

Rural Mail Boxes

These guidelines apply to rural roads and apply to all new and replacement mail box installations on rural roads with a speed limit of greater than 70km/h.

How can I get my mail delivered to my rural property?

If you would like to join the Rural Delivery Service, fill in an application form at your nearest New Zealand Post outlet.

It is critical you talk to the Rural Delivery Owner Driver before erecting a new box as there can be some specific requirements that need to be considered due to most delivery points being unique.

Pick up a free Rural Delivery customer pack from your New Zealand Post outlet that contains everything you need to join or leave the Rural Delivery Service.

Rural delivery customers sign an agreement with New Zealand Post to—“...erect your rural mail box at a site agreed with your local Rural Delivery Owner Driver. The mail box shall be located to allow easy, all-weather access for delivery and shall comply with traffic regulations, local bylaws and the Health and Safety in Employment Act 1992.”

Where can I put my rural mail box?

Mail boxes are designed to hold mail and protect it from the elements. Rural Delivery Customers sign an agreement to—“erect and maintain in good condition, at your cost, a rural mail box that meets New Zealand Post Limited specifications.”

The mail box needs to be located to allow easy, all-weather access and positioned so the Rural Delivery Owner Driver can reach it without difficulty and without leaving his/her vehicle.



Traffic regulations and telephone/power cable requirements need to be complied with and in some cases the mail box cannot always be installed right at the gate. The all-weather access is to be constructed and maintained by the box owner.

Rural mail boxes are to be sited on the outside edge of the left shoulder in such a position as to ensure safety (see Loop Accesses) or as approved by the Rural Delivery Owner Driver. Ideally mail boxes should be installed on one side of the road so deliveries can be made in one direction without crossing the road.

Mail boxes must not be installed where access, stopping or parking is otherwise prohibited by law or regulation (e.g. where “no stopping” signs are installed or where segregation strips have been established).

Mail boxes have been identified as possible roadside hazards. In rural areas mail boxes are allowed on the road reserve but they need to be designed and placed so they do not endanger the motoring public.

NOTE: Remember the placement of mail boxes is under the control of New Zealand Post Limited. Please discuss your requirements with your Rural Delivery Owner-Driver before erecting your mail box.



It has been noted that a large number of roadside rural mail boxes are in close proximity to the seal edge. The majority of these mail boxes are mounted on large diameter timber, concrete or iron supports, greater than 150mm diameter and therefore non-frangible, and do not have effective night time delineation.

New Zealand Post Limited and New Zealand Transport Agency have policies outlining the requirements for placement of rural mail boxes and these guidelines are aligned with these.

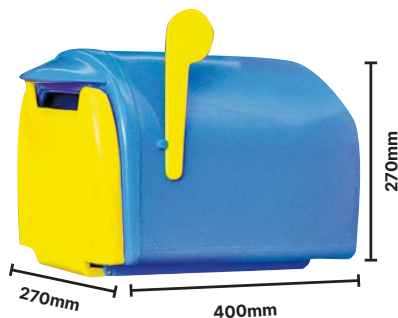
What are the requirements for a rural mail box?

Construction of box

A purpose-built rural mail box can be purchased from selected retail and hardware stores.

Minimum size

400mm deep x 270mm wide x 270mm high, with a flag fitted to indicate mail is awaiting collection.



Opening

Access is via a front opening, non-locking hinged door, facing off the road and fitted with a posting gap large enough for large magazines to be placed inside without opening the door. The opening should be no less than 250mm x 30mm. Mail should drop out of sight to keep it secure.

Weight

Mail boxes of heavy steel or other substantial materials have been designed and sold as deterrents to vandalism. Mail boxes over 5kg in weight should not be on the road reserve.

Road numbers

The road number of the property should be clearly printed on the box in numerals at least 25mm high and in a colour that contrasts with the mailbox for readability.

All properties should have an allocated number, if not, or if you prefer to use your name ensure the last name and initials (or company name) are featured to enable correct delivery.

Posts

Mail boxes should be firmly attached to supports that break away safely if struck by a vehicle. The method of attaching the mail box to the post should be substantial enough to prevent the mail box from separating from the support under impact from a vehicle.

Mail box supports should be no more substantial than required to accommodate mail and to reasonably minimise vandalism. There should be no concrete footing. Mail box supports should comply with the Standard for the Manufacture and Maintenance of Traffic Signs, Posts and Fittings (Traffic Control Devices Manual, December 2008).

Specifically:

Posts should be pine up to 100mm x 100mm; steel posts up to 76mm outside diameter or aluminium posts up to 114mm outside diameter.

A metal post can be fitted with an anti-twist device that extends no more than 250 mm below the ground surface.

Height of box

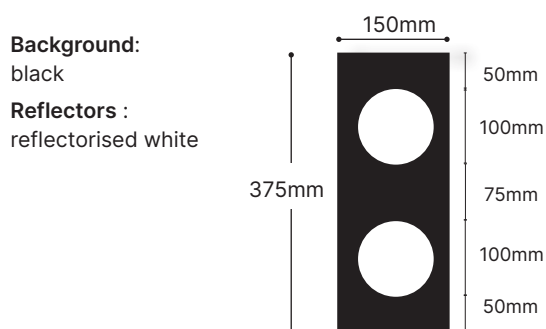
The height of the mail box is usually set to suit the Rural Delivery Owner Driver. As a guide, the bottom of the mail box should be 1–1.2m above ground.

Visibility

Use of reflective material markers can provide increased visibility of mail boxes at night. Consider placing markers on both sides of the mail box. The markers on the approach side should be white with yellow facing the opposite direction. Red should not be used for this application.

A Type 2 object marker is the recommended device for this purpose but equally effective is a 300mm strip of reflective sheeting placed on the upright portion of the mail box support.

PW15-6 Delineation and hazard markers hazard mark



My neighbours and I want to group our mail boxes. What are the requirements?

Grouped mail boxes can be a hazard to the motorist especially when the horizontal support is at windshield height. Multiple mail box installations must not include a heavy horizontal or vertical support member.

Closely spaced mail boxes pile when impacted by a vehicle. To help avoid this mail box supports should be separated at least 0.75 of the mail box height above ground.

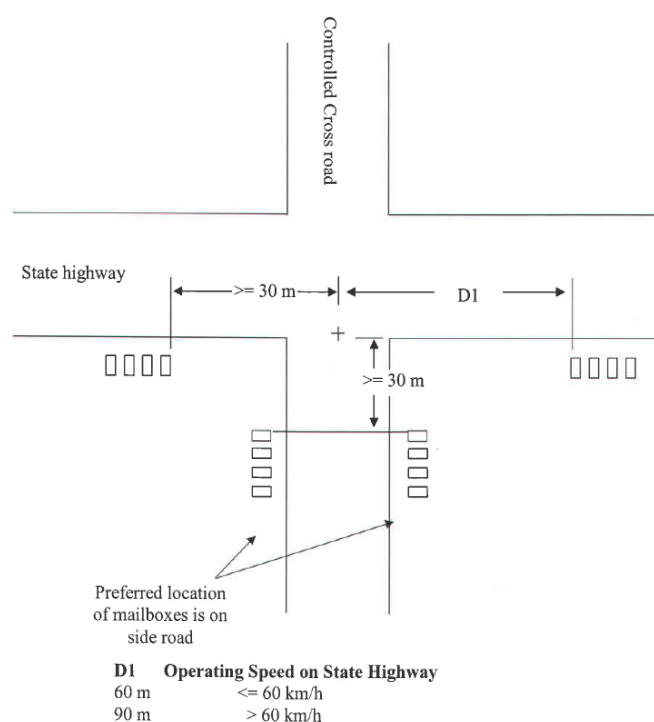


Is there any limit to the type of structure I can erect on the road reserve in association with my mail box?

It is important that there are no hazardous structures on the road reserve whether or not they are associated with a mail box. Hazardous structures include (but are not limited to) lawn mowers, rail road irons, tractor wheels or tyres, plough blades and concrete filled barrels. Reference Council's Road Reserve Management Policy for more details on limitations.

Intersections

A mail box placed at an intersection can affect the safety and operation of that intersection. The diagram below shows suggested minimum clearances to the nearest mail box at intersections.



Approach Visibility

Safe stopping sight distance should be provided on the approach to and leaving from all mail boxes.

The safe stopping sight distances are based on a reaction time of 2.5 seconds which is appropriate

Estimated operating speed (km/h)	Stopping sight distance (m)
70	95
80	115
90	140
100	170

Loop Accesses

Loop accesses are encouraged as they allow vehicles to park clear of the traffic lane and allow easy access to the mail box from the driver's seat. Mail boxes on a loop access are to be 2–2.5 metres clear of the traffic lane shoulder to allow for maintenance of the surface water channel.

Lateral Clearance

A vehicle stopped at a mail box needs to be clear of the adjacent traffic lane. The higher the traffic volume or speed, the greater the clearance should be. The following table indicates the recommended lateral clearance:

Average daily traffic (vehicle movements per day)	Clearance between edge of traffic lane and nearest point of mail box (m)	
	Desirable	Minimum
Greater than 500	Greater than or equal to 4m	2.5m
Less than 500	2.5m	1.8m

A mail box installed in the vicinity of an existing guardrail, must be placed behind the guardrail allowing the appropriate deflection of the barrier if it is impacted.

Find out more at [waimakariri.govt.nz](https://www.waimakariri.govt.nz), or contact Customer Services on 0800 965 468.