



## Cycle Rack Parking Grant Guidance

Lewes District Council Climate and Nature Strategy is committed to reduce greenhouse gas emissions and improve air quality. One area of action is supporting sustainable travel options like cycling.

Providing cycle parking at community locations can help access local areas and amenities by bike. Safe and accessible cycle racks are already installed by Lewes District Council in their own car parks, but the community require access at a variety of locations and carparks do not always meet the need of cyclists.

To help, the Council has funding for the community to install new cycle parking racks that can encourage cycling by members of the public.

To be considered for funding please complete and submit the Expression of Interest form in line with the eligibility and scope of the grant.

The deadline to submit the Expression of Interest form is **Monday 16<sup>th</sup> June 2025**.

If you are shortlisted be prepared to provide further information and supporting evidence as set in this guidance.

### About the grant?

- The grant is only to buy and install new cycle racks for community access, in new locations across the district.
- There is a maximum grant request up to £1000 per location but the grant can contribute to existing funds and must result in the installation of new cycle racks. Funding cannot be used for cycle racks that have already been installed or are already being funded.
- Only one cycle rack location can be submitted in any one application.
- There can be only one funding award per location. In exceptional circumstances, on a case-by-case basis, more than one site/location per organisation may be considered for grant award if there is already a spread across the district and

there is surplus funding available. If you are submitting multiple locations it would be helpful if you could indicate the order of priority.

- Applications must be made in the name of the organisation who has ongoing responsibility for the rack (this may or may not be the landowner). Applicants may be supported with the grant application, and this should be stated on the application form.
- Applications will not be accepted if the rack is located on the highway.
- Submissions from the Expression of Interest Form will be shortlisted and have 4 weeks to provide the supporting information outlined in this guidance.
- Successful funding applicants must install their cycle rack within 3 months of the grant award. If there are any concerns, these can be discussed with the Council contact.
- The applicant must take consideration of the technical guidance included, when designing the cycle rack installation. The suggested cycle racks are Sheffield Stands, but other stands can be considered on a case-by-case basis.

## Who can apply?

Organisations and non-profit organisations within the Lewes District Council administrative area. This includes voluntary, community groups and clubs; parish and town councils; social enterprises; CiCs; charities; and schools.

Check if you are in the Lewes District Council boundary: <https://www.gov.uk/find-local-council>

Your organisation will need to have a constitution (a formalised and agreed set of organisational rules) or governing document as well as a bank account with two unrelated signatories. If you need help to set up your organisation, seek advice from 3VA, your local voluntary action organisation, email [info@3va.org.uk](mailto:info@3va.org.uk)

## Preparing your cycle rack location

- Find out who owns the land and get their approval. Please be aware it is also useful to secure maintenance of the cycle rack after installation. The rack should be within the boundary of private land such as a surgery or a school.

- Please be aware some locations may need to be reviewed for planning permission. If shortlisted, we can help navigate the process if you have not already done so.
- Plan your proposed cycle parking with the appropriate cycle rack and layout taking account of the good practice guidance included. Identify who can install the cycle racks on site correctly and safely.
- Calculate costs, accurate within the last 3 months, for supply and installation of the cycle rack on site.
- Be aware of the evidence required if your expression of interest is shortlisted. There will be 4 weeks to gather and send to the Council.
- Be aware installations are expected within 3 months of the funding award.

If there are any concerns or clarification required, please contact [shadia.snelling@lewes-eastbourne.gov.uk](mailto:shadia.snelling@lewes-eastbourne.gov.uk)

## How to apply?

1. Complete the Expression of Interest Form attached taking consideration of this guidance. The deadline for submissions is **Monday 16<sup>th</sup> June 2025**.

- [Download the Expression of Interest Form word document](#),
- Complete and return to [shadia.snelling@lewes-eastbourne.gov.uk](mailto:shadia.snelling@lewes-eastbourne.gov.uk)

2. Those submissions shortlisted will be informed by email and have 4 weeks to provide the supporting evidence listed in the table below and complete the more detailed application.

The information will be used to assess award decision. Where needed applications will be taken forward to be assessed for planning permission, and proposals on public pavement, verges or roads to be assessed by East Sussex County Council. Please note, applications will not be accepted if the rack is on the highway.

If your application is shortlisted you will be asked to provide the following information **(do not submit this yet)**:

Topic	Evidence
Land ownership	Written agreement e.g. Email correspondence confirming the landowner and their agreement for installation of the cycle rack and the exact location. Agreement of who will be responsible for the installation, its liability and future maintenance.
Planning assessment	Photo of the site location before installation and image with what the racks might look like, A sketch plan of the cycle rack layout (Please refer to the template at the end of the guidance), Screenshot of location map (1:25,000) marking the proposed cycle stand location.
Existing planning assessment	If applicable, letter of planning approval from the planning authority.
Cycle rack	Specification and possibly weblink to chosen cycle rack.
Cost	Recent quote (within 3 months) from the intended provider, or website/email confirmation of costs from the product supplier and those who have agreed to install the cycle rack.
Organisational details	Charity number, if appropriate As a non-for-profit entity Constitution, set of rules or CIC34 report. Names of Management Committee (highlight the two un-related signatories responsible for the organisation accounts).

## Planning assessment

- Photo of the site location before installation and image of what it might look like,
- A sketch plan of the cycle rack layout, see template below, and
- Screenshot of location map (1:25,000) marking proposed cycle stand location.

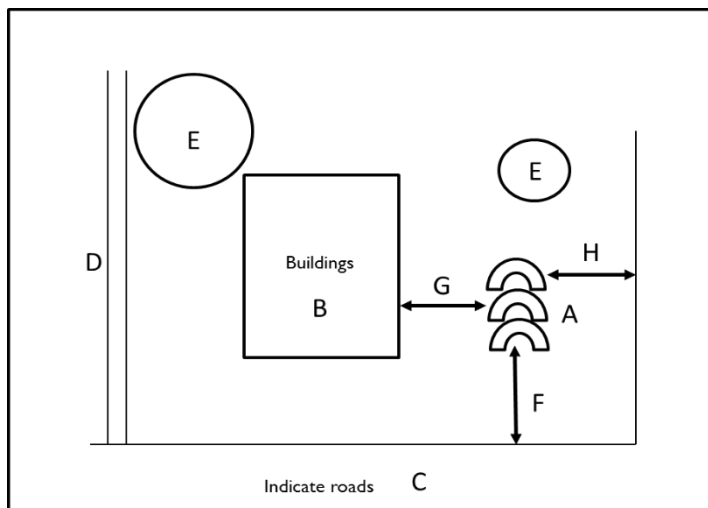
### Sketch plan showing site layout and location of proposed cycle parking

The submission can be hand drawn with measurements indicated. Give dimensions in metres.

#### **Please supply supporting photos of the proposed location**

The sketch plan should show the layout of the works you intend to carry out be clearly labelled as per example below. It should include the boundaries of your site/ land and show following details:

- Layout and location of proposed cycle standards
- Location of existing buildings on the site
- Indicate the position of any public highways around the site
- Indicate any public footpaths or bridleways.
- Position of any trees that may be affected by development
- Distance between proposed cycle standards and edge of highway (closest point)
- Distance between proposed cycle standards and existing outbuilding
- Distance from proposed cycle standards to boundary of the site



EXAMPLE SKETCH PLAN

# Technical guidance: location and installation

## Cycle parking - Good Practice Guidance

Cycle parking facilities must meet the following quality standards guidance	
<b>Visible</b>	<ul style="list-style-type: none"> <li>Parking facilities should be well signed and easy to find.</li> <li>High quality facilities show that cyclists are welcome and valued customers.</li> <li>Locate where there is good natural surveillance e.g. over-looked, busy areas.</li> <li>Cycle parking should <b>not</b> be located out of sight of passers-by, people will not use racks if they feel unsafe or that their bike will not be secure.</li> </ul>
<b>Accessible &amp; Attractive</b>	<ul style="list-style-type: none"> <li>Parking should be located as close as possible to the final destination.</li> <li>Good layout will make cycle parking easier to use i.e. sufficient spacing, not too close to walls, with no difficult ramps or awkward obstacles to navigate.</li> <li>Design of cycle parking facilities should be sensitive to the surrounding area.</li> </ul>
<b>Safe &amp; Secure</b>	<ul style="list-style-type: none"> <li>Prominent stands within view of passers-by, retail activity, or windows can help to deter cycle theft and vandalism.</li> <li>Use only stands which allows both the frame and wheels to be locked securely</li> <li>Cyclists should feel confident that their bike will be there when they return.</li> </ul>
<b>Plentiful &amp; Available</b>	<ul style="list-style-type: none"> <li>Provide sufficient stands for existing demand with extra space for new cyclists.</li> <li>Small clusters of stands at frequent intervals are better than large concentrations at fewer sites.</li> <li>Single cycle hoops are not inviting to cyclists and can sometimes be confused with measures to stop cars from parking illegally.</li> <li>Cycle stands should be publicly available when site is open and not require special access arrangements e.g. not in private areas of the site.</li> </ul>
<b>Easy to use</b>	<ul style="list-style-type: none"> <li>Parking facilities should be easy to use by all members of the community, accept all types and size of bicycle, and adequately support the frame.</li> <li>Cycle racks which are hard or inconvenient to use are often ignored in favour of locations requiring less effort, such as railings or street furniture.</li> <li>Bikes parked too close together can cause cables and handlebars to snag.</li> </ul>
<b>Fit for purpose</b>	<ul style="list-style-type: none"> <li>Racks which only grip the front wheel should NOT be used since they provide poor stability and do not allow the frame to be secured.</li> <li>Also, if one bike falls it can damage not only itself but those next to it.</li> <li>Cycle parking should not be sited where it will obstruct pedestrians, especially those with impaired vision.</li> </ul>
<b>Level</b>	<ul style="list-style-type: none"> <li>Ensure the area for cycle parking is flat</li> <li>If this is not possible orientate stands at right angles to the slope.</li> </ul>
<b>Coherent</b>	<ul style="list-style-type: none"> <li>Link it to other local cycle infrastructure e.g. signed or promoted routes.</li> <li>In areas with high numbers of cyclists e.g. adjacent to promoted cycle routes consider additional cycling infrastructure such as a 'Bike First Aid Kit' or 'Fix-it Station' (potentially available through SDNPA Sustainable Travel Grants).</li> </ul>

Source: Cycling England Design Portfolio, Chapter 4.

## Layout and Spacing Guide

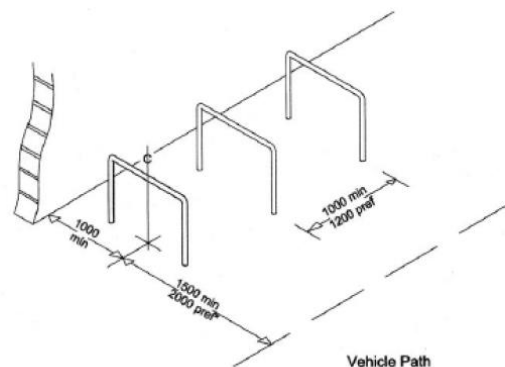
Good location and layout of cycle parking is crucial to creating effective facilities which are easy to use and do not restrict access. Cyclists will not use poor quality cycle parking and will find somewhere else or something else to lock their bike too.

Stands should be spaced at least 1m apart and preferably with at least 1.2m intervals, placing them closer together to increase capacity makes them difficult to use. Clothing and body parts can get easily snagged especially when the racks are full and a bike has to be squeezed into a tight space.

The diagrams below provide a guide to layouts and spacing for cycle racks, suggested for Sheffield Stands, based on the area available space. Cycle stands can be in a linear, diagonal or single file layout. (Sourced, Transport for London's Workplace Cycle Parking Guidance. Other source documents are available)

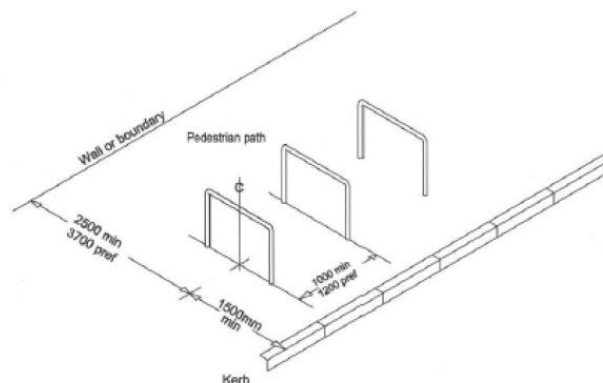
Example of good practice

Diagram 1 : Sheffield stands at 90 degrees to wall or building line and passing vehicles



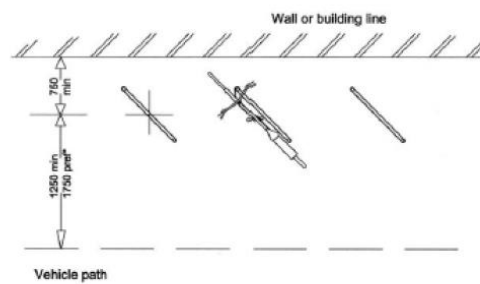
Note: The preferred distance is 2,000mm from passing vehicles. This may be reduced to 1,500mm where a kerb separates the cycle parking from site traffic.

Diagram 2 : Sheffield stands at 90 degrees to pedestrian path and passing vehicles



Note: The preferred distance is 2,000mm from passing traffic where there is no kerb.

Diagram 3 : Sheffield stands at 45 degrees to wall and passing vehicles



Note: The preferred distance is 1,750mm from passing vehicles. This may be reduced to 1,500mm where a kerb separates the cycle parking from site traffic.

Diagram 4 : Sheffield stands at 45 degrees to kerb and pedestrian path

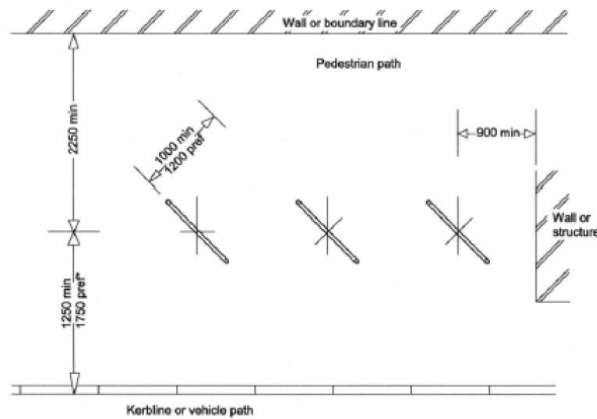
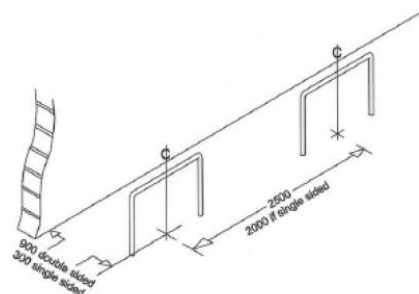


Diagram 5 : Sheffield stands parallel to wall or boundary



Note: Distance to wall dimensions also apply when the stand is the last in a line of stands at right angles to the wall (ie each stand is parallel to the wall). The recommended minimum distance quoted allows cyclists to attach their locks more easily. Where single-sided parking along a wall is being considered, a cheaper alternative could be the use of wall bars or rings.