

## **TITLE: CYCLE PARKING REGULATIONS**

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### **1. SCOPE**

**1.1** This procedure describes the process to be followed for:

- Identifying abandoned bicycles
- Labelling abandoned bicycles; and
- Uplifting abandoned bicycles

The procedure applies to bicycles left on University Property within St Andrews. These regulations will also apply to University property if the University deems the cycle(s) to be causing an obstruction.

### **2. OBJECTIVE**

**2.1** This procedure aims to reduce the number of abandoned bicycles being left around St Andrews university property through delivery of an integrated process for identifying, labelling and uplifting abandoned bicycles.

By inspecting University owned cycle parking facilities on a regular basis, bicycles suitable for reuse are identified prior to dilapidation whilst those suitable for scrap are uplifted and recycled. Bicycles causing obstruction are also identified and must thus be removed to suitable cycle storage areas.

Accompanying signage highlights to bicycle owners the existence and implications of the Scheme, and therefore who to contact if their bicycle has been removed.

### **3. RELATED DOCUMENTS/LINKS**

**3.1** Appendix 1 – Summary of Abandoned Cycles Uplift Process – refer to page 4

**3.2** Appendix 2 – Example of Cycle Tag used to identify an abandoned bicycle – refer to page 5

**3.3** Appendix 3 – Cycle Parking Regulations – refer to page 6

**3.4** Appendix 4 – Cycle Parking Map of St Andrews – refer to page 7

## **4. PROCEDURE**

### **4.1 Cycle Parking Regulations –**

All University cycle parking facilities will display the University Cycle parking Regulations as seen in Appendix 3.

### **4.2 Abandoned Cycles Uplift Process**

**4.2.1** It is the responsibility of the University Parking Attendants to survey all university cycle parking facilities, once a fortnight and to record, tag and photograph suspected abandoned bikes. An example of an abandoned Cycle Tag is seen in Appendix 2.

At the next fortnightly inspection, bikes which are still observed to be tagged will be recorded as either uplift to store or uplift to dispose. Computer records will be updated and Estates Works Requests will be raised for recycling team to either uplift to Secure Storage or to uplift and recycle in Estates Metal Skip.

A summary of the Uplift Process can be seen in Appendix 1.

**4.2.2** Any service or individual can identify and report an abandoned bicycle on university property by contacting Estates on 01334 463999 or email [maint2@st-andrews.ac.uk](mailto:maint2@st-andrews.ac.uk) with the following details:

- Your name
- Your Telephone Number
- Location of Bicycle
- Description of Bicycle

### **4.3 Arranging a Collection of your Bicycle for Reuse or Disposal/Recycling**

**4.3.1** Individuals can also contact Estates on 01334 463999 during normal Office Hours 9am-5pm, Mon -Fri to arrange for their bicycle to be collected for reuse or disposal/recycling.

## **5. RESPONSIBILITIES**

**5.1** It is the responsibility of all students to ensure that arrangements are made for the safe storage or removal of bicycles prior to the end of each semester. – Residences may set up appropriate systems to prevent bikes being tagged/uplifted but will need to inform the Parking Attendants accordingly. For example, some Residences already use labelled luggage tags, or allocate an indoor storage area for summer bicycle storage. Please liaise with your Residence Manager accordingly. Chaining or locking cycles to University property, particularly where the cycle creates an obstruction to pedestrians may result in the cycle being removed under these Regulations.

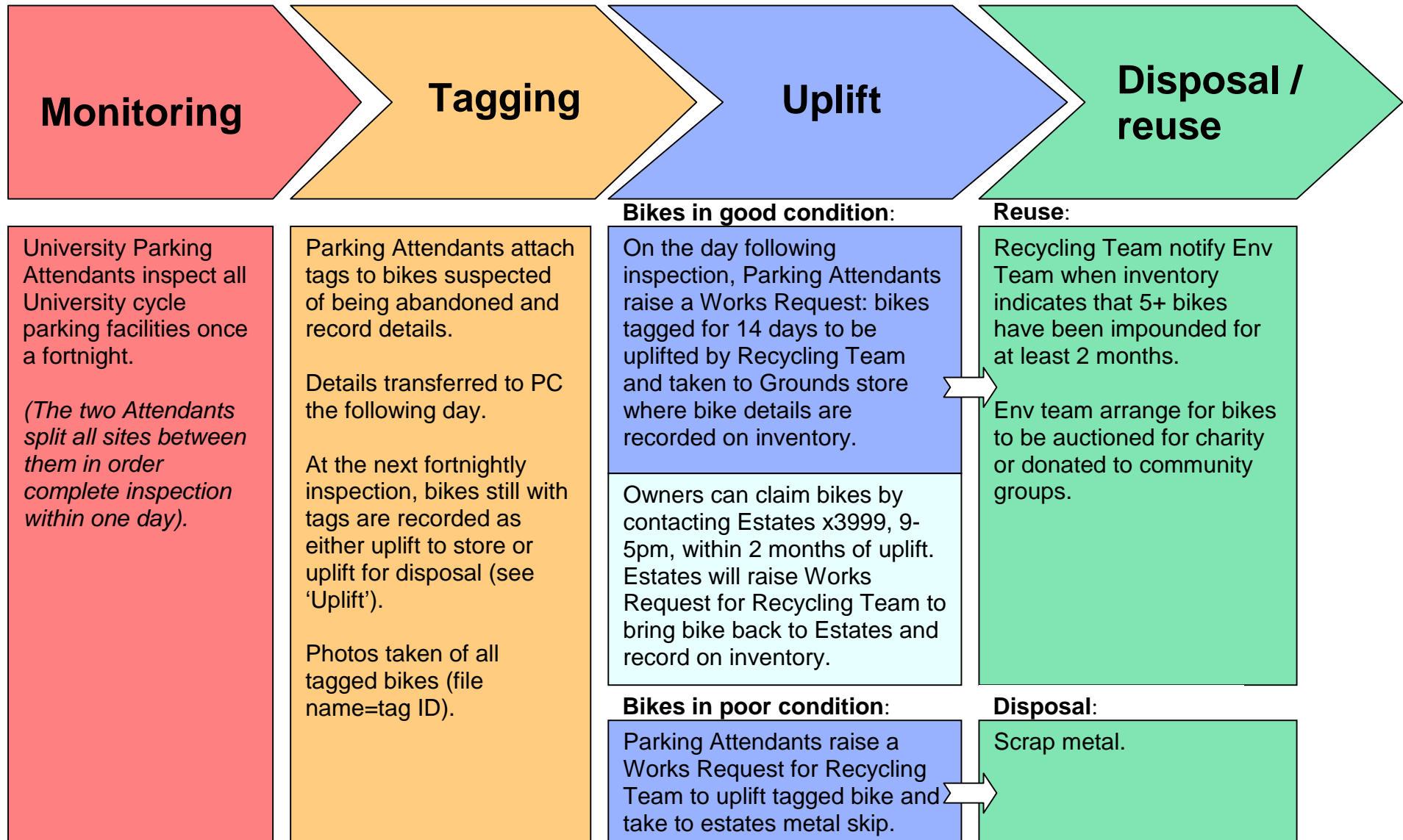
**5.2** It is the responsibility of students to notify/claim their bicycles by contacting Estates on 01334 463999 during normal Office Hours 9am-5pm and **WITHIN 2 MONTHS OF UPLIFT**. Estates will then arrange uplift from our storage facility for collection at Estates Department, Woodburn Place, St Andrews, KY16 8LA.

Bicycles that are not claimed within 2 months of uplift may be auctioned for charity or donated to community groups.

## **6.0 ADDITIONAL INFORMATION**

**6.1** Queries regarding this procedure can be made to the Environment Officer, Estates ext 3986 01334 4639986 or email: [environment@st-andrews.ac.uk](mailto:environment@st-andrews.ac.uk)

## Appendix I - Abandoned Cycle Scheme Process



## Appendix 2 - Example of Cycle Tag

|   |   |   |  |  |    |  |   |
|---|---|---|--|--|----|--|---|
| <p>After looping stick other end to here.</p> | <p> <b>University of St Andrews</b><br/><i>from first to foremost</i><br/><b>Estates</b></p> <p><b>600 YEARS</b><br/>1413 – 2013</p> | <p><input type="checkbox"/> This cycle is causing an obstruction. Please remove it to a suitable cycle storage area.</p> <p><input type="checkbox"/> This cycle has been identified as ABANDONED. If not removed within 14 days of the date below it will be removed.</p> <p>Date of Issue <table border="1" data-bbox="1451 646 1630 699"><tr><td> </td><td> </td><td>20</td></tr></table> No. <table border="1" data-bbox="1697 646 1877 699"><tr><td> </td></tr></table></p> |  |  | 20 |  | <p>⚡ Fold here and remove backing from this section, loop through and stick to face at other end.</p> |
|   |   | 20  |  |  |    |  |   |
|   |   |   |  |  |    |  |   |

## Appendix 3 - Cycle Parking Regulations



# University of St Andrews

## Cycle Parking Regulations

1. This Cycle parking facility is owned and operated by the University of St Andrews
2. Bicycles parked at owner's risk
3. Bicycles considered to have been abandoned will be tagged
4. Tagged bicycles will be uplifted if not removed within 14 days:
  - a) Bicycles in good condition will be impounded for 2 months. Owners wishing to claim their bicycle back during this period should contact Estates: Tel: 463999
  - b) If remaining unclaimed, these bicycles will be auctioned for charity or donated to community groups
  - c) Bicycles in a dilapidated condition will be disposed of

## Appendix 4 - Cycle Parking Map of St Andrews

