

## TravelFund guide to Cycle Parking

### Supporting information for TravelFund Grant applicants

[www.herefordshire.gov.uk/travelfund](http://www.herefordshire.gov.uk/travelfund)

When you fill in the grant application form, you'll need to include details of your chosen cycle parking.

We'll need to know the exact model cycle stands, and which supplier you have chosen to buy them from.

**Please read the information below before choosing your items.**

**Note:** Please don't pay a deposit or purchase any items listed on your application form unless you have received and accepted a TravelFund grant offer letter.

For further information contact:

**Sustainability and Climate Change Team**

email: [move@herefordshire.gov.uk](mailto:move@herefordshire.gov.uk)

## Cycle stands

**'Sheffield' style cycle stands are required.**



Here are a few examples\*:

- [Sheffield Stands | Falco UK LTD](#)
- [Sheffield Cycle Stand | Street Furniture | Broxap](#)
- <https://www.bikedocksolutions.com/black-galvanised-traditional-sheffield-bike-stand>

These are available as individual stands that can 'bolt down' onto the ground or be secured 'underground', depending on the type of ground surface. Please contact your chosen supplier for advice.

\*Other suppliers are available

## What can be included in the application?

You can apply for **up to 6 stands** including fixings and the cost of delivery to your workplace. If you are applying for a school, please note that stands should be for staff use.

## Choosing a site for installation

Before you complete your application form, please choose a suitable site to install the cycle parking. This should be on land that your business owns or rents.

Employees and visitors are more likely to use cycle parking if they can see that the bike, and the person parking the bike, will be secure. Putting parking where it can be seen easily enhances the sense of natural surveillance. Consider the quality of the lighting at each site.

Please make sure that the ground surface will be suitable for installing the new stands. We recommend that you contact your chosen supplier to discuss this.

Adequate space will be needed around cycle stands to allow bikes to be maneuvered in and out, and for cyclists to have space to lock the bike.

Sheffield style stands are designed to sit midway on the length of the bike so allowance should be made for the wheels sticking out at either end. Typically a bicycle's "envelope" is 2m long by 0.5m wide.

- We recommend a minimum spacing of 1 metre between the stands

If you need more detailed guidance about cycle parking spacing and layout see page 34 of Herefordshire Council's Design Guide for New Developments at:

[https://www.herefordshire.gov.uk/download/downloads/id/5208/highways\\_design\\_guide\\_for\\_new\\_developments.pdf](https://www.herefordshire.gov.uk/download/downloads/id/5208/highways_design_guide_for_new_developments.pdf)

## Installation

We are unable to fund installation costs through this grant scheme.

Before carrying out any ground works, please be aware of the risk of damaging underground cables etc.

Your installer should contact service providers to ascertain the position of any underground services prior to carrying out any excavations.

## Permissions

Please consider what permissions you may need to seek e.g. do you need permission from your Landlord to install the stands?

## Planning conditions

Please note that we are unable to offer grant funding for cycle parking that is required to be installed as a condition of planning permission for a new development. We are also unable to offer grant funding for facilities that have been specified as part of the Outline Travel Plan agreed for a new development on the Skylon Park Hereford Enterprise Zone.