

Bike Removal Policy – All Action Property Managed Sites

Managing Agents: Action Property Management - 0113 244 2210

Background

Secure bike parking is provided at all sites managed by Action Property Management. Bike parking is always limited and only provided to residents where they are actively using the bike. Despite best intentions by residents their bike is seldom or never used. Often residents are known to move away from the site and leave their bike behind either accidentally or deliberately. This means that limited cycle parking provision can't always be allocated to those who genuinely require a space. The following information is provided to all residents via the resident information sheets which are provided to all residents.

'Please note that cycle parking is limited, and use of the parking is for regular cyclists. Bikes which have not been used for a period of four months may be removed and donated to charity. Please do not use the cycle parking to store unused bikes. Should you be away for an extended period and are not planning to use your bike then please let your Property Manager know. Please note that bikes are left at your own risk, and we would recommend security marking your bike and using a good quality lock'.

Purpose

This policy aims to set out terms for the removal of unused or abandoned bikes left in the bike parking areas. The goal is to ensure that bike parking spaces are available for current residents who use their bike regularly, whilst maintaining a clean, accessible and organised environment. This policy applies to all residents of the apartment blocks managed by Action Property Management.

Policy

Identification of Unclaimed Bikes

- Approximately every 12 months site managers will undertake a review of bike parking to identify cycles which are not being used or abandoned. Reviews will only be conducted during the summer months when bikes are more likely to be used more frequently, recognising that many residents are less likely to cycle during the winter months.
- Bikes that appear to be abandoned or unclaimed will be tagged with a notice indicating the date of tagging.
- Residents will be given a period of 30 days from the date of tagging to claim their bikes.

Notification

- Where unused bikes are identified, residents will be notified via communication on the main notice board / social media (where available) and letter where appropriate of the process.
- The notice will include details on how to claim a tagged bike and the consequences of not claiming it within the specified period.

Claim Process

- Residents who wish to claim their tagged bike must contact their block Property Manager or the Action Property Management office within the allocated 30 day period.
- Proof of ownership, such as a key to the bike lock **or** a receipt **or** photo may be required to claim the bike.

Removal of Unclaimed Bikes

- Bikes that remain unclaimed after the 30-day period will be removed from the bike parking area. The lock / bike could be damaged during this process. Whilst we will seek to minimise any damage during removal, Action Property Management nor the Residential Management Company accept no responsibility or liability for any damage caused during this process.
- Any bikes removed will be stored for an additional 3 months in a secure location. During this time, residents may still claim their bike by providing proof of ownership.
- After the additional 3 month storage period, any bikes which remain unclaimed will be disposed of or donated to a local charity. Charities which teach young people how to maintain bikes and donate them to be used to access education and employment will be prioritised.
- Before any bike is disposed of or donated to a local charity, the bike will be photographed and records kept of the removal process. A receipt for the bikes will be requested from the charity where a bike is donated.

Responsibility

- Action Property Management is responsible for the identification of and tagging of unused or unclaimed bikes, notifying residents, and handling the removal and storage of unclaimed bikes.
- Residents are responsible for ensuring their bikes are properly secured and claimed within the specified periods.

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