

Take a Stand© Scheme

Terms, conditions, considerations and advice – please read before applying:

‘Take a Stand©’ is a scheme run by Life Cycle UK in various local authority regions which allows cycle parking to be provided to organisations who otherwise are unlikely to be able to provide such parking. This could be for small scale businesses or community groups and charities. In some areas it will be allocated purely for the enhancement of that region’s businesses. It usually cannot be offered to state funded organisations such as schools, fire stations, etc.

The number of local authorities participating in the scheme varies.

1. Eligibility for the scheme

1. The stands must be installed within the boundaries of a participating local authority
2. You should either be the owner of the land on which stands are installed, or have the permission of the owners.
3. Stands cannot be installed on the public highway/pavements
4. We cannot give you free stands where cycle parking should be provided as part of a planning application or planning obligation.
5. If you are in a listed building or in a conservation area, whilst planning permission is not always needed for cycle parking stands due to Permitted Development rights, if they are in a sensitive location (e.g. next to a listed building or area of outstanding natural beauty), you should make enquiries with your Local Authority to see if any additional permissions are required. It is the responsibility of the applicant to ensure that they comply with local planning regulations.

2. How the scheme works

We assess all applications as quickly as possible in order to either approve or reject them. If we approve them, we will arrange delivery, either by courier or ourselves for you to store safely.

In some Local Authority areas, we are also funded to organise the installation of the stands. If this is NOT the case in your area do not worry, installation is not difficult.

Guidelines are provided below.

3. Installation deadline

If we are not organising the installation, we require the applicant to install stands within 3 months of delivery.

If you have not installed them, you must either

- a. pay for them at as price of £100 per stand
- b. return them to us
- c. agree with us an alternative date for installation

Please note: we do not wish to penalise you - we want to work with you. It is far better that you contact us if you are having or anticipate difficulties installing stands.

4. Monitoring & Data Protection

Applicants are required to email a photograph of the installed stands to us as soon as installed as evidence of installation. We may wish to use such images as part of future marketing.

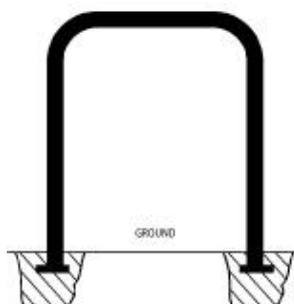
Life Cycle UK will share the organisation's contact details with the Local Authority / funder that provides the free stands, who may get in touch to offer other free sustainable travel services.

We also reserve the right to contact you to find out how the stands are being used and if they have led to an increase in cycling to and from your site. A survey to gather data is issued approximately 3 months after installation.

5. Which stands should you use?

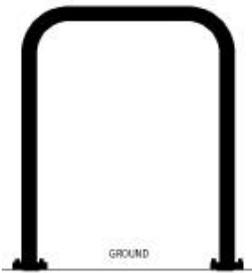
There are **two** basic types of stand. Both are straightforward to install and can be done by a competent person such as a building caretaker or local builder.

A. Sink-in



These stands are suitable for all surfaces including tarmac, block/brick paving, slabs, grass or other, similar surfaces. Two holes are dug and the posts of the stand are concreted into position. This is the most popular type of stand.

B. Bolt-down



These stands are only suitable for smooth, solid, flat **concrete** surfaces/'hardstanding'. You cannot bolt securely onto any other surface. The stands are fastened down using 12mm expansion bolts which are supplied with the stands.

6. Installation Considerations

When siting bicycle parking it is crucial that you allow enough space. If bicycles are rammed next to each other or if the stands are too close to a wall, the parking will be awkward to access and as a result is unlikely to be used.

Ensure that the stands are far enough away from walls and each other (see installation guidelines below) to allow a bicycle to be locked on both sides; Also ensure there is adequate room for the wheel to stick out of the end without hitting an obstruction.

Always ensure cycle parking is visible and preferable overlooked by windows etc. to make them less likely to be targeted by thieves.

You should consider the following factors:

- **Visibility:** Cyclists should easily spot short-term parking when they arrive from the street. A highly visible location discourages theft and vandalism. Avoid locations "off on the side", "around the corner" or in un-supervised parking structures or garages.
- **Access:** The parking area should be convenient to building entrances and street access, but away from normal pedestrian and motor traffic (see below). Avoid locations that require bicycles to travel over stairs.
- **Security:** Surveillance is essential to reduce theft and vandalism. For security, locate parking within view of passers-by, retail activity, or office windows. Better yet: officially assign building security, parking lot attendant or other personnel to watch for suspicious behaviour.
- **Lighting:** Bicycle parking areas should be well lit for ease of access, theft protection, personal security and accident prevention.
- **Weather Protection:** Whenever possible protect bicycle parking area from weather. We recommend that you use an existing overhang or covered walkway.

Alternatively, construct a canopy or roof -- either freestanding or attached to an existing building.

- **Avoid Conflict with Pedestrians:** Locate the stands so that parked bicycles don't block the pedestrian path / that could trip or injure cyclists or pedestrians.
- **Avoid Conflict with vehicles:** Separate bicycle parking and vehicle parking and roads areas with space and/or a physical barrier if at all possible. This prevents motor vehicles from damaging parked bicycles and keeps some thieves at a distance. Most professional bike thieves use vans or similar vehicles to hide their activities and make a get-away with their booty concealed. The closer bicycle parking is to car parking, alleys, roads, etc., the better the opportunity for a bike thief.

7. Listed buildings/Conservation areas

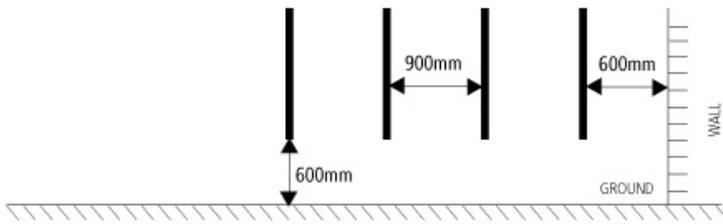
We have been advised that if yours is a listed building, or if your site is on a conservation area you may need consent from your council planning department, especially if the stands are to be installed on a surface which is listed i.e. a historic floor surface or if it is in full view of, or close to, a listed structure.

We advise you to clarify this before applying as whilst planning permission is not always needed, due to Permitted Development rights, you should see if any additional permissions are required. It is the responsibility of the applicant to ensure that they comply with local planning regulations and we may not be able to reserve funding whilst this is being obtained.

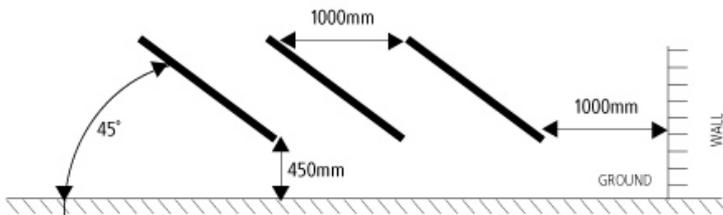
8. Installation Guidelines

Please follow these instructions to install your bike stands correctly. If you have any questions or need technical advice, please contact us.

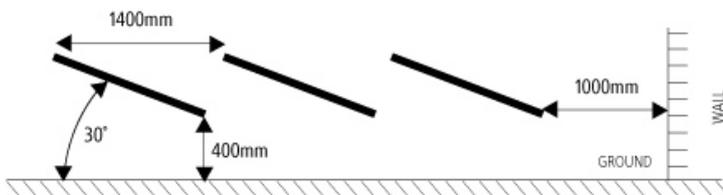
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ARRANGEMENT PARALLEL TO WALL (As viewed from above)

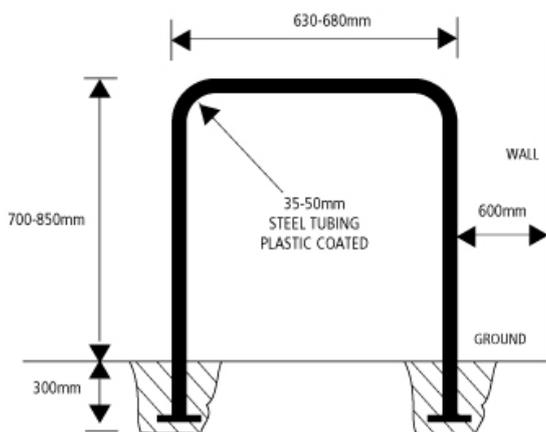


ARRANGEMENT AT 45° TO WALL (As viewed from above)



ARRANGEMENT AT 30° PARALLEL TO WALL (As viewed from above)

Installation Guidelines continued...



If you have the bolt-down type of cycle stand they need to be secured with 12mm expansion bolts. These will be supplied with the stands.