



Australian Government

Department of Social Services

# Application to become an Eligible Participant under the Postal Concessions for the Blind Program

Organisations that wish to apply to become an eligible participant under the Postal Concessions for the Blind (PCB) program must use this Application Form.

## Background

The Postal Concessions for the Blind (PCB) program enables people who are blind or who have a vision impairment to send and receive eligible items through Australia Post at no charge or a concession rate.

Eligible organisations that service the needs of people who are blind or who have a vision impairment can also use the program to send and receive eligible items via domestic and international mail. The provision of this service is as specified in paragraph 44 of the Australia Post Terms and Conditions made under paragraph 32(1)(b) of the *Australian Postal Corporation Act 1989* (Cth).

The Department of Social Services (DSS) reimburses Australia Post for the cost of posting eligible items through this program.

## Aim of the Postal Concessions for the Blind Program

Eligible organisations and people who are blind or vision impaired are able to post 'eligible' items 'free of charge' for domestic mail and international surface mail. A discounted rate is applied to international air mailings.

## Eligible Participants

To receive the concession rate under the PCB Program, either the sender or the addressee of an article for the blind must be an eligible participant. An eligible participant is:

- an individual who is blind or vision impaired and adheres to the conditions of the PCB Program and only sends and receives 'eligible items' under the program;
- an organisation whose primary purpose is to service the needs of the blind and vision impaired and adheres to the conditions of the PCB Program and only sends and receives 'eligible items' under the program;
- not an Australian Government agency or organisation.

**Note:** An individual who is not blind or vision impaired or an organisation whose primary purpose is not serving the needs of the blind, may still utilise the PCB program if they are:

- sending an 'eligible item' to a blind person;
- sending an 'eligible item' to an organisation that is an 'eligible participant' under the program.

## Eligible items

The following articles are eligible to be sent as articles for the blind:

- Braille postal articles;
- Moon postal articles;
- Postal articles containing:
  - Aids for the teaching of braille to a blind or vision impaired person;
  - Devices for accessing literature, or producing or displaying tactile information, including software for the translation to/from braille or moon, designed specifically for the use of blind or vision impaired persons;
  - Special media on which tactile writing may be embossed or typed, intended solely for the blind or vision impaired persons;
  - Any form of speech recording, or device which uses speech or sound, designed specifically for the use of the blind or vision impaired persons;
- Large print items.

## Australia Post Guides

The Australia Post Guides contain the guidelines of the Australian Postal Corporation regarding the provision of postal services within Australia. These are available from Post Offices or on the website at [www.austpost.com.au](http://www.austpost.com.au).

## Terms and Conditions

An approved institution or organisation that caters for the needs of the blind and vision impaired, can use the PCB service when lodging items with Australia Post that fall within the 'eligible items' category. If a letter or parcel contains other items that are not included in this list, then the entire letter or parcel is not eligible for the concession rate under the PCB program.

Articles for the blind must comply with Australia Post requirements in relation to the conditions, which apply to postage of articles for the blind, as set out in the Australia Post Guides.

## How to Lodge your application

Please email a copy of the completed application to [pcb@dss.gov.au](mailto:pcb@dss.gov.au), or alternatively post to:

Postal Concessions for the Blind Program  
Department of Social Services  
PO Box 9820  
Canberra Business Centre  
Canberra ACT 2601

If you have any questions about this application form, please email [pcb@dss.gov.au](mailto:pcb@dss.gov.au).

## PCB Sub-Account Number

If your application is successful, your organisation will be notified via email and will be issued with a PCB sub-account number and contract mailing statement. The PCB account number must be quoted when lodging articles at your nominated Lodgement Centre or Post Office. Australia Post will use this sub-account number to invoice DSS for services provided to the relevant organisation under the PCB program.

## Non-compliance with the PCB Program

Letters and parcels sent in accordance with the PCB program may be subject to inspection by Australia Post, to ensure compliance with the requirements of the PCB program. Should your organisation fail to comply with the terms and conditions of the PCB program by sending non-eligible items, normal postal charges will apply and be payable by the sender at the time of posting the article.

# Postal Concessions for the Blind Program Application Form

---

## About your organisation

1. Does your organisation cater for the needs of people who are blind or vision impaired?

Yes       No

2. What is the legal name of your organisation?

3. What is the trading name of your organisation?

4. Please provide your email address.

5. Does your organisation have an Australian Business Number (ABN)?

Yes       No

ABN

6. What is your organisation's physical address?

### Physical Address (not a PO Box)

Building / Floor

Street No. and name

Suburb / Town

State

Postcode

**7. What is the postal address of your organisation?**

Same as above

**Postal Address**

Building / Floor

Street No. and name or PO Box

Suburb / Town

State

Postcode

**8. Does your organisation have an Australian Business Number (ABN)?**

Yes  No

If Yes, ABN

**9. Provide a brief description of how your organisation serves the needs of the blind.**

**10. What types of items will you be posting under the PCB?**

**11. What is the name of the lodgement centre or post office your organisation proposes to use under the PCB?**

**12. What is the physical address of the lodgement centre or post office? Not a PO Box**

Building / Floor

Street No. and name

Suburb / Town

State

Postcode

**13. If there is more than one branch of your organisation, please list all other lodgement centres or post offices here.**

**Lodgement Centre or Post Office**

Building / Floor

Street No. and name

Suburb / Town

State

Postcode

**Lodgement Centre or Post Office**

Building / Floor

Street No. and name

Suburb / Town

State

Postcode

**14. Who are the authorised Contact Persons for this application?**

**Preferred Contact**

Title

First name

Surname

Position in Organisation

Telephone number

Mobile number

Fax number

Business Email address

## Alternative Contact

Title

First name

Surname / Family Name

Position in Organisation

Telephone number

Mobile number

Fax number

Business Email address

## Declaration

### 13. Please complete the declaration.

On behalf of \_\_\_\_\_, I understand, accept and agree to the terms and conditions for mailing articles under the Postal Concessions for the Blind Program as set out in the Application Form and the Australia Post Guides. I agree my organisation will use the sub- account number and contract mailing statement when posting eligible items under the Postal Concessions for the Blind Program.

Signature

Full Name (please PRINT)

Contact Phone Number

Position in Organisation

Date