

# Safe Place Application Form

Tell us where to deliver your parcels\* when you're not at home.



Safe Place is a free service from Isle of Man Post Office, which allows you to choose an alternative delivery location for the delivery of parcels\* while you're not at home.

All you need to do is to nominate a 'Safe Place' on your property which must be accessible and weatherproof, for example a shed or garage. Alternatively, you can request delivery to a neighbour's property with their signed consent.

To sign up, complete the application overleaf and return to your local Post Office or post to: **Safe Place Applications, Isle of Man Post Office, Postal Headquarters, Spring Valley Industrial Estate, Douglas, ISLE OF MAN, IM2 1AA**

\* Safe place is only available for items that **do not require a signature**.

## NOTES

- Items which require a signature can be left in your Safe Place location if you authorise your Post Person to sign for your deliveries on your behalf. You should complete a separate Authority to Sign form to activate this service. Forms can be downloaded at [www.iompost.com/ats](http://www.iompost.com/ats)
- By signing up to Safe Place all residents at an address will also receive this service.  
**Please ensure that you have obtained permission from all residents at your address before submitting your application form.**

T: 01624 664664

E: [customer.services@iompost.com](mailto:customer.services@iompost.com)

Isle of Man  
Post Office  
Oik Postagh Ellan Vannin



Safe  
Place

[iompost.com/safeplace](http://iompost.com/safeplace)

# Safe Place Application Form

- Select a safe, accessible and weatherproof location within the ground of your property for items that are too large to fit through your letterbox.
- Alternatively, agree with a neighbour to have them receive items on your behalf.
- If you're not home, we will deliver items too large to fit through your letterbox to your chosen location.
- We will post a card through your door to notify you that the item is in your Safe Place.

## LEAD CUSTOMER DETAILS

Full Name			
Address			
		Postcode	

### IMPORTANT: Others at this property

By signing up to Safe Place all persons residing at this address will also receive this service. Please ensure that you have obtained their permission before submitting your application.

### Safe Place details - Please select one of the two Safe Place options:

HOME	NEIGHBOUR (MUST GIVE SIGNED CONSENT)	
My Safe Place location is:	Neighbour's name	
	Address	
	Postcode	
	Neighbour's signature	

## DECLARATION

I confirm, on behalf of the residents at this address that Isle of Man Post Office is authorised to deliver any appropriate items to my designated Safe Place.

Full Name			
Signature		Date	

Isle of Man Post Office takes your privacy seriously. The information you provide on this form will only be used for the delivery of this service and held in accordance with the Isle of Man General Data Protection Regulation. For the full privacy notice please visit [www.iompost.com/Privacy](http://www.iompost.com/Privacy).

This is not a scheme which is governed by section 13 of the of the Post Office Act 1993 ("the Act") and the provisions of section 19 of the Act does not apply. By signing this form I accept that I will have no claim against the Isle of Man Post Office for non-receipt of or damage to the item(s) occurring after delivery. I agree that this authority will remain in force until Isle of Man Post Office is notified otherwise.

If you require any help completing the form, or have any queries, please ask at your local Post Office or telephone Customer Services on **01624 664664**.

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