

Street Furniture Enquiry

The following enquiry is to be raised on the minor street furniture works EAM portal.

REQUESTEE NAME: *	
REQUESTEE POSITION: *	
REQUESTEE EMAIL: *	
PHONE No: *	
EXISTING POST BOX No.	

This Job is for: (Please Tick one box)

- Removal of Street Furniture
 Relocation of Street Furniture,
 Replacement of Street Furniture
 Installation of New Street Furniture

If known, is the street furniture on Public or Private Land? (Please Tick one box)

- Private Land
 Public Land

If the Street Furniture is sited on Private Land then please provide contact details/email address for the registered land owner, if different from the Requestee.

Requests for work on private land **WILL NOT** be progressed where landowner details are missing (Name and email address minimum).

BOX ADDRESS & POST CODE: * <i>If relocation is ticked above, please specify both addresses</i>	•
COORDINATES:	
REQUEST INFO: *	

* Indicates mandatory fields that need to be filled out in order to process your request

WHEN SAVING THIS DOCUMENT: Please select 'Save As' and amend the name to 'Pro Forma SIEBELREF & POSTCODE'

Email completed form to: Monitor@royalmailpfs.com

Street Furniture Enquiry



PLEASE DO NOT SAVE OVER THE TOP OF THIS BLANK DOCUMENT.

Process for post box relocation takes circa 25 weeks from start to finish and is subject to approval from the local Royal Mail collections team. Once a pro forma is submitted, the request is normally reviewed by the local Royal Mail collections team within 4-6 weeks. All new locations should be on public highway with safe parking for members of the public and Royal Mail personnel.

Email completed form to: Monitor@royalmailpfs.com