

# CYCLE PARKING SPECIFICATION

# Document Approval

Originator	Approved for Issue	Authorised for Issue
Karen Stanbridge	Dan Fernbank	Dan Fernbank
<i>Signature</i>	<i>signature</i>	<i>signature</i>
Date:	Date:	Date:
January 2018	January 2019	May 2019

# Document Issue Record

ISSUE	DATE	ORIGINATOR	DESCRIPTION OF AMENDMENT
1	May 2019	K Stanbridge	First Issue

Previous issues of this document are to be destroyed or marked SUPERSEDED

This document has been produced by the University of Reading's Estates Sustainability Services team.

All rights are reserved. No part of this document may be reproduced or distributed by any means without prior permission in writing from the University of Reading.

## Contents

1.0	Purpose .....	4
2.0	Scope.....	4
3.0	Level of provision.....	4
4.0	Location and security .....	5
5.0	Design of cycle parking Stands – Sheffield stands .....	5
6.0	Shelter design .....	6
7.0	gated compounds .....	7
8.0	Finishing .....	8
9.0	Signage .....	8
10.0	Registering with Estates .....	9

## 1.0 PURPOSE

This specification defines the University's requirements for any cycle parking facilities installed on our campuses. The specification aims to ensure that all cycle parking provision on our campuses is user friendly; secure/robust; functional, attractive to use and ideally sheltered from the elements. This means that staff, students and visitors should be able to find cycle parking spaces available in reasonable proximity to their study/workplace; there is sufficient space for users to comfortably park their bicycle even when a rack is near to capacity; hoops are robust and tamper proof; and that secured bicycles are generally sheltered from the elements.

The specification outlines minimum spacing requirements to achieve the above, and seeks to ensure a suitable mix of gated and ungated parking is available, depending on the likely usage types from users of adjacent buildings.

## 2.0 SCOPE

The policy covers all cycle parking on the three main University campuses in the UK. It does not specifically cover cycle parking at residences and Halls, although the minimum spacing and security requirements would also apply there.

This specification does not cover motorcycle parking. Where there is a conflict between this specification and national policies such as building regulations or disability access requirements, the national guidelines must take precedence. Where national guidance specifies lower required levels of provision, our requirements should be followed.

## 3.0 LEVEL OF PROVISION

Our campuses currently provide a good level of cycle parking provision for the large numbers of cyclists who visit our campuses, and we wish to retain this amount, and increase it where demand requires it, or where demand is likely to grow.

- All buildings/projects must adhere to relevant national and local planning guidance and requirements.
- Any new development would provide additional cycle parking proportionate to the increase in population on that part of the campus.
- The level of provision of cycle parking for any new developments / buildings on campus is likely to be specified within their planning requirements which are likely to take into account level of provision in the immediate surrounding area, site wide, as well as number of likely building occupants.
- Any redevelopment should ensure cycle parking levels are replaced on a like for like level, meeting any requirements from this specification.

- No developments should reduce the level of cycle parking on campus without replacing it either at the same location or a suitable alternative agreed with Sustainability Services.

#### **GATED, SHELTERED AND UNSHELTERED PROVISION**

- Sheltered – As standard new cycle parking on campus should provide stored bicycles with shelter from the elements. This could be via a building overhang or a purpose built shelter (see section 6).
- Gated – Gated parking should be provided for larger developments where building occupants are largely office based and the bicycles will be parked in situ all day, giving people a choice of where to lock their bike. This is particularly important for areas of campus where there are no gated facilities in the vicinity. Gated cycle parking access should be via University campus card. This should be achieved by providing 2 No unswitched fused connection units and a network connection. Allowance will also be required for a 100mm duct at 450mm below ground from the nearest suitable power source to the card reader in the gated cycle facility. Ungated cycle parking should also be provided in the vicinity of gated parking for visitors and those without access to the compound.
- Unsheltered – This is only desirable in areas where a shelter would be inappropriate, or for very short-term cycle parking such as outside the shop.

## **4.0 LOCATION AND SECURITY**

- To increase security cycle parking should be located in well lit, visible areas, ideally under good CCTV.
- Where there is no existing CCTV, consideration should be given to providing 1 No unswitched fused connection unit with CoAxial cable supply. Allowance will also be required for a 100mm duct at 450mm below ground from the nearest suitable DVR location to a fixed position CCTV camera in the gated cycle facility.
- Larger installations should discuss the need for any additional CCTV with Security Services.

## **5.0 DESIGN OF CYCLE PARKING STANDS – SHEFFIELD STANDS**

- Any cycle parking stand must allow for both the rear wheel and bicycle frame to be locked to the stand.
- The hoops must be secure and robust so they do not become loose or wobbly from use. Either set individually in concrete, or with a bottom bar and either welded to it or with tamper proof bolt connections.

Standard Sheffield stands, or Sheffield stands with a central bar are preferred as the University standard, as a practical, secure and cost effective method to provide secure cycle parking. One stand should provide parking for two bicycles. Alternatives may be considered where site restrictions or prominence suggests alternatives may be more suitable. Any variations from this must meet the spacing, security and shelter requirements set out in this document and be approved by Sustainability Services / Maintenance Services.



**Bike Stand**

Sheffield style steel bike stand with mid rail. Finish - Galvanised, stainless steel, or powder coated RAL 7016. Fixed - Root fixed or recessed hidden bolt and plate fixing. Recommended 1m distance between stands, 0.8m minimum.

#### **SPACING BETWEEN HOOPS**

One Sheffield hoop should provide sufficient space for two bicycles to comfortably park.

- For Sheffield stands the preferred spacing between two hoops is 900mm to 1 metre. The absolute minimum allowed between two hoops is 800mm. Any new parking where spacing does not meet this minimum would not be counted as a parking space.
- For an end hoop, the space between the stand and any shelter / wall / barrier must be no less than 500mm.
- Some provision on campus should be made for larger spaces for bicycles with trailers, tricycles etc. Where there is evidence of demand for this from local building users wider spaces should be provided.

## **6.0 SHELTER DESIGN**

- All new cycle parking on campus should be adequately protected from the elements. An exception to this can be for very short term parking such as outside campus shops. Shelter can be provided by:
  - Overhang of buildings.
  - Purpose built shelter
- New shelters can be provided for existing unsheltered campus cycle parking to enhance the quality of the provision available for cyclists.

Where a purpose built shelter is installed with the cycle parking, this should:

- Adequately shelter the parked bicycles from the elements.
- Be functional and robust, easy to maintain, clean, and replace any damaged parts.
- Align with campus design code guidelines relating to colour. Grey RAL 7016.

Some examples of suitable shelters:

**CYCLE SHELTERS**

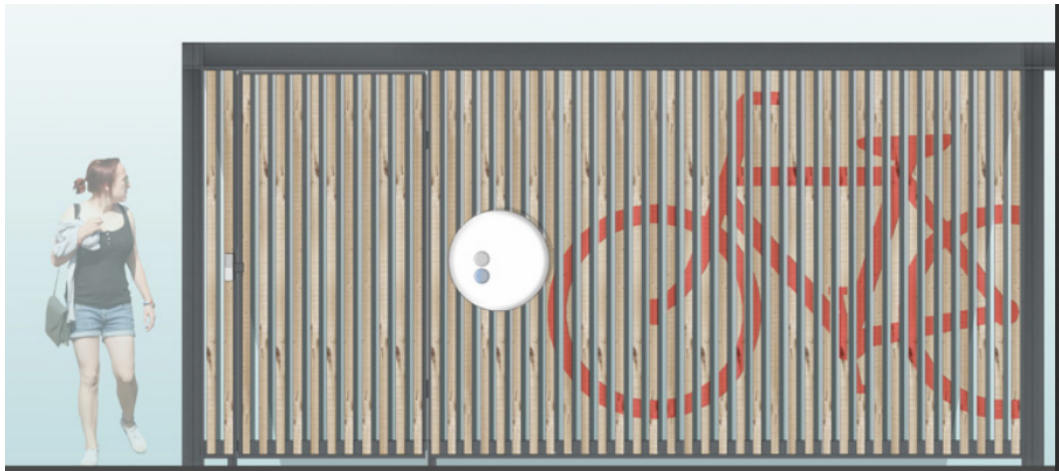
**Bike Shelter**  
Contemporary angular steel framed bike shelter with glass, metal or timber roof construction. Optional enclosed sides and lockable compartments. Powder coated RAL 7016

- As a less expensive alternative Broxaps' Wardale shelter is a cost effective solution.

**7.0 GATED COMPOUNDS**

- Requirements outlined in sections 4 and 5 for shelters need to be adhered to – ie easy to maintain going forwards and align with campus branding codes and visual identity.
- Consideration needs to be given to security of those using the shelters. Perspex / see-through avoids allowing thieves time to stay inside unobserved, but may increase temptation to thieves.
- If the compound is likely to be used after dark consideration needs to be given to inclusion of an internal light. Provision of solar powerer
- Gates should be secure and not able to be opened without campus card and pin (ie avoid holes in the door/wall near the entrance handle that could be used to override the access lock mechanism).
- Access should be by University campus card and individual pin.
- Instructions should be provided on the door outlining how staff and students arrange for access (apply at the Security Window in Whiteknights House).

Example bike shelter from Campus Design Code.



Product	Custom made bike shelter
Dimensions	To be determined
Material	MIO coated steel, oak slats Sioox treated
Colour	Powder coated steel; anthracite grey, RAL 7016 Painted bike graphic, matt finish RAL 3028
Fixing	Bolted to concrete base
Configuration	Arranged to Landscape Architect's plan
Manufacturer	To be determined

**SPACING IN A COMPOUND**

- There should be sufficient space for all stands to be easily used by two bicycles if they are to be counted as a parking space.
- Where areas are blocked by roof poles etc these would not count as a parking space.
- Consideration must be given to allowance of sufficient space for required manoeuvres within a compound once it is in use and has parked bicycles inside. ie bicycles turning from entrance and corridors into the spaces and exiting again when the compound is in use near to capacity.

**8.0 FINISHING**

Bicycle shelters should be finished in colouring set by the University Design Code – grey RAL 7016.

- Historically the campus colour was blue, so where existing shelters are replaced or repainted due to maintenance requirements, the new colour of grey should be used.
- Consideration should be given to opportunities for including cases for poster displays on a cycle shelter – either A4 or A3 size.

**9.0 SIGNAGE**



- Where the cycle parking location is not prominent, signage highlighting the availability of cycle parking should be provided.
- Gated compounds should include instructions for how to gain access to use the compounds.

## 10.0 REGISTERING WITH ESTATES

Cycle Compounds need to be assigned building numbers by registering with the Estates Help-Desk team. Cycle shelters (that are not compounds) are not currently issued with building numbers but still need to be registered with Estates Help-desk team for registering in the WREN asset register. Sustainability Services need to be informed where any cycle parking is installed (or removed) in order that their records are kept up to date.