

## CHCC mail procedure

To avoid Council mistaking your parcel or mail item for suspicious mail please ensure you follow these simple steps when preparing to send items.

- *Over the counter parcels will not be accepted unless prior arrangements have been made with the recipient, please ensure mail items are sent through a courier or Australia Post.*
- *Always address your item to the appropriate person or department. If you are unsure, contact customer service to obtain the correct detail.*
- *Always ensure that the senders details are clearly displayed on the mail item including the senders name/company name and address.*
- *Never send dangerous goods and hazardous substances in the mail. For more information regarding Dangerous and Prohibited items download Australia Posts Dangerous Goods Guide <http://auspost.com.au/parcels-mail/dangerous-and-prohibited-items.html>*

