

Cycle Hangar parking space application form and guidance notes

Use the form overleaf to request a bicycle parking space in one of our Cycle Hangars. If you are successful, you will need to pay:

- a deposit of £12 to pay for replacement of your key if you lose or damage it (refundable when you return the key and give up your space); and
- an annual rental fee of £12.

You will need to identify the Cycle Hangar you would like a space in by noting the street it is in, and the number on the door.

Spaces in Cycle Hangars are assigned on a “first come” basis. If there are no spaces left in your preferred Cycle Hangar, we will offer you a choice between:

- a space in another Cycle Hangar nearby, if one is available; or
- going on a waiting list; or
- withdrawing your application.

Cycle Hangar parking space application form

Please complete this form in BLOCK CAPITALS and return it to: **Cycle Parking, Planning and Regulation, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage SG1 1HN**

Applicant details

Name			
Address			
Post Code		Tel No.	
Email		Mobile No.	
I wish to pay by (please delete as appropriate):	<input type="checkbox"/> Cheque (enclosed)	<input type="checkbox"/> Card (please phone me)	

Cycle Hangar details

Street		Cycle Hangar number (on front right of pod)	
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Data Processing

We will use your information only for the purposes of processing your application for our legitimate interests in providing you with a cycle parking space, and the ongoing management of cycle parking spaces. We may share your information third parties, but only where it is necessary, either to comply with a legal obligation, or where permitted under data protection laws, such as for purposes of fraud and crime prevention. We will retain your information and copies of any documents you provide for a period of up to 12 months, either after you cease holding a cycle parking space, or after you let us know you would like to be taken off the waiting list or do not wish to be added to it, with safe disposal of your information after this period.

Further details on how we handle your information is available on our website at <https://www.stevenage.gov.uk/privacy-policy>

Declaration

I confirm that all the information provided is accurate and that I am resident at the above address.

I confirm that my application is successful will use the cycle hangar space I am assigned for storage of a bicycle.

I confirm that I have read and understand the Guidance Notes, Terms and Conditions for the use of the Cycle Hangar and will abide by them at all times.

Signed		Date	
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Guidance Notes, Terms and Conditions on applications for and use of Cycle Hangars

1. Applications and initial payments

- 1.1 Applications must be made using the form provided by the Council for this purpose.
- 1.2 Once an application has been received, it may take up to two weeks to process.
- 1.3 Spaces in Cycle Hangars are assigned on a “first come” basis. If there are no spaces left in an applicant’s preferred Cycle Hangar, the Council will offer them a choice between:
 - a space in another Cycle Hangar if one is available; or
 - going on a waiting list; or
 - withdrawing your application.
- 1.4 If an application is successful, the applicant will need to pay:
 - a deposit to pay for replacement of their key if they lose or damage it (refundable when you return the key and give up your space); and
 - an annual rental fee (non-refundable).
- 1.5 The amount of these fees shall be as indicated in table 1 below, and may be varied by The Council from time to time.
- 1.6 Following a successful applicant’s payment of these fees the Council will issue the applicant with a key and assign them a space within the cycle hanger, identifiable by a letter or number. Once a key has been issued the successful applicant is referred to as a Key holder.

2. Ongoing payments and fees

- 2.1 Key holders must pay a further annual rental fee on the anniversary of the last day of the month in which they became key holders, and annually at the end of that month thereafter, to remain key holders.
- 2.2 If fees are altered, all Key holders will be informed at least 28 days before the change takes effect. If the deposit amount is altered, the amount refundable shall remain the amount the Key holder originally paid.

3. Lost and damaged keys

- 3.1 If a Key holder loses or damages their key, the key deposit they originally paid shall be forfeit to pay for its replacement and a further key deposit must be paid at the rate then in force before a replacement is issued to the Key holder.
- 3.2 If a Key holder declines to pay a further deposit, they must give up their cycle parking space. Officers of the Council shall enable them to recover their cycle, which should normally be completed within two weeks. If they do not do so, item 4.5 shall apply.

4. Use of Cycle Hangars

- 4.1 Cycles are left in the Cycle Hangar at their owner’s risk and the Council shall not be considered liable for any loss or damage of or to cycles or other goods left in a Cycle Hangar, whether criminal or otherwise.

- 4.2 Key holders must always lock the Cycle Hangar after use and not leave it unsecured.
- 4.3 Key holders must only use the spaces that they have been assigned.
- 4.4 Key holders must use the spaces they have been assigned on a majority of days.
- 4.5 Key holders must not leave the spaces they have been assigned vacant for more than 28 consecutive days.
- 4.6 Any cycles left in spaces that are not assigned to their owner may be summarily removed. If this happens, the owner will be contacted, or if their identity is not known a notice will be placed in the Cycle Hangar to enable the owner to contact the Council, to enable them to recover their cycle. The cycle's owner will be liable for payment of the costs of removing and storing their cycle before it is released to them. Proof of ownership may be required.

5. Non-compliance

- 5.1 If a Key holder does not comply with these terms and conditions, the Council may require them to give up their cycle parking space. In this case they will be notified and given two weeks to remove their cycle and return their key. If they do not remove their cycle, item 4.5 shall apply. If they do not return their key, their key deposit shall be forfeit.