APPENDIX 1 – CORRECT ADDRESSING STANDARDS

Address components

The address on any postal article must be left justified and contain the components shown in the table.

Address component	Position and format	Comments
Name of addressee For letters addressed to a person at a company or organisation, this is the company or organisation name	**First line of address.**	Mandatory In registered post, you must not use an acronym or a codename, unless the address also contains a 'care of' named addressee in a subsequent line.
"Attention of:" or other reference details	**Second and, if necessary, third line of the address.**	Optional
Street address, Box number, or Locked Bag number	**Second last line of the address.** It must not contain punctuation or underlining.	Mandatory
Locality name or the name of the office of delivery	**The first component of the last line of the address.** It must be in UPPER CASE letters and not contain punctuation or underlining.	Mandatory
The State or Territory abbreviation	**The second component of the last address line.** It must be in UPPER CASE letters and not contain punctuation or underlining.	Mandatory
The postcode	**The third and last component of the last address line.** It must not contain punctuation or underlining.	Mandatory. For hand-addressed responses, the postcode should be in the Postcode Squares.
***Barcode**	**At least 2mm above the first line of the address.**	Mandatory for pre-printed Reply Paid responses.
***The text "Reply Paid" followed by the address number**	**Second last line of the address.** It must not contain punctuation or underlining.	**Mandatory for Reply Paid responses.** Australia Post allocates the address number.

* Applicable to Reply Paid address structures only.

Last address line

The last address line is most important. Machines read the last line of printed addresses, and the numbers in the Postcode Squares in hand-written addresses. You must not use punctuation of any sort in the last line of the address. This includes full stops and commas.

Underlining

Do not underline any part of the address.

Position of the address on envelopes

The address must be legible and clearly set out parallel to the long side of the envelope. It must be within the Address Zone of the envelope or postcard and be at least 15 mm clear of the bottom and sides of the envelope. The first line of the address should be at least 40 mm from the top of the envelope to leave room for the Postage Zone containing postage stamps, postage meter imprints and postmarks.
Addresses printed on adhesive labels are acceptable if the address falls in the correct position and alignment.

Position of address on wrappers

On wrappers, the address should be clearly set out parallel to the long side of the cover and be positioned to leave room for postage stamps, postage meter imprints and postmarks. Australia Post prefers adhesive labels on wrappers.
Do not use tags or trailing labels on items in the letter post.

The postcode...

...in machine-printed addresses
In machine-printed addresses, the postcode must appear as the last item in the last line of the address, located only one or two spaces after the State or Territory abbreviation. Ignore Postcode Squares on the envelope.

...in hand-written addresses on Small Letters
Use the Postcode Squares pre-printed on the envelope in hand-written addresses. Do not use the Postcode Squares for a letter to an overseas address.

Form of address for counter mail delivery

Where Letters are addressed for collection at a post office (or Poste Restante in the International Post), the address must include the family name and the given name or initial of the addressee. Initials only, figures, given names only, fictitious names or codes must not be used.

Form of address for crew or passengers on board ship

Mail to crew or passengers on board ship should be addressed care of the shipping company agents at the port of call. The postage rate to the country in which the port is situated applies.

Incorrect addressing

It is the sender's responsibility to supply a correct postal address for delivery. Australia Post does not deliver articles:
- that bear puzzle-type addresses
- if the address side is marked into divisions intended for the insertion of several addresses and which are obviously lodged for carriage to successive address points merely to establish carriage over a given route by air or otherwise.

Senders return address

Include a sender's address on all articles to assist the return of undeliverable items.
The sender's full postal address may appear in the top-left of the envelope face in the Service Zone, or on the back of the article.

All businesses, clubs or other organisations should print their return address on all envelopes, wrappers or labels.

Form of address for flats, units or apartments

Use only the forms of address in the examples below for flats, units or apartments.

For flat 2 at 14 Smith Street	Flat 2 14 Smith St
	2/14 Smith St
	F 2 14 Smith St
For unit 2 at 14 Smith Street	Unit 2 14 Smith St
	2/14 Smith St
	U 2 14 Smith St
For apartment 2 at 14 Smith Street	2/14 Smith St
	APT 2 14 Smith St

Use of the solidus (/)

Australia Post accepts a solidus (/) to separate a flat, unit or apartment number from the thoroughfare number. However, do not use a solidus to separate other address elements, such as a shop, suite, or factory number or a building level number.

Recommended thoroughfare abbreviations

Thoroughfare	Abbreviation	Thoroughfare	Abbreviation
Alley	ALLY	Grove	GR
Arcade	ARC	Highway	HWY
Avenue	AVE	Lane	LANE
Boulevard	BVD	Parade	PDE
Close	CL	Place	PL
Court	CT	Road	RD
Crescent	CRES	Square	SQ
Drive	DR	Street	ST
Esplanade	ESP	Terrace	TCE