



# Bike Shelter Access Application/Renewal

## NOTES:

- Please read the **Conditions of Use** on page two.
- Bike Shelters are secure shared enclosures for storing bicycles.
- Fill in this form and return it in person together with payment of \$39.40 deposit for the access card, to any Customer Service Centre or any Regional Business Centre. *EFTPOS available. Payment accepted by cash or credit card. This is a one off payment (unless a replacement card is required).*
- Approval to use the shelter/s is from the date of registration until 30 June each year. To continue to use the shelter/s, the original applicant must renew their application prior to 30 June each year. Renewals can be made by phoning Council on 3403 8888 or by emailing a completed copy of this form to: TAO\_Contact@brisbane.qld.gov.au
- The access card is the applicant's responsibility and if lost or damaged will be subject to a \$39.40 replacement fee.
- Access cards will only be issued to a person 18 years of age or older. The person in whose name the access card is issued (that is, the applicant) is responsible for the safe keeping and use of the access card.
- The applicant must produce evidence of identification in an official form bearing a photo and proof of current residential address. Photo identification, e.g. *current driver licence, 18+ card or Passport*. Current residential address, e.g. *utility bill, lease or bank statement*.
- Use of a shelter is at the cyclist's sole risk and responsibility. The cyclist is responsible for the security of their bicycle and associated equipment/accessories within the shelter/s. Use of security measures (such as 'D' locks) are strongly recommended.
- Access cards should not be modified as this will damage the antenna and the card will stop working.

## Collection notice:

The personal information provided will be used by Brisbane City Council or its agents for the purpose of processing your bike shelter access application/renewal.

1 What is the purpose of this application? (Tick ONE box only)

- Application**   ▶ **\$39.40 deposit**
- Replacement**   ▶ **\$39.40 fee**
- Renewal**   ▶ Provide access card number
- Refund**   ▶ Give reason for refund

2 Where is the primary location of the Bike Shelter, e.g. *Carindale, Mt Ommaney, Westfield Chermanside or Westfield Garden City?*

3 Last or family name

4 First or given name/s

5 Current residential address

Postcode

6 Postal address (if same as residential address write 'same as above')

Postcode

7 Contact phone number

8 E-mail address (if you have one)

9 Are you lodging this application on behalf of a dependant?

- No   ▶ **Go to 10**
- Yes   ▶ Last name / family name of dependant

First or given name of dependant

10 If this application is for a refund, please select from the below refund options:

**Cheque**   ▶ This will be sent to the address provided

**Bank transfer**   ▶ Council will be in contact with you within 10 business days to collect your bank details

**Not applicable**

**11 Declaration**

I have read, understood and agree to comply with the Conditions of Use.

Applicant's signature

Date

**OFFICE USE ONLY**

Access Card no. (NOT Serial no.)

ID Check

Shortcodes

**UMTTBSD Deposit**

**UMTTBSR Replacement fee**

**UMTTBSF Renewal of annual  
use until 30 June each year**

## Bike Shelter Access Conditions of Use

1. **Purpose of use.** Bike Shelters ('shelter/s') are not to be used for any purpose other than storing or securing a bicycle and associated equipment/accessories.
2. **Disclaimer.** Brisbane City Council (including any assignee, transferee, agent or contractor) ('Council') disclaims all liability and responsibility for damage to or theft of the cyclist's bicycle and/or associated equipment/accessories from the shelter/s. Use of a shelter is at the cyclist's sole risk and responsibility. The cyclist is responsible for the security of their bicycle and associated equipment/accessories within a shelter. Use of security measures (such as 'D' locks) are strongly recommended.
3. **Capacity.** Each shelter has a maximum bicycle storage capacity. Use of a shelter is on a 'first in, first served' basis.
4. **Non-use of access card.** Approval to use the bike shelter/s is from the date of registration until 30 June each year. Should the applicant fail to renew their access card prior to 30 June for use in the next year, it will be deactivated and the applicant must return the access card to Council. To obtain a refund, follow the Condition 11 process.
5. **Obligations of the cyclist.** The cyclist must:
  - (a) respect the rights of other cyclists;
  - (b) *not* claim or attempt to claim any particular bicycle storage rack for their sole use;
  - (c) *not* remove from a bicycle storage rack, or interfere with, another cyclist's bicycle;
  - (d) *not* damage or vandalise any part of a shelter; and
  - (e) *not* assist or permit other persons to gain unauthorised access to a shelter.
6. **Shared facilities.** The cyclist acknowledges and accepts that the shelters are:
  - (a) shared facilities;
  - (b) able to be accessed by other cyclists at any time; and
  - (c) not manned by Council officers.
7. **Safety.** For safety reasons, the cyclist must dismount and mount their bicycle outside a shelter and must not ride their bicycle inside a shelter.
8. **Deposit and use fee.** A \$39.40 deposit must be paid to Council for the issue of a Bike Shelter access card ('access card'). To continue to use the shelter/s, the original applicant must renew their application prior to 30 June each year online or by phoning Council on (07) 3403 8888.
9. **Council property.** An access card (including any replacement access card) remains the property of Council.
10. **Replacement card.** If an access card is lost or damaged, the original applicant is required to fill in this form and return it in person together with payment of a \$39.40 fee, to any Customer Service Centre or Regional Business Centre for the issue of a replacement access card. *EFTPOS available. Payment accepted by cash or credit card.* The cyclist must contact Council on (7) 3403 8888, or in person at any Customer Service Centre or Regional Business Centre to arrange for a Council officer to release their bicycle during business hours (8:30am - 4:30pm Monday to Friday). Council will make every effort to release the bicycle during business hours.
11. **Refund of deposit.** The original applicant is required to fill in this form and return it in person together with the access card, to any Customer Service Centre or Regional Business Centre. The deposit will be refunded to the original applicant by EFTPOS deposit, or by way of cheque in the name of the original applicant and sent to the original applicant's notified postal address, or by bank transfer to a nominated bank. If the access card is lost or damaged, the deposit will be retained by Council as damages in compensation for its lost or damaged property. If a lost access card is subsequently found, the original applicant is required to fill in this form and return it in person together with the access card, to any Customer Service Centre or Regional Business Centre to receive the deposit.
12. **Identification.** When making application for an access card, replacement card or refund, the applicant must produce evidence of identification in an official form bearing a photo and proof of current residential address. Photo identification, e.g. *current driver licence, 18+ card or Passport*. Current residential address, e.g. *utility bill, lease or bank statement*.  
The applicant must not produce any form of identification that is either false or inaccurate or identification belonging to another person.
13. **Verification consent.** The applicant consents to Council making enquires and relevant investigations, as may be necessary, to verify evidence of identification and residential address prior to allocating and issuing an access card or returning a deposit.
14. **Change of contact details.** The applicant must inform Council on (07) 3403 8888 or in person at any Customer Service Centre or Regional Business Centre of any change of address or contact details.
15. **Dependant.** Access cards will only be issued to a person 18 years of age or older. The person in whose name the access card is issued (that is, the applicant) is responsible for the safe keeping and use of the access card. A parent/guardian may apply for the issue of an access card for the use by a dependant but the parent/guardian will be held responsible for the access card and conduct of that dependant.
16. **Personal use.** An access card is personal to the person in whose name the access card is issued and must not be transferred or used by another person, except in the case of an application made by a parent/guardian on behalf of a dependant. A parent/guardian must ensure that their dependant who is using the access card is fully aware of and agrees to comply with these Conditions of Use.
17. **Breach.** Should the cyclist not comply with any of the above conditions, Council reserves the right to terminate the rights of the cyclist at any time. The access card will be deactivated without prejudice to any other rights, claims or actions that Council may have or which may accrue against the cyclist, the deposit will be retained by Council towards payment of damages in compensation for breach of these Conditions of Use.
18. **Damage to shelter.** Any damage to shelters or loss of access cards should be reported to Council on (07) 3403 8888 or in person at any Customer Service Centre or Regional Business Centre.
19. **Amendments.** Council reserves the right to amend these Conditions of Use from time to time without notice and the cyclist agrees to comply with Conditions of Use (as amended). The up-to-date Conditions of Use will be those displayed near the entry to a shelter and a copy may be obtained by contacting Council on (07) 3403 8888 or in person at any Customer Service Centre or Regional Business Centre.
20. **Assignment.** Council may, without notice to the cyclist, assign transfer or otherwise deal with its rights and obligations in relation to the operation and management of the shelter/s.
21. **Definition.** The 'cyclist' means the applicant who has been registered and is entitled to be, or has been, issued with an access card and includes (where the context permits) a dependant in respect of which an application has been lodged and registered.