

West London Cycle Parking Guidance

A practical guide to cycle parking
solutions for developers and planners

2017

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Section 1

Introduction



Introduction

1.1 This document

This guidance is intended to be used as supplementary planning guidance (SPG) for the planning and development process to deliver appropriate cycle parking for developments.

This document is to be used by:

- Developers and their agents.
- Architects and urban designers.
- Borough planning/development control and transport/highways officers.

This document should also assist:

- Employers and facility managers.
- Residents and other stakeholders.
- Cycling champions.

Cycle parking needs to be considered as early as possible in the planning and design process. It forms an integral part of the planning application and must not be treated as a reserved matter or be left unspecified in planning conditions.

This document condenses areas of both the London Plan and the London Cycling Design Standards to reiterate the importance of providing proper cycle parking for both commercial and residential purposes, in new and retrofitted developments. It demonstrates best practice and provides guidance on appropriate spacing and equipment which should make providing successful cycle parking in developments a simple process. It is important that these guidelines are consulted from the outset of the design and planning process, and should form an integral part of the planning application.

1.2 About WestTrans

WestTrans is a partnership of the six West London boroughs of Ealing, Brent, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow. We work with Transport for London (TfL) and other West London stakeholders to identify, develop and implement transport projects to the benefit of the sub-region. These include sustainable transport schemes and initiatives to address our key challenges – congestion, public transport and convenient orbital movement. Our aim is to work collaboratively across West London to achieve an improvement in transport conditions for those living and working in the sub-region.

1.3 Context

These guidelines have been produced in response to developments, large and small, which continue to provide sub-standard cycle parking in West London despite the London Cycle Design Standards (LCDS) and the London Plan.



WestTrans estimate the number of unused cycle parking spaces in newly completed London developments to run into the thousands!



WestTrans continues to work with developers, offering advice and guidance to retrofit cycle parking improvements thereby enabling access to otherwise unusable cycle parking spaces.

Cycle parking is becoming increasingly important to those who live, work or visit in these developments as cycle use continues to increase. As noted by Argent (Property Development) Services' presentation in 2014, clients are now asking for cycle parking facilities over those designated for car parking.

BSkyB – Osterley

'Sky are passionate about cycling and healthy living, we believe a healthy workforce is better for business. At our head office in Osterley, we have over 600 commuter cyclists taking advantage of our excellent cycling facilities and we're always looking for more!'

Following the London Plan and the Mayor's Vision for Cycling in London (2013), West London boroughs work hard to facilitate the increased demand for cycling and have started to publish borough cycling strategies. Investments in greenways, active travel programmes, school and business travel plans and that each borough has set ambitious cycle trip rate targets that double their 2010 baseline, proves their ability to promote cycling to everyone. While there is more to do, it's essential that new developments complement boroughs' efforts and the requirements of the employees and residents.

Cycle parking needs to be a key consideration for any development that people are expected to travel to and from, cycle parking should always be considered an integral part of the scheme and an essential part of the overall attraction of the development.

For every good example however, there are numerous bad examples where poor cycle parking has been provided in developments. Poor cycle parking is often significantly below capacity, difficult to access or not wholly secure. In these cases, which are far too common, cycle parking has often been considered at the end of the planning process.

Cycle parking as an afterthought simply never works and often leads to a higher number of cycles secured to lampposts and railings in more convenient locations or less people cycling in general. Cycle parking should always be convenient, easy to use and secure.

Outer London Industrial Employers
Park Royal and
Springfield Rd, Hayes have:
25% Cycle to Work

WestTrans Travel Plan Monitoring 2014

“The Mayor is committed to delivering a step-change in cycling provision that will support the growing numbers of cyclists in central London as well as encourage growth in cycling across all of London... New developments should provide cycling parking and facilities to encourage more cycling”

**London Plan 2015,
Chapter 6 London's Transport**

1.4 Case studies

Appropriate Cycle Parking



- Well spaced two tier stands with bicycle support.
- Single door access, level – no steps/ramps, properly laid out – space to manoeuvre.
- Located next to the changing rooms and a few meters from the building access point.



- Secure – employee card access required.
- Parking is inside, protected from the elements
- Drying room, showers, lockers and cages within the same space.

Retro fitting



Working with this developer, WestTrans can prove that getting it right does encourage cycling.



- Step access blocked up and ground level access made.
- Access now closer to the front of the building and next to the residential entrance.
- Ramped stands replaced with Sheffield stands.
- Now the parking is often full.

Getting it Wrong



Get just one aspect wrong and the cycle parking may not be used. For example, this residential cycle parking is well laid out, with good quality stands and lockers. It is securely located inside the building, perfect but for the access:

- Two double doors.
- Two tight 90° bends.
- A flight of stairs.

This makes it very hard for anyone to access the cycle parking with a bicycle. As a result this site will have to find a new space for cycle parking. This will possibly be at the loss of one or more residential units.

The location for the cycle storage was not considered until after construction work commenced, yet cycle parking was a planning condition.

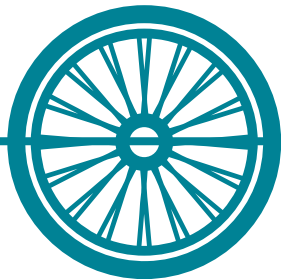


Remember

A cycle stand does not constitute a cycle parking space. A safe, secure, good quality stand, properly located and laid out with easy access will constitute a cycle parking space.

Cycle Parking is a combination of:

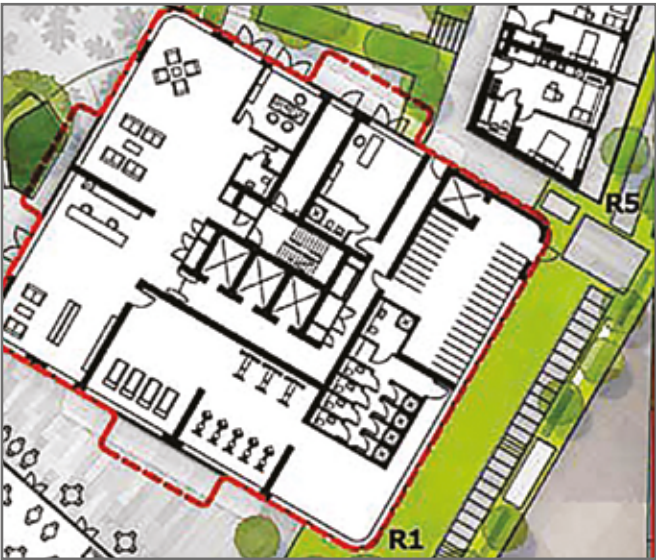
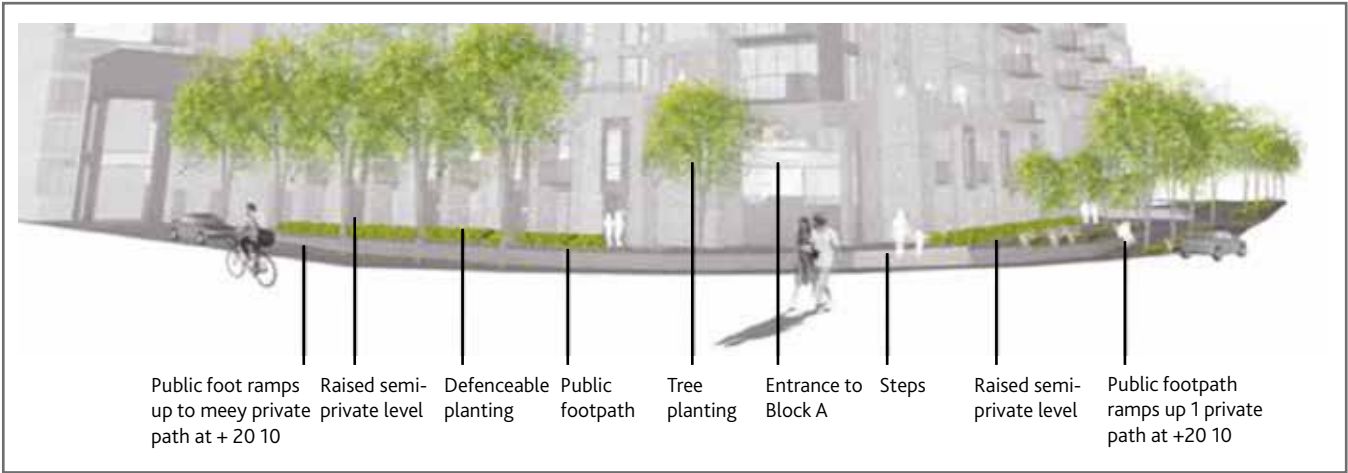
A stand	For support and security.
Access	Easy to get to and properly laid out
Location	Near the entrance and closer than car parking.
Security	Safe from theft and the elements.



1.5 Planners

We strongly recommend cycle parking to be considered at pre application stage – it cannot be designed in after construction. This is demonstrated in the previous case study where cycle parking was an afterthought and as a result, remains underused due to significant access issues.

The pre-application drawing below shows the type of development that would require cycle parking as a planning condition, however, cycle parking is missing from the image. This is a demonstration of how cycle parking is often overlooked in the planning process.



In contrast to the first image this floor-plan (left) shows clearly where the cycle parking spaces will be. However, it's unclear how many cycles can be stored in this space and whether the access point is across the grassed area or via the internal corridor, as neither appear to be preferable.

It is therefore essential for developers to follow this guidance in order to deliver cycle parking that is usable, secure and convenient.

Following the guidance, and ensuring that cycle parking is considered from the outset will help avoid scenarios like those pictured below where new developments have created unused cycle parking due to stand quality and access issues.



1.6 Cycle Parking in Developments

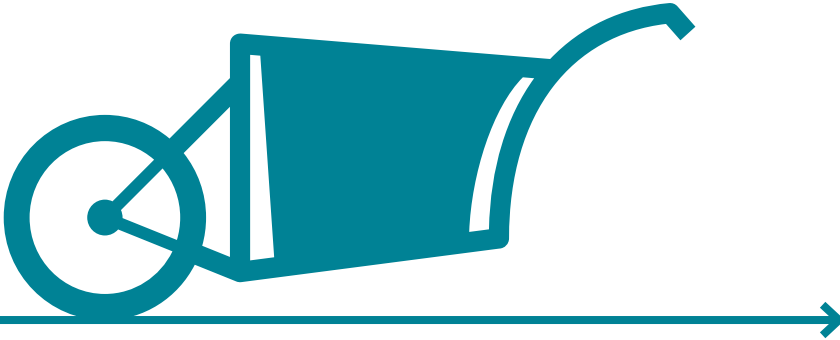
- Good quality cycle parking must be designed from the outset
- As required by the London Plan 2015, parking should be provided both for long-stay use (e.g. residents & workers) and short-stay use (visitors, shoppers)
- All parking must be easy to use for people of all ages and abilities with at least 50% to avoid lifting a bicycle. e.g. Less than 50% ramped or two tier stands
- All dimensions in this document must be considered to be the minimum acceptable
- Space should be provided to accommodate non-standard and all-ability cycles, such as cargo bikes, tricycles and tandems.
- Provision should also be made for ancillary measures such as showers and storage facilities (especially drying facilities for wet clothes)
- Every effort must be made to house long-term cycle parking within the building or site footprint
- Any deviation from this guidance should be supported by clear justifications
- At least 5% of all cycle commuters have a disability and may require a non-standard cycle. Some provision should be made for these cycles.

The Disability Discrimination Act 1995 has been repealed by the Equality Act 2010; developers must consider access to services for all users.

<http://www.legislation.gov.uk/ukpga/2010/15/contents>



5% of cycle parking should accommodate non standard cycles (LCDS)



1.7 Best Practice

Cycle parking in new developments (commercial and residential) should meet the best practice guidelines set out in the London Plan*, London Cycling Design Standards* and any local policies. Cycle parking should always be:

Consistently available	Sufficient parking for all residents or employees.
Fit for purpose	'Sheffield' type stands or easily accessible two-tier systems, cages or lockers.
Conveniently sited	Long stay parking should be within 50m and short stay parking within 15m from main entrances.
Accessible and easy to use	All cycle parking should be easy to reach - no steps, detours, narrow corridors or steep slopes. Closer than car parking.
Safe and secure	Users should feel secure and confident their bike is secure.
Well managed, maintained and monitored	Cycle parking must be maintained and monitored. Management will be required for long stay cycle parking.
Covered	Required for long stay cycle parking and advised for short stay cycle parking.

*London Plan
www.london.gov.uk/priorities/planning/london-plan:
The London plan is the overall strategic planning document that London boroughs' local plans need to generally conform to. It's policies are designed to guide decisions on planning applications.

*London Cycling Design Standards (<https://tfl.gov.uk/corporate/publications-and-reports/cycling>)
The London Cycling Design Standards sets out requirements and guidance for the design of cycle-friendly streets and spaces. It should be used by all those who shape the street environment through planning and street design.



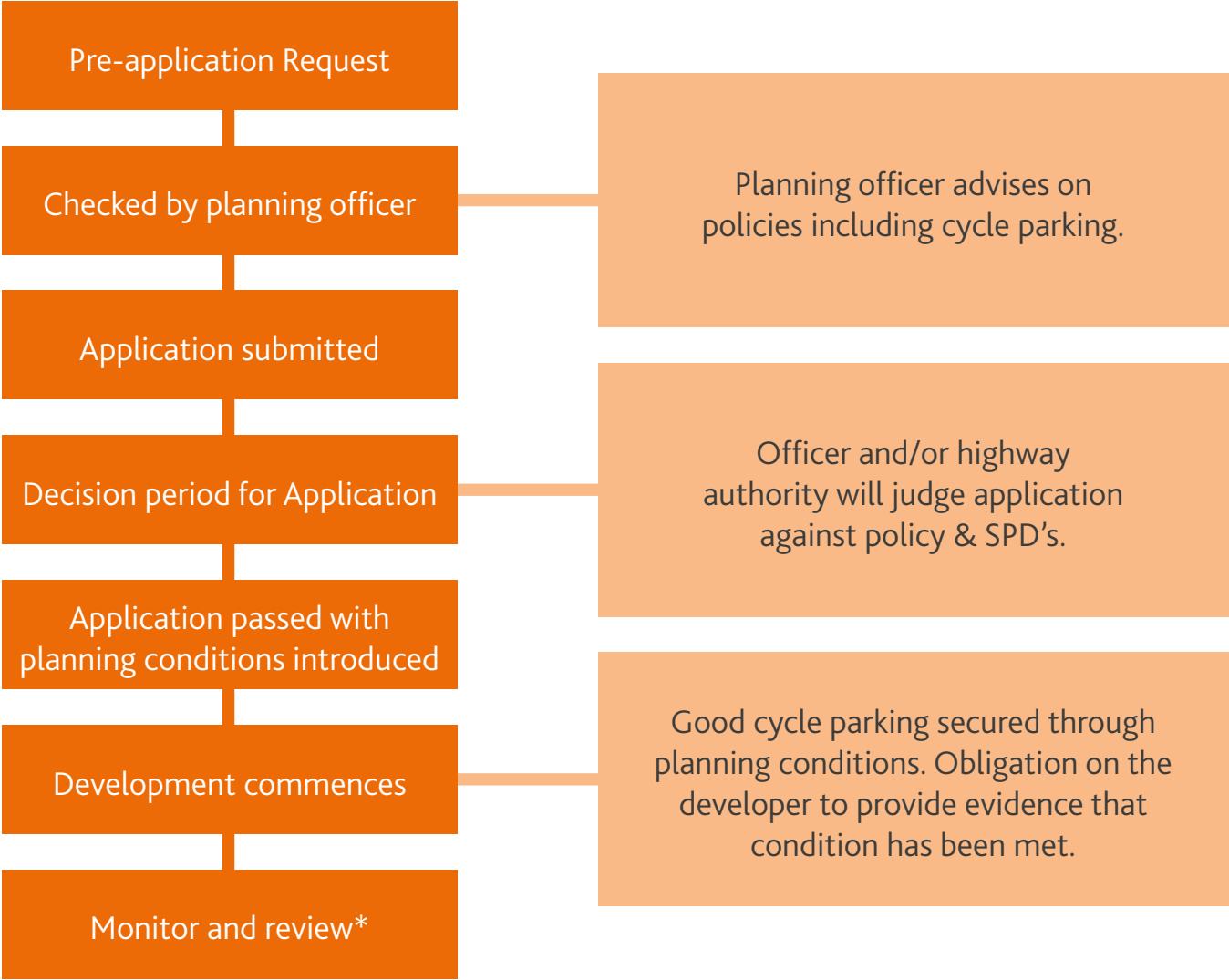
Section 2

Cycling in the planning process

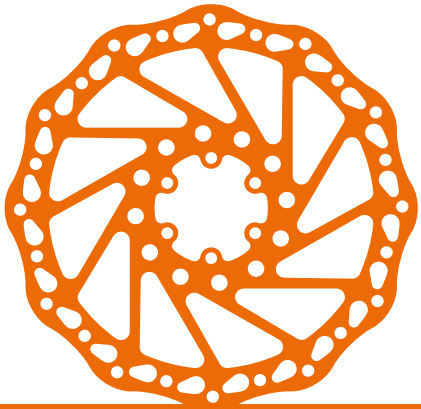
Cycling in the Planning Process

Proper cycle parking provision should be considered early in the development control process at the pre-application/pre-planning stage. Existing GLA and TfL policy can be found in the London Plan and the London Cycling Design Standards.

Boroughs must produce a Local (Development) Plan, in which we recommend the inclusion of a Supplementary Planning Guidance (SPG) covering the design and provision of cycle parking.



*WestTrans is developing a monitoring programme to assist new developments implement proper cycle parking.



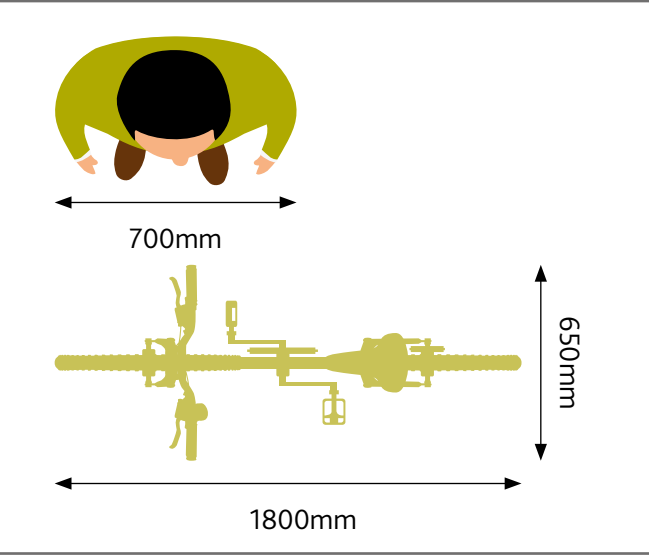
Section 3

Basic Dimensions

Basic Dimensions

3.1 Dimensions

This section is intended to ensure that designers and architects are aware of the space required for people who are parking or removing a bicycle.

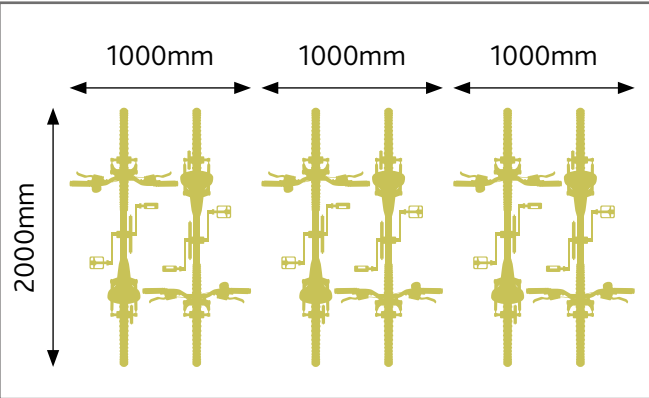


Note: the footprint of a person wheeling a bicycle is approximately 1100mm wide.

3.2 Footprint

The minimum footprint of two bicycles parked on a Sheffield stand should be taken as 2m x 1m.

This measurement should be used to calculate the space needed for the required number of stands.



Footprint of parked bicycles

Spacing between Sheffield stands

The minimum spacing between Sheffield stands must be 1000mm. This is always measured from the centre line of the stand. Aisles between rows of Sheffield stands are important to allow users to access the stands with their bike. These aisles should be a minimum of 1200mm wide (equivalent to 3000mm between the centres of stands) - see diagrams 1 and 2.

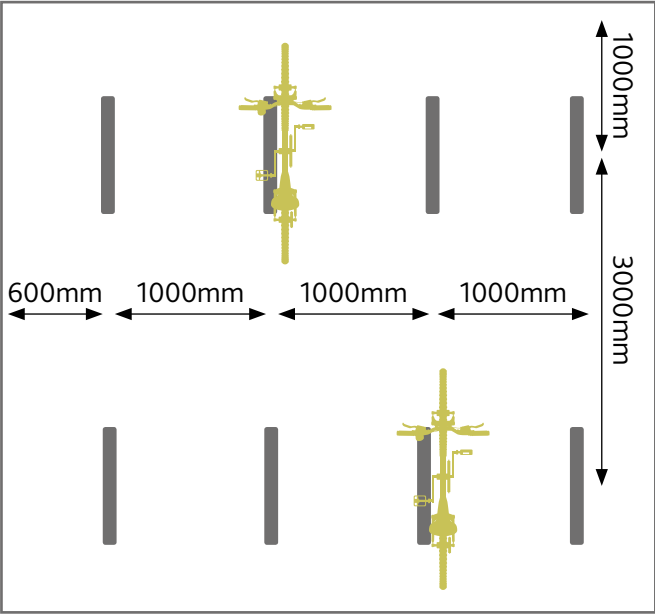


Diagram 1: Stands at right angles to a wall



Example of stands at right angles with walkway

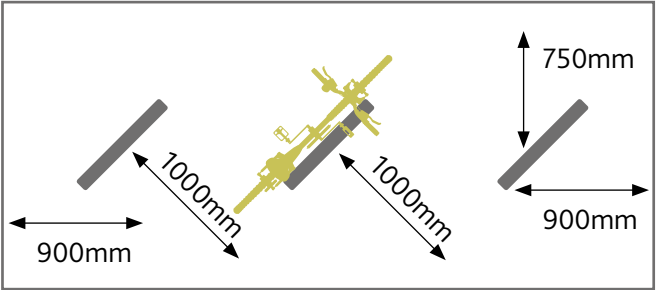


Diagram 2: Stands at 45 degree angle to a wall



Example of stands at 45 degree angle to a wall

Section 4

Types of Cycle Parking



Types of Cycle Parking

Cycle parking must be usable by all, easily maintained and allow for both wheels of a bicycle to be locked to the stand. Sheffield stands and two-tier stands are the preferred options as they are the most practical. Vertical stands and wheel racks are generally not acceptable.

Space should be provided for non-standard or all-ability cycles. These include:

- Cargo bikes
- Hand-cranked cycles
- Trailers
- Buggies
- Tandems
- Adult tricycles



Cargo bike: Generally up to 2500mm long, 1000mm wide.

4.1 Sheffield stands

Benefits of Sheffield stands:

- Understood by users
- Good support
- Easy to use
- Two bicycles can be locked to a stand
- Accessible from both ends
- Cost-effective
- Low maintenance
- Can lock both wheels

The size for a Sheffield stand is 700-800mm long by 750mm above ground. When provided in area open to the public, the first and last stands must be fitted with a tapping rail and reflective visibility bands for the benefit of the visually impaired. You can reduce the risk of damage to a parked bicycle with a polyurethane coating.

Sheffield stands should always be fixed at right angles to a slope so parked bicycles cannot roll downhill.

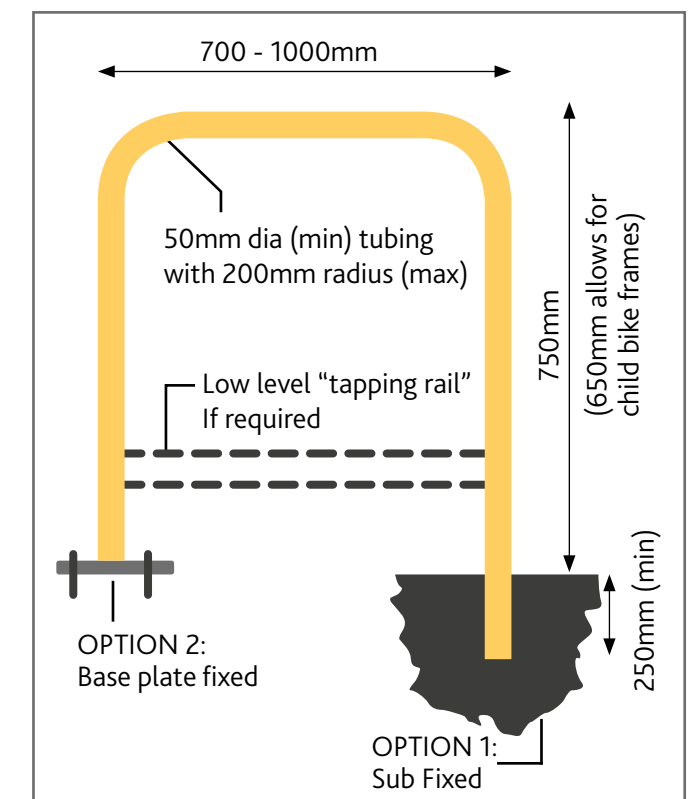


Diagram 3: Sheffield stand (London) Cycling Design Standards, TfL 2014)



4.2 Two-tier Stands

The use of two-tier stands is suitable for most developments, especially if Sheffield stands can't be provided.

Two tier stands are generally not suitable for heavy bikes or those with child seats, baskets or panniers. These stands will usually require lifting (if using the top deck), which can be a problem for some people.

A wider aisle is required to allow space for loading a bicycle onto the higher level (see diagram 4) this might lead to a reduction in density overall.

Acceptable two-tier stands should:

- Include a mechanism that assists lifting such as springs or gas-strut which may need replacing over time
- Include side-bars on both the lower and upper tiers to allow the frame and at least one wheel to be secured
- Be as quiet as possible

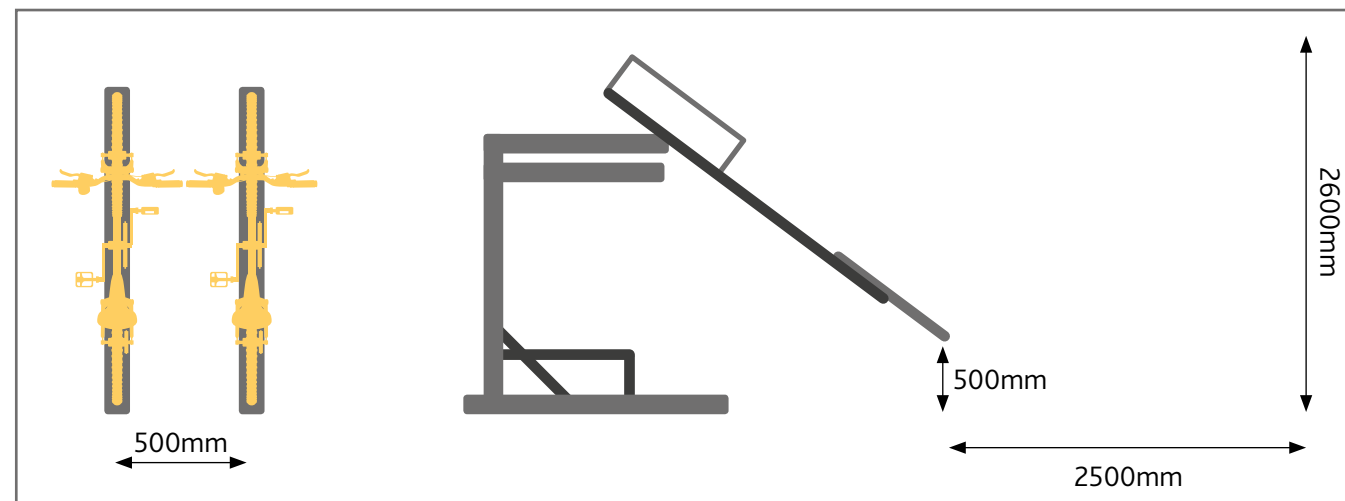


Diagram 4: Spacing between Two-tier stands and layout (height and aisle width)



Example of Two-tier stands with acceptable low entry point for the top tier. Should not be used to provide 100% of cycle parking as they are not compatible with non-standard cycles and some users struggle to use them.

Section 5

Access and Location

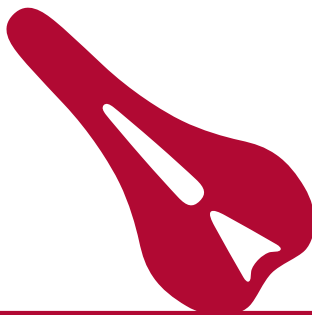


Access and Location

5.1 Access

Cycle parking will not be used if it is difficult to access. Cyclists must easily be able to get to and from any cycle parking provided.

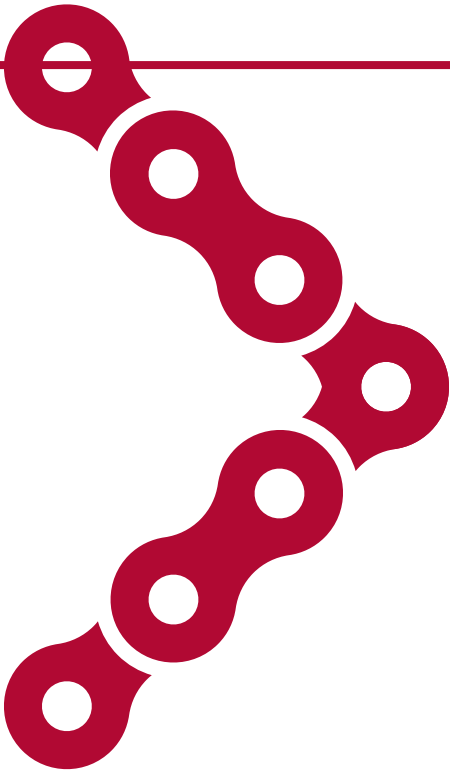
Doors	• All doors or gateways used to gain access to cycle parking must be at least 1.2m wide. • If automatic, push buttons should be provided.
Consecutive doors	• These should be avoided unless automated. • If it cannot be avoided, no more than 2 sets of doors should be used for access to cycle parking.
Corridors	• All corridors should be a minimum of 1.2m wide.
Ramps	• These must not exceed a gradient of 8.3% (1:12). • Ramps shared with motor traffic should employ measures to reduce vehicle speeds and prioritise safety, e.g. Barrier access.
Steps	• Stepped access to cycle parking is to be avoided. • If it cannot, a wheel ramp (not a channel) must be provided (which again must not exceed a 7% gradient. • Where the height elevation exceeds 3m a lift option should be provided.
Lifts	• To be avoided where possible. Door opening 1000mm wide. Internal dimensions 1.2m x 2.3m, recommend 2.3m x 2m. • Maximum lift door widths, consider corridor turning circles. • Consider non-standard cycle parking access.



5.2 Location

The location of cycle parking must be specified at the beginning of the planning process and must follow the guidelines provided in the London Plan (2015) and the London Cycling Design Standards (2015). A summary of which can be found in the table below:

Short Stay Parking	• Parking should be adjacent and no further than 15m from the main entrance. • As a general rule it should be closer than the nearest non- disabled car parking bay or adjacent to the entrance. • It should be clearly signed and covered.
Long stay parking	• Parking should be no further than 50m from entrances, however it should be closer than the nearest non-disabled car parking bay. • Cycle parking should be no more than one floor from ground floor and well signposted. All long stay cycle parking must be covered and secure. • Ideally enroute to the main entrance.



Section 6

Development Types



Development Types

Houses	Groups of Houses	• Cycle parking should be provided in a secure lockable enclosure. • It should be covered.
	Individual Houses	• Ideally stored just outside the front door. • Cycle parking inside the house should be accessed by a door at least 900mm wide. • Purpose built indoor cycle storage should be a minimum of 2000mm deep. • Parking should be secure and covered. • When two or more bicycle spaces are required a stand should be provided. • Consider children's cycles.
	Garages	• The garage must allow bicycles to be removed easily without first moving a parked car. • A minimum of 1200mm should always be provided between the predicted position of a car and any other obstacle/wall etc. • Where these dimensions cannot be met, other arrangements such as a secure shed, Bikehangar or lockers should be installed.
Flats, apartments and other multi-occupancy dwellings	Rear access	• Where cycle parking is provided to the rear or sides of private dwellings, the access should remain clear, not blocked by vehicle parking spaces. The gate should be minimum 1200mm wide.
	Long Stay	• Where possible, cycle parking should be within the building footprint preferably housed internally on the ground floor - with proper access and security. • Cycle parking areas must be well lit and included in any CCTV surveillance system. • Cycle parking should not be accommodated within individual apartments above ground floor level. • External parking should be designed to be overlooked by the dwellings. • Secure compounds should not have apertures large enough for anyone to climb in or parts of a bicycle to be passed through. • Where possible, several smaller cycle parking areas are preferred to one large cycle storage room/cage. • Space should be considered for the parking of such items as tricycles, trailers etc. • They should be subject to key controlled entry.
	Short Stay	• Should be provided at each public entrance to blocks. • Cycle parking areas must be well lit and included in any CCTV surveillance system. If possible it should be covered. • Parking must be covered unless there is a valid reason not to.
Workplaces stay	Long Stay	• Cycle parking areas must be well lit. • They must be included in any CCTV surveillance system. • Long stay parking areas should be housed internally on the ground floor. • Short-stay visitor cycle parking should be provided no more than 15m away and adjacent the main entrance. • Long stay to provide showers, drying room, lockers, maintenance equipment.

Where cycles are stored within the residential unit, extra space should be allocated above the minimum gross floor space.

Long and short stay parking should be spread throughout large sites and always placed close to main entrances. Where possible, cycle parking should always be closer than the nearest standard car parking space.

Security and Management Issues

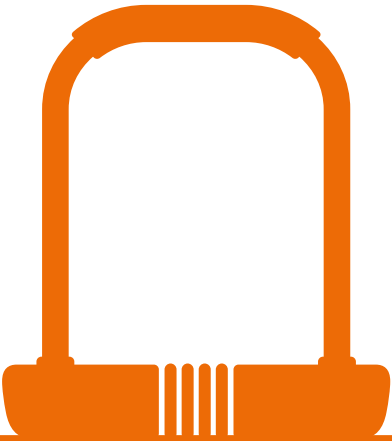
All cycle parking needs to be properly managed and provide the best level of security possible.

Security	Long stay	• Be restricted in some form, with self-closing and locking doors. • Encourage personal security (user owned bike locks) within the secure area if the bike parking is shared. • Provide access by combination entry or key fob in residential developments and smart card or key fob in workplace developments. • Provide user keys if the bike parking is for individual bikes (such as vertical lockers). • Provide CCTV coverage of the secure area.
	Short Stay	• Provide CCTV coverage of the cycle parking. • Place parking in areas of high footfall. • Place parking as close as possible (max 15m away) to entrances.
Management	Long Stay	• Future maintenance of the cycle parking should be agreed during the planning process. • Day to day up-keep is often required. • Process should be in place for the issuing of access cards, fobs or keys. • A cycle parking induction should be available for new users.
	Short Stay	• Future maintenance of the cycle parking should be agreed during the planning process. • Abandoned bikes should be removed after a notice period.



Section 7

Security and Management Issues



Appendix

A.1 Examples of good/preferred cycle parking



Sheffield stand
Parks 2 bicycles and represents one of the most cost effective cycle parking solutions. Supports different types of cycles. Can lock both wheels.



Camden 'M' stand
Parks 2 bicycles and is a variation of the Sheffield stand and encourages locking the bicycle frame in two places.



Two-tier stand
Adds capacity by stacking bikes but should only be used for larger scale cycle parking and ideally be under cover (must meet criteria laid out in **Section 4.2** of this document). Should not be used to provide 100% of cycle parking as they are not compatible with non-standard cycles and some users struggle to use them.



Long 'A' stand
Parks 2 bicycles and represents another alternative to the Sheffield stand.



Appendix

A.2 Examples of other acceptable cycle parking solutions



Cyclehoop

Provides a good alternative in situations where a Sheffield stand or equivalent is not feasible - provides less support for the bike but can be clamped to an existing post.



Image supplied by yorkshire-polishing.co.uk

Double D stand

A reasonable alternative but provides poor support for a bicycle and can provide tricky locking points.



Plant lock

Not generally bolted down to the floor, but may be useful for visitor parking in some situations such as courtyards for example.



Kent P-Shaped Cycle Stand KPSCS1000

P-stand

Hard to use for two bikes side by side as it provides only one area for locking wheels and frame. Can be used however in areas of low demand.

A.3 Cycle parking to be avoided



Wheel racks

These must be avoided as they provide no locking points for a bicycle frame and provide no support. They can also damage bicycle wheels.



Ramped stands

These, like wheel racks, must be avoided as they provide no locking points for a bicycle frame and provide no support. They can also damage bicycle wheels.



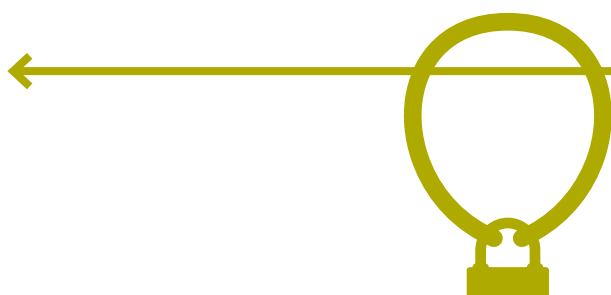
Hanging wall stand

These, whilst providing a small footprint, are hard to use and require a lot of strength to lift the bicycle into place and should be avoided. A small number may be acceptable in some circumstances.



Ramped stands

Two-tier stands should be considered first but; good for saving on cycle parking footprint within developments, must have cycle frame support. Not more than 50% of the provided parking.



A.4 Shelters and lockers



Vertical lockers
Prefer horizontal lockers. Requires lifting of the cycle and may be difficult for some to use.



Domestic locker
Not advisable for large multi-occupancy/use developments, however a good alternative for individual houses requiring cycle parking.



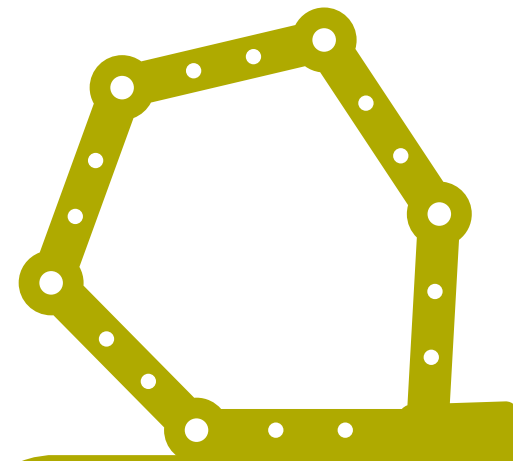
Horizontal lockers
Used like vertical lockers for individual secure cycle parking spaces, however they do have a larger footprint.



Bikehangar
Multi-use cycle parking for 6 bikes, ideal for retrofitting or placing on- street for secure cycle parking. Full height shelters preferred.



Secure shelter
These shelters provide good security for users and can be retrofitted easily. With a fully opening front, an internal corridor is not required.





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