

Dún Laoghaire-Rathdown County Council

Municipal Services Department



Standards for Cycle Parking and associated Cycling Facilities for New Developments



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1.0 Introduction

Cycling is becoming increasingly recognised for the contribution it can make as a sustainable and healthy form of transport for work, education and leisure trips within and around towns and cities. To support this, Dún Laoghaire-Rathdown County Council has been putting considerable effort into providing measures that make the choice to cycle a more convenient one. Currently about 1 in 20 residents in the County cycle to education or work so having somewhere convenient and secure to park or store their bike is an important issue at their destination.

Provision of cycle parking and its' security are essential for supporting the development of cycling as a practical transport choice. A lack of appropriate cycle parking facilities is often cited as a barrier to cycling and cycle ownership and could be a constraint on the future growth of cycling. High quality secure cycle parking at all origins and destinations is a key element of any strategy aimed at encouraging cycling and it is just as important as other forms of infrastructure. Successful cycle parking does not result simply from the provision of cycle stands; it should be complemented by a range of measures, including effective cycle welfare facilities and be a key consideration in workplace or residential Travel Plans.

The purpose of this document is to update existing guidance on the provision of cycle parking at new developments (residential, workplace) and in the public realm. However, it may also be used by existing developments to retrofit facilities to encourage cycling as a cycling culture develops within the County. It also gives details of the preferred type of cycle parking stands and layouts together with details of the standards for the levels of cycle parking to be sought from new developments.

It should be read in conjunction with the County Development Plan 2016-2022, the County Cycle Policy (www.dlrcoco.ie) and the National Cycle Manual (www.cyclemanual.ie). These standards were adopted by the Council by resolution of the Elected Members on July 3, 2017. Readers are advised that the cycle parking standards in this document are subject to regular review and revision. It is the responsibility of the user to ensure that the most up to date version is consulted.

2.0 General Principles

Cycle parking needs to be a key consideration when planning a new development. Through the planning process, high quality cycle parking should be regarded as an integral part of a scheme, an essential part of the attraction of a development and never just an add-on to meet minimum policy requirements. The cycle parking provided must be capable of being used by all members of the community at all life stages and abilities.

The following are some general principles to be followed:

- **Location:** Cycle parking should be convenient, accessible and be sited as close as possible to the principal destination (including entry and exit doors, lifts etc), with visitor parking no further than 25m from main entry points. Cycle

- parking should always be as near to or closer to the destination than the nearest non-disabled car parking space.
- **On larger sites:** Cycle parking should be distributed throughout the site rather than concentrated in one area – this also applies to visitor/customer bicycle parking as well as staff bicycle parking. Cycle stands should be located in secure private or indoor spaces or in visible, well-lit places that have high levels of natural surveillance.
 - **Gradients general:** The gradients of development roads and access routes within development sites should be in accordance with the *National Cycle Manual*. Cycle stands should not be sited sideways on sloping ground greater than 2 degrees.
 - **Gradients at ramps:** Any access ramps used by cyclists should not exceed 7% with radiused transitions at the top and bottom of the slope. This may result in separate access arrangements for cyclists. In all other respects, gradients should be in accordance with the National Cycle Manual.
 - **Cycle parking within basement or multi storey car parks:** These shall be located at the most accessible level to minimise the extent that cyclists have to pass through such areas including ramps between levels. Generally this means that cycle stands should be located on the ground floor and have designated entry and exit points.
 - **Ramps shared with motor vehicles:** Access ramps shared with motor vehicles should include a separate lane clearly marked for the use of cyclists 1.75m wide. In all cases, accesses to parking within a building should be well lit and motorists warned of the likely presence of cyclists by means of suitable warning signs and markings.
 - **Access:** Routes to cycle parking should be of a high standard and not sited where personal safety will be perceived as being compromised. Private accesses between and behind buildings should be at least 1.5m, preferably 2.0m, wide between walls/fences. A reduced width of 1.2m is acceptable over short distances, i.e. less than 10m.
 - **Steps:** Steps should not be used for access by cyclists. Where this is unavoidable they should be provided with wheel channels on the steps that allow cyclists to pass each other. The needs of pedestrians also using the steps should be considered during the design stage. Cyclists should not be expected to use escalators but 'moving sidewalks' may be employed subject to agreement with the planning authority.
 - **Headroom:** A minimum of 2.4m headroom should be provided wherever cyclists can be expected to be riding their bicycles - this includes access to and from cycle parking areas in multi storey or underground car parks.
 - **Compounds:** Lockable compounds should be employed whenever possible for long term bicycle parking - with smart card or proximity key control preferred. In the event that key pads are used they should be the subject of a management regime that regularly changes the combinations and effectively informs users. No aperture in the compound should be large enough for a bicycle to be passed through it. Sheffield cycle stands shall also be provided within the compounds for added security.
 - **Bicycle lockers:** Lockers that can accommodate a wide range of bicycle types can provide a range of solutions, e.g. where only a small number of bicycles are to be parked. However, they must be the subject of effective management

regimes that cover their allocation, issuing of keys (again, smart card or proximity key control is preferred) and monitoring of use etc.

- **Doors:** Doors used by cyclists accompanied by their bicycle should be at least 1.2m wide, preferably operated electronically by automatic detection or with the push button 3m from the door.
- **Lifts:** Lifts are not recommended as primary access for cyclists since they are rarely large enough to permit an uninterrupted exit/entry for large numbers of cyclists at peak times. Where provided they should be capable of carrying a minimum of two cyclists accompanied by their bicycles but with cognisance to be taken of likely demand. This should also allow non-cyclists e.g. parents accompanied by a pushchair and at least one other child, to share the lift with a cyclist and bicycle. Where cycle lifts are proposed, alternative access/egress shall be provided in the event of lift failure or downtime during routine maintenance and/or built-in capacity created (i.e. 2 or more lifts).
- **Signage:** Cycle track signage should be provided to help people to find the cycle parking. This encourages cyclists to park in designated areas and discourages fly parking to railings, posts etc
- **Lighting:** Cycle parking should be well lit to allow access and locking of bikes and not be obstructed by landscaping or planting.
- **Natural /Passive surveillance:** Cycle parking, including visitor/customer parking, should be sited where it is overlooked or by passers-by or being overlooked by adjacent buildings.
- **CCTV:** Site CCTV systems should include cycle parking in their coverage to ensure both cycle and personal security.
- **Public realm:** The choice of cycle parking stands should be attractive and reflect the surroundings whilst remaining fit for purpose and situated close to their destinations.

Cycle parking in the public or private realm must not:

- **Be hidden away** behind buildings or tucked away in the corner of a car park as this discourages use and allows thieves to work out of view.
- **Block visibility** for other road users, especially at junctions and crossings.
- **Block footpaths** or pedestrian desire lines or cause a trip hazard. A minimum pedestrian clearance of 2.0m is required at all times.
- **Create problems for people with disabilities** especially those who are blind or partially sighted. A distinct colour difference should be created between cycle stands and the surrounding paving, e.g. brushed stainless steel finishes should not be used in conjunction with light coloured paving (e.g. grey granite or concrete).
- **Prevent access** for servicing of shops or other premises.
- **Block emergency exits** especially along routes to public transport interchanges.
- **Obstruct car doors opening** when adjacent to on-street parking areas provided for motorists.
- **Put cyclists at risk** of being struck by passing traffic when they bend to attach/remove their locks.
- **Hinder access to street furniture** such as traffic signal controllers, street lighting columns etc or block access to underground utilities or structures.

3.0 Preferred Cycle Parking Stands and Layouts

The preferred type of cycle parking stand is commonly known as the 'Sheffield' stand. This is usually made of a single metal tube bent to form a stand which will support a bicycle and permit locking of both the frame and front and rear wheels to the stand with stands to be set in concrete (preferred) or bolted as shown in Figure 3.1. They can also be provided as a 'toaster rack' where a number of Sheffield stands on a steel base can easily be bolted down.

This type of stand also has the advantage (dependent upon spacing) of being able to park one bicycle on either side. The stand must facilitate the use of 'D' locks and conventional cables, provide support for the whole bicycle and allow both the frame and at least one wheel to be secured. Cycle stands must be able to withstand general vandalism including kicking, without failure of the structure. Exposed fixings should be tamper resistant and the metal should be of sufficient quality to resist cutting with manual bolt cutters.

Stacked cycle parking is not recommended as many cyclists find such facilities difficult to use. Also, low cycle racks, where bikes are locked by the wheel, are not recommended due to possible damage to the wheel.

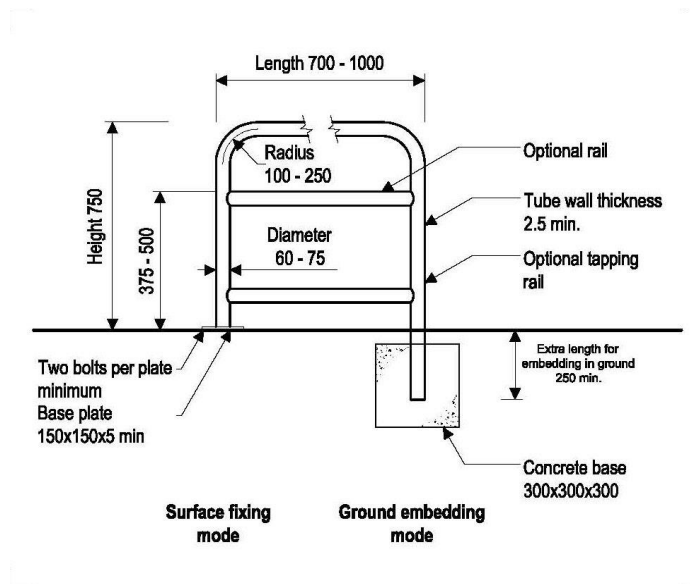


Figure 3.1 Sheffield Cycle Stand Details

Cycle stands shall mainly be Grade 316 Stainless Steel. They shall be robust and resistant to corrosion and should be placed at least 1.0m apart to provide ready access for all users and types of bicycle. When two bicycles are parked in this way they will overlap each other. The resulting footprint of the parked bicycles may be considered to be 2.0m x 1.0m. This dimension is useful for determining the amount of space needed to park a number of bicycles. The main layout dimensions are set out in Table 3.1 and Figures 3.2 and 3.3. All measurements to centre line at the middle of the cycle stand – stands with outside diameter tube thickness ≥ 100 mm should be sited further apart.

The additional optional rails shown in Figure 3.1 serve two functions: the higher one allows for a greater range of frame sizes and types of bicycle and the lower one enables an empty cycle stand to be more readily identified by visually impaired pedestrians who use tapping canes.

Cycle stands are available in a range of colours but if there is any danger of them merging into the background, e.g. light colours/finishes that do not stand out from the surfacing materials; these should have bands of contrasting colours fitted to make them easily identified by partially sighted people.

Table 3.1 Typical Cycle parking Layout Dimensions			
	Preferred (mm)	Min mm	Comments (see notes below)
Distances to other cycle stands:			
- Parallel	1200	1000	Placing stands too close together will make inserting bikes ⁴ difficult at busy times and will reduce capacity instead of increasing it
- Parallel but 45° to kerb line/wall	1500	-	
- Adjacent stand (in line)	2500	2000	Reducing aisle width to increase capacity will create difficult user conditions that deter use
- To create aisle	4000	3500	
Cycle Stands parallel to:			
Wall or boundary			bicycles should not obstruct footpaths
- Parking both sides	900	600	
- On one side only	300	-	
- Footpath in between	2250	1750	
Kerb/carriageway edge (distance from kerb face)	900		May be reduced to 600 where parking takes place only on footway side (unlikely)
Cycle Stands at right angles to:			
Wall or boundary			Placing the stand too close to a wall may prevent it from providing adequate for the bicycle
- In front of stand	1000	-	
Kerb/carriageway edge	1500	-	Allows small margin for non-centralised parking of bikes against stand
Cycle Stands at 45° to:			
Kerb/carriageway edge	1250	-	Allows small margin for non-centralised parking of bikes against stand

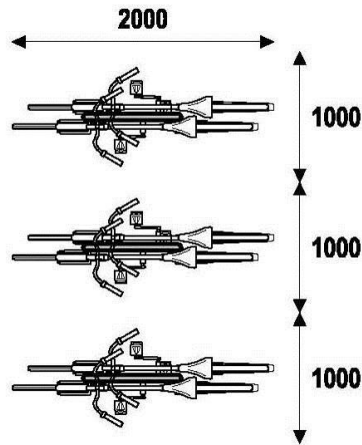


Figure 3.2 Minimum cycle parking footprint

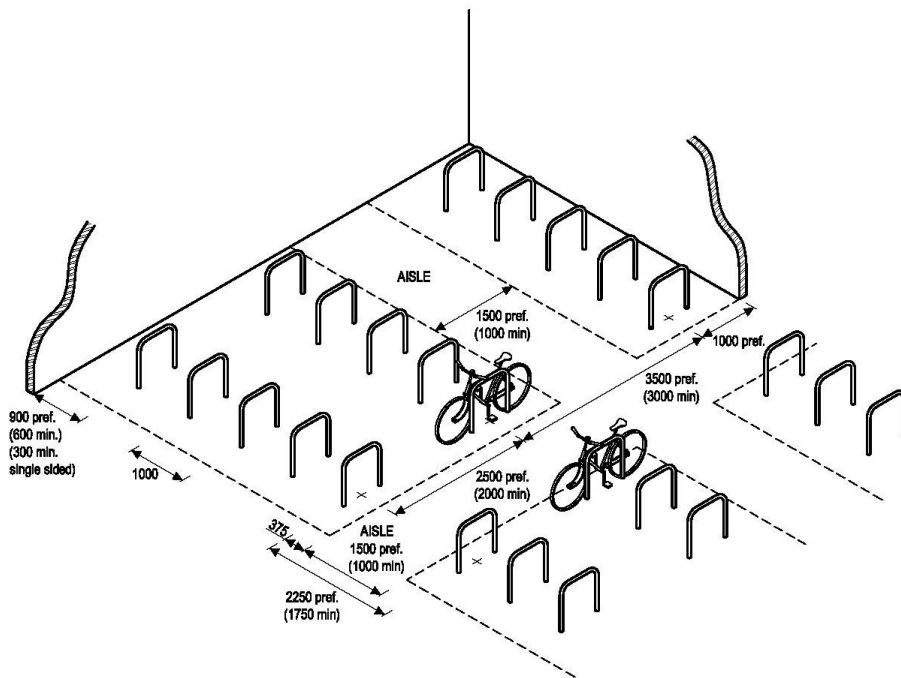


Figure 3.3 Indicative cycle parking layout

A larger footprint is required for cargo bike parking. Cargo bikes are generally wider than a typical bike as they contain a cargo/passenger at the front of the bicycle and are longer. Some bikes can be up to 0.9m wide and 2.5m in length. Thus a footprint of about 3.5m x 2.0m wide is required for cargo bikes in addition to the 2.0m pedestrian clearance width outside the bikes, as appropriate.

4.0 Standards for Cycle Parking and Cycle Facilities for new Development

This section outlines the minimum standards for cycle parking and cycling facilities for various land uses in Dún Laoghaire-Rathdown County Council. A change from these standards (up or down) may be considered by the Planning Authority if the developer can provide, to the satisfaction of the Authority, a specific rationale for an individual or mixed use development to justify such changes on a case by case basis. Should the demographics subsequently change, then further cycle parking should be provided on a phased basis. In applying the standards, provision should be made for future demand (estimated at about 20%) and thus a higher provision than the minimum standards may be required.

In the tables below, the following definitions should be noted;

- Short Stay: These are designed for ease of use by the general public and visitors to a development. Such cycle parking spaces should be located in highly visible areas with good passive surveillance, which are easy to access and well lit. They should be situated no further than 25m from main entry points.
- Long Stay: These are to be designed for private use by residents and employees. Such cycle parking spaces should be located in a secure area that is easy to access, well lit and covered. They should be situated within 50m of the destination.

4.1 Standards for Residential Land Use

In the past, there has been an under-provision of secure cycle parking in residential units around the County and an over-supply of car parking due to the application of minimum car parking standards leading to cycle parking and cycle storage issues within the confines of residential areas. The quality and quantity of cycle parking provision in apartments and housing developments should encourage residents to adopt cycling as the preferred mode of travel for short trips. This will only happen if access to cycle parking is as least as convenient as access to car parking.

Cycle parking should always be placed as close as possible to the main entry/exit points. Cycle parking should not be sited where it will obstruct passing pedestrians or vehicles and be sited, if possible, away from the pedestrian desire line, e.g. between other pieces of street furniture. Visitor parking should be easy to find and located next to all main entrances. Short term parking for visitors should be covered and cognisance should be taken of the Councils' 'Taking in Charge' policy when locating short term cycle parking.

Table 4.1 outlines the minimum standards (sum of both short-stay and long-stay) of cycle parking provision will be sought for residential developments within Dún Laoghaire- Rathdown County Council.

Table 4.1 Cycle parking for residential development		
Residential Development type	1 short stay (visitor) parking space per: (minimum of 2 spaces)	1 long stay parking space per: (minimum of 2 spaces)
Apartments, Flats, Sheltered housing	5 units	1 unit
Houses - 2 bed dwelling	5 units	1 unit
Houses - 3+ bed dwelling	5 units	1 units
Sheltered housing	5 units	1 unit
Student Accommodation	5 bedroom	2 bedrooms

The following should be noted when providing cycle parking for residential areas:

- **Private houses:** Cycle parking should preferably be provided within the footprint of the dwelling but should not require the bicycle to be brought through the house. Where no private or communal garage is provided, bicycles should be stored in private garages, a shed in the garden or secure communal cycle parking compounds. Wall bars or rings are acceptable at the front of a house for short term parking.
- **Private garages:** Garages used to store bicycles must be large enough to enable them to be removed without first taking out any car(s) parked within them and designers will be required to demonstrate how this will be achieved
- **Garden Sheds used for cycle parking:** Where cycle parking cannot be achieved within the footprint of the dwelling or a garage, secure sheds must be provided within the garden of each dwelling or consideration given to the provision of a secure communal compound. Sheds must be of tongue and grooved construction at least 18mm thick with doors fitted with 5 lever mortice locks or similar. Walls and floors must be strong enough to resist attack and strong enough to permit the use of internal tamper-proof fixings to lock bicycles within them.
- **Apartments and office buildings:** Bicycle parking should not be provided within individual apartments, offices, stairwells or balconies. Secure, covered communal parking should be provided at ground floor level as close as possible to the main entrances. Small apartment blocks may be best served by the provision of secure cages assigned to individual dwellings within a communal area at ground level or the provision of store rooms/lockers close to entrances with internal and external accesses.
- **Communal parking:** Where cycle parking cannot be provided within the footprint of the dwelling, secure common communal cycle parking containing Sheffield stands must be provided.

4.2 Standards for Non Residential Land Use

Maximum car parking standards have been set in the current County Development Plan for various land uses. The cycle parking standards set in Table 4.2 are the minimum provisions (sum of both short-stay and long-stay and a higher quantum may be required to meet national sustainable travel targets as per 'Smarter Travel' or higher targets associated with a Travel Plan for a development.

Table 4.2 Cycle parking for non-residential development		
Development type	1 short stay (visitor) parking space per: (minimum of 2 spaces)	1 long stay parking space per: (minimum of 2 spaces)
Auditorium, Theatre, Cinema	10 seats	5 Staff
Amusement Centre, Entertainment	10 visitors	5 Staff
Bank, Building Societies, Estate Agents, Betting Shop	100m ² GFA	5 staff
Bars, Lounges, Function Rooms, Dance Hall, Private Dance, Clubs, Discotheques, Night-club	100m ² PFA	5 staff
Bowling Alley	lane	lane
Fast foods	50m ² PFA	50m ² PFA
Cafes, Restaurants,	100m ² PFA	5 staff
Childcare Services	10 children	5 staff
Church, Places of Public Worship	20 seats	5 Staff
College of Higher Education, University	5 students	5 staff
Conference facility	20 seats	5 Staff
Driving Ranges (Golf)	9m of base line	5 staff
Funeral Home	2 spaces per parlour	2 spaces per parlour
Garden Centre	200m ² GFA	5 staff

Table 4.2 Cycle parking for non-residential development		
Development type	1 short stay (visitor) parking space per: (minimum of 2 spaces)	1 long stay parking space per: (minimum of 2 spaces)
Golf or Pitch and Putt Courses	1 per hole	5 staff
General Warehousing, Storage Centre	1000m ² GFA	500m ² GFA
Health Clinics and Group Medical Practices – doctor, dentist, vet, consultant	2 consulting rooms	5 Staff
Holiday Caravan Park, Camping, Self Catering Accommodation	5 units	5 Staff
Hospital	10 beds	5 staff
Hostel Accommodation, Guest House	10 beds	5 staff
Hotel, Motel,	10 beds	5 staff
Institutions, Community Centres, Library, Museum, Art Gallery	100m ² GFA	5 staff
Manufacturing / Light Industry	200m ² GFA	200m ² GFA
Marinas	Each berth	Each berth
Nursing Home, Elderly Persons Home, Children's Home	10 residents	5 staff
Offices - Business, Professional	200m ² GFA	200m ² GFA
Primary Schools	5 Students	5 staff
Post-Primary Schools	5 Students	5 staff
Residential Mobile Home	5 units	5 Staff

Table 4.2 Cycle parking for non-residential development		
Development type	1 short stay (visitor) parking space per: (minimum of 2 spaces)	1 long stay parking space per: (minimum of 2 spaces)
Park		
Retail – Food (supermarkets)	100m ² GFA	5 staff
Retail - Comparison	100m ² GFA	5 staff
Retail - Shopping Centres and Stores	100m ² GFA	5 staff
Retail Warehousing in Industrial Areas, General Industrial,	500m ² GFA	200m ² GFA
Riding Centre, Equestrian Use.	200m ² GFA	5 staff
Science and Technology Based	200m ² GFA	200m ² GFA
Retail Showrooms	500m ² GFA	200m ² GFA
Sports Club/Recreation Centre/ Gymnasium	100m ² GFA	5 staff
Sports Grounds, Courts	12 per ha. Pitch area / 4 per court	5 staff
Stadia	20 seats	5 staff
Vehicle Service Station	0.5 parking space	5 staff
Swimming Pool	10m ² pool area and 5 fixed seats	5 staff
Other uses not in table	Car space	Car space
Notes: GFA = Gross floor area; PFA = Public Floor Area;		

As part of the cycle parking quantum for various land uses in Table 4.2, consideration should be given to providing some short terms cycle parking for Cargo Bikes or Tricycles, for developments where there may be a demand such as retail.

4.3 Standards for Public Uses

Secure cycle parking facilities should be provided at new and upgraded public transport Interchanges, multi storey car parks and public buildings in line with the requirements set out in Table 4.3.

Table 4.3 Cycle parking for public uses	
Development type	parking spaces (minimum of 10 spaces in each case)
Multi Storey Car park	10% of car parking spaces
Public Buildings	5% of number of visitors per day
Train Stations	5 per number of trains at 2-hour peak period
Park and Ride	20% of car parking or as agreed
Bus Interchanges	1 per 50 passengers peak flow

4.4 Cycling Facilities requirements

4.4.1 Showers and Lockers requirements

Showers and lockers should be provided in all places of employment for employees that wish to cycle, walk or travel to the site by other means of active transport. The shower facilities need to be provided so that they can be easily accessed by people arriving without disturbing other staff members or students. The showers should also be located conveniently to the bicycle parking.

The lockers should be located close to the showers and should be positioned in locations that can be accessed without blocking through routes. Lockers should be of a suitable size to allow storage of biking equipment such as a helmet, shoes and a change of clothes.

It would be desirable for all employees to have access to a drying room or clothes rack which would allow for people to hang up and dry their clothes, shoes, jackets, gloves and helmets before travelling home at the end of the day. This could be in the form of a designated well ventilated room/closest, which can only be accessed by specific staff.

The following standards of cycling facilities will be sought for non-residential developments

- 1 shower per workplaces over 100 m² (approximately 5 employees)
- A minimum of 2 showers for workplaces over 500m² (approximately 25 employees)
- 1 shower per 1000m² thereafter

- Lockers for the storage of clothing and equipment in addition to that provided for staff personal effects etc should be provided for 20% of all staff members (not whole time employees).

4.4.2 Covered Bicycle Parking

Sheltered (covered) cycle parking can provide a higher quality of short term parking. Cycle shelters offer weather protection and can help protect bicycles from accidental damage by providing greater separation from a sidewalk or parking area. Installing cycle parking underneath awnings, overhangs or stairways can also provide good shelter and may avoid extra construction costs. An enclosed structure provides the best shelter however a simple covering will still help to protect bicycles and cyclists from rain and snow. A minimum of 50% of short-term cycle parking and all long term cycle parking should be covered. Individual bike lockers can also be provided to provide safe cycle parking.

4.5 Public Realm Cycle parking

Where there is no space or opportunity for off-street cycle parking in a village or town centre, then the provision of on-street cycle parking on public space or in existing car parking spaces may be appropriate. In such cases, the cycle parking should be provided in accordance with the requirements of these guidelines in terms of type and layouts. A minimum pedestrian footway clearance width of 2.0m should remain around all the cycle parking at all times. Issues such as maintaining access to underground utilities and not interfering with loading requirements should be considered when designing on-street locations. Where sufficient public space exists (see Section 3.0), provision should also be made for cargo bike or tricycle parking in the public realm.

5.0 Financial contribution for Cycle Parking

Where cycle parking cannot be conveniently incorporated within the development, the developer will be required to pay a financial contribution of €500 per cycle parking stand in line with Section 8.2.4.7 of the County Development Plan. This financial contribution is required to provide alternative on-street cycle parking provision in the vicinity of the development.

6.0 Supporting measure and incentives for Cycling

Measures to support and encourage cycling in a development that may be included within Travel Plans include the following (not exhaustive list):

- 🚲 Secure, covered cycle parking (see 4.4.2)
- 🚲 Signing to cycle parking facilities as necessary
- 🚲 Joining/information packs and travel notice boards should be provided for employees, including route maps and other relevant information e.g. route information, buying a bicycle, bike shop details, clothing, lights and safety equipment, most appropriate lock types etc

- 🚲 E-zines keeping staff up to date on travel planning developments including cycling issues
- 🚲 Adopting the '*Cycle to work scheme*' cycle purchase scheme
- 🚲 Bicycle user group (BUG) and Cycle clubs (outside of working hours)
- 🚲 Repair kit (for minor repairs and managed by BUG members) and pump
- 🚲 Showers and lockers (as outlined above) and changing facilities including towels, ironing facilities, hair dryers etc
- 🚲 Drying facilities (cabinets or drying rooms)
- 🚲 Reward schemes e.g. Bike Miles (reward scheme which provides financial rewards linked to local bike shop – employer meets tax requirements etc.)
- 🚲 Bike mileage paid for bicycles used on business trips in place of a car
- 🚲 Cycle training for employees
- 🚲 Guaranteed ride home (lift provided in the event of a domestic emergency of un-repairable failure of bicycle – experience suggests this is very rarely called upon)
- 🚲 Visiting 'Bike Doctor' sessions (on-site bicycle repairs)
- 🚲 Promotional events such as bikers breakfast during National Bike Week
- 🚲 Access information for visitors, including cycle parking details, on web site
- 🚲 Details of cycle linkages to public transport
- 🚲 Convenient, high quality, lit, secure access routes to site
- 🚲 Pool bicycles/Fleet Bikes for staff
- 🚲 Abandoned bike policy
- 🚲 Maintenance, monitoring and review programme.

As part of a Travel Plan, cycle parking should be the subject of a funded maintenance regime that ensures the cycle parking area is kept clean, free of graffiti, well-lit and that the parking equipment is properly maintained. Advice on the use of cycle parking should be provided to owners and tenants.