



University of
St Andrews

Cycle parking regulations

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Purpose	To advise staff, students and the public on the cycle regulations of the University

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration to Governance Zone	Approved	S McGarrity	25/06/2019
2.0	Review and Update policy	Approved	A Edmonston	04/09/2022

1. SCOPE

1.1 This procedure describes the process to be followed for dealing with

- apparently abandoned cycles, and
- cycles deemed to be causing an obstruction or immediate danger.

The procedure applies to cycles left on University property within St Andrews or Guardbridge.

2. OBJECTIVE

2.1 This procedure aims to reduce the number of abandoned cycles being left on St Andrews University property, both within and outwith identified cycle racks/shelters, through delivery of an integrated process for identifying, labelling and uplifting abandoned cycles.

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

Signage highlights to cycle owners the existence and implications of the scheme, and also who to contact if their cycle 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 Signage – refer to page 6
- 3.4 Appendix 4 – Cycle Parking Map of St Andrews – refer to page 7
- 3.5 Appendix 5 – Example of University Cycle Registration Marker – refer to page 8

4. PROCEDURE–

4.1 Abandoned Cycles Uplift Process

If the University deems any cycle(s) which has been left in or on any University property is causing an obstruction it may be tagged and removed in accordance with these procedures. If deemed to be causing a serious obstruction or immediate danger to others i.e. blocking a fire escape route, the cycle(s) can be removed immediately without the need to give any warning or affix any notice.

4.2 It is the responsibility of the University Security and Response Team to survey all University cycle facilities, regularly and to record, tag and photograph suspected abandoned cycles.

4.3 If suspected to be abandoned, the team should check the bike for a University cycle registration marker. An example of an abandoned Cycle Tag is seen in Appendix 2. Examples of Cycle Registration markers can be seen at Appendix

5. If they establish an owner/previous owner for the cycle they should contact them and ascertain the status of the cycle before proceeding.

- 4.4 At the next inspection, cycles which are still observed to be tagged will be recorded as either 'uplift to store' or 'uplift to dispose'. Computer records will be updated..
- 4.5 An Estates Works Request will be raised for the Recycling Team to uplift the cycle. Cycles deemed to be in good condition will be stored for 2 months to allow the owner an opportunity to reclaim them. Those deemed to be in poor condition will be taken to the Estates 'Metal' skip and immediately recycled.
- 4.6 At the expiry of the 2 months storage period, if unclaimed, the Environmental Team will arrange for any stored cycles to be auctioned for charity, donated to community groups or allocated to the University's Bike Pool
- 4.7 A summary of the Uplift process can be seen in Appendix 1.
- 4.8 Any service or individual can identify and report an abandoned bicycle on University property by contacting the Security and Response Team on 01334 4638999 or by email at security@st-andrews.ac.uk with the following details:

- Reporter's Name
- Reporter's Telephone Number and/or email address
- Location of Cycle
- Description of Cycle including the Cycle Registration Number if seen under the seat

- 4.9 **Arranging a Collection of your Cycle for Reuse or Disposal/Recycling**
Individuals can also contact Estates on 01334 463999 during normal Office Hours 9am-5pm, Mon-Fri to arrange for their cycle to be collected for reuse or disposal/recycling.

5. CYCLE OWNER'S RESPONSIBILITIES

- 5.1 **Safe storage.** It is the responsibility of all cycle users to ensure that arrangements are made for the safe storage or removal of cycles prior to the end of each semester or when they are not going to be used for a sustained period, i.e. two weeks or longer. Residences may set up appropriate systems to prevent cycles being tagged/uplifted but will need to inform the Security and Response team accordingly. For example, some Residences already use labelled luggage tags, or allocate an indoor storage area for summer cycle 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 Cycle uplift. It is the responsibility of cycle owners to claim their cycles by contacting the Security and Response Team on 01334 468999 **WITHIN 2 MONTHS OF UPLIFT**. Upon request the Security and Response Team will then arrange uplift from our storage facility for collection by the owner.

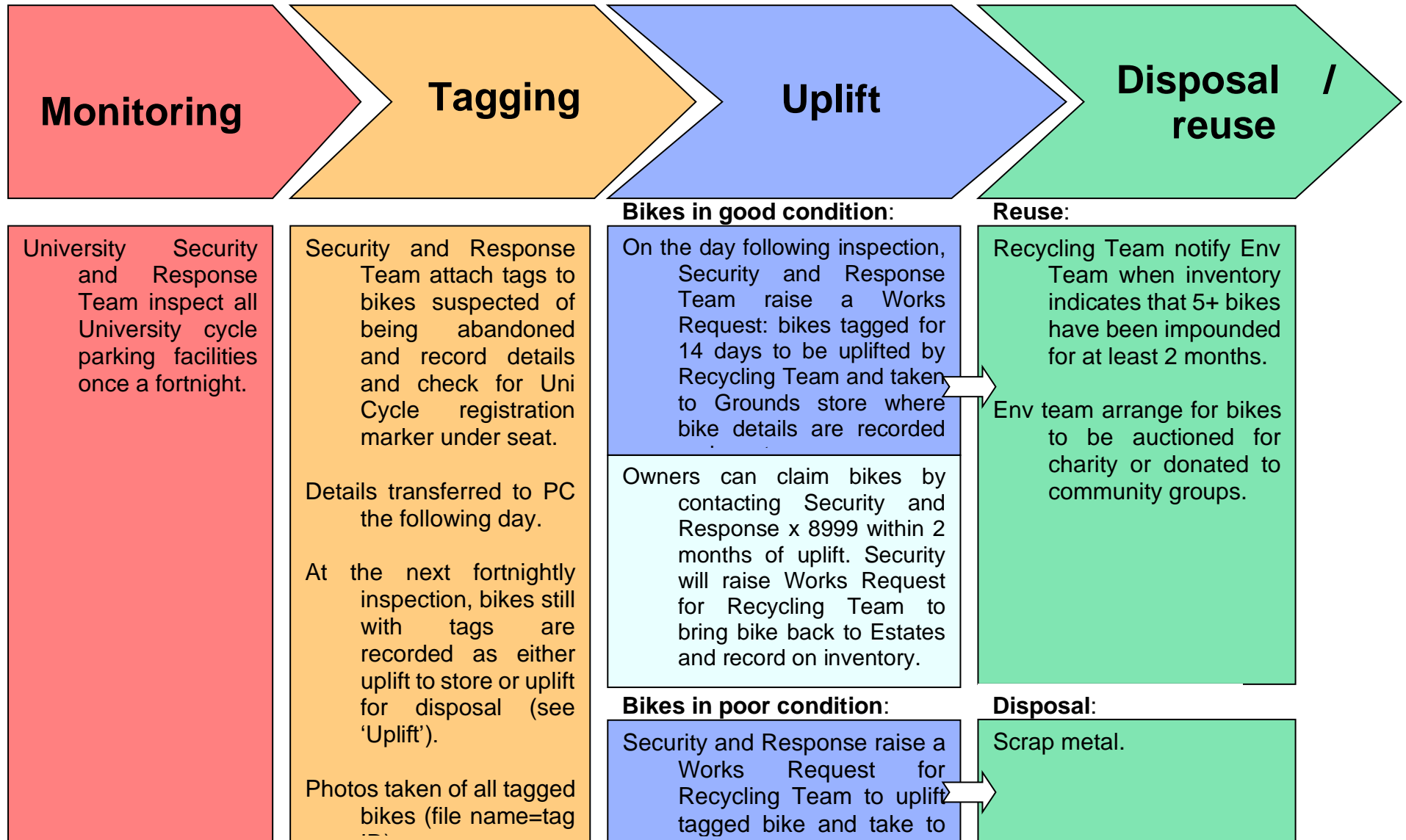
5..3 Cycle Registration Scheme. Cycle owners are requested to register their cycles on the University Cycle Register and attach a University Cycle Registration marker (available from Halls of Residence, Walter Bower House, Security and Response office or Bike Pool maintenance sessions) to allow for quick identification, tracing and transfer of ownership at <https://www.st-andrews.ac.uk/cycle-registration/home.htm>

6.0 **ADDITIONAL INFORMATION**

6.1 The University will not be held liable for any compensation claim in respect of the removal and disposal of a pedal cycle provided it has been dealt with in accordance with these regulations.

6.2 Queries regarding this procedure can be made to the Environment Officer, via the Estates Department Ext.3999 01334 463999 or direct email: environment@st-andrews.ac.uk

Appendix 1 - Abandoned Cycle Scheme Process



Appendix 2 - Example of Cycle Tag

<p>After looping stick other end to here.</p>	 <p>University of St Andrews <i>from first to foremost</i> Estates</p>	<p>600 YEARS 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 <input type="text"/> <input type="text"/> <input type="text"/> 20 <input type="text"/> No. <input type="text"/></p>	<p>⚡ Fold here and remove backing from this section, loop through and stick to face at other end.</p>
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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

Link to St Andrews walking and cycling map

<https://fourpointmapping.sustrans.org.uk/standrewscyclemap/standrews.html>



Appendix 5 - Examples of University Cycle Registration Marker

