**Hughes Hall**

Please **print** all of the details below, fully and legibly and hand in at the Porters’ Lodge. This form will be retained in the Lodge. You will then be issued with a College URN number on a tag for your cycle. Please attach this to the handle bars only. We also recommend you register your cycle with a free to use property registration scheme [www.immobilise.com](http://www.immobilise.com) . It is free to register an account and you can add your cycle and **ANY** valuable items to your free account.

**Please ensure that you take and retain a photo of your cycle**

**FELLOW / STUDENT / STAFF(Delete as necessary) Leaving Date ………/…../……**

**Full Name: ………………………………................. Date: ………/………/…………**

**Cycle Make: ……………………………………………. Model: ………………………….**

**Colour(s): …………………………………… Frame Number: ………………………**

**Frame number locations**



**College URN: HH /……………………. (Please fix issued number tag to cycle frame.)**

**Does this cycle replace a previously registered cycle? Y/N. Details HH/…….….**

**Please circle type of cycle: Standard Racer Mountain BMX**

 **Folding Hybrid Shopper Electric**

**Please list all distinguishing features (Basket, rear rack, lever/twist grip gears etc) ……………………………………………………………………………………………………………….**

**………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………**