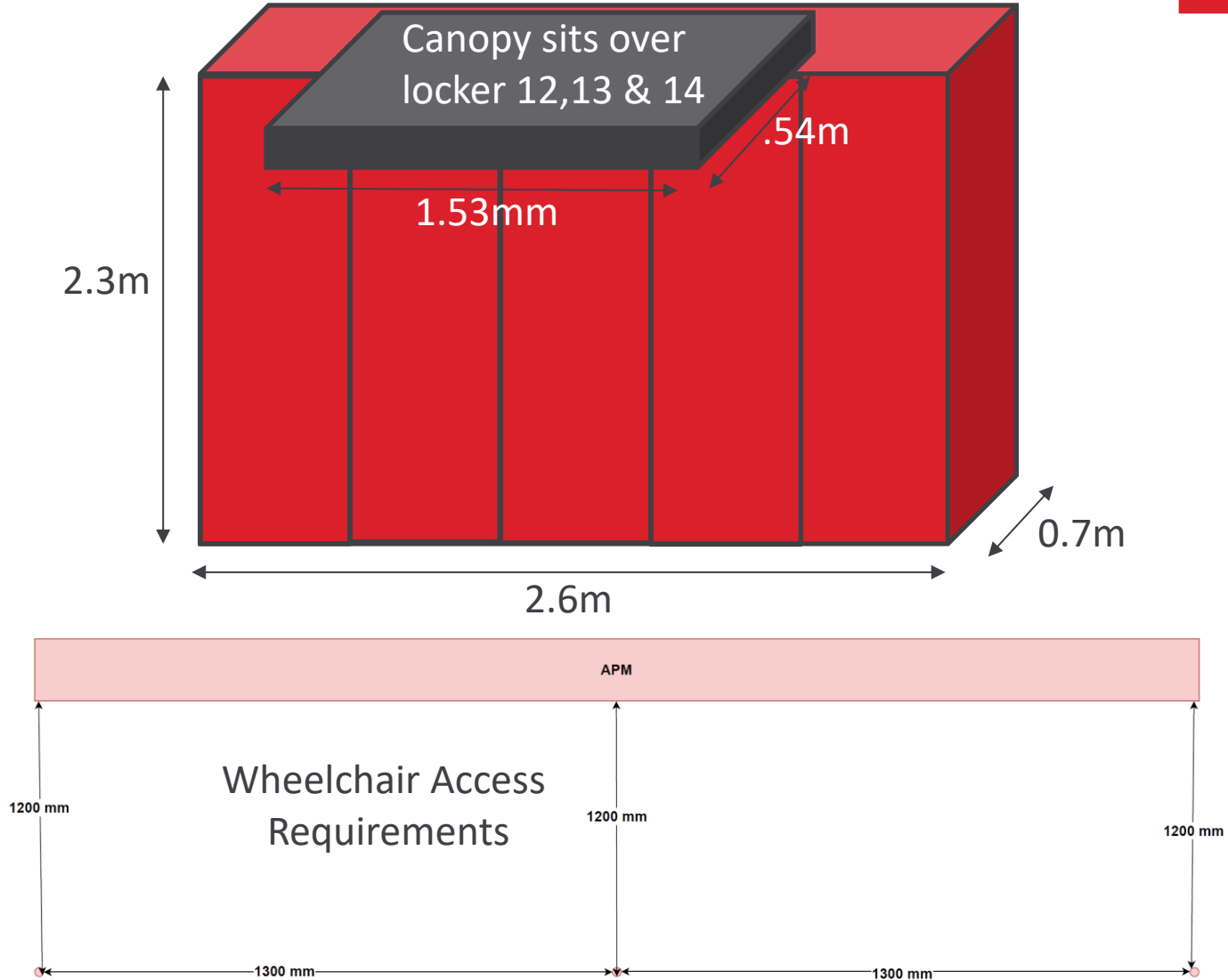
Q6 Tax compliance: Please confirm that your organisation complies with all applicable laws and regulations relating to Tax Evasion, including the UK Criminal Finances Act 2017 or equivalent legislation in your own jurisdiction, and that you take reasonable steps to ensure that you prevent facilitation of UK tax evasion and foreign tax evasion.		
YES/NO		If NO: please provide an explanation below

Q7 Supplier Code of Conduct: Please confirm that your organisation complies with the principles set out in our Supplier Code of Conduct linked below: https://www.internationaldistributionservices.com/media/12345/royal-mail-supplier-code-of-conduct-v11.pdf		
YES/NO		If NO: please provide an explanation below

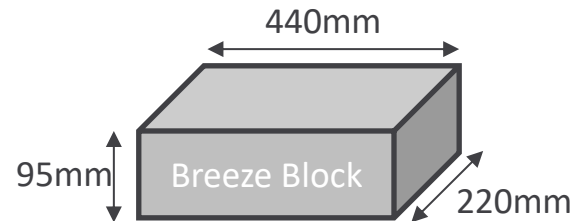
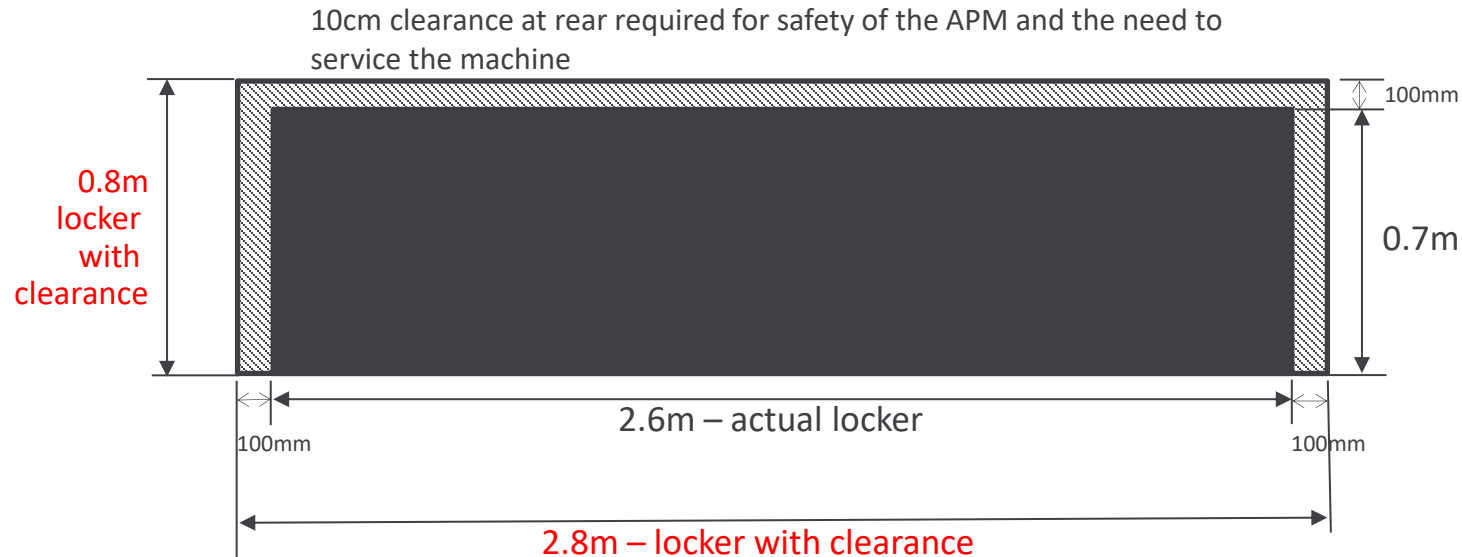
Further details (list question number then details/explanation):



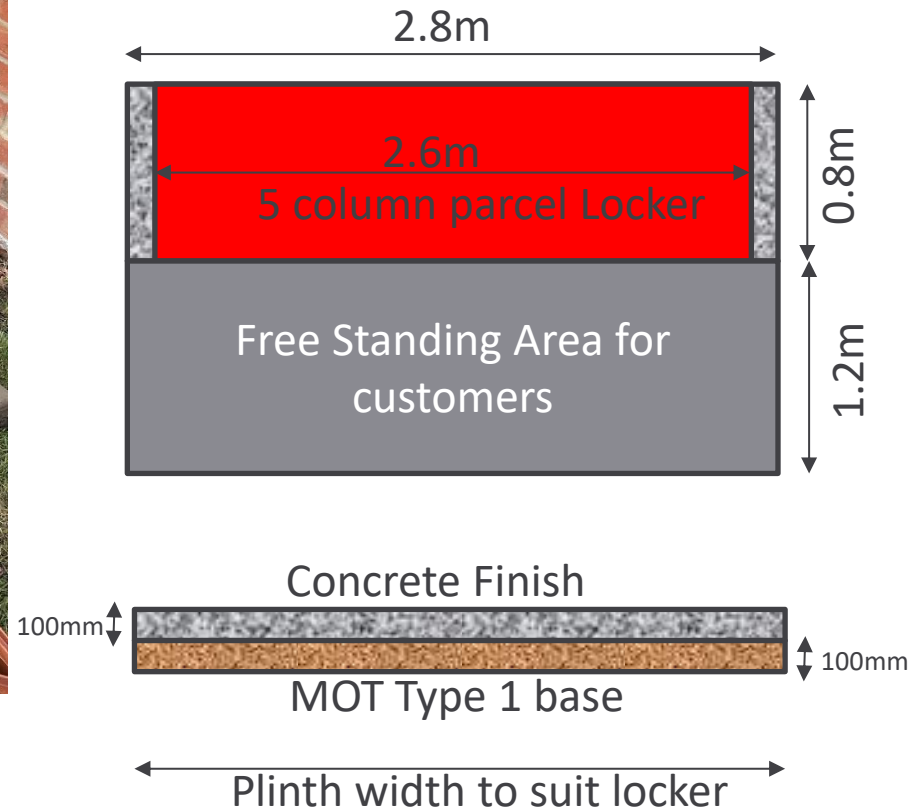
Locker Dimensions



Locker Clearance for Install & Wheelchair Access



Concrete Plinth requirements for Parcel Lockers





PARKING ONLY FOR
ST ANDREW'S CHURCH
UNDERCROFT

ROYAL MAIL-WELCOME PACK



**WELCOME TO ROYAL MAIL
PARCEL LOCKERS**



Dear Host.....



Thank you for choosing Royal Mail Parcel Locker Solutions.

Royal Mail is the largest and most trusted parcel carrier in the UK, with an instant recognisable brand.

We're here to support and provide best in class service throughout the installation of your Parcel Locker. From Initial survey to final implementation, our support team will ensure seamless, efficient and professional experience.

Here's what happens next.....

1) Site Survey



Our Installation partner will contact your site to arrange for a 45-minute survey to find suitable locations. Our fully trained surveyor will look for the best and safest location for both delivery and collections. An email will be sent advising the date of attendance.

2) Survey Validation



Our Royal Mail deployment team will review the returned survey, completing checks on the proposed location/s. Occasionally we may not proceed due to site complexity and the total cost of works required, which we will communicate and advise.

3) Host approval



Once a site survey has been approved by our deployment team, a full report will be provided detailing location and a summary of any work required for your approval. Any questions related to the location can be answered by the team.

4) Enabling works



When you have approved the location, we will instruct all works required prior to delivery. Electrical work and if required, ground works. Our fully approved partners will contact you to plan dates and times.

5) Installation



Site ready? Our Install partner will contact you to arrange an installation date. On the day of installation, you will need to ensure there is space to park and unload and the access path to location is clear of all obstacles. Our fully trained install crew will complete the install and remove all packaging from site.

6) Locker is activated



Final software and back-office checks are completed to ensure the locker is ready for deliveries and collections. We will constantly monitor the locker through its life and automatically attend site if we detect a problem.

Royal Mail Lockers



- 24/7 CCTV. Roof and Screen camera
- LED Roof lighting. Lighting sunset-sunrise
- Large/Medium/Small/X-Small door sizes
- Large user-friendly touch screen
- Accessibility. Lower-level door access
- Print at Locker facility
- Drop Box return Parcels
- Parcel Collections
- Flexible configurations: 5,7,9 columns
- Locker Health Monitoring. Remote Support

- Who do I contact if I have a question relating to my installation?

Please email: LockerDeploymentTeam@royalmail.com

- When will my Locker go live and be ready for use?

We always aim for the following Monday after the Locker has been installed.

- Who do I contact for any new locker locations, or general locker enquires?

Please email: lockers@royalmail.com

- Who do I contact if I have a question related to Payments?

Please email: RMlockerpayments@royalmail.com

Help & Support, FAQ's



- What if I see a problem e.g. the locker is not working, damaged, or not printing?

Please email: RMRedLockerFaults@royalmail.com

Inbox reply between; Monday to Friday 07:00 to 22:00

OR

Contact: **03452 666 609**

Support Monday to Friday 07:00 to 22:00 and 08:00 to 20:00 Weekends

When contacting us please use the locker identification number which can be found on the bottom of the Screen or on the side of the roof. Example: RM010330

