

**Dún Laoghaire-Rathdown County Council
Municipal Services Department**



**Standards for Cycle Parking and associated
Cycling Facilities for New Developments**

Draft for Public Consultation

**Report to the Transportation
& County Wide Movement SPC**

December 2016

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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 our towns and cities. To support this, Dún Laoghaire Rathdown has been putting considerable effort into providing measures that make the choice to cycle a more convenient one. Currently over 1 in 20 residents in the County cycle to education or work so having somewhere convenient and secure to park or store their cycles 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 use, 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 facilities and 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). Readers are advised that the cycle parking standards in Chapter 4 of 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 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
- **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.
- **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 the cycle stands should be location on the ground floor and have designated entry and exit points.
- **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 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 within multi storey or underground car parks
- **Bicycle Shelters:** Medium term (up to 3hrs) and long-term (working day or overnight) cycle parking should be covered
- **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. Cycle stands shall still be used within compounds
- **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 will 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)
- **Lighting:** Cycle parking should be well lit and not obstructed by landscaping or planting
- **Access:** Routes to cycle parking should be of a high standard and not sited where personal safety will be perceived as compromised. Private accesses between and behind buildings should be at least 1.5m, preferably 2m, wide between walls/fences. A reduced width of 1.2m is acceptable over short distances, i.e. less than 10 m.
- **Natural /Passive surveillance:** Cycle parking, including visitor/customer parking, should be sited where it is overlooked either by adjacent buildings or by passers-by
- **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:

- **Block visibility** for other road users, especially at junctions and crossings
- **Block footpaths** or pedestrian desire lines with a minimum clearance of 2.0m where possible and cause a trip hazard.
- **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. This type of stand also has the advantage (dependent upon spacing) of being able to park one bicycle on either side and uses the minimum amount of raw materials. They can also be provided as a 'toaster rack' where a number of stands on a steel base can easily be bolted down. Stacked cycle parking is not recommended as many cyclists find them difficult to use. Also, low cycle racks, where bikes are locked by the wheel, are not recommended due to possible damage to the wheel.

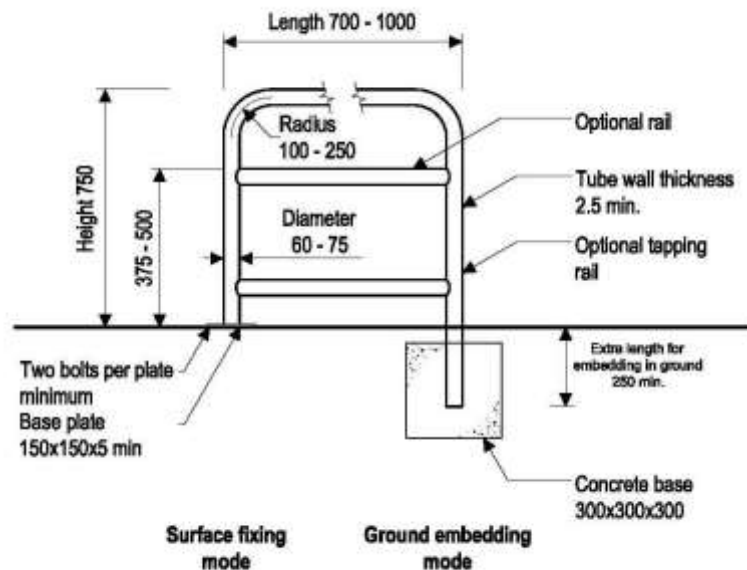


Figure 3.1 Sheffield Stand details

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 2m x 1m. This dimension is useful for determining the amount of space needed to park a number of bicycles. Other useful dimensions are set out below. All measurements to centre line at the middle of the stand – stands with outside diameter tube thickness \geq 100mm should be sited further apart

The additional rails 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 stand to be more readily identified by visually impaired pedestrians who use tapping canes.

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			
	Pre (mm)	Min (mm)	Comments (see notes below)
Distances to other 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	
Stands parallel to:			
Wall or boundary			
- Parking both sides	900	-	600 minimum
- On one side only	300	-	
- Footpath in between	2250	1750	Parked bicycles should not obstruct footpaths
Kerb/carriageway edge (distance from kerb face)	900		May be reduced to 600 where parking takes place only on footway side (unlikely)
Stands at right angles to:			
Wall or boundary			
- In front of stand	1000	-	Placing the stand too close to a wall may prevent it from providing adequate for the bicycle
Kerb/carriageway edge	1500	-	Allows small margin for non-centralised parking of bikes against stand
Stands at 45° to:			
Kerb/carriageway edge	1250	-	Ditto

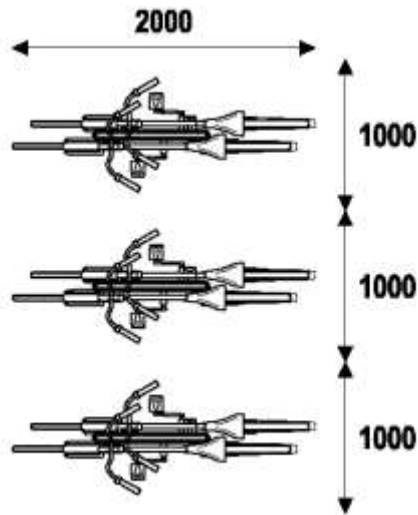


Figure 3.2 Minimum cycle parking footprint

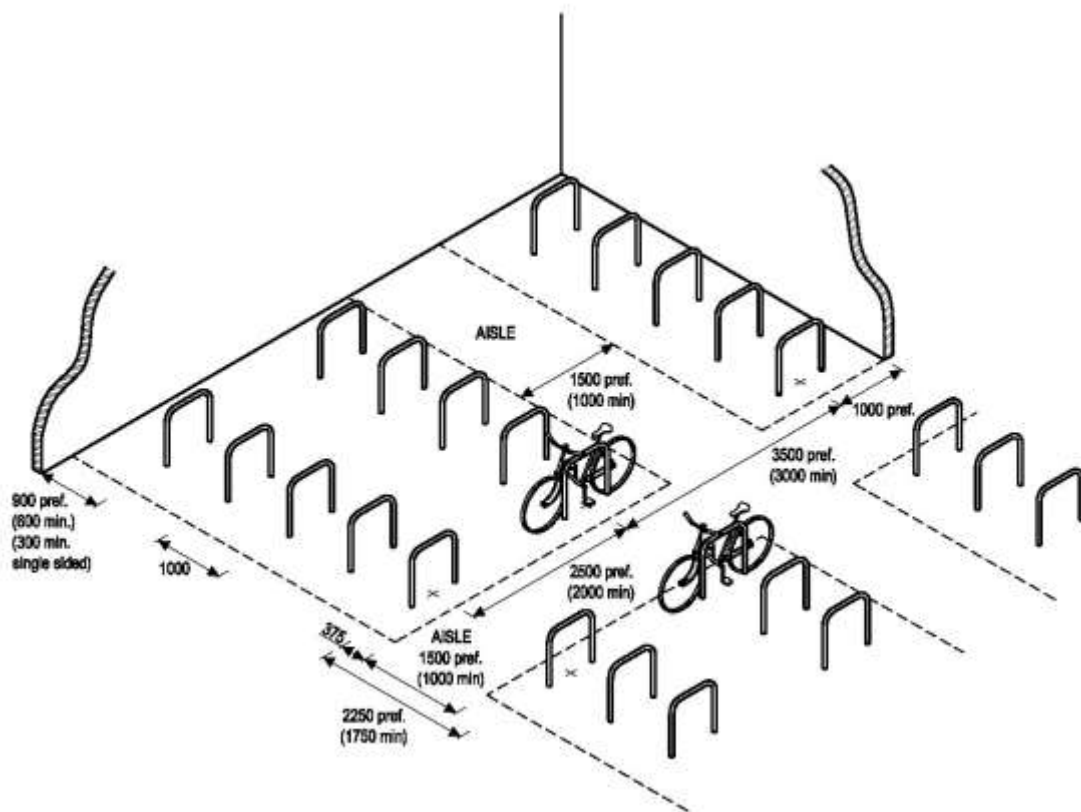


Figure 3.3 Indicative cycle parking layout

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. 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 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 use by the general public and visitors to a development. Such spaces should be located in highly visible areas with good passive surveillance, which are easy to access and in good lighting. 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 spaces should be located in a secure area that is easy to access, well lit and covered. They should be situated within 50m from 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 bicycles 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 for short trips. This will only happen if access to cycle storage 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. It should be set out of 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.

The following minimum standards (sum of both short-stay and long-stay) of cycle parking provision will be sought for residential developments within Dún Laoghaire-Rathdown with the revised standard shown in blue text and the existing shown in black text. In some cases, no changes are proposed.

Residential Development type	1 short stay (visitor) parking space per: (minimum of 2 spaces in each case)	1 long stay parking space per: (minimum of 2 spaces in each case)
Apartments, Flats, Sheltered housing	5 units same	1 unit same
Houses - 2 bed dwelling	5 units same	1 unit same
Houses - 3+ bed dwelling	5 units same	1 units same
Sheltered housing	TBA 5 units	450m ² 1 unit
Student Accommodation	5 students 5 bedroom	2 students 2 bedrooms

The follow 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 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 it 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 secure communal compounds. 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 stout 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 access.

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 the following tables are the minimum provisions and a higher quantum may be required to meet sustainable travel targets as per with Smarter Travel or targets associated with a Travel Plan for a development.

The following minimum standards (sum of both short-stay and long-stay) of cycle parking provision will be sought for non-residential developments within Dún Laoghaire- Rathdown with the revised standard shown in blue text and the existing shown in black text. In some cases, no changes are proposed.

Development type	1 short stay (visitor) parking space per: (minimum of 2 spaces in each case)	1 long stay parking space per: (minimum of 2 spaces in each case)
Auditorium, Theatre, Cinema	50 seats 10 seats	20 staff for staff 5 Staff
Amusement Centre, Entertainment	TBA	TBA
Bank, Building Societies, Estate Agents, Betting Shop	100m2 GFA	5 staff
Bars, Lounges, Function Rooms, Dance Hall, Private Dance, Clubs, Discotheques, Night-club	100m2 PFA 100m2 PFA	100m2 PFA 5 staff
Bowling Alley	lane	lane
Fast foods	50m2 PFA	50m2 PFA
Cafes, Restaurants,	20 seats 100m2 PFA	10 staff 5 staff
Childcare Services	10 children	5 staff
Church, Places of Public Worship	20 seats	
College of Higher Education, University	8 students 5 students	8 staff 5 staff

Development type	1 short stay (visitor) parking space per: (minimum of 2 spaces in each case)	1 long stay parking space per: (minimum of 2 spaces in each case)
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	200m2 GFA	5 staff
Golf or Pitch and Putt Courses	1 per hole	5 staff
General Warehousing, Storage Centre	1000m2 GFA	500m2 GFA
Health Clinics and Group Medical Practices – doctor, dentist, vet, consultant	5 visitors 2 consulting rooms	5 staff 5 Staff
Holiday Caravan Park, Camping, Self Catering Accommodation	5 units	5 Staff
Hospital	TBA 10 beds	5 staff 5 staff
Hostel Accommodation, Guest House	10 beds	5 staff
Hotel, Motel,	TBA 10 beds	10 staff 5 staff
Institutions, Community Centres, Library, Museum, Art Gallery	10 visitors 100m2 GFA	10 staff 5 staff
Manufacturing / Light Industry	500m2 GFA 200m2 GFA	250m2 GFA 200m2 GFA
Marinas	Each berth	Each berth

Development type	1 short stay (visitor) parking space per: (minimum of 2 spaces in each case)	1 long stay parking space per: (minimum of 2 spaces in each case)
Multi Story Car park	10% car parking spaces	
Nursing Home, Elderly Persons Home, Children's Home	TBA 10 residents	3 staff 5 staff
Offices - Business, Professional	500m2 GFA 200m2 GFA	250m2 GFA 200m2 GFA
Primary Schools	10 students 5 Students	10 staff 5 staff
Post-Primary Schools	10 students 5 Students	10 staff 5 staff
Residential Mobile Home Park	5 units	5 Staff
Retail – Food (supermarkets)	Out of town 125m2 GFA Town 700m2 GFA 100m2 GFA	Out of town 125m2 GFA Town 350m2 GFA 5 staff
Retail - Comparison	100m2 GFA	5 staff
Retail - Shopping Centres and Stores	Out of town 300m2 GFA Town 1000m2 GFA 100m2 GFA	Out of town 300m2 GFA Town 500m2 GFA 5 staff
Retail Warehousing in Industrial Areas, General Industrial,	1000m2 GFA 500m2 GFA	500m2 GFA 200m2 GFA
Riding Centre, Equestrian Use.	TBA	TBA
Science and Technology Based,	500m2 GFA 200m2 GFA	250m2 GFA 200m2 GFA

Development type	1 short stay (visitor) parking space per: (minimum of 2 spaces in each case)	1 long stay parking space per: (minimum of 2 spaces in each case)
Retail Showrooms	1000m² GFA 500m ² GFA	500m² GFA 200m ² GFA
Sports Club/Recreation Centre/ Gymnasium	20 peak period visitors 100m ² GFA	10 staff 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 use	car space	Car space
Notes: GFA = Gross floor area; PFA = Public Floor Area; TBA = to be agreed on a case by case basis		

4.3 Standards for Public Uses

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

Development type	parking spaces (minimum of 10 spaces in each case)
Multi Story Car park	10% of car parking spaces
Public Buildings	5%01-% 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

Showers and lockers should be provided in all places of employment for all 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 such a manner which 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 for cycling facilities of cycle parking provision will be sought for non-residential developments

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

4.5 Public Realm Cycle parking

Where there is no space or opportunity for off-street cycle parking in a village or town centre, then it may be the case that on-street provision is appropriate on public space or in existing car parking spaces. 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 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.

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 that may be included, as appropriate, within Travel Plans include as follows (not exhaustive list):

- 🚲 Secure, covered cycle parking
- 🚲 Signing to cycle parking facilities as necessary
- 🚲 Joining/information packs for employees, including route maps and other relevant information e.g. route information, buying a bicycle, bike shop details, clothing, lights and safety equipment etc
- 🚲 E-newspaper keeping staff up to date on developments of travel planning including cycling issues
- 🚲 Adopting the '*Cycle to work scheme*' cycle purchase scheme
- 🚲 Bicycle user group (BUG)
- 🚲 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
- 🚲 Maintenance, monitoring and review programme
- 🚲 Pool bicycles/Fleet Bikes for staff
- 🚲 Cycle clubs (outside of working hours)