

## TravelFund Guide to Business Bikes

### 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 bike and accessories.

We'll need to know the exact model of bike and accessories, and which shop 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)

### Purpose

The bike must be used for journeys from your workplace.

Examples include:

- Travelling to meetings with clients, suppliers etc.
- Travel between sites
- Trips to town e.g. for food or office supplies or dropping off post and parcels

If you wish to apply for more than 1 bike, you will need to make it clear why these are required.

### What items are NOT eligible?

The grant will not fund bikes that:

- will be used mainly for commuting
- do not meet the requirements set out in this Business Bike Guidance
- are not currently available from your chosen shop

You cannot apply for an e-bike from this scheme.

This scheme will not cover delivery costs for bikes.

If applying for a school, please note that bikes are for staff use only.

## Sourcing a bike

We strongly recommend that you contact local bike shops, as they will be able to advise on the best bike for your needs, and will ensure that it is safely set up for your employees to ride. A list of local shops can be found at the bottom of this guidance.

All bikes and accessories must be bought new. The shop must be a registered business offering a guarantee for all items.

All bikes must be available to purchase at your chosen shop when you submit your application.

## Bike Specification

### Style of bike

We strongly recommend taking advice from your chosen shop, as they can help match a bike to your needs.

Please take note of the following requirements:

All bikes must be suitable for urban riding. The grant does not support the purchase of bikes with dropped handle bars (racing bike style) or full suspension (mountain bike style).

Bikes should be suitable for a wide range of riders, so that they can be used comfortably by current and future employees. For example, a bike with a low cross bar will be easier for many riders to step over.

The image below shows a bike that would meet the style specification:



### Pricing

Bikes are expected to **cost between £500 and £800 each** (RRP including vat), to ensure that they are of appropriate quality.

See below for a list of accessories we require with the bike. Any accessories not included as standard in the cost of the bike can be added to your application.

(Please note that VAT registered businesses will receive a grant for the net cost of the bike).

## Accessories

Each bike **must** be equipped with the following accessories. The cost of these can be included in the grant application in addition to the cost of the bike. Please note that there is a minimum price in some cases, to help ensure the quality of the product. Please also note the maximum that can be funded by the grant scheme for each item.

Pair of Mudguards	Up to £40
Lights	£20- £30 each
Lock	£40-£70
Rack	Up to £50
Pair of panniers	£50-£75
Hi-Viz vests	Up to £10 each
Computer to record mileage	Up to £20
Quick release saddle fittings	No price requirements

Other accessories are not eligible for grant funding  
e.g. cycle clothing

## Insurance

We recommend that you check the insurance requirements of providing a business bike for your employees to ride, including third party liability. Don't forget to insure your bike against theft.

## Maintenance

You will need to arrange to maintain the bike and allocate an annual budget for this purpose. There are many bike shops in Herefordshire that can service and maintain bikes. Some may offer a collection service, if you are unable to take the bike to a shop.

Please ensure you have a recovery plan in place, in case your bike 'breaks down' whilst out and about.

## Storage

Please note you will be required to keep the bike indoors overnight, or in secure external storage. The bike may be parked outside on a suitable cycle rack if necessary during the working day.

## Using the bike

If you are offered a grant award, you will be provided with further information on using and maintaining a business bike.

For example, adult cycle training (funded by Herefordshire Council), advice on choosing routes etc.

## Cycle to Work scheme

As we are unable to fund bikes that are primarily for an individual to commute to work, a suitable alternative would be the Cycle to Work scheme, which allows employers to loan cycles and cyclists' safety equipment to employees as a tax-free benefit.

Further info can be found [here](#), or contact us at [move@herefordshire.gov.uk](mailto:move@herefordshire.gov.uk).

## List of Herefordshire Cycle Shops.

Please see below a list of local shops to the best of our knowledge. It is not a preferred supplier list and Herefordshire Council gives no endorsement or recommendations. Please also do your own research.

### Hereford:

- [Climb-On-Bikes](#)  
24-25 Coningsby Street,  
Tel 01432 261211. [sales@climbonbikes.co.uk](mailto:sales@climbonbikes.co.uk)
- [Coombes Cycles](#)  
94 Widemarsh Street,  
Tel 01432 354373 [coombescycles@live.co.uk](mailto:coombescycles@live.co.uk)
- [Halfords Ltd](#),  
Holmer Road,  
Tel 01432 356457
- [Mastercraft Cycles](#),  
39 Bridge Street,  
Tel 01432 274047 [lynette.quinton@mastercraftcycles.co.uk](mailto:lynette.quinton@mastercraftcycles.co.uk)
- [Veloshop](#)  
18 St Owen Street,  
01432 354 630 [james@veloshop.co.uk](mailto:james@veloshop.co.uk)

### Leominster:

- [Phil Prothero Cycles](#),  
Unit 4, The Buttercross, Leominster, HR6 8BN,  
Tel 01568 611222 [philprocycles@aol.com](mailto:philprocycles@aol.com)

### Ledbury:

- [Cycle Clements](#),  
No 6, Bank Crescent, Ledbury, HR8 1AA  
Tel 01531 632213 [info@cyclesclements.co.uk](mailto:info@cyclesclements.co.uk)

### Ross-on-Wye:

- [Revolutions](#),

48 Broad Street, Ross-on-Wye. HR9 7DY  
Tel 01989 562639 [rob@revolutionsatross.co.uk](mailto:rob@revolutionsatross.co.uk)

## Other

- [Zerobikes](#)

Zero Ridge Ltd, Much Marcle, HR8 2LY

Tel 01531 584005