

Parking regulations bicycle parking facilities

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AREA EXPERT	Bicycle Manager
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Definitions

Parking cards

A parking card is a physical ticket that serves as proof that you are authorized to park in a specific spot.

Staff Mobility Parking

Parking for sustainable, light-duty vehicles such as bicycles and e-steps.

Purpose

The purpose of these parking regulations is to establish the rules governing the use of the parking card and the bicycle parking facilities at Brussels Airport.

Scope

Limits

These regulations apply to both public bicycle parking facilities and Soft Mobility parking managed by Brussels Airport Company NV.

Compliance

N/A

Terms of Use

Article 1: General information and liability

By using a public bicycle parking on the airport grounds (accessible without a parking card) or the Soft Mobility Parking (see Article 2), the user accepts these parking regulations which regulate the relations between the user and Brussels Airport Company NV (hereinafter the Airport Operator).

The [parking regulations](#) are published in the Brussels Airport Handbook and/or provided to the user upon concluding an agreement for obtaining a Soft Mobility parking card. The user also agrees to comply with any amendments and supplements to these parking regulations.

The public bicycle parking spaces and Soft Mobility Parking facilities are managed by the Staff Mobility Services of the Airport Operator. In exceptional circumstances, not described in this regulation, the user is obligated to follow the special guidelines of this service. The service is located at the following address:

Brussels Airport Company NV
Staff Mobility Services
Arrival hall level 2, Welcome Centre
Brussels National Airport
1930 Zaventem
Tel. 02/753 68 44
staffmobility@brusselsairport.be

The Airport Operator is not a custodian and therefore has no retention obligation. The parking facilities are put at the disposal of the user for purposes of normal and temporary use; the user is responsible for the means of transport and its contents at all times. This also means that the Airport Operator cannot be held responsible for any damages to the means of transport caused by third parties and for theft. In particular, the user may not store materials in its means of transport that may endanger the safety of the Brussels Airport and its users.

Article 2: Parking card for the Soft Mobility Parking

The parking card provides access to a Soft Mobility Parking (this is indicated by a number PxxS). The parking card is provided by the Airport Operator and remains in its ownership. As a rule, it is payable according to the contractual agreement. A parking card is issued as soon as the contract or the receipt has been signed between the user and the Airport Operator and when any fees due has been paid.

The parking card provides exclusive access to the parking space(s) to whom it is awarded. The parking card is strictly personal and associated with the name of the user. Any changes must be reported to the Airport Operator immediately.

In the event that the parking card is lost or permanently damaged an administrative fee of EUR 25 excluding VAT will be charged; in case of normal wear the badge is replaced free of charge.

Regardless of the reason for terminating the agreement, the parking card must always be returned to the Airport Operator's Staff Mobility Services.

Article 3: Use of bicycle parking

The means of transport (bicycle, speedpedelec, e-step, etc.) must be parked only in the spaces designated for this purpose on the airport grounds.

Other than simply parking the means of transport on the public bicycle parking spaces no other actions are allowed in the public bicycle parking spaces and Soft Mobility Parking.

The user is not entitled to a reserved parking space.

A means of transport must not remain in the parking longer than 21 consecutive calendar days or 3 weeks without prior written approval of the Airport Operator.

Private use is allowed. The parking/ bicycle parking can be used for parking of means of transport if the user is at the airport for professional or private reasons.

Electric charging points provided for the charging of means of transports are considered as extra service. The Airport Operator does not provide any guarantee for the charging of the means of transport.

The users circulate in the parking(s)/ bicycle parking at their own risk. You may circulate in the parking/ bicycle parking only with the means of transport in hand. Do not ride your means of transport.

Should the means of transport or its contents pose a danger for persons and/or property in the reasoned opinion of the Airport Operator, the latter shall be entitled to remove the means of transport without the user being entitled to compensation; the Airport Operator shall notify the user if possible.

Article 4: Improper use

The improper use of the parking card for the Soft Mobility Parking can result in the immediate revocation without entitlement to compensation. If required, the Airport Operator may use all means necessary for reimbursement of damages incurred.

In the event of incorrect parking and/or exceeding of maximum permissible parking period of 21 calendar days without prior approval, the Airport Operator can immobilise the means of transport and/or have it removed at the expense and risk of the user. The users then have a period of three months to recover their means of transport from the municipal administration. After the expiry of this period the municipal administration can take possession of the means of transport.

In case of blatant or repeated abuse (not reacting to the Airport Operator reminders) the parking card for the Soft Mobility Parking will be revoked and the means of transport immobilised if needed (in the event of immobilising or removal of the means of transport the Airport Operator shall not be held liable for possible damages to the means of transport and/or accessories caused by user's own non-compliance with the parking regulations). In this case, the user shall bear all risks and costs, including an administrative fee of maximum EUR 100.00 (hundred euros).

In all cases of improper use, the Airport Operator shall also inform the user regarding the measures taken, stating the reasons.

Responsibilities

Terms of Use Accountable

The Staff Mobility Manager is the Terms of Use Accountable and as thus in charge of the approval of this document. Also, the Bicycle Manager is responsible for the development, management, and updates of the Terms of Use, as well as communicating on, providing training on, supplying the necessary resources for, and ensuring compliance of the Terms of Use.

Delegated authorities

Employees must inform their superior or the Terms of Use accountable when they suspect or detect a breach on the Terms of Use.

Revision history

CHANGES SINCE LAST REVISION	
CHAPTER	CHANGE

REVISION HISTORY		
DATE OF REVISION	SUMMARY OF CHANGES	AUTHOR
07/01/2025	New regulations	Steven Fagard
05/06/2026	General update	Steven Fagard

Document distribution

DOCUMENT DISTRIBUTION	
GROUP / ROLE	NAME
BHB users	
