

Community Cycle Parking

Guidance Sheet

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

We'll need to know the exact model of cycle shelter and/or cycle stands, and which supplier you have chosen.

We recommend that you choose the styles of equipment shown below.

If there is a reason why these would not be suitable for your site, then please contact us before you fill in the application.

You should consider a minimum of two suppliers for anything of an individual value of £250 or more and provide evidence of these on your application form e.g. web links to product, or quotes from supplier & installer. Please also ensure you comply with your organisation's procurement policy, if you have one.

Please also tell us how you know there is a need or demand for the new cycle parking.

Note: Please don't pay a deposit or purchase any equipment unless you have received and accepted a grant offer letter.

Cycle shelters

Curved Perspex shelters are preferred. We recommend that side panels are included, unless the shelter will receive side protection from an existing wall or similar.



Here are a few examples of this style of shelter

- [10 Space Bike Shelter | 10 Space Cycle Shelter \(bikedocksolutions.com\)](http://bikedocksolutions.com)
- <https://www.broxap.com/wardale-cycle-shelter-1.html>
- [Canterbury Cycle Shelter \(shelters4less.co.uk\)](http://shelters4less.co.uk)
- <https://www.falco.co.uk/products/shelters-canopies-and-walkways/cycle-shelters/falcoquarter-cycle-shelter.html>

Please note that these examples have been given purely as an indication of style, and you should make your own investigations and choose cycle stands and shelters from any supplier.

If you have chosen a shelter, please also read the information about cycle stands below.

Cycle stands

'Sheffield' style cycle stands are preferred.



Here are a few examples:

- [Sheffield Stands | Falco UK LTD](#)
- [Sheffield Cycle Stand | Street Furniture | Broxap](#)
- [Sheffield Cycle Stands | Bikedock Solutions](#)

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

Sheffield stands are also available as a rack, with the stands joined together on a base plate. Many manufacturers' standard racks have limited space between the stands, which means it is very difficult to fit 2 bikes on each stand.

Please note that if you are getting a cycle rack with your chosen shelter, you'll need to ask the supplier for wider spacing than normal:

- We recommend a minimum spacing of 1 metre between the stands, whether they are individual stands or in a rack.
- Where this is not possible the space between stands may be lowered to a minimum of 850mm.

Choosing a site for installation

1. Before you complete your application form, please choose a suitable site to install the parking.
2. The cycle parking must be for community use, and not on business premises.
3. Stands cannot be installed on the public highway.
4. You should either be the owner of the land on which stands are installed, or have the permission of the owners.
5. 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.
6. Please make sure that the ground surface will be suitable for installing the new equipment. We recommend that you contact your chosen supplier to discuss this.
7. Adequate space will be needed around cycle stands to allow bikes to be manoeuvred 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 bike's "envelope" is 2m long x 0.5m wide.

If you need more detailed guidance about cycle parking spacings and layout see page 34 of [Herefordshire Council's Design Guide for New Developments](#)

Installation

You can include the cost of installation on your application form, up to the maximum grant available.

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 facility?

Generally you would not need planning permission for a shelter, however here are some instances where you might like to seek advice. Where the shelter is:

- Less than 5 metres from the highway / property boundary
- Greater than 100 m² surface area
- Greater than 5m high
- Within a conservation area or Area of Outstanding Natural Beauty
- Within the curtilage of a listed building

Please note that these criteria are a summary of the key consideration in terms of size and location. Advice can be provided by using the [Council's Pre-Application advice service](#). There would be a charge for this service.