

## FAQs Relating to the Policies and Procedures for Inappropriately Parked Bicycles Which Create a Hazard or Obstruction

**Q. Why is this policy being introduced?**

**A.** The aim of this policy is to discourage people from parking their bicycles in areas which create a hazard or obstruction, such as a bicycle parked in a fire exit. If bicycles are parked in an area which creates a hazard or obstruction then the University has a policy and procedure in place for the removal of the bicycles and for owners of these bicycles to retrieve them.

**Q. Will my bicycle be removed if I park it anywhere which is not an actual cycle parking facility (e.g. cycle hoops or two tier cycle parking)**

**A.** Please be assured that the University is not planning on removing bicycles which are parked in areas which are not official cycle parking facilities **unless** they create a hazard or obstruction (such being parked in a fire exit).

**Q. What if I am unsure if the area I am parking my bicycle in will cause a hazard or obstruction?**

**A.** Inappropriately parked bicycles which create a hazard or obstruction are defined as those which are parked in areas or in such a way that they create a hazard or obstruction. For example:

1. Fire exits
2. Ramps (including disability ramps)
3. External stair rails.
4. External fire routes
5. Building entrances and exits.
6. Internal stairways
7. Internal corridors

Bicycle owners are responsible for parking their bicycles with care so as to not create a hazard or obstruction. It is advised that if you are unsure if parking your bicycle in a location or in a way will create a hazard or obstruction then you are advised to not park in that location.

**Q. Will the University take a picture of the bicycle before it is removed and what other records will they keep?**

**A.** Security Services will do an incident report for each bicycle removed which will include:

- a. Photo of the bicycle before removal,
- b. Date and time of removal,
- c. Location it was removed from,
- d. Description of the bicycle (make, model and colour),
- e. Frame number (usually on the underside of the bicycle),
- f. Bike Register number (if present),

g. A photo after removal of the bicycle in storage.

**Q. Is the University going to install more cycle parking on its sites?**

**A.** Yes. The University has a rolling cycle parking installation programme and we are installing as many cycle parking facilities as we can within the resources we have (both in the financial sense and space available).

**Q. Is it legal for the University to cut a lock when removing a bicycle which has been inappropriately parked creating a hazard or obstruction?**

**A:** Yes. Where bikes are parked in such a manner which obstructs fire exits or disabled access, the University is lawfully entitled to remove these to comply with its legal obligations under equality and health and safety legislation and regulations. It is only criminal damage when private property is damaged without lawful excuse (Criminal Damage Act 1971).

**Q. Is it legal for the University to take possession of a bicycle and not return the bike to its owner, unless the owner pays the fine?**

**A.** Yes, all aspects of the policies and procedures have been approved by the Secretaries office (Legal) and they have confirmed that the University is acting within the law.

**Q. Is it legal for the University to donate a bicycle to charity one month after removal if it has not been claimed before then by the owner?**

**A.** Yes, all aspects of the policies and procedures have been approved by the Secretaries office (Legal) and they have confirmed that the University is acting within the law