

# Cycle and Motorcycle Advice and Standards for New Development

## Guidance Note - Draft for Consultation

August 2014



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## **1. Introduction**

West Berkshire Council expects developers to provide development of a high quality with good access. This guidance looks at how good access by bicycle and motorcycle can be integrated into site design.

The following information aims to help you, as an applicant, to understand what the Council expects to see as part of your planning application. It also serves as a useful guide for anyone wanting to improve cycling or motorcycling facilities for an existing site or encourage cycling through the development of a Travel Plan.

The cycling policy within the Local Transport Plan (Policy LTP SC2) and supported by the Active Travel Strategy, sets out to 'make cycling at least as desirable as any other transport mode choice' for journeys of 5km or less. This is equally important for motorcycles as greater distances are involved.

The main areas for consideration are parking, routes, shower and changing facilities and, where applicable, contributions to other infrastructure and engagement projects.

The requirements vary according to the type of development. It is hoped that by addressing these issues at the start of your project we will have all the information to enable us to process your application more quickly.

Much of this guidance is taken from 'Manual for Streets' and other national guidance such as 'Cycling Infrastructure Design', DfT. References to all documents are listed in section 9.

## **2. Residential development**

When planning for residential development it is important to consider how residents will travel providing them with as many travel options as possible.

Providing enough convenient and secure parking for residents and visitors is critical for increasing cycling. In residential developments, designers should aim to make access to cycle or motorcycle parking at least as convenient as access to car parking.

The provision of cycle storage or motorcycle parking will vary depending on the type of development. For example, it can be expected to be relatively high for flats in central urban locations but lower provision is likely to be more appropriate for sheltered housing.

### **2.1 Provision of bicycle / motorcycle parking for houses**

Cycle parking is often likely to be within, or allocated to, individual dwellings, particularly for houses, with cycles often kept in garages. This can be convenient and secure, if located near the front of the property. However, garages are not normally designed with cycle storage in mind and the proportion of housing schemes with individual garages is declining. Where

garages are to be used for cycle storage the internal dimensions should be at least 3m x 6m.

Greater consideration therefore, needs to be given to the provision of bespoke cycle and motorcycle storage. Cycles are not suited to overnight storage outdoors as they are vulnerable to theft and adverse weather. The provision of cycle storage for each dwelling whether that is within the building, or in an outbuilding (such as a shed), needs to be conveniently located, secure and designed for easy access (e.g. opening to outbuilding to be wide enough to easily wheel cycles in and out). Motorcycles can also be vulnerable and should have the facility to be parked securely, although covered storage is less important than for bicycles.

## **2.2 Provision of bicycle / motorcycle parking for flats**

For new flat developments, the storage of cycles and motorcycles is an important consideration. In the past it has often been inadequate, leading to bicycles being stored in hallways or on balconies and motorcycle parking conflicting with other parking arrangements on site.

Storage within the accommodation may be an option for bicycles, but it will need to be expressly considered in the design and it will be important to ensure that bicycles can be brought into the building easily and quickly.

Another popular option is to provide communal bicycle-parking in secure facilities, such as in purpose-designed buildings or in extensions to buildings. It is important for these bicycle parking facilities to be well lit, easy to access and in an appropriate, convenient location within the development. Any bicycle storage located within the main building in communal areas or under stairways for example, needs to ensure that parked bicycles do not become a nuisance for residents and comply with health and safety regulations.

Motorcycles can use regular car parking spaces, but this does not allow them to be parked completely securely. Provision, if possible, should be made for specific motorcycle parking spaces, which allow the motorcycle to be secured to a post or bar.

## **2.3 Provision of cycle parking for visitors to residential developments**

Providing bicycle parking for visitors is important when planning new developments. In some cases, visitors may be able to use spare space within residential bicycle parking facilities, whether shared or individual. However, some provision in public areas is normally appropriate, particularly where residents' provision is not easily accessed by visitors.

Secure motorcycle parking is not necessarily required for visitors.

## **3. Non-residential development**

Bicycle and motorcycle parking should be provided at destinations such as those for work, education, healthcare, leisure, entertainment, community facilities and shops. This will help to encourage cycling for those who work there (and therefore make regular journeys) and for those who are more

infrequent visitors or customers. The lack of parking provision at these destinations can be a barrier to people choosing to cycle for these journeys.

The details of the provision required may differ according to whether it is for long stay (often employees) or short stay visits (customers and visitors). See section 4 for more details. It may be appropriate to provide separate storage for staff and customers/visitors.

In mixed-use areas and where there are commercial or communal facilities in a residential neighbourhood, well located and convenient public cycle parking will normally be necessary. This is in addition to any specific provision for the residential element of the development.

### **3.1 Showers, changing facilities and lockers**

All new developments in the non-residential categories should provide shower, changing and locker facilities for members of staff. Businesses are encouraged to provide at least one staff shower per 100 employees, with a minimum of one shower per premises. These facilities are known to be important in encouraging people to cycle to work.

## **4. Location and design of parking facilities**

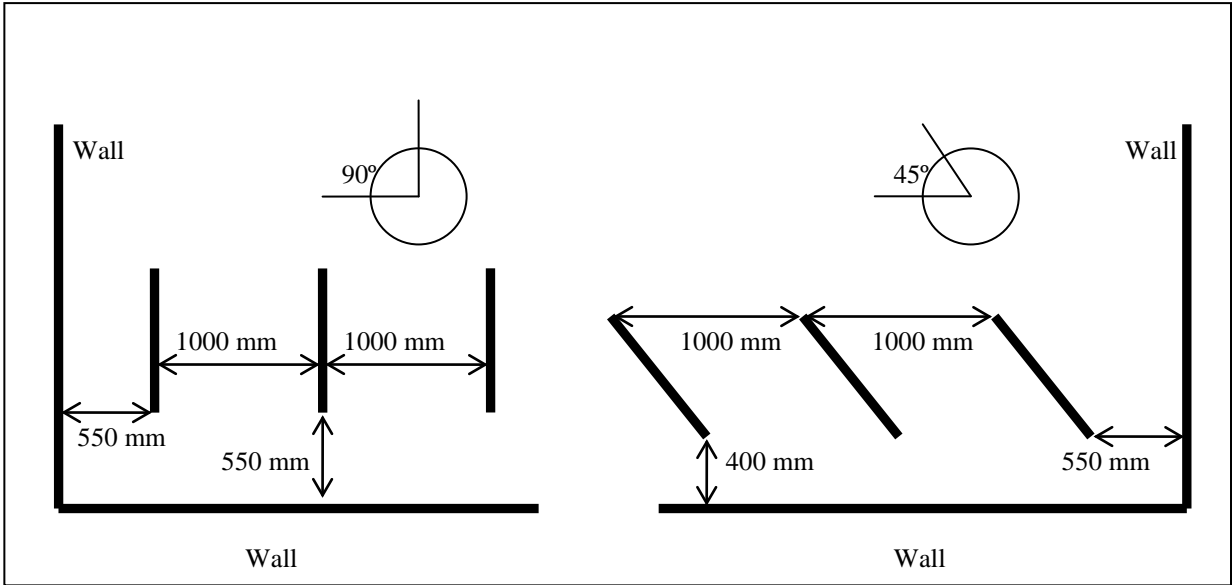
Bicycle parking needs to be located in such a way that makes it easy and safe for people to use. Table 1 summarises the various aspects that should be considered when planning cycle parking facilities (taken and adapted from Cycling Infrastructure Design Guide, DfT, see section 9 for information).

| <b>Table 1 – Cycle Parking – a good practice summary</b> |  |
|--|--|
| Visible  | Facilities should be easy to find, well signed, overlooked and well lit.   |
| Accessible   | Parking should be as close as possible to the destination and its entrances.   |
| Safe and Secure  | Bicycles/Motorcycles are usually secured with owner's lock unless other security arrangements make this unnecessary. Parking should be located where it does not cause personal safety concerns (overlooked and well lit). Long term parking should ideally be placed within a secure access area.   |
| Covered  | The level of protection from the weather should be appropriate for the length of stay. Long stay parking should be covered. Cycle lockers or compounds may be appropriate for long stay cycle parking. It is not always appropriate to provide covered motorcycle parking.   |
| Easy to Use  | Facilities should be easy to use and accept all types (and sizes) of bicycle, enabling the frame to be secured. Bikes should not have to be lifted into parking stands.  |
| Fit for Purpose  | Parallel stands (such as a simple hoop stand design - sometimes known as Sheffield stands) should be used. These should be 1.0m apart with adequate space front and back to allow bikes to be manoeuvred into place.<br>Motorcycle parking should consist of a horizontal bar between 40 – 60cm above the ground, which allows the front wheel to be secured to. |
| Well Managed and Well Maintained                         | There should be a system in place for managing (if needed) and maintaining the cycle parking facilities. This includes planning for additional provision if all spaces are regularly full.   |
| Attractive   | Facilities should be appropriate to the surrounding area, and match other street furniture, if appropriate.  |
| Coherent   | Parking should sit within the context of a cycle route network connecting the main origins and destinations.   |
| Linked to other needs of cyclists                        | At public transport interchanges and cycle centres, there is an opportunity to combine cycle parking, hire, repair and tourism.  |
| Not hinder other users                                   | Stands need to be located clear of pedestrian desire lines, and should be detectable by blind or partially sighted people. A ground level tapping rail at either end of a run of stands should be provided.  |

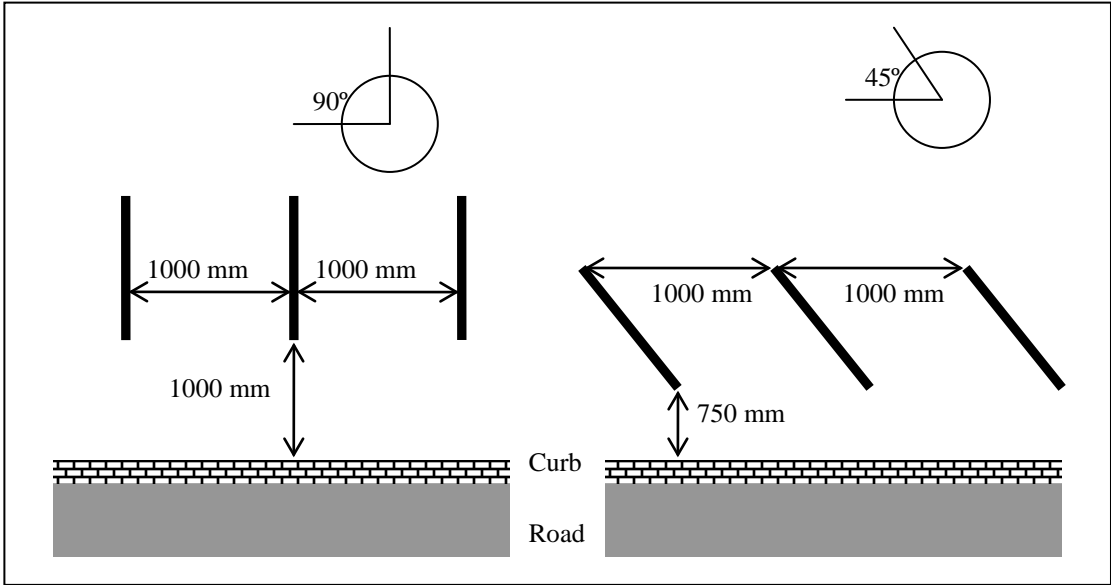
#### 4.1 Sheffield Stand dimensions

Figures 1, 2 and 3 show the recommended layout and dimensions for Sheffield stands. They should be spaced 1000mm apart so that two cycles can be stored per metre run. The outermost stands should be no closer than 550mm to a parallel wall. In addition, there should be at least 550mm clear space between the ends of individual stands and any wall.

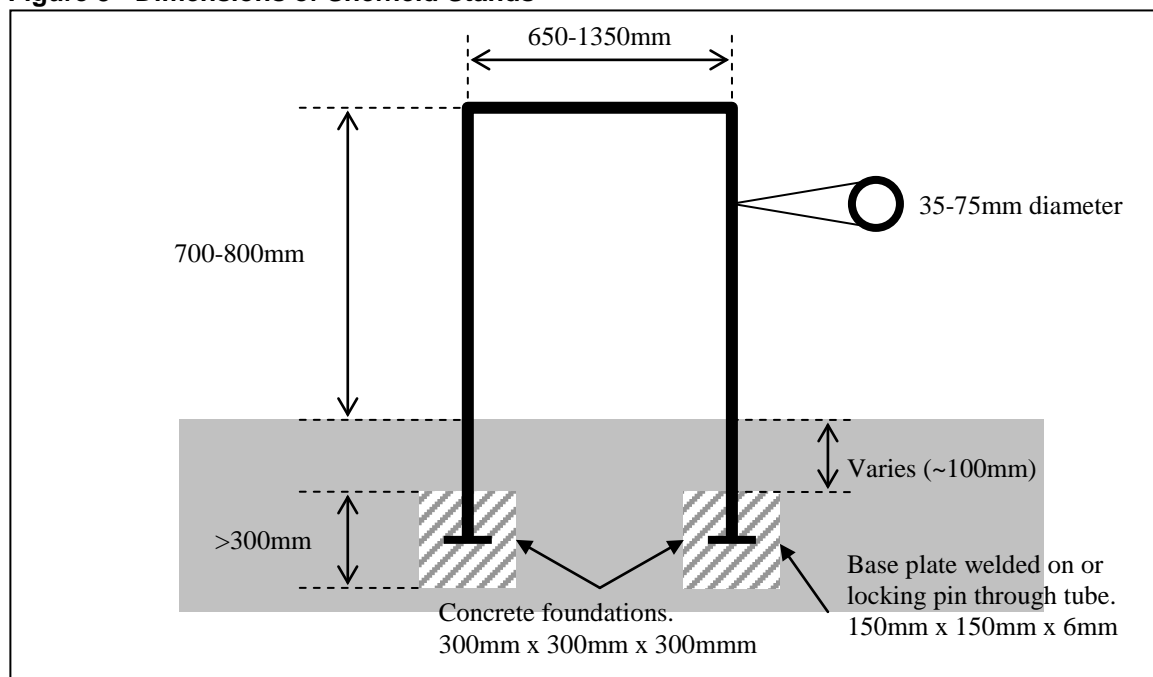
**Figure 1 - Minimum distance between Sheffield Stands in relation to walls and each other.**



**Figure 2 - Minimum distance between Sheffield Stands in relation to curbs and each other.**



**Figure 3 - Dimensions of Sheffield Stands**

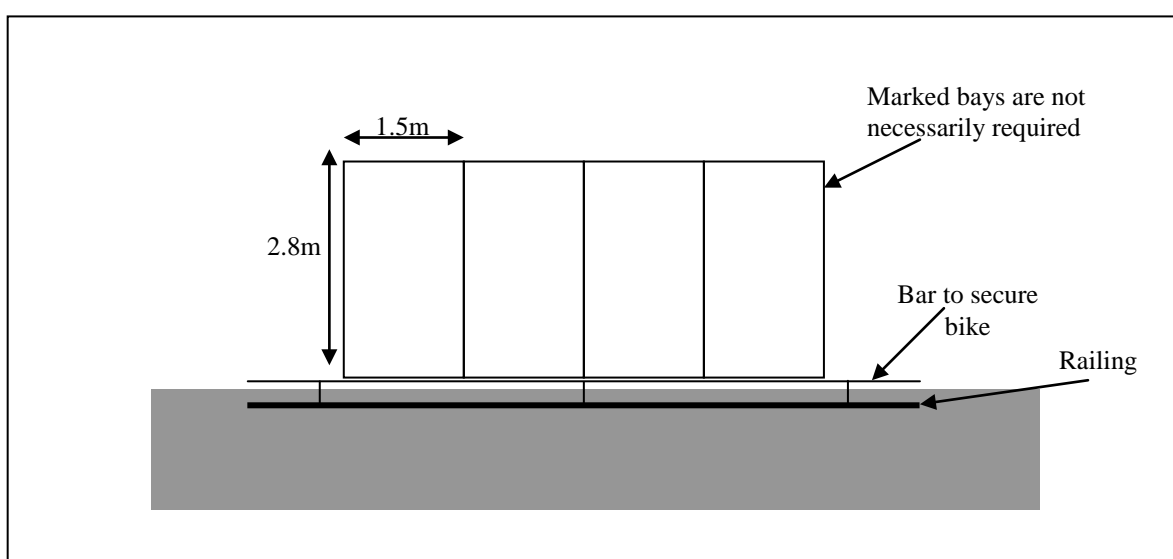


## 4.2 Motorcycle parking

Motorcycle parking can be provided simply and easily. Figure 4 shows the recommended layout and dimensions for motorcycle parking.

The horizontal bar provided should provide a minimum length of 1.5m per motorcycle proposed to use it. If parking is being provided in a public place the bar can be attached to railings or other barriers to separate the parking from pedestrian areas.

**Figure 4 - Plan of recommended motorcycle parking**



Ground level securing (using rings or something similar) is also possible, although these methods require more maintenance as they can get stuck up



or down and cause a hazard to other road users, or be unusable by the motorcyclist.

## 5. Cycle and motorcycle parking standards

Table 2 outlines the level of cycle and motorcycle parking that is expected for each type of development. Both Visitor (short stay) parking and Staff (long stay) parking are considered. There may be some developments where more or less cycle parking is justified.

Where a travel plan is required, or asked for, the provision of cycle and motorcycle parking should be determined through the travel plan alongside other measures to promote sustainable travel. The use of the storage/parking facilities should be monitored and facilities increased if there is sufficient demand.

**Cycle Parking** – 1 Sheffield stand provides 2 spaces. Cycle parking should be covered (long stay/staff parking must be) and long stay/staff parking should be secure.

**Motorcycle Parking** – 1 bar should be provided as a minimum, allowing space for the given number of motorcycles. Spaces do not need to be specifically marked out.

| Table 2 – Parking Standards  |          |                                    |                                   |  |   |
|--|----------|------------------------------------|-----------------------------------|--|---|
| Development Type   |          | Recommended standards (no. spaces) |                                   |  |   |
|  |          | Bicycle Parking                    |                                   | Motorcycle Parking                             |   |
|  |          | Staff/Long Stay                    | Visitor/Short Stay                | Staff/Long Stay                                | Visitor/Short Stay  |
| A1 developments require a Travel Plan if floor area > 800m <sup>2</sup> (food) or 1500m <sup>2</sup> (non-food)              |          |                                    |                                   |  |   |
| A1 Retail  | Non-food | 1/200m <sup>2</sup><br>(min of 2)  | 1/750m <sup>2</sup><br>(min of 2) | <900m <sup>2</sup><br>individual consideration | >900m <sup>2</sup><br>1 / 600m <sup>2</sup><br>(min of 2) |
|  | Food     | 1/500m <sup>2</sup><br>(min of 2)  | 1/500m <sup>2</sup><br>(min of 2) | <900m <sup>2</sup><br>individual consideration | >900m <sup>2</sup><br>1 / 900m <sup>2</sup><br>(min of 2) |
| A2/A3 developments require a Travel Plan if floor area > 2500m <sup>2</sup>  |          |                                    |                                   |  |   |
| A2 Financial and Professional services   |          | 1/200m <sup>2</sup>                | Min of 2                          | 1 / 1400m <sup>2</sup>                         |   |
| A3 Restaurants and Cafes   |          | Spaces for 10%-25% staff           | Min of 2                          |  |   |
| A4 developments require a Travel Plan if floor area > 600m <sup>2</sup>  |          |                                    |                                   |  |   |
| A4 Drinking establishments   |          | Spaces for 10%-25% staff           | Min of 2                          |  |   |
| A5 developments require a Travel Plan if floor area > 500m <sup>2</sup>  |          |                                    |                                   |  |   |
| A5 Hot food takeaway   |          | Spaces for 10%-25% staff           | Min of 2                          |  |   |
| B1 developments require a Travel Plan if floor area > 2500m <sup>2</sup> or significant traffic movements will be generated. |          |                                    |                                   |  |   |
| B1 Business (Office)   |          | The greater of: spaces for         | 1/500m <sup>2</sup><br>(min of 2) | 1 / 1400m <sup>2</sup> (min of 2)              |   |

|   |                             |   |  |   |
|---|-----------------------------|---|--|---|
|   |                             | 10%-25% staff or 1/250m <sup>2</sup>  |  |   |
| B2 developments require a Travel Plan if floor area > 4000m <sup>2</sup> or significant traffic movements will be generated                               |                             |   |  |   |
| B2 General Industrial   |                             | 1 per 500m <sup>2</sup>   | Min 2                                    | 1 / 2800m <sup>2</sup> (min of 2)                           |
| C1 developments require a Travel Plan if there are more than 100 bedrooms or limited parking provided or significant traffic movements will be generated. |                             |   |  |   |
| C1 Hotels   |                             | Spaces for 10%-25% staff  | 1/20 rooms                               | 1 / 40 bedrooms (min of 2)                                  |
| All C2 developments require a Travel Plan   |                             |   |  |   |
| C2 Residential Institutions   | Hospitals                   | Spaces for 10%-25% staff  | Min 10 spaces                            | 1 / 50 staff + some visitor parking                         |
|   | Care Homes                  | Spaces for 10%-25% staff  | 1/4 consulting rooms                     | Min 1   |
| C3 developments require a Travel Plan if >80 units or significant traffic movements will be generated   |                             |   |  |   |
| C3 Dwellings  | 1 bed                       | 1 per Unit  | Some visitor parking should be available | Individual consideration (some parking should be available) |
|   | 2+ bed                      | 2 per Unit  |  |   |
|   | Sheltered housing           | The greater of 50% rooms or 1 per dwelling (plus 1 space for house manager) |  |   |
| All D1 developments require a Travel Plan   |                             |   |  |   |
| D1 Non-residential institutions   | Education                   | Spaces for 10%-25% pupils/staff   | Some visitor parking should be available | 1 / 40 FTE staff (min of 2) + 1 / 200 FE/HE students        |
|   | Libraries                   | Spaces for 10%-25% staff  | 2-10 depending on size and catchment     | 1 / 1250m <sup>2</sup> (min of 2)                           |
|   | Health Care                 | Spaces for 10%-25% staff  | 1/4 consulting rooms or min of 10 spaces | 1 / 40 FTE staff (min of 2)                                 |
|   | Day Nurseries               | Spaces for 10%-25% staff  | Some visitor parking should be available |   |
|   | Halls and Places of Worship |   | 2-10 depending on size                   | 1 / 250m <sup>2</sup> (min of 2)                            |
| D2 developments require a Travel Plan if floor area >1500m <sup>2</sup>   |                             |   |  |   |
| D2 Places of entertainment / recreation / sport   |                             | Spaces for 10%-25% staff  | 1/20 visitors at capacity                | 1 / 300 visitors at capacity (min of 2)                     |

Developments in urban areas, or where there are/will be good cycle links will be expected to provide more cycle storage than developments in rural areas where cycling is less of an option for people. Where a travel plan is required

the amount and style of parking should be determined through the travel plan, kept under review and provision increased if required.

## **6. Accessibility and Permeability**

Ease of access to the development is as important as provision for parking once at the development. Whilst it is best to design the street scene so that different modes are sharing the greater highway area (including any specific provision of paths and cycle lanes), there will be situations where it is appropriate to include routes for pedestrians and cyclists segregated from motor traffic. These should be well overlooked and relatively wide to avoid any sense of confinement.

For large residential developments incorporating significant highway infrastructure (eg. housing estates) the Council will expect the highway infrastructure to be designed to encourage the integration of cyclists within the carriageway, as is advised in national guidance (see references to guidance in section 9).

'Manual for Streets' (see section 9) sets out best practice on designing accessible streets for all users. Where road networks try to guard against motorists "rat-running", by making the streets impermeable for motor vehicles, links for cyclists and pedestrians should be planned. This will ensure that accessibility is maintained. Whilst cul-de-sacs are not the ideal layout in many cases, they can be useful in keeping motor traffic levels low in a particular area or making good use of the land on a site. In these cases, connections for pedestrians and cyclists should be well planned, overlooked and have active frontages.

In addition to providing cycling facilities on site and catering for cyclists within site road layouts, financial contributions may be sought where appropriate in the context of the Council's Supplementary Planning Guidance on 'Delivering Investment from Sustainable Development' and policy TRANS.1 of the West Berkshire District Local Plan Saved Policies 2007.

## **7. Other initiatives and measures to support cycling**

### **7.1 Travel Plans**

Travel Plans for school and work places are sought where applicable (in accordance with national guidance on Transport Assessment – see section 9). Cycling is a key element for Travel Plans and any provision for encouraging cycling (whether infrastructure or incentives) should be integrated into the overall travel plan and its objectives, targets and monitoring.

### **7.2 West Berkshire cycle route maps**

West Berkshire's Cycle Forum and local cycling interest groups have produced a series of maps which highlight various types of cycling routes within West Berkshire. National cycle routes; off-carriageway cycle routes; on-road cycle routes and quiet routes are all represented in a series of maps which cover different parts of the district. These can be useful in planning links to existing cycle lanes and are available from West Berkshire libraries,

Visitor Information Centre, Council Offices or direct from the Transport Policy Team (01635 519505).

## 8. Conclusion

Through providing this advice note the Council is aiming to provide applicants and developers with the information necessary to fully consider cycling and motorcycling in their proposals. By catering for cycling within developments greater numbers of journeys will be enabled to be undertaken by bike. This has benefits for improving health and fitness, tackling congestion (where cycle journeys replace car use), reducing air and noise pollution, improving accessibility and generally contributing positively to the quality of life for those who live, visit and work in West Berkshire.

Please use the simple check list below in Table 3 to ensure you have thought about the relevant areas for your application.

| <b>Table 3 - Check list for applicants and developers</b>   |                  |
|---|------------------|
| <b>Check List</b>   | <b>Included?</b> |
| Have you included Cycle / Motorcycle Storage?   |                  |
| Is it easily accessible?  |                  |
| Is it close to the entrance?  |                  |
| Is it covered?  |                  |
| Is it secure?   |                  |
| If secure, is it easy to use/access?  |                  |
| Is it lit?  |                  |
| Are showers, lockers and changing facilities provided?  |                  |
| Are there plans for the parking facilities to be maintained?  |                  |
| Does the development have a Travel Plan which incorporates cycle / motorcycle parking and regular monitoring of facilities? |                  |
| <b>Bicycles only</b>  |                  |
| Are Sheffield stands (or similar) used  |                  |
| Are the stands adequately spaced (min 1.0m between Sheffield stands)?   |                  |
| Are there links to the local cycle route network?   |                  |

## 9. References and further reading

The following documents and publications are relevant to the formation of this guidance and / or may be useful for further information and guidance.

- **The West Berkshire Local Transport Plan (2011-2026) and associated Active Travel Strategy** <http://www.westberks.gov.uk/LTP>

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West Berkshire Council  
Council Offices  
Market Street  
Newbury  
RG14 5LD

Tel – 01635 519505  
[ltip@westberks.gov.uk](mailto:ltip@westberks.gov.uk)

- **West Berkshire district Local Plan (Saved Policies) – September 2007**  
<http://info.westberks.gov.uk/index.aspx?articleid=28783>

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RG14 5LD

Tel – 01635 519505  
[planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

- **Quality Design – West Berkshire – Supplementary Planning Documents Series**  
<http://info.westberks.gov.uk/index.aspx?articleid=28786>

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RG14 5LD

Tel – 01635 519505  
[planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

- **Delivering Investment from Sustainable Development (Developer Contributions) – Supplementary Planning Guidance**

<http://info.westberks.gov.uk/index.aspx?articleid=29368>

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- **National Guidance on Transport Assessment**

<https://www.gov.uk/government/publications/guidance-on-transport-assessment>

- **Cycle Friendly Infrastructure: Guidelines for Planning and Design**

<http://www.ciht.org.uk/en/publications/technical-guidelines.cfm/cycle-friendly-infrastructure-1996>

IHT Office Manager  
6 Endsleigh Street  
London  
WC1H 0DZ

Tel – 020 7391 9970

Fax – 020 7387 2808

- **Manual for Streets**

<http://www.communities.gov.uk/publications/planningandbuilding/manualforstreets>

Thomson Telford Ltd  
Units I/K  
Paddock Wood  
Tonbridge  
Kent  
TN12 6UU

Tel – 01892 832 299

Fax – 01892 837 272

Email – [orders@thomastelford.com](mailto:orders@thomastelford.com)

- **Design Manual for Roads and Bridges**

<http://www.standardsforhighways.co.uk/dmrb/index.htm>

TSO (The Stationary Office)  
PO Box 29  
Norwich  
NR3 1GN

Tel – 08457 023 474

Fax – 0870 600 5533

Email – [orders@tso.co.uk](mailto:orders@tso.co.uk)

- **Cycling England Design Checklist**

<http://webarchive.nationalarchives.gov.uk/20110407094607/http://www.dft.gov.uk/cyclingengland/engineering-planning/design-checklist/>

Cycling England  
PO Box 54810  
London  
SW1P 4XX

Email – [info@cyclingengland.co.uk](mailto:info@cyclingengland.co.uk)

- **Department for Transport Cycling Infrastructure Design (October 2008)**

<https://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-208>

Department for Transport  
Great Minster House  
76 Marsham Street  
London  
SW1P 4DR

Tel – 020 7944 83000

Fax – 020 7904 9643

Email – [cycle.walk@dft.gsi.gov.uk](mailto:cycle.walk@dft.gsi.gov.uk) or [lt.plans@dft.gov.uk](mailto:lt.plans@dft.gov.uk)

If you require this information in an alternative format or translation, please call 01635 42400 and ask for the Transport Policy Team.

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T: 01635 42400  
[www.westberks.gov.uk/consultations](http://www.westberks.gov.uk/consultations)

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