



Cycle storage: Design guidance for applicants

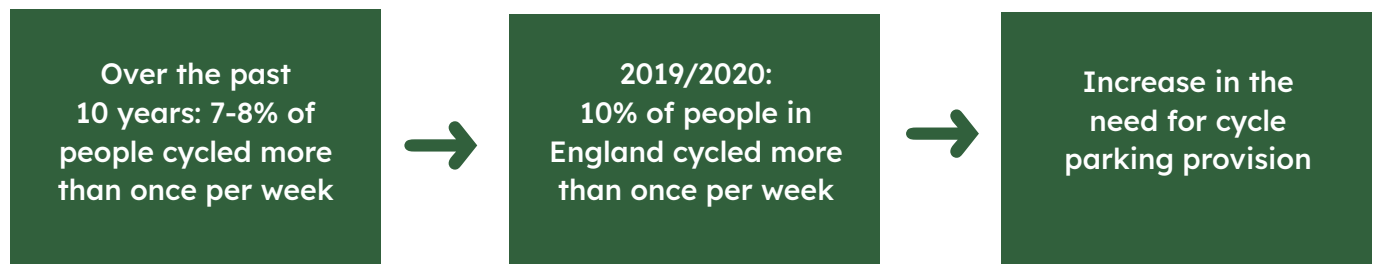
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Demand for cycle park

Leicester City Council aims to be one of the leading cycle cities across the country. The increase in cycling uptake has benefits to health, reducing carbon emissions, improving air quality, and lowering travel costs. Provision of secure cycle parking is key to achieving this vision, to encourage more people to cycle and increasing security of cycle infrastructure.



Economically, recent studies show that cycle parking contributes 5 times the retail spend per square metre in comparison to the same area for a car parking space (Department for Transport; The Value of Cycling, 2016). The inclusion of cycle parking in developments uses space more efficiently.

E-Bike usage is accelerating, allowing more people to easily cycle around the city. More secure parking for E-bikes is required with charging infrastructure built in, designed to reduce costs and improve accessibility.

Purpose of this document

This guidance aims to provide applicants and developers with advice on the provision of good quality cycle parking to help support and encourage greater uptake of cycling and promote it as an example of zero-emission transport. To help to ensure planning approval, proposals should ensure that they are:

- ✓ Convenient
- ✓ Secure
- ✓ Inclusive
- ✓ Affordable
- ✓ Promote healthy lifestyles

Context

This guidance has been informed by and should be read with the following documents:

- [Leicester's Climate Emergency Strategy: April 2020 to March 2023 \(2021\)](#)
- [Gear Change: A Bold vision for walking and cycling \(2020\)](#)
- [Cycle Infrastructure Design: Local Transport Note 1/20 \(2020\)](#)

- [Street Design Guide \(2020\)](#)
- [Leicester Cycle City Action Plan 2015-2024 \(2015\)](#)
- [Local Transport Strategy \(2011\)](#)
- [Leicester City Council Local Plan \(2006\)](#)
- [Adopted Parking Standards within the local plan \(2006\)](#)

Public/Visitor cycle parking provision

On street provision

100,000 residents live within a 10-minute cycle ride of Leicester city centre (Draft Leicester Transport Plan, 2021), the need for sufficient infrastructure (including cycle storage) is essential to maintain the city centre's vitality. As part of Leicester's sustainable vision, long and short-term cycle parking is already provided city centre and local shopping centres, and provision should be included in any new developments.



On street provision of Sheffield stands are a common and welcomed form of cycle parking for visitors, a good example of this being used can be seen below. The dimensions for these stands should be:

- 750mm in depth by 750mm in width
 - At least 1 metre in distance between each of the stands
 - At least 0.6 metre clearance from any walls
- (Cycle infrastructure Design Guide, 2020)

Where there is scope to on wider streets, parking stands should be located close to a building's main entry/exit points for better security and passive surveillance. This will also help promote cycling as a mode of travel.

Cycle hubs

Cycle hubs provide a significant amount of space for cycle parking, allowing for secure storage for a variety of different users. Within Leicester these are now present, or in the process of being introduced, at all major transport interchanges and campus sites that can generate major travel demand. Cycle hubs encourage sustainable, integrated travel with other areas around the UK.



The Bike Park at Leicester Town Hall (Pictured above) is valuable for encouraging cycling to the city centre. It provides secure, affordable cycle parking and is open and accessible to all. Schemes that encourage affordable, secure, and sustainable transport methods like these will be looked on with more favour.

Hubs should cater for a range of cycle types, including those adapted as mobility aids and cargo bikes and wherever possible personal storage and showering facilities should be provided. Hubs should be open 24 hours a day to ensure that safe and secure storage is available at all times and to people who work outside normal working hours.



The above photographs are taken from Leicester Railway Station cycle hub. The cycle hub currently provides 222 indoor cycle spaces and 150 outdoor cycle spaces with adapted cycle parking incorporated in (Leicester Cycle City Action Plan 2015-2024). This provides secure cycle parking at the major train station for a small cost. Key fob access is supplied; it is regularly monitored by CCTV; and provides changing facilities.



The opening of the cycle hub at the recently renovated St Margaret's bus station is a useful example of future cycle parking at a major transport hub. Secure access will be made available through entry access allowing storage for of up to 100 bicycles.

Covered, secure cycle hubs like the above will be encouraged within major schemes to encourage sustainable travel.

How much cycle parking should be provided?

Current non-residential cycle standards require the following (According to the Local Plan 2006):

LOCATION	RECOMMEND AMOUNT FOR PRIMARY USER	RECOMMEND AMOUNT FOR SECONDARY USER	RECOMMENDED CYCLE PARKING
Retail	1 space per 400sqm for staff	1 space per 1000sqm for customers	<ul style="list-style-type: none"> Sheffield stands on narrow streets Communal shelters on wider streets
Leisure	1 space per 10 staff	1 space per 20 visitors	<ul style="list-style-type: none"> Sheffield stands on narrow streets Communal shelters on wider streets
Schools	1 space per 5 students (year 7 and above)	1 space per 10 staff	<ul style="list-style-type: none"> Communal bike shelter near to school building entrances
Location	Aims	How will be promoted?	Recommended cycle parking
Work	Aim to have at least 12% of journeys to work accommodated by cycle parking	Use of Travel plans and parking standards	<ul style="list-style-type: none"> Bicycle hangars Sheltered communal parking Sheffield stands for visitors
Council	Encourage council employees and visitors to the council to cycle as much as possible. Aim to meet at least 12% aim.	Increase of cycle parking provision and cycle changing facilities across council buildings	<ul style="list-style-type: none"> Currently use bicycle hangars Sheltered communal parking Sheffield stands for visitors

Proposals should meet requirements set out in Leicester Street Design Guide and Local Transport Note 1/20. They will be reviewed and considered especially in terms of accessibility, capacity, security and wider public realm improvement.

Residential Provision

Consideration of the following principles will enable good quality design for cycle parking in new development and when retrofitting existing developments. These principles should be applied throughout the rest of this document and to all developments.

PRINCIPLES	KEY CONSIDERATIONS
Be accessible	<ul style="list-style-type: none"> · Consider hallways, staircases and corridors · Situate on the ground floor where possible · Avoid multiple and narrow doorways as access · Convenient distance in between building and cycle parking
Be secure	<ul style="list-style-type: none"> · Allow for surveillance (eg. staff to monitor or CCTV surveillance) · Lockable areas eg. through key-fob access, passwords etc. · Ensure that bicycles can be locked in place (preferably both wheels and frame) · Benefits from good lighting · Built from strong building materials
Be innovative	<ul style="list-style-type: none"> · Incorporates existing and new landscaping/planting features · Includes ample electric cycle provision – charging points etc · Sustainable design (eg. solar panels) · Well covered and weather resistant
Be inclusive	<ul style="list-style-type: none"> · Allow for an adapted cycle to be stored. · Take account of physical, sensory or cognitive impairments. · Allow for smaller bikes to be secured eg. children’s bicycles
Be attractive	<ul style="list-style-type: none"> · Avoid street clutter
Be considerate to existing features	<ul style="list-style-type: none"> · Should not obstruct the highway (eg. opening doors to remove the bicycle) · Should not obscure lighting and views out of the property · Should complement existing design/heritage nearby

New Development

Cycle storage should be included in the early stages of planning of any new development or scheme to encourage sustainable travel. This helps address the facilities section of the Building for a Healthy Life Principle in the concept design stage and aligning with the [National Planning Policy Framework](#). Planning obligations from any planning applications will ensure that cycle parking design is practical and adequate for the proposal.

Good new build design and volume house type designs need to consider:

- Cycle parking provision sufficiency - 1 cycle space per 2 bedrooms is usually considered good
- Prioritising internal storage on the ground floor within the dwelling
- Spatial constraints of the land and suitable design adaptations
- Waste storage and storage of other vehicles - ease of manoeuvring
- Safety -well-lit and well-maintained spaces helps reduce crime
- Blending existing nearby landscape with the proposed new design
- Integration with cycle lanes (this [link](#) shows a map of current cycle lanes)
- Active engagement with the local community - eg. cycling representative groups for major schemes and welcome packs encouraging cycling for residents of new development schemes
- All developments should consider building cycle storage schemes to promote sustainability, particularly for those within a 10-minute cycle ride of the city centre
- Provision of bike share docking stations and access to the wider system can be considered in lieu of specific parking provision

New build low density development: Detached/Semi-detached houses

Design for new build detached and semi-detached dwellings will require storage for bikes to be built in from the outset. These new builds usually feature garages for car parking and/or other uses which provides the opportunity to integrate cycle parking. The following dimensions are the minimum required for garages within Leicester (Leicester Street Design Guide, 2020).

Type of garage	Internal dimension for garage (Widthx Length)	Garage door (Width)
Standard single	3.0m x 6.0m	2.3m
For use by people with a disability	3.3m x 6.0m	2.8m
Double garage	6.0m x 6.0m	4.2m

A standard cycle storage envelope is 2 metres in length and 1 metre in width which needs to be accommodated into the garage design, as per dimensions specified in Cycle Infrastructure Design: Local Transport Note 1/20.

New build designs which seek to use the garage for cycle parking should:

- Store the bicycle(s) to the front of the garage in the first instance – for easy access
- Allow adequate spacing to easily manoeuvre a car and any waste bins
- Allow space for a person to get out of the car and off the bicycle(s)

Where land is more constrained, secure on plot bicycle stores may also be suitable for some developments (eg. infill developments). Good quality cycle parking design should:

- Be easily accessible to all residents – short distances from entrances and avoid access through the home
- Be well covered and well-lit for increased security
- Restrict some space to residents only, for security purposes
- Be made from strong materials – wooden sheds are not recommended
- Allow bicycles to be stored alongside other things eg. gardening equipment, bins



The new build housing development shown on p10 is the Port Loop design in Birmingham (used by permission of and from shedkm and Urban Splash). This shows a high-quality design for a cycle store which promotes convenient access, security, and sensible storage.

New High-Density development: Flats & student accommodation

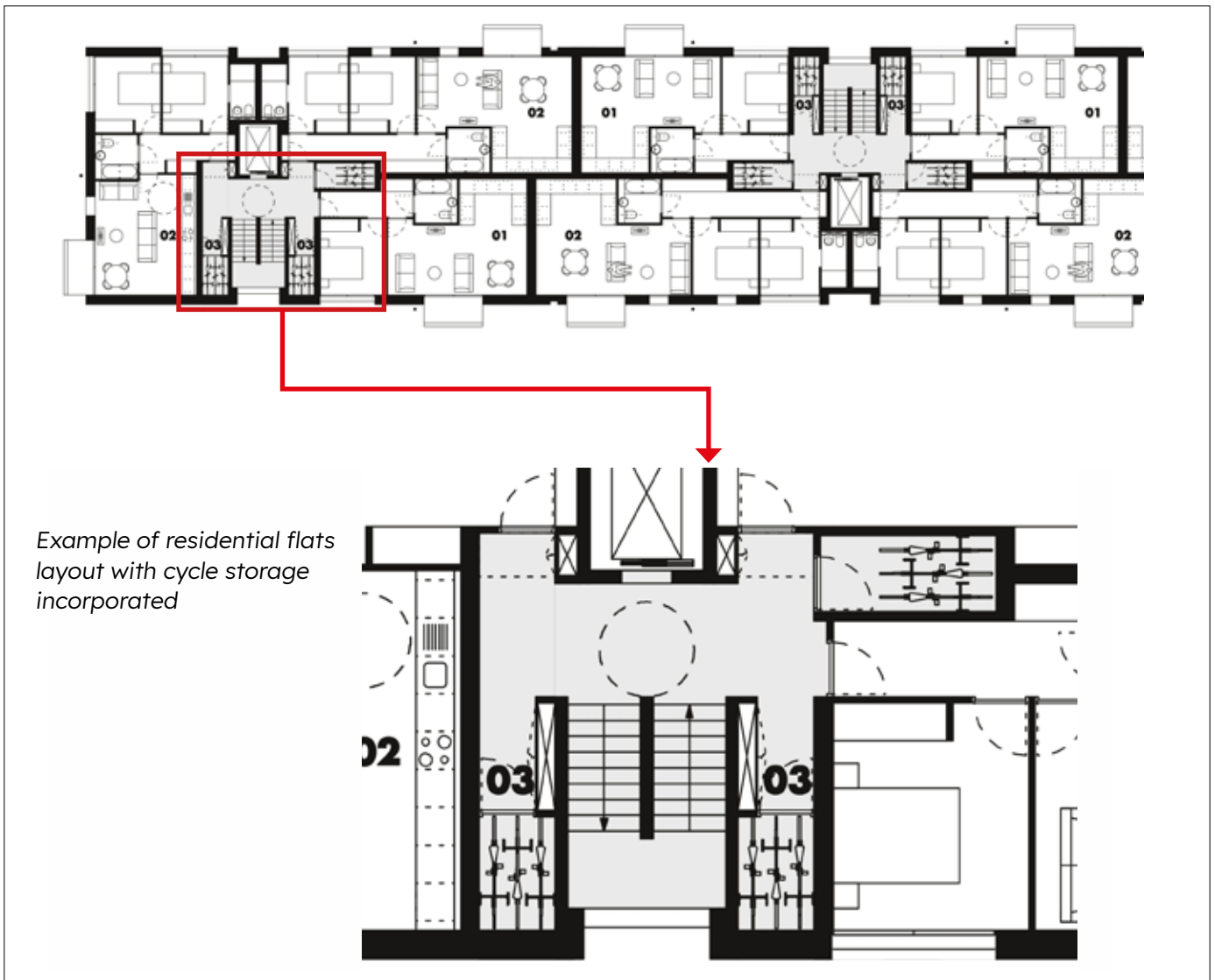
A larger number of residents in high density development inevitably requires a large amount of cycle parking to be incorporated into the design from the outset. Good design for cycle parking in high density development should consider the following:

- Ground floor with level access to the existing highway
- Storage at the front of the property
- Internal cycle storage where possible
- Security with regular maintenance checks (eg. reception staff, key fobs)
- Residential and visitor parking included in design
- Adequate spacing in between racks
- Incorporating existing streetscape into the design, particularly balancing active frontages and secure cycle parking.
- Provision of ample outdoor space for residential amenity

The design shown on p12 was created by shedkm for Circus Street in Brighton (Image used by permission of and from shedkm). This shows a good example of cycle parking being incorporated into a shared flat scheme. This incorporates parking within a group of flats close to the main entrance for around 3 bicycle spaces.

Cycle parking should be prioritised within all new developments while additional measures encouraging use should also be explored; these could include welcome leaflets informing new tenants of the benefits of cycling and cycle facilities provides a positive proposal. Discussions with Leicester City Council for potential to join schemes to promote sustainable cycling would be welcomed.

If visitor parking is not suitable within the interior of the development, an alternative option is to have stands within a short walking distance of main entrances to allow for surveillance and promotion of cycling.



Example of residential flats layout with cycle storage incorporated

Retrofitting existing development

Having secure and sheltered cycle storage which is easily accessible at the front of a property is a good way to encourage cycling as it makes it more convenient and can be helpful to people with limited mobility.

In this section, guidance is set out as to how to accommodate cycle storage within existing properties which do not have dedicated space.

When do I need Planning Permission?

Planning permission is generally not required for internal works, while small sheds and storage containers can usually be put up in rear gardens under permitted development rights.

For further information on what works can be carried-out under permitted development rights can be found at www.planningportal.co.uk

Putting up a cycle store at the front of a property will almost always require planning permission, and an application to the City Council will be necessary.

Installing a cycle shelter at the front of a property can have a significant impact on the character of both the property and the surrounding area, as such it is important that any structure is well-designed.

As such applications for cycle stores within the front gardens of properties is likely to be granted where the following criteria are met:

- **Location:** The chosen location should minimise visual impact
- **Design:** The store should only be the size necessary to store cycles
- **Materials:** The materials should respect the character of the property and area
- **Screening:** Screening through planting may soften the impact of a shelter

While it is expected that most properties with a secure and private front garden will be able to accommodate a cycle store, there will be some properties where the visual impact is too great and planning permission will be refused.

Heritage considerations

Many buildings arears and spaces in the city have been identified as heritage assets. These include:

- **Listed Buildings**
- **Conservation Areas**
- **Local heritage** assets identified on the Local Heritage Asset Register.

Any physical alterations to nationally listed buildings are likely to require listed building consent. Many local heritage assets and properties in conservation areas are subject to Article 4 directions, which restrict permitted development rights and mean stricter planning controls are in place.

There are 25 Conservation Areas within Leicester which cover parts of the city identified as having special character and appearance. These include the historic parts of the city centre as well as selected suburbs and former villages. Maintaining the character and appearance of a conservation area is a key consideration of any planning application and features such as front gardens and historic boundaries are given greater protection.

When considering an application for listed building consent or planning permission relating to a heritage asset, the impact on the significance of the asset is a key consideration.

You are able to view more information on heritage assets and check if your property is identified as a heritage asset using this link: <https://www.leicester.gov.uk/planning-and-building/conservation/heritage-conservation/>

Contacting the Council

If you have queries about whether planning permission is needed, it is recommended you contact the City Council Planning Department for advice.

If you are proposing a cycle shelter which would require planning permission, it is strongly advisable to submit a pre-application enquiry to determine whether or not consent is likely to be granted before starting any works.

Details of how to contact the council, and advice on permitted development rights can be found on the City Council's website at: www.leicester.gov.uk/planning

SECTION 1 - Private Dwellings

Leicester contains many different dwellings of varying ages and types, lots of which do not have areas dedicated cycle storage. The following advice applies to properties which have a front garden which is capable of accommodating a cycle store.

Houses with garages

Garages can usually incorporate cycle storage with a limited impact on the external appearance while allowing for attachments to walls and floor to ensure good security. Larger garages that allow bicycles to be removed without the removal of the car, are good examples for cycle storage.

Extensions to garages (where possible and needed) to accommodate a separate cycle space will need to follow the good quality design principles in section B of this document and general planning permission rules.

The presence of a garage would not automatically prevent planning permission being granted for a freestanding cycle store, but it would be a material consideration when assessing the visual harm caused by a store.



Example of a detached house with integral garage



Houses without garages

Many houses and neighbourhoods within Leicester were built before garaging was common or have been designed to appeal to non-drivers.

Finding space for cycle parking provision is generally more difficult in high-density and terraced housing areas, as often there is limited access to rear gardens and front storage is considered unsafe or unsightly.

Many areas characterised by semi-detached and detached houses are still built to a high-density and where any development to the front will have a significant impact on the character of a house and street.

National planning laws dictate that any outbuilding, including a bike store, in a front garden will require planning permission. There will be a presumption in favour of granting consent where a design can be made to assimilate with the host building and the wider street scene.



Pair of Edwardian Houses with no garages or off street parking



Terraces houses with no garages or off-street parking

Specific points to consider when designing a cycle store

The following points will be given consideration:

Location

In all cases a store to the front of a house must take account of existing site features such as:

- Trees and greenery
- Walls and fences
- Land gradient
- Design of main property
- Relationship with neighbouring properties

The impact on the amenity of occupiers of neighbouring properties will be a key consideration. It is also preferable to ensure views between house and highway remain uninterrupted to retain passive street surveillance.

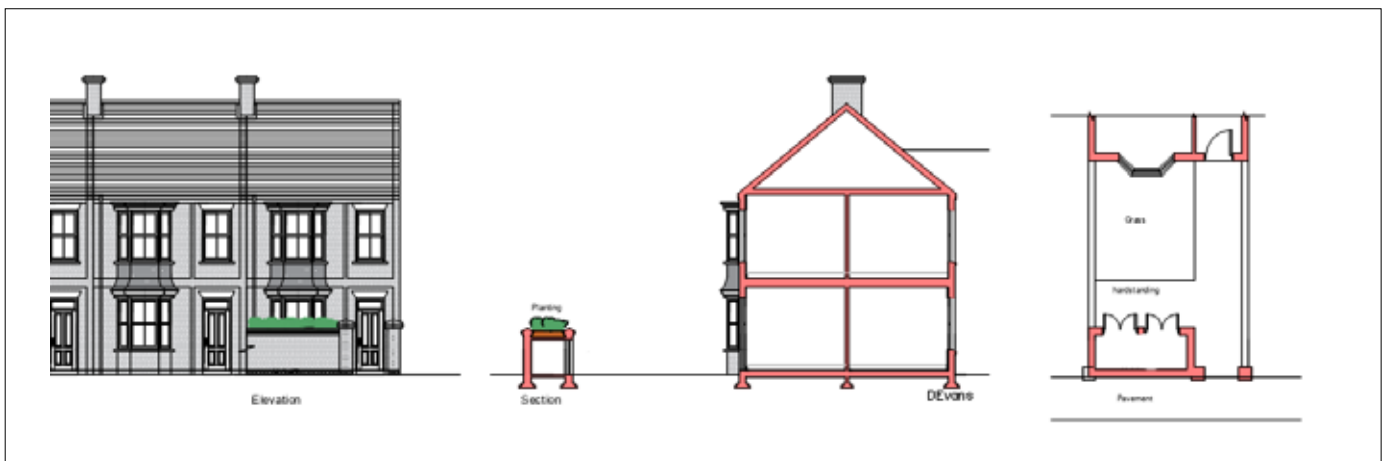
Design

In most cases a store of dimensions: 2.0m wide, 1.0m deep and 1.2m tall will be acceptable; larger dimensions may be acceptable subject to individual site characteristics

The design should be specifically designed for the storage of cycles and as such a low-profile is preferable ideally with a mono pitch roof as opposed to a ridged roof.

Innovative designs which combine with boundary treatments or other site feature will be supported where they blend with the wider character of the area.

Opportunities to create a 'green' roof on top of shelter will, in most cases be supported as these are both attractive features and can help promote biodiversity.



Materials

The finished appearance is of critical importance and as such careful use of materials is important

In most cases lightweight structures clad in timber or textured metal are preferable as these are typically less prominent within a street scene.

In cases where a store is incorporated into a pre-existing brick wall or structure, a close match of brick must be used with respect of colour, finish, size and mortar as well as any copings to ensure there is no mismatch.

Screening

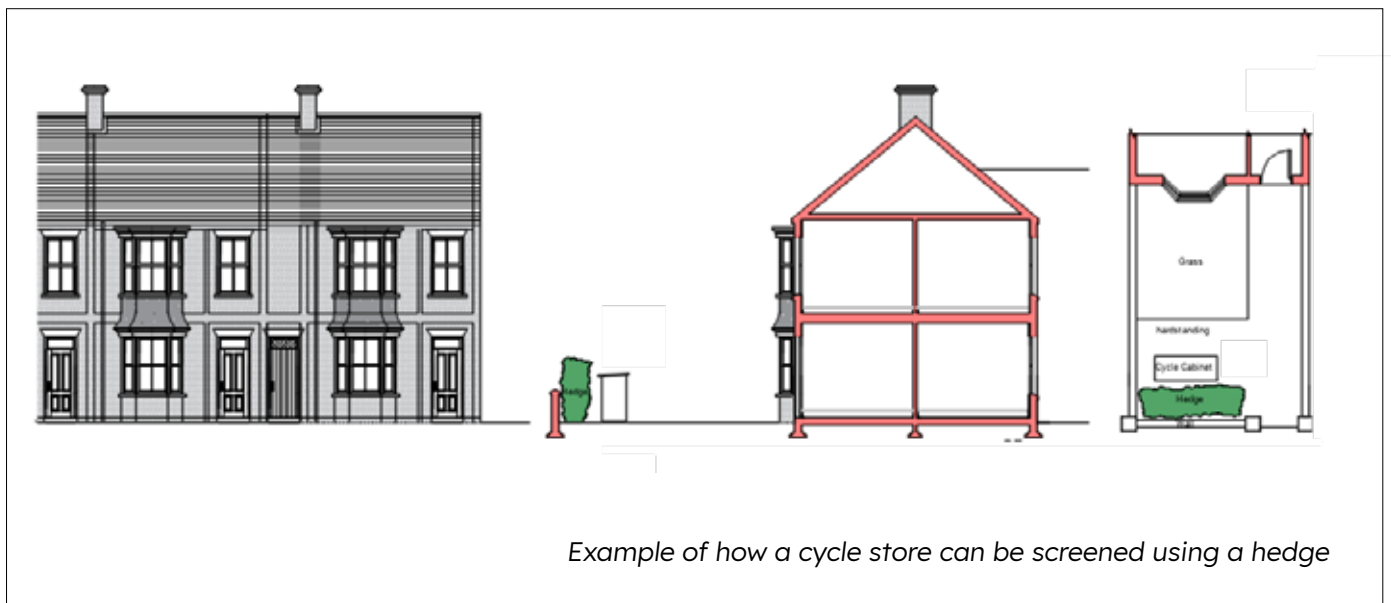
Effective screening can mean even a relatively substantial structure can be hidden from public view.

It is important however that any screening makes a positive contribution to the local street scene in its own right.

In most cases, a hard boundary treatment is not likely to be acceptable over 1.0m high (the permitted development limit) unless there are specific design reasons or, through necessity, the front boundary forms part of the structure of the shelter.

To achieve screening of more than 1.0m, some form of greenery or hedge is likely to be necessary.

In some properties, particularly those of identified historic significance a front boundary wall is part of the character of the property and or street and as such no significant modifications are likely to be acceptable.



Houses with smaller front gardens

When considering small houses with just a front forecourt/garden; individual, bespoke, and secure storage boxes can be features of good design. A house with existing natural landscaping such as the hedging shown above, can be easily factored into a design. The cycle storage design below shows successful shielding behind the hedge for increased security and located this within an accessible location for residents. This design can be multifunctional (eg. allow for storage of other household items, cycle equipment and charging infrastructure to be incorporated in) and helps to avoid any clutter on the streets, whilst also enhancing the local landscape.

Existing boundary walls can be successfully repurposed for cycle storage and can complement existing heritage. The design for a cycle store would be suitable for terraced housing with a front forecourt and boundary wall, predominantly common in Victorian housing in Leicester



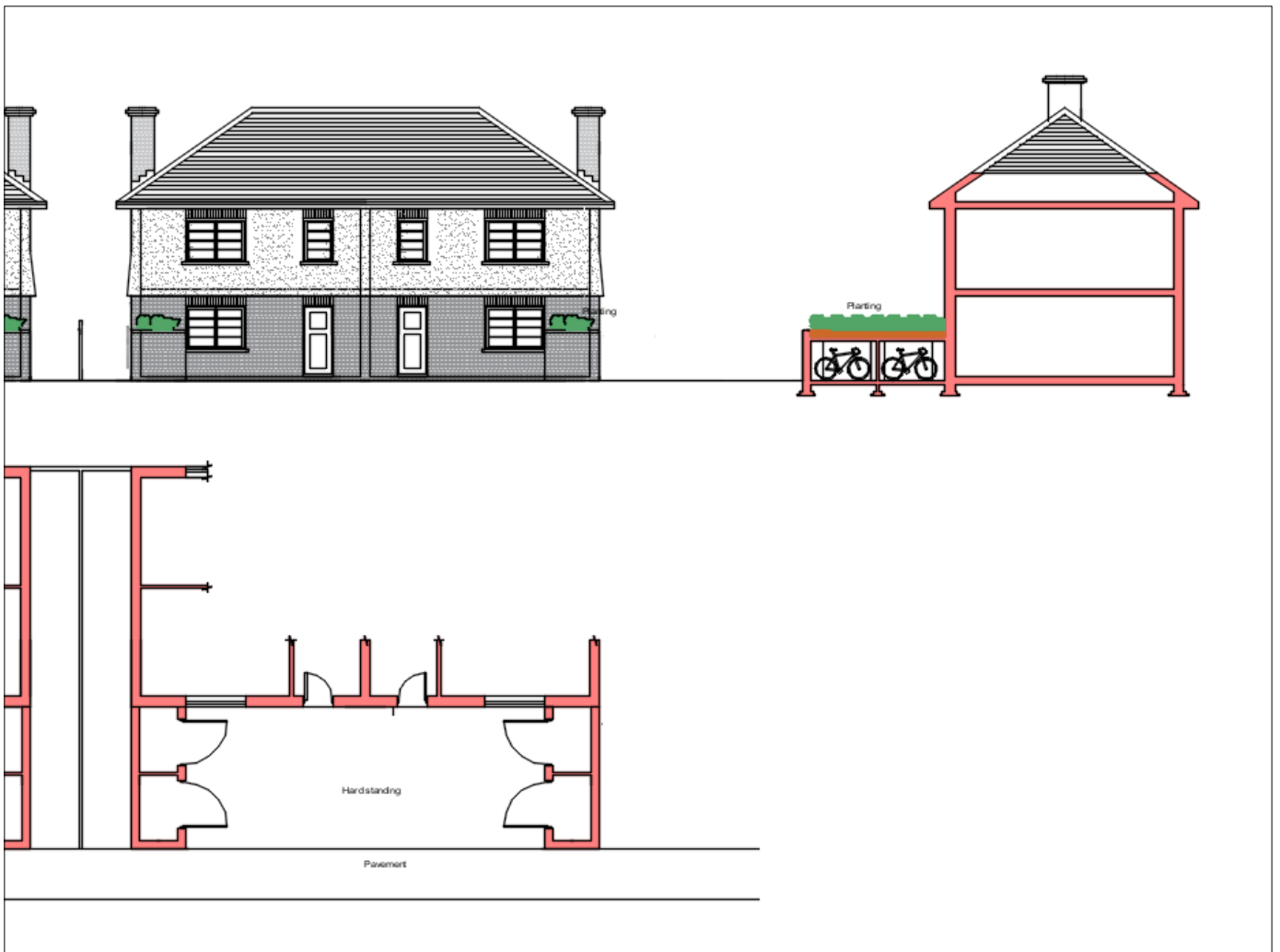
The hollow planter cycle store design on p16 shows a neat design of cycle parking within a small forecourt within a conservation area. The materials and detailing match the previous boundary wall with green planting to provide natural landscaping. The design opens onto the property side, avoiding any highway issues. This will allow the existing Victorian heritage assets to be retained and enhanced and would provide similar levels of provision to the prior design.

Case study: Houses with larger front gardens



Pair of Interwar houses with large front gardens but no garages





A cycle storage design similar to the images in the previous two designs would be considered for house from the 1920s onwards where housing tends to benefit from more space to the front of the property and so presents additional opportunities for good design.

Above is a side bicycle store design that affixes to a wall of a non-sharing boundary. This provides a secure and accessible parking storage option, with easier integration of charging infrastructure and helps to avoid clutter to the existing streetscape (Please note that this would still need to consider the design and heritage considerations).

Another potential opportunity within these housing types is to share cycle parking with a neighbour along a boundary. The below figure shows an example of a shared cycle parking solution based on the cycle store design concept above. This promotes ease of access and shared use of facilities and costs. Early agreement with neighbours would need to be agreed including any legal boundary issues. Building control may need to be consulted on this option due to fire safety regulations to the attached properties.

SECTION 2 – Flats and shared housing

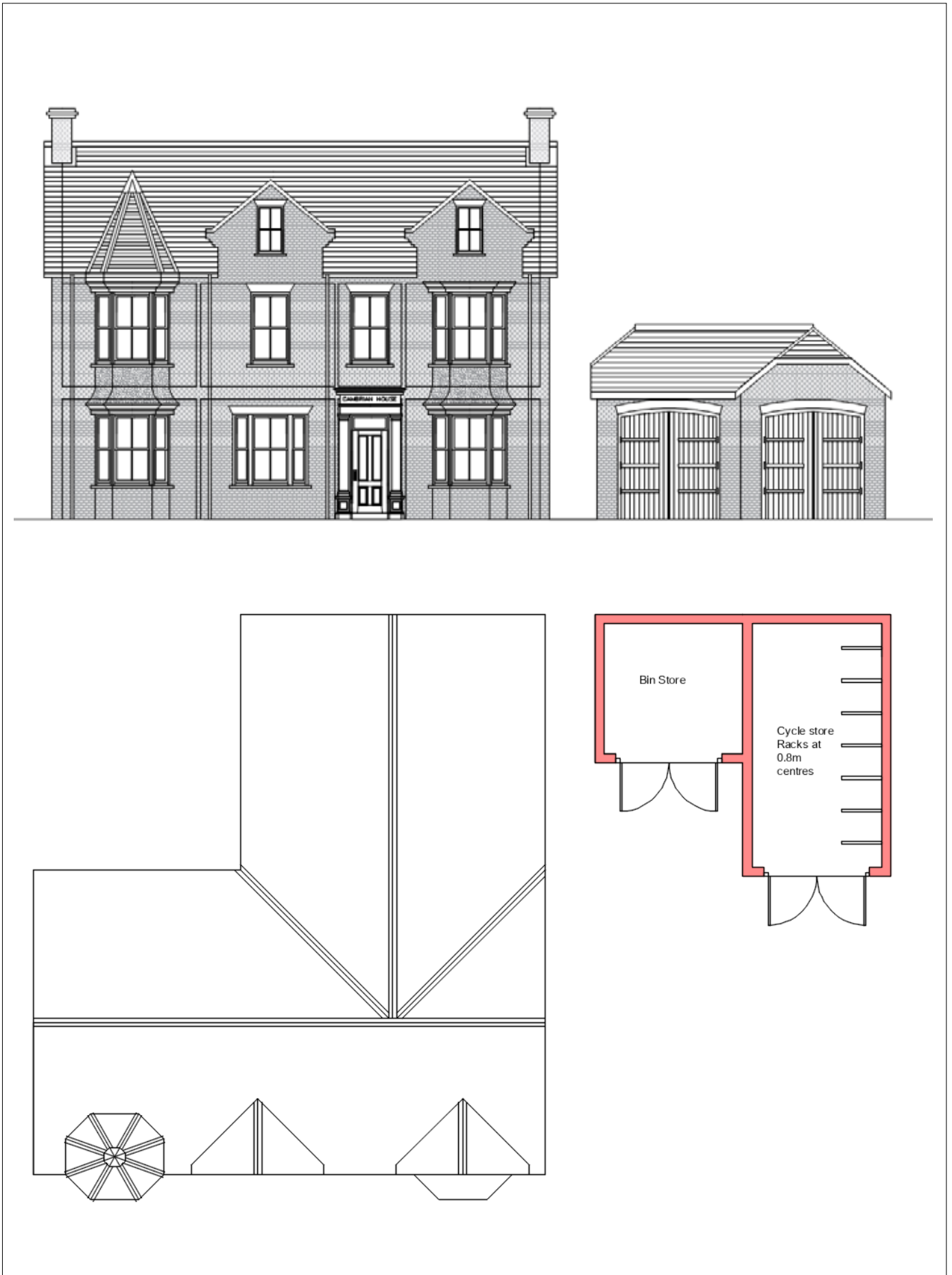


Residential blocks do not have the same permitted development rights as private dwellings and as such planning permission is nearly always required for a cycle shelter.

Where flats have been created out of former dwellings, the guidance for cycle stores will be the same as the guidance for dwellings, however an increased demand for cycle storage associated with higher levels of occupancy will not make an otherwise unacceptable shelter acceptable.

Adjoining garages are often a common feature in flats/maisonettes. Separated garages and designs that are lockable will form a more secure design. When using shared facilities, a collaborative approach with neighbours is encouraged to ensure that an equally beneficial and well-designed solution arises.

The example design shown below (a conversion from a substantial Victorian house to flats) is a good example of shared cycle parking for flats and maisonettes, and this is a common dwelling type in Leicester's Victorian suburb Conservation Areas. This example shows the effective reuse of a coach house retrofitted with integrated cycle racks to contain one bike per flat. Bin storage and other facilities are incorporated for effective use of space. The development is also respecting the historic interest of the coach house.



Communal storage areas

Many residential blocks have a dedicated service area which can be used for cycle parking. In such blocks cycle storage should generally be located within such areas and opportunities should be used to create a dedicated cycle store to serve many properties which is well unveiled.

The following two photographs represent a positive retrofitting design for communal flats within a small forecourt of De Montfort Place in Leicester. This benefits from a secure lockable design with integrated bin storage and good surveillance within a communal forecourt.



SECTION 3 - Where there is no garage or private outdoor space



Not all residential properties have access to off-street cycle storage

Not all properties have space to accommodate a cycle store, particularly in older developments. In such instances, communal bike stores may be more suitable on streets that are limited by space and are likely to apply to dwellings with no access to outdoor space, or very limited access as shown above.

This provision is likely to need regular maintenance and a design that acknowledges the needs of users of the highway amongst other groups.

Open plan estates, council houses and flats without access to their own outdoor space tend to have a requirement for communal and secure cycle parking spaces on street or within a communal space. Cycle security and safety would need to be prioritised in these types of development.

When considering communal cycle storage the design should consider:

- Surveillance - Using an easily visible communal space to store cycles
- Demand - how much cycle parking is provided/needed and needed in the future for both residents and visitors
- Security - Lockable and gated parking could be suitable (eg. key fob access)
- Design and heritage considerations listed previously

When considering cycle parking for the above, Sheffield stands may be the most convenient method to use, but communal bike shelters are preferable due to the increased security. For flats above a shop, communal bike stores could be multifunctional for the residents and shoppers, through good secure design.



A range of communal provision options (such as the example pictured above) will be developed and considered by the Council as part of the ongoing programme of actions to encourage cycle parking in the City. Engagement with the council Planning and Transport departments is encouraged for any proposals for communal provision.