

## **Nottingham Trent University Bicycle usage/storage policy**

### **Introduction**

Nottingham Trent University's cycle policy has been developed in line with the Transport and Environmental policies, and the individual campus travel plans. NTU is committed to continued investment in infrastructure that supports staff, student and visitor sustainable modes of transport. The aim of this policy is to clarify acceptable and unacceptable practice in both usage and parking/storing of bicycles on all our sites, as well as arrangements for the identification and removal of redundant bicycles. The policy also clarifies NTU's standing in relation to cycle security.

### **Dedicated bicycle parking facilities**

Cycle shelters and stands on NTU premises are for use during periods of work/study at the University **only**, and should not be used for long term cycle storage.

Cycles must not be taken into buildings and when stored should be either placed in one of the enclosed cycle stores or at cycle racks as shown on the attached plans. Folding bicycles may be taken into buildings and stored, fully folded, in an appropriate manner. Cycles must not be stored inside student residences, in line with the policies of the resident managers.

In the case of Sheffield Stands (hoops) each stand can accommodate a maximum of two bicycles. No more than two should be secured to each stand, and care must be taken to avoid locking a bicycle in such a way that it prevents another user from exiting the stand.

Bicycle trailers and any large cycles such as cargo bikes or tricycles should be parked in a manner that does not cause any obstruction to other cyclists, passing pedestrians or wheelchair users.

Cycles left in a store or at a rack should be secured and should not be left in such a way as to become a tripping hazard or obstruct the safe entry or exit from a store

All cycles and accessories are parked at the owners risk. Nottingham Trent University accepts no responsibility for any damage to or theft of cycles stored at any locations on its property. It is recommended that all cycles are secured using a good quality d-lock fixed over the frame and rear wheel of the cycle, and to the stand. High quality (sold secure gold) locks can be purchased at cost price from the Ucycle Bikehub at City Site. Email [cycle@ntu.ac.uk](mailto:cycle@ntu.ac.uk) for details. All detachable accessories such as panniers or lights should be removed. NTU provides CCTV coverage for all cycle parking areas in an effort to reduce crime, however it should be noted that this is never a substitute for locking your bicycle.

## **Removal of informally parked or abandoned bicycles.**

If any cycle is found left at any location in breach of this policy, then NTU security can remove it from its location. Cycles will be tagged as a warning. If a cycle is still in situ one week from the date of tagging, it will be removed.

A cycle will be in breach of this policy if it is

- Left unlocked on NTU property
- Secured to a tree, railing, or other piece of street furniture not intended for the purpose of locking a bicycle

Cycles will be removed without warning in the event that they are

- Creating an immediate hazard to safety, contravening disabled access requirements or damaging university property

### Abandoned cycles

A visual inspection of all storage areas is carried out on a monthly basis. Any cycles considered to be abandoned will be tagged with removal notice. They will remain in place for 4 weeks. The below removal policy will then be applied.

The lock will be destroyed to facilitate removal. A removed cycle will be stored by NTU estates for a further 4 weeks. If a cycle is not claimed within these 4 weeks, then it will be disposed of.

A minimum of 48 hours prior to removal and advanced works notice (AWN) will be sent all staff containing details of the procedure.

If practicable a notice will be left at the scene informing the owner that the cycle has been removed by Security

### Out of hours.

Any cycle left at any location in breach of this policy out of hours or whereby maintenance are not available, may be secured by a security chain or lock together with a notice requiring the owner to contact security for release.

As a crime prevention measure, any cycle left on University land and is not secured, Security may lock that cycle and leave a notice.

## **Appropriate use of cycles on NTU property**

Cycles may be ridden on NTU property, except where explicitly stated, or where in contravention of section 72 of the Highways Act (1835).

Clifton Campus on designated shared use/cycle paths outlined in blue on the attached plan and on roadways as shown in yellow.

Cycles may be ridden through Green Zone in order to access cycle pods or racks located in the vicinity, or to access other areas of the Campus. **Cycles may not be left locked in the green zone, except in designated cycle parking areas.**

The Green Zone is considered to be a "Shared Space" between pedestrians, cyclists and other users. Cyclists using a shared space or shared path must cycle at an appropriate speed, and must further reduce their speed or dismount if space or visibility becomes limited. **On any shared usage space, cyclists MUST give way to pedestrians and wheelchair users**

Please see the code of conduct for shared use paths/spaces for guidance on cycling in these areas.

Persons failing to comply with this policy/code of conduct may be subject to disciplinary action.

### Lights

Lights must be used, in accordance with the [Road Vehicle Licensing Regulations \(2009\)](#) between sunset and sunrise.

Low cost lights can be purchased from NTU by emailing [cycle@ntu.ac.uk](mailto:cycle@ntu.ac.uk)