

# GUIDELINES

## FOR BICYCLE/PEDELEC SHARING SYSTEM

### **A. Procedure Notice for the Determination of Development Applications Bicycle/Pedelec Sharing System, and the setting up of such structures**

1. An applicant must obtain from the Planning Authority the necessary permits and/or a no objection thereof.
2. Where an application is submitted on Government land it requires an Encroachment Permit from the Lands Authority. In addition, the applicant must obtain a No Objection from the respective Local Council where the said application is submitted in an area which has been devoluted from the Lands Authority to the Local Council.
3. Once the applicant is granted permission from the Planning Authority and the Lands Authority, an application with Transport Malta is required. The application should include:
  - the permit or no objection from the Planning Authority;
  - the Encroachment Permit from the Lands Authority;
  - no objection from the respective Local Council, where applicable;
  - copy of an insurance policy; and
  - the respective receipts that all necessary fees have been paid. (Planning Permit & Encroachment Permit)
4. The Lands Authority, following consultation with the Planning Authority will be the Authority responsible in identifying the designated parking stations for the bicycle/pedelec sharing systems. Where applicable, it may also consult and coordinate with the respective Local Councils.
5. The Lands Authority may refuse to issue Encroachment Permits for any proposed designated parking spaces if it becomes aware that the public space will become cluttered with bicycle/pedelec docking stations.

6. Transport Malta will be the sole Authority responsible to issue the operating license for Bicycle/Pedelec Sharing Systems. Conformity with the road safety criteria set-out by Transport Malta are to be adhered to prior to the granting of the license.
7. Transport Malta should solely consider applications for bicycle/ pedelec sharing system which allows for a docking station. No other forms or systems would be considered.

The annual licence fee payable to Transport Malta shall be that of €200.

## **B. Minimum Requirements or Regulatory Code**

Transport Malta will be the Authority responsible to set minimum requirements or a regulatory code for the bike sharing system in order to protect both the interest of companies offering the service as well as the users of these services. This shall include:

1. User age and physical limitations
2. Setting a limit on a bicycles/ Pedelec's maximum years in service
3. Provision of 24/7 contact numbers and indicating specified time frames within which bicycle/ Pedelec shall be removed from an unallocated public space
4. Submission of bicycle technical specifications to outline the safety features, their quality in terms of heavy public use and lighting requirements
5. Proof that operator is in line with all the relevant national and international regulations vis-à-vis safety, privacy, consumer protection, amongst others
6. Accident and third-party liability insurance policies
7. The requirement for every bicycle/Pedelec to be tracked by the operator
8. A data sharing agreement with the Authority
9. A copy of the operators' user agreements

### **C. Guidelines for the Design and Placement of Bike/Pedelec Sharing Docking Stations**

- 1.** Designated Parking spaces must be located on a hard surface, in any public open space, be it a footpath, square, promenade, garden, parking area and asphalted road surface as long as, the following conditions are met:
  - a.** The space is adequately accessible to bicycles/pedelecs. High steeped ramps or stairs are not considered as adequately accessible
  - b.** A minimum of 1.5m wide clearance from any bicycle/pedelec manoeuvring or any installed infrastructure shall be left at any location so as not to impede pedestrian access
  - c.** Designated parking spaces shall not be placed at any location, which impedes an access for all route to any public building or facility
  - d.** Designated parking spaces cannot be sited directly at street corners and junctions
  - e.** On siting designated parking spaces close to street corners or junctions, plans shall be submitted to indicate how the visibility requirements for all road users have been respected. The proposed layout shall indicate all the infrastructure to be installed including line markings, delineators, bollards, wheel stops, planters, way finding, charging and/or sponsor panels. These shall form part of an integral design for the designated parking spaces.
  - f.** Any installed infrastructure cannot obstruct access to utility access points such as manhole covers, storm water inlets and electricity or telecom cabinets.
  - g.** Proposed layout plans of the designated parking spaces shall indicate the clearances left for users to manoeuvre their bicycles/pedelecs in to the parking space or for the room needed to pull the bicycle/pedelec out of a docking station.
  - h.** When siting new designated parking spaces, existing bicycle/pedelecs racks can be moved or eliminated, as the case may be, so as to accommodate the new layout arrangements
  - i.** Designated parking spaces shall be accessible to operation vehicles required for maintenance and re-balancing purposes
  
- 2.** Furthermore, designated parking spaces:
  - a.** for a single operator shall not be placed at a distance closer than 300m from each other; and
  - b.** for different operators shall not be placed at a distance closer than 100m from each other.

- 3.** Each permissible Bicycle/Pedelec Docking Station should bear a reference number, in the form of a plate, which shall be:

  - a.** Affixed to the structure so as to be easily identifiable; and
  - b.** Of such a form that is permanently, clearly and legibly displayed.
  
- 4.** In case that an operator has failed to pay the yearly operating licence fee due to Transport Malta and if applicable to the Lands Authority, and/or has failed to abide by these Guidelines, Transport Malta should be notified and shall have the power to execute all necessary enforcement procedures. and the removal thereof.
  
- 5.** The enforcement procedures may include warnings, fines, suspension or termination of operating licenses and the removal of any Docking Stations.
  
- 6.** Each Bicycle/Pedelec Docking Station which is already in place should regularise its position in accordance with these Guidelines. Following, the expiration of a 3 month period from the publication of the aforementioned Guidelines, any Docking Station will be served with an Enforcement Notice and subsequently removed. Any necessary fees and expenses should be incurred by the company.