



# Bicycle Parking Guidelines

Adopted onto the  
Register of Planning Guidelines

30 November 2006

Copies available from: Customer Service Centre  
16 Challis Street Dickson ACT  
Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)



# CONTENTS

---

<b>PART 1</b>	<b>PLANNING CONTEXT</b>	<b>1</b>
1.1	Objectives of these Guidelines	1
1.2	How these Guidelines relate to other documents	2
1.3	When to and who will use these Guidelines	3
1.4	How to use these Guidelines	3
<b>PART 2</b>	<b>REQUIREMENTS FOR END-OF-TRIP CYCLING FACILITIES</b>	<b>5</b>
2.1	Requirements for end-of-trip cycling facilities	5
2.2	Individual Assessment	7
<b>PART 3</b>	<b>PROVISION OF BICYCLE PARKING SPACES</b>	<b>8</b>
3.1	Number of Bicycle Parking Spaces required	8
3.2	Allowance: Storage space (residents' parking)	22
3.3	Allowance: Storage space (other secure parking)	23
3.4	Allowance: Pre-existing bicycle parking	24
3.5	Allowance: Reduction of car parking requirements	25
<b>PART 4</b>	<b>DESIGN AND LOCATION OF BICYCLE PARKING FACILITIES</b>	<b>26</b>
4.1	Introduction	26
4.2	Design and location requirements for bicycle parking	28
4.3	Requirements applicable to all Bicycle Parking Facilities	29
4.4	Requirements for Bicycle Lockers (Class 1)	30

4.5	Requirements for Bicycle Enclosures (Class 2)	32
4.6	Requirements for Bicycle Rails (Class 3)	34
4.7	Requirements for Supervised Parking Stations (All Classes)	36
4.8	Off-site provision	38
<b>PART 5</b>	<b>OTHER FACILITIES</b>	<b>39</b>
5.1	Showers and clothing lockers	39
5.2	Signage	41
<b>PART 6</b>	<b>DEFINITIONS</b>	<b>42</b>
<b>PART 7</b>	<b>REFERENCE DOCUMENTS</b>	<b>44</b>
7.1	Referenced documents	44
7.2	Related planning documents	44
7.3	Other resources	45

# PART 1 PLANNING CONTEXT

---

## 1.1 Objectives of these Guidelines

These Guidelines are an initiative of *The Sustainable Transport Plan for the ACT*.<sup>1</sup> The Plan aims to achieve a more sustainable transport system for the ACT over the next 25 years by achieving a shift away from car use and towards walking, cycling and public transport. For cycling, the objective is to increase the proportion of commuter trips from 2.3% in 2001 to 7% in 2026.

Meeting this target will require a significant improvement in the ACT's cycling infrastructure. The Government is therefore investing in a range of cycling infrastructure initiatives including a program of cycle path network improvements and 'bike-and-ride' racks on ACTION buses. To achieve the full benefits of these network infrastructure initiatives, adequate end-of-trip facilities need to be available. According to the ACT Parking Strategy Study, "*the availability of safe and secure bicycle parking is a priority factor influencing the decision of whether to use a bicycle as a means of transport or recreation. Conversely, a lack of convenient bicycle parking is often cited as a discouragement factor by cyclists and non-cyclists alike.*"<sup>2</sup>

In addition to its transport system and environmental benefits, cycling has a range of health benefits. There is a well-established link between increased levels of physical activity such as cycling and improved physical and mental health. Commuter cycling can be particularly beneficial as it integrates increased physical activity into people's daily routines, leading to long-term behaviour change. These Guidelines are therefore also consistent with the aims of the *Canberra Social Plan*, which include improving the health of Canberra residents by increasing physical activity.

Finally, many of the facilities required by cyclists are also of benefit to other building users. Showers can benefit manual workers, pedestrians and those who exercise at lunchtime. Bicycle parking can also be used for motorised scooter parking by persons with a mobility impairment.

---

<sup>1</sup> Action 2.10 of the *Sustainable Transport Plan* commits the Government to developing "a *bicycle parking guideline that ensures adequate parking, showers and lockers are provided in new developments.*"

<sup>2</sup> ACT Parking Strategy Study, p 121.

These Guidelines therefore have the following objectives:

- To reduce the barriers to cycling by ensuring safe and convenient end-of-trip facilities are available at residences as well as common commuting and recreational destinations.
- To ensure the quantity of bicycle parking available is enough to meet demand, which is expected to increase significantly in line with the *Sustainable Transport Plan*.
- To ensure bicycle parking is safe, secure, convenient and meets the needs of a wide range of cyclists.
- To ensure end-of-trip facilities for cyclists are cost-effective, and do not impose an unreasonable cost burden on developers.
- To promote cycling as a healthy and environmentally friendly way to make commuter, shopping and recreational trips.

## 1.2 How these Guidelines relate to other documents

In addition to these Guidelines, development must be in accordance with the Territory Plan, relevant ACT Government standards, and other guidelines and codes for development as introduced from time to time on the Authority's Register of Planning Guidelines.

Users should be aware that:

- These Guidelines replace section 3.2.5 of the *ACT Parking and Vehicular Access Guidelines*.
- These Guidelines also replace section 5.2 of the *Apartment Guidelines*.

The above documents have been amended and reissued accordingly.

Users' attention is also drawn to the following other planning guidelines which have particular relevance to bicycle facilities:

- *ACT Planning Guidelines for Access and Mobility*, in particular sections:
  - 5.1 (Continuous Accessible Path of Travel)
  - 5.2 (Site Access)
  - 5.4 (Walkways)
  - 5.6 (Ground Surfaces on a Continuous Path of Travel – external)
  - 5.11 (Lighting)
  - 5.12 (Signage)

- *ACT Crime Prevention and Urban Design Resource Manual*, in particular sections:
  - 3.2 (Lighting)
  - 3.3 (Natural Surveillance and Sightlines)
  - 3.7 (Landscaping)
  - 3.8 (Spaces Safe from Entrapment)
  - 4.6 (Car Parks)
  - 4.8 (Bicycle Paths)

### **1.3 When to and who will use these Guidelines**

These Guidelines apply to all activities that require development approval under the *Land (Planning and Environment) Act 1991*, including development, redevelopment and refurbishment, for a range of land uses that are likely to generate demand for end-of-trip cycling facilities.

Developers should use these Guidelines to determine the amount, design and location of bicycle parking, lockers and showers to include with a development.

The ACT Planning and Land Authority will use these Guidelines to inform the consideration and assessment of development applications.

Building owners and tenants may wish to refer to these Guidelines for guidance when planning improvements to the cycling facilities on their premises.

### **1.4 How to use these Guidelines**

#### *Outline of the Guidelines' structure*

These Guidelines are split into five main parts:

- *Part 1* provides introductory material for the whole document.
- *Part 2* specifies what activities the Guidelines apply to and how the Guidelines impact on those activities.
- *Part 3* outlines the number and type of Bicycle Parking Spaces required for a development.
- *Part 4* covers design and location requirements for the Bicycle Parking Spaces required, and for the Bicycle Parking Facilities they are contained in.

- *Part 5* covers other bicycle-related facilities such as showers and clothing lockers. It includes requirements on both the number of facilities required and design considerations.
- *Part 6* provides definitions of key terms used in the Guidelines. These terms are capitalised throughout the Guidelines.

Each section of the Guidelines is divided into standard subheadings that highlight what the requirements are and why they are being introduced:

- The *Objectives* subheading outlines what the Authority is seeking to achieve by introducing a particular set of requirements. This is useful for both developers and Authority staff for checking that proposed end-of-trip facilities meet the aims of the Guidelines.
- The *Background* subheading provides information on why the Guidelines include particular requirements.
- The *Standards* subheading outlines the Authority's requirements. When assessing development applications, the Authority will check applications meet these requirements.
- The *Guidance* subheading includes recommendations, advice and technical information that developers may find useful in meeting the Guidelines' requirements. For example, it includes cross-references with other planning guidelines developers and Authority staff need to consider in relation to a particular set of requirements.

# PART 2 REQUIREMENTS FOR END-OF-TRIP CYCLING FACILITIES

---

## 2.1 Requirements for end-of-trip cycling facilities

### *Objectives*

- To reduce the barriers to cycling by ensuring safe and convenient end-of-trip facilities are available at residences as well as common commuting and recreational destinations.
- To ensure the quantity of bicycle parking available is enough to meet demand, which is expected to increase significantly in line with the *Sustainable Transport Plan*.
- To ensure bicycle parking is safe, secure, convenient and meets the needs of a wide range of cyclists.
- To ensure end-of-trip facilities for cyclists are cost-effective, and do not impose an unreasonable cost burden on developers.
- To promote cycling as a healthy and environmentally friendly way to make commuter, shopping and recreational trips.

### *Standards*

- These Guidelines replace:
  - Section 3.2.5 of the *ACT Parking and Vehicular Access Guidelines*.
  - Section 5.2 of the *Apartment Guidelines*.
- These Guidelines apply to all activities that require development approval under the *Land (Planning and Environment) Act 1991* (including development, redevelopment and refurbishment) for the *Territory Plan* land uses shown in Table 1.



*Table 1 – Land uses to which these Guidelines apply*

<b>Land uses (as defined in the Territory Plan)</b>		
Apartment	Boarding house	Bulky goods retailing
Business agency	Chancellery	Child care centre
Civic administration	Club	Community activity centre
Community theatre	Cultural facility	Defence installation
Drink establishment	Education establishment	Financial establishment
Guest house	Health facility	Hospital
Hotel	Indoor entertainment facility	Indoor recreation facility
Motel	Multi-unit housing	Office
Outdoor recreation facility	Personal service	Place of assembly
Place of worship	Produce market	Public agency
Public transport facility	Religious associated use	Residential care accommodation
Restaurant	Retirement complex	Shop
Special care establishment	Special care hostel	Special dwelling
Supermarket	Supportive housing	Take-away food shop
Tourist facility	Tourist resort	Veterinary hospital

- Unless an Individual Assessment under section 2.2 of these Guidelines applies:
  - All activities to which these Guidelines apply must provide the number and types of Bicycle Parking Spaces specified in Part 3 of these Guidelines.
  - All Bicycle Parking Spaces and Bicycle Parking Facilities required by Part 3 of these Guidelines must be designed in accordance with Part 4 of these Guidelines.
  - All activities to which these Guidelines apply must provide other end-of-trip facilities in accordance with Part 5 of these Guidelines.

### *Guidance*

- For clarity, these Guidelines do not apply to land uses not shown in Table 1.

## 2.2 Individual Assessment

### *Objectives*

- To allow flexibility in the way that developments can meet the objectives of the Guidelines.

### *Background*

Developments vary greatly in nature and it is difficult to capture all possible circumstances in a simple set of requirements. As a result, for some developments it will be possible to meet the objectives of these Guidelines without their detailed requirements being met. Individual Assessment provides a process by which proposed end-of-trip cycling facilities can be assessed against the broader objectives of the Guidelines rather than the detailed requirements.

### *Standards*

- An applicant may apply to the Authority for Individual Assessment if they feel that the objectives of these Guidelines can be met without meeting the detailed requirements of the Guidelines.
- In making an Individual Assessment, the Authority will take into account:
  - the requirements contained within the relevant sections of these Guidelines; and
  - the objectives outlined within the relevant sections of these Guidelines; and
  - the objectives of these Guidelines stated at section 1.1; and
  - any guidance material contained within the relevant sections of these Guidelines; and
  - the Government's targets and policy goals for cycling outlined in the *Sustainable Transport Plan for the ACT* and the *Canberra Bicycle 2000* strategy.

# PART 3 PROVISION OF BICYCLE PARKING SPACES

---

## 3.1 Number of Bicycle Parking Spaces required

### *Objectives*

- To reduce the barriers to cycling by ensuring bicycle parking is available at residences as well as common commuting and recreational destinations.
- To ensure the quantity of bicycle parking available is enough to meet demand, which is expected to increase significantly in line with the *Sustainable Transport Plan*.
- To ensure bicycle parking provided meets the needs of likely users.
- To ensure requirements to install bicycle parking do not impose an unreasonable cost burden on developers.

### *Background*

*The Sustainable Transport Plan* sets a target of 7% of commuter trips being by bicycle in 2026. This is within the design life of buildings. However, for this target to be met, Bicycle Parking Facilities need to be available in homes and at common commuting and recreational destinations. Commuter and recreational destinations to which people cycle include schools, shopping centres, bus interchanges, workplaces, sportsgrounds, cafés, cinemas and theatres.

With respect to residences, most houses and townhouses contain storage space suitable for bicycles, for example garages, garden sheds and cupboards. However this is not the case for apartments, which rarely have individual garages and often only have storage space that is accessible via stairs. Conversely, people who live in apartments are typically younger and less likely to have children than the general population, demographic segments which are more likely to consider cycling. Further, most of Canberra's apartment developments are close to town and group centres. The resulting short journeys to shops and workplaces are ideal for cycling rather than driving. To address this issue, these Guidelines require the provision of residents' bicycle parking in apartments and other similar buildings.

So that bicycle parking can be included as an integral part of a project's design, the basis for calculating parking requirements must be known at the time of preliminary design. For this reason, wherever possible ratios are based on floor areas or the number of rooms. Use of ratios based on the number of employees or residents is problematic as this information is unlikely to be available at the time of development assessment, and may change considerably with time.

### *Standards*

- Bicycle Parking Spaces must be provided at the rates, and of the types, specified in Table 2.

### *Guidance*

- For the sake of clarity, no bicycle parking is required for land uses not shown in Table 2.

Table 2 – Quantity and Type of Bicycle Parking Required

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
Apartment	<u>Residents:</u> 1 per apartment	1, 2	1 per 12 apartments after the first 12 apartments	3	<input type="checkbox"/> Section 3.2: Storage space (residents' parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Boarding house:					
<input type="checkbox"/> Student accommodation	<u>Residents:</u> 1 per 3 beds	1, 2	1 per 12 beds	3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking <input type="checkbox"/> Section 3.5: Reduction of car parking requirements
<input type="checkbox"/> All other developments or parts of developments	1 per 80 beds after the first 50 beds PLUS	1, 2	1 per 15 beds after the first 15 beds	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
	<u>Residents:</u> 1 per 4 beds after the first 4 beds	1, 2			

<sup>3</sup> Employee parking except where indicated as residents parking.

<sup>4</sup> Where requirements are given as a ratio, the resulting number of spaces should be rounded upwards to the nearest whole number. For example, if the ratio resolves to 4.8 spaces, the requirement is rounded upwards to 5 spaces. Similarly if the ratio resolves to 0.3 spaces, the requirement is rounded up and 1 space is required.

<sup>5</sup> Design requirements for each class of parking are outlined at Part 4 of these Guidelines. For a short description, refer to Table 3 on page 27.

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
Bulky goods retailing	1 per 1750 m <sup>2</sup> GFA after the first 1750 m <sup>2</sup> GFA	1, 2	1 per 1000 m <sup>2</sup> GFA (minimum 2)	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Business agency	1 per 400 m <sup>2</sup> GFA after the first 400 m <sup>2</sup> GFA	1, 2	1 per 300 m <sup>2</sup> GFA (minimum 2)	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Chancellery	1 per 250 m <sup>2</sup> GFA after the first 250 m <sup>2</sup> GFA	1, 2	1 per 950 m <sup>2</sup> GFA after the first 400 m <sup>2</sup> GFA	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking <input type="checkbox"/> Section 3.5: Reduction of car parking requirements
Child care centre	Individual Assessment		Individual Assessment		Individual Assessment
Civic administration	1 per 250 m <sup>2</sup> GFA after the first 250 m <sup>2</sup> GFA	1, 2	1 per 950 m <sup>2</sup> GFA after the first 400 m <sup>2</sup> GFA	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking <input type="checkbox"/> Section 3.5: Reduction of car parking requirements

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
Club	1 per 100 m <sup>2</sup> bar floor area after the first 100 m <sup>2</sup> bar floor area	1, 2	1 per 25 m <sup>2</sup> bar floor area after the first 25 m <sup>2</sup> bar floor area	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
	PLUS 1 per 400 m <sup>2</sup> of lounge and beer garden after the first 400 m <sup>2</sup> of lounge and beer garden	1, 2	1 per 100 m <sup>2</sup> of lounge and beer garden after the first 100 m <sup>2</sup> of lounge and beer garden (minimum 2)	3	
Community activity centre	Individual Assessment		Individual Assessment		Individual Assessment
Community theatre	Nil		1 per 50 seats (minimum 2)	3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Cultural facility	Individual Assessment		Individual Assessment		Individual Assessment
Defence installation	Individual Assessment		Individual Assessment		Individual Assessment

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
Drink establishment	1 per 100 m <sup>2</sup> bar floor area after the first 100 m <sup>2</sup> bar floor area	1, 2	1 per 25 m <sup>2</sup> bar floor area after the first 25 m <sup>2</sup> bar floor area	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
	PLUS 1 per 400 m <sup>2</sup> of lounge and beer garden after the first 400 m <sup>2</sup> of lounge and beer garden	1, 2	PLUS 1 per 100 m <sup>2</sup> of lounge and beer garden after the first 100 m <sup>2</sup> of lounge and beer garden (minimum 2)	3	
Education establishment:					
<input type="checkbox"/> Primary school	1 per 200 students after the first 200 students	1, 2	1 per 15 students	1, 2, 3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
<input type="checkbox"/> Secondary school	1 per 200 students after the first 200 students	1, 2	1 per 10 students	1, 2, 3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
<input type="checkbox"/> Tertiary institution (excluding student accommodation)	Individual Assessment		Individual Assessment		Individual Assessment
<input type="checkbox"/> Student accommodation	<u>Residents:</u> 1 per 3 beds	1, 2	1 per 12 beds	3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking <input type="checkbox"/> Section 3.5: Reduction of car parking requirements
<input type="checkbox"/> All other developments or parts of	Individual Assessment		Individual Assessment		Individual Assessment



Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
developments					
Financial establishment	1 per 400 m <sup>2</sup> GFA after the first 400 m <sup>2</sup> GFA	1, 2	1 per 300 m <sup>2</sup> GFA (minimum 2)	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Guest house:					
<input type="checkbox"/> Student accommodation	<u>Residents:</u> 1 per 3 beds	1, 2	1 per 12 beds	3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking <input type="checkbox"/> Section 3.5: Reduction of car parking requirements
<input type="checkbox"/> All other developments or parts of developments	1 per 80 guest bedrooms after the first 50 bedrooms	1, 2	1 per 30 guest bedrooms after the first 30 bedrooms	1, 2	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Health facility	1 per 8 practitioners after the first 8 practitioners	1, 2	1 per 4 practitioners	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Hospital	Individual Assessment		Individual Assessment		Individual Assessment

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
Hotel	1 per 100 m <sup>2</sup> bar floor area after the first 100 m <sup>2</sup> bar floor area	1, 2	1 per 25 m <sup>2</sup> bar floor area after the first 25 m <sup>2</sup> bar floor area	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
	PLUS 1 per 400 m <sup>2</sup> of lounge and beer garden after the first 400 m <sup>2</sup> of lounge and beer garden	1, 2	PLUS 1 per 100 m <sup>2</sup> of lounge and beer garden after the first 100 m <sup>2</sup> of lounge and beer garden	3	
	PLUS 1 per 80 guest bedrooms after the first 50 bedrooms	1, 2	PLUS 1 per 30 guest bedrooms after the first 30 bedrooms  (minimum 2 Class 3 Bicycle Parking Spaces)	1, 2	
Indoor entertainment facility	Individual Assessment		Individual Assessment		Individual Assessment
Indoor recreation facility	Individual Assessment		Individual Assessment		Individual Assessment
Motel	1 per 80 guest bedrooms after the first 50 bedrooms	1, 2	1 per 30 guest bedrooms after the first 30 bedrooms	1, 2	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
Multi-unit housing:					
<input type="checkbox"/> Apartments	<u>Residents:</u> 1 per apartment	1, 2	1 per 12 apartments after the first 12 apartments	3	<input type="checkbox"/> Section 3.2: Storage space (residents' parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
<input type="checkbox"/> Student accommodation	<u>Residents:</u> 1 per 3 beds	1, 2	1 per 12 beds	3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking <input type="checkbox"/> Section 3.5: Reduction of car parking requirements
<input type="checkbox"/> All other developments or parts of developments	Nil	N/A	Nil	N/A	N/A
Office (Includes office as an ancillary use)	1 per 250 m <sup>2</sup> GFA after the first 250 m <sup>2</sup> GFA	1, 2	1 per 950 m <sup>2</sup> GFA after the first 400 m <sup>2</sup> GFA	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking <input type="checkbox"/> Section 3.5: Reduction of car parking requirements
Outdoor recreation facility	Individual Assessment		Individual Assessment		Individual Assessment
Personal service	1 per 400 m <sup>2</sup> GFA after the first 400 m <sup>2</sup> GFA	1, 2	1 per 300 m <sup>2</sup> GFA (minimum 2)	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
Place of assembly	1 per 1500 seats after the first 1500 seats	1, 2, 3	1 per 50 seats (minimum 2)	1, 2, 3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Place of worship	Nil	N/A	1 per 50 seats	3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Produce market	Individual Assessment		Individual Assessment		Individual Assessment
Public agency	1 per 400 m <sup>2</sup> GFA after the first 400 m <sup>2</sup> GFA	1, 2	1 per 300 m <sup>2</sup> GFA (minimum 2)	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Public transport facility	Individual Assessment		Individual Assessment		Individual Assessment
Religious associated use	Individual Assessment		Individual Assessment		Individual Assessment
Residential care accommodation: (Excludes residential care accommodation land uses covered elsewhere in this table <sup>6</sup> )					
<input type="checkbox"/> Independent living units	Residents: 1 per 2 independent living units	1, 2	1 per 12 independent living units after the first 12 independent living units	3	<input type="checkbox"/> Section 3.2: Storage space (residents' parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking

<sup>6</sup> For example, retirement complex, special care establishment, special care hostel, special dwelling, supportive housing.

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
<input type="checkbox"/> Student accommodation	<u>Residents:</u> 1 per 3 beds	1, 2	1 per 12 beds	3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking <input type="checkbox"/> Section 3.5: Reduction of car parking requirements
<input type="checkbox"/> All other developments or parts of developments	1 per 10 beds after the first 10 beds	1, 2	1 per 15 beds after the first 15 beds	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Restaurant	1 per 400 m <sup>2</sup> GFA after the first 400 m <sup>2</sup> GFA	1, 2	1 per 200 m <sup>2</sup> GFA after the first 200 m <sup>2</sup> GFA (minimum 2)	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Retirement complex:					
<input type="checkbox"/> Independent living units	<u>Residents:</u> 1 per 2 independent living units	1, 2	1 per 12 independent living units after the first 12 independent living units	3	<input type="checkbox"/> Section 3.2: Storage space (residents' parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
<input type="checkbox"/> All other developments or parts of developments	1 per 10 beds after the first 10 beds	1, 2	1 per 15 beds after the first 15 beds	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
Shop: (Includes a shop as an Ancillary Use) (Excludes shop land uses covered elsewhere in this table <sup>7</sup> )					
<input type="checkbox"/> Department store	1 per 1750 m <sup>2</sup> GFA after the first 1750 m <sup>2</sup> GFA	1, 2	1 per 1000 m <sup>2</sup> GFA (minimum 2)	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
<input type="checkbox"/> All other developments or parts of developments	1 per 500 m <sup>2</sup> GFA after the first 500 m <sup>2</sup> GFA	1, 2	1 per 300 m <sup>2</sup> GFA (minimum 2)	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Special care establishment:					
<input type="checkbox"/> Independent living units	Residents: 1 per 2 independent living units	1, 2	1 per 12 independent living units after the first 12 independent living units	3	<input type="checkbox"/> Section 3.2: Storage space (residents' parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
<input type="checkbox"/> All other developments or parts of developments	1 per 10 beds after the first 10 beds	1, 2	1 per 15 beds after the first 15 beds	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking

<sup>7</sup> For example, bulky goods retailing, personal service, supermarket, take-away food shop.

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
Special care hostel:					
<input type="checkbox"/> Independent living units	<u>Residents:</u> 1 per 2 independent living units	1, 2	1 per 12 independent living units after the first 12 independent living units	3	<input type="checkbox"/> Section 3.2: Storage space (residents' parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
<input type="checkbox"/> All other developments or parts of developments	1 per 10 beds after the first 10 beds	1, 2	1 per 15 beds after the first 15 beds	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Special dwelling:					
<input type="checkbox"/> Student accommodation	<u>Residents:</u> 1 per 3 beds	1, 2	1 per 12 beds	3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking <input type="checkbox"/> Section 3.5: Reduction of car parking requirements
<input type="checkbox"/> All other developments or parts of developments	1 per 10 beds after the first 10 beds	1, 2	1 per 15 beds after the first 15 beds	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Supermarket	1 per 750 m <sup>2</sup> GFA after the first 750 m <sup>2</sup> GFA	1, 2	1 per 300 m <sup>2</sup> GFA (minimum 2)	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Supportive housing:					
<input type="checkbox"/> Student accommodation	<u>Residents:</u> 1 per 3 beds	1, 2	1 per 12 beds	3	<input type="checkbox"/> Section 3.4: Pre-existing bicycle parking <input type="checkbox"/> Section 3.5: Reduction of car parking requirements

Land use	Employees and residents <sup>3</sup>		Visitors, shoppers and guests		Allowances that apply for this land use
	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	Bicycle Parking Spaces required <sup>4</sup>	Class <sup>5</sup>	
<input type="checkbox"/> Independent living units	Residents: 1 per 2 independent living units	1, 2	1 per 12 independent living units after the first 12 independent living units	3	<input type="checkbox"/> Section 3.2: Storage space (residents' parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
<input type="checkbox"/> All other developments or parts of developments	1 per 10 beds after the first 10 beds	1, 2	1 per 15 beds after the first 15 beds	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Take-away food shop	1 per 250 m <sup>2</sup> GFA after the first 250 m <sup>2</sup> GFA	1, 2	1 per 100 m <sup>2</sup> GFA (minimum 2)	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking
Tourist facility	Individual Assessment		Individual Assessment		Individual Assessment
Tourist resort	Individual Assessment		Individual Assessment		Individual Assessment
Veterinary hospital	1 per 8 practitioners after the first 8 practitioners	1, 2	1 per 8 practitioners after the first 8 practitioners	3	<input type="checkbox"/> Section 0: Storage space (other secure parking) <input type="checkbox"/> Section 3.4: Pre-existing bicycle parking



### 3.2 Allowance: Storage space (residents' parking)

#### *Objectives*

- To allow flexibility in how space suitable for bicycle parking is provided in residential developments, while ensuring the needs of cyclists are met.
- To ensure requirements to install bicycle parking do not impose an unreasonable cost burden on developers.

#### *Background*

Many apartment and similar developments provide secure general-purpose storage space for residents, such as storage lockers in basements. Where the storage space is secure, suitably shaped and accessible by bicycles, it can be easily used for bicycle parking. This section recognises this by not requiring dedicated resident Bicycle Parking Spaces to be provided where suitable storage space is provided.

#### *Standards*

- This section applies only to those land uses shown as having access to this allowance in Table 2.
- An apartment or independent living unit does not contribute to the requirement for Residents' Bicycle Parking Spaces specified in Table 2 where:
  - it includes secure storage space accessible only to residents of that apartment or independent living unit; and
  - the secure storage space contains an unobstructed envelope with minimum dimensions of 1.8 m long, 0.7 m wide and 1.1 m high; and
  - the storage space with that envelope meets the design requirements specified at Part 4 of these Guidelines.

#### *Guidance*

- Other Authority Guidelines contain requirements for the design and quantity of storage space, for example the *Apartment Guidelines*. These requirements need to be taken into account when using this allowance.

### **3.3 Allowance: Storage space (other secure parking)**

#### *Objectives*

- To allow flexibility in how bicycle parking is provided in small destination developments, while ensuring the needs of cyclists are met.
- To ensure requirements to install bicycle parking do not impose an unreasonable cost burden on developers.

#### *Background*

Many commercial developments provide secure general-purpose storage space for tenants, such as storage rooms under stairs. For smaller developments where this storage space is suitably accessible and shaped, it can be used by employees to park their bicycles. Similarly, commercial accommodation providers often have guest baggage storage facilities which can be used to store a small number guest and employee bicycles. This section recognises this by not requiring dedicated secure Bicycle Parking Facilities where suitable general-purpose storage space is provided and the quantity of secure parking required is small.

#### *Standards*

- This section applies only to those land uses shown as having access to this allowance in Table 2.
- Where the requirement for Class 1 and 2 Bicycle Parking Spaces calculated using Table 2 is four Bicycle Parking Spaces or fewer, storage space may be substituted for some or all of the required Class 1 and 2 Bicycle Parking Spaces. To be eligible, storage space must be:
  - secure; and
  - on site; and
  - contain an unobstructed envelope with minimum dimensions of 1.8 m long, 0.7 m wide and 1.1 m high for each Bicycle Parking Space substituted; and
  - meet the design requirements specified at Part 4 of the Guidelines.

### **3.4 Allowance: Pre-existing bicycle parking**

#### *Objectives*

- To avoid unnecessary duplication of pre-existing bicycle parking.

#### *Background*

In many commercial precincts, the ACT Government has previously provided suitable Bicycle Rail Bicycle Parking Facilities. In these cases, further Bicycle Rails may not be required to meet demand. In the case of redevelopments, existing bicycle parking may be able to be retained. This section allows flexibility in such cases.

#### *Standards*

- This section applies only to those land uses shown as having access to this allowance in Table 2.
- When calculating the required provision of Bicycle Parking Spaces in accordance with Table 2, pre-existing Bicycle Parking Spaces may be counted towards meeting the requirements provided that:
  - the pre-existing Bicycle Parking Spaces are of the same Class as the required Bicycle Parking Spaces; and
  - the pre-existing Bicycle Parking Spaces and the Bicycle Parking Facility they are contained in is fully compliant with the requirements of Part 4 of these Guidelines; and
  - the pre-existing Bicycle Parking Spaces are within the development, or where located off-site, meet the requirements for off-site provision of Bicycle Parking Spaces in section 4.8; and
  - the pre-existing Bicycle Parking Facility can be demonstrated to have spare capacity equal to the number of Bicycle Parking Spaces to be counted towards the requirements of Table 2.

#### *Guidance*

- Where pre-existing Bicycle Parking Facilities would otherwise meet the requirements of this section but are not compliant with Part 4 of these Guidelines, upgrading the pre-existing Bicycle Parking Facilities may be less costly than constructing a new Bicycle Parking Facility.

### 3.5 Allowance: Reduction of car parking requirements

#### *Objectives*

- To provide flexibility in cases where a development's users would be better served by a higher level of bicycle parking but do not require the normally-mandated level of car parking.

#### *Background*

Some groups have higher rates of bicycle use and lower rates of car use than the general population (for example, university students). For developments catering to these groups, flexibility is required for developers to be able to provide additional Bicycle Parking Spaces, but fewer car parking spaces than is normally required.

#### *Standards*

- This section applies only to those land uses shown as having access to this allowance in Table 2.
- Provision of additional Bicycle Parking Spaces above the minimum number specified in Table 2 will allow for a reduction in the requirement to provide car parking as follows:
  - For each additional four Class 1 or 2 Bicycle Parking Spaces provided, the provision of car parking spaces calculated using the *ACT Parking and Vehicular Access Guidelines* may be reduced by one space, up to a maximum of 5% of the total number of car parking spaces required.
  - No substitution is allowed for Class 3 Bicycle Parking Spaces.

#### *Guidance*

- This section replaces the substitution allowed in section 3.2.5 of the *ACT Parking and Vehicular Access Guidelines*. It does not allow substitution of an additional 5% of spaces.

# PART 4 DESIGN AND LOCATION OF BICYCLE PARKING FACILITIES

---

## 4.1 Introduction

In the past, insufficient priority has been given to the design and location of bicycle parking installations and the facilities they are housed in. The resulting theft of bicycles or accessories, vandalism and inconvenience has been a barrier to cycling and has led to under-utilisation of some bicycle parking. Provision of secure, well-designed and suitably located bicycle parking is necessary if cycling rates are to be increased.

### *Different users have different parking needs*

Just as for car trips, different cycling trips have different parking needs. There are two general situations to consider.

*Long-stay parking* (eg residents' parking at apartments and employee parking) requires a high level of physical security to prevent theft or tampering with the bicycle. Because bicycles can be damaged through long exposure to rain, weatherproofing is also important. Convenience, however, is less critical.

For *short-stay parking* (eg shoppers and visitors), convenience is the critical issue. A lower level of physical security is required, provided physical security is supplemented by placing installations in locations with good natural surveillance, for example in visible locations with frequent pedestrian traffic. Weatherproofing is preferable but not necessary.

### *Types of Bicycle Parking Facilities*

There are four types of Bicycle Parking Facility, each suitable for different user groups and situations. Table 3 outlines the features of each type and links this to the security classes used in Part 3 of these Guidelines.

*Table 3 – Types of Bicycle Parking Facilities*

<b>Type</b>	<b>Description</b>	<b>Physical security</b>	<b>Long/short stay</b>	<b>Class</b>	<b>Suitable for</b>
Bicycle Locker	Fully enclosed individual lockers	High	Long	1	<input type="checkbox"/> Apartment residents <input type="checkbox"/> Bike and ride commuters at public transport interchanges <input type="checkbox"/> Guests at motels, serviced apartments
Bicycle Enclosure	Locked cages or compounds containing Bicycle Rail installations as described below. Communal access using duplicated keys or electronic swipe cards	Medium	Long	2	<input type="checkbox"/> Apartment residents <input type="checkbox"/> Regular employees or students <input type="checkbox"/> Guests at motels, serviced apartments
Bicycle Rail	Installations such as metal hoops and rails which support the bicycle and to which the bicycle frame and both wheels can be locked	Low	Short	3	<input type="checkbox"/> Shoppers <input type="checkbox"/> Visitors to offices and apartments
Supervised Parking Station	High capacity facilities with constant security supervision, typically available to the public.	High	Both	All	<input type="checkbox"/> All users

### *Location of Bicycle Parking Facilities*

The two key location issues for Bicycle Parking Facilities are security and convenience. For users to feel secure, physical security needs to be supplemented by placing installations in locations with good natural surveillance, for example in visible locations with frequent pedestrian traffic or visible from a distance.

If Bicycle Parking Facilities are not conveniently located cyclists will ignore the facilities and continue the insecure and unsafe practice of locking bicycles to railings, posts, parking meters etc. Short-stay parking, in particular, needs to be very convenient if it is to be effective. Bicycle Parking Facilities are more effective if provided in small clusters close to various destinations rather than as one large parking area.

Experience has shown that:

- Long-stay parking should generally be provided no more than 100 metres from the cyclist's destination; and
- Short-stay parking should be placed every 30 metres throughout on-street shopping areas or in small clusters near the entrances to major destination buildings.

## **4.2 Design and location requirements for bicycle parking**

### *Objectives*

- To ensure bicycle parking is safe, secure, convenient and meets the needs of a wide range of cyclists.

### *Standards*

- All Bicycle Parking Spaces provided to meet the requirements of Part 3 of these Guidelines, including storage space provided in lieu of Bicycle Parking Spaces, must meet the requirements of section 4.3.
- All Class 1 Bicycle Parking Spaces provided to meet the requirements of Part 3 of these Guidelines must be either:
  - Bicycle Lockers designed in accordance with section 4.4 of these Guidelines; or
  - Part of a Supervised Parking Station designed in accordance with section 4.7 of these Guidelines.

- All Class 2 Bicycle Parking Spaces provided to meet the requirements of Part 3 of these Guidelines must be either:
  - Bicycle Enclosures designed in accordance with section 4.5 of these Guidelines; or
  - Part of a Supervised Parking Station designed in accordance with section 4.7 of these Guidelines.
- All Class 3 Bicycle Parking Spaces provided to meet the requirements of Part 3 of these Guidelines must be either:
  - Bicycle Rails designed in accordance with section 4.6 of these Guidelines; or
  - Part of a Supervised Parking Station designed in accordance with section 4.7 of these Guidelines.
- Any Bicycle Parking Spaces provided to meet the requirements of Part 3 of these Guidelines, excluding storage space provided in lieu of Bicycle Parking Spaces, may be provided off-site in accordance with section 4.8.

#### **4.3 Requirements applicable to all Bicycle Parking Facilities**

##### *Objectives*

- To ensure bicycle parking is safe, secure, convenient and meets the needs of a wide range of cyclists.

##### *Standards*

- All Bicycle Parking Spaces provided to meet the requirements of Part 3 of these Guidelines, and the Bicycle Parking Facilities they are contained in, including storage space provided in lieu of providing Bicycle Parking Spaces, must:
  - be accessible from a road, driveway or footpath via a Bicycle-Friendly Access Path; and
  - be located outside of pedestrian movements paths. In particular, Bicycle Parking Facilities must not be located within a Continuous Accessible Path of Travel; and
  - be arranged so that a bicycle can be parked without damaging adjacent objects such as landscaping, access doors and corridors and other parked bicycles; and
  - be protected from manoeuvring motor vehicles and opening doors; and



- be lit in accordance with the *ACT Crime Prevention and Urban Design Resource Manual* and *Australian Standard 1158.3.1 – Pedestrian area (Category P) lighting*. This applies both to the Bicycle Parking Facility itself and to all reasonable access routes between the Bicycle Parking Facility and the block boundary, and the Bicycle Parking Facility and public entrances to the development.<sup>8</sup>

### *Guidance*

- To ensure Bicycle Parking Facilities are well utilised by cyclists and well accepted by surrounding land owners, it is recommended that all Bicycle Parking Facilities provided are:
  - designed to aesthetically harmonise with their surroundings; and
  - as close as possible to the cyclist's ultimate destination; and
  - easy to find, including signage if necessary. Standard signage designs are shown in *Australian Standard 2890.3 – Bicycle Parking Facilities*.
- In addition to cyclists, Bicycle Parking Facilities may be used for motorised scooter parking by persons with a mobility impairment. This is particularly relevant for development that cater specifically for such persons, such as aged care and seniors' recreation facilities. For these developments, Bicycle Parking Facilities should be specifically designed to cater for motorised scooter users. For example, a Continuous Accessible Path of Travel should be provided between Bicycle Parking Facilities and public entrances to the development.

## **4.4 Requirements for Bicycle Lockers (Class 1)**

### *Objectives*

- To ensure Bicycle Lockers are safe, secure and convenient.
- To ensure Bicycle Lockers provide an appropriate level of service for all day or overnight use.

### *Background*

Bicycle Lockers offer the highest level of security available. They should be considered at locations where:

- Bicycle parking is not readily visible to passers-by.

---

<sup>8</sup> This requirement supersedes the lighting requirements of *Australian Standard 2890.3*.

- The body of potential users is large and not fully under the control of the building owner or tenant (eg at residential apartments, motels and public transport interchanges).
- Parking is likely to be used at night as well as during the day.

They have the added advantage that helmets and other gear can be securely stored along with the bicycle.

Note that unless coin-operated, lockers are not suitable for casual parking as management of access to lockers becomes difficult with a high turnover of users. Lockers are therefore most suitable where they can be leased on a long-term basis.

### *Standards*

- For Bicycle Lockers to be accepted as Class 1 Bicycle Parking Spaces, they must:
  - be designed in accordance with *Australian Standard 2890.3 – Bicycle Parking Facilities*; and<sup>9</sup>
  - be designed to only store one bicycle in each compartment<sup>10</sup>; and
  - be completely enclosed. Mesh walls are not acceptable where the mesh contains gaps of greater than 9cm<sup>2</sup> as bicycles may be tampered with through the mesh; and
  - be fully weatherproof; and
  - be lockable with a duplicate key, swipe card, access code or other similar mechanism; and
  - have a hard floor surface such as metal, concrete or paving.

### *Guidance*

- It is recommended that Bicycle Lockers:
  - Are situated in a location with good natural surveillance or active security supervision (for example a security camera) to ensure the safety of users and

---

<sup>9</sup> *Australian Standard 2890.3* covers issues such as the layout of facilities, clearances and security. Where there is a conflict between these Guidelines and the *Australian Standard*, these Guidelines take precedence.

<sup>10</sup> Installations with several compartments are acceptable where no access is possible between compartments. In this case, each compartment can be considered a separate Bicycle Parking Space.

deter vandalism of the Bicycle Parking Facility. Guidance is available in the *ACT Crime Prevention and Urban Design Resource Manual*.

- Do not allow users of Bicycle Lockers to supply their own locks as lockers may be appropriated by occasional users and remain empty and locked. Possible alternative arrangements include a coin-operated system or locks being supplied by those responsible for the management of the Bicycle Lockers, who will then retain a duplicate key and maintain a register of the regular users.
- Bicycle Lockers may present a terrorism hazard at high-risk sites. Law enforcement agencies should be consulted on the design and location of lockers for these sites.

#### **4.5 Requirements for Bicycle Enclosures (Class 2)**

##### *Objectives*

- To ensure Bicycle Enclosures are safe, secure and convenient
- To ensure Bicycle Enclosures provide an appropriate level of service for all day or overnight use.

##### *Background*

Bicycle Enclosures offer a medium level of security in that while the owner can lock the bicycle within the enclosure, other users also have access to the enclosure. They are suitable for all day parking at locations such as workplaces and schools. Because they are not as secure as Bicycle Lockers, some level of surveillance or monitoring of access should be provided to ensure satisfactory operation.

An example of a Bicycle Enclosure Bicycle Parking Facility is shown in Figure 1.



*Figure 1 – Example of an Acceptable Bicycle Enclosure*

### *Standards*

- For Bicycle Enclosures to be accepted as Class 2 Bicycle Parking Facilities, they must:
  - be designed in accordance with *Australian Standard 2890.3 – Bicycle Parking Facilities*; and<sup>11</sup>
  - contain one Bicycle Rail<sup>12</sup> for each Bicycle Parking Space required by Part 3 of these Guidelines; and
  - be securely enclosed, for example by a wire mesh compound; and
  - provide weather-protection for parked bicycles; and
  - have a hard floor surface such as concrete or paving; and

---

<sup>11</sup> *Australian Standard 2890.3* covers issues such as the layout of facilities, clearances and security. Where there is a conflict between these Guidelines and the *Australian Standard*, these Guidelines take precedence.

<sup>12</sup> The design features of Bicycle Rails are specified in section 4.6.

- where visible from a public area, be designed to protect the aesthetic amenity of the surrounding streetscape and/or buildings.

### *Guidance*

- Bicycle Enclosures should be situated in a location with good natural surveillance or active security supervision (for example a security camera) to ensure the safety of users and deter vandalism of the Bicycle Parking Facility. Guidance is available in the *ACT Crime Prevention and Urban Design Resource Manual*.

## **4.6 Requirements for Bicycle Rails (Class 3)**

### *Objectives*

- To ensure Bicycle Rails are safe, secure and convenient
- To ensure Bicycle Rails provide an appropriate level of service for part-day use by both regular and casual users.

### *Background*

Bicycle Rails come in a wide number of forms, including free-standing hoops, wall-mounted rails and wall-mounted vertical storage racks. Examples of Bicycle Rail Bicycle Parking Facilities based on free-standing hoops are shown in Figure 2.



*Figure 2 – Examples of Acceptable Bicycle Rail Parking Facilities*

The Bicycle Rail is one of the most versatile methods of bicycle parking because it:

- is low in cost;
- comes in a range of different forms to suit different situations; and
- is able to be located close to cyclist destinations.

However, Bicycle Rails provide a low level of security. While they prevent theft, they do not prevent vandalism. As a result, they should be located in a position that has good passive surveillance. For example, Bicycle Rails provided at a school should be sited next to classrooms or administrative offices that permit overlooking of the Bicycle Parking Facility.

Note that racks and stands which allow only one wheel to be locked to the installation or which support the bicycle by only one wheel do not provide proper support or security for the bicycle as a whole. As a result, they do not meet the requirements of *Australian Standard 2890.3 – Bicycle Parking Facilities*. Specific problems related to these types of racks and stands are:

- as only the front wheel can be secured to the rack the remainder of the bicycle can be easily stolen; and
- they do not provide adequate stability and can result in damage to the bicycles; and
- they are often a pedestrian hazard when not in use.

An example of this type of unacceptable installation is shown in Figure 3.

### *Standards*

- For Bicycle Rails to be accepted as Class 3 Bicycle Parking Spaces, they must be:

- Situated in a location with good natural surveillance or active security supervision (for example a security camera) to ensure the safety of users and deter vandalism of the Bicycle Parking Facility. Guidance is available in the *ACT Crime Prevention and Urban Design Resource Manual*.
- Designed in accordance with *Australian Standard 2890.3 – Bicycle Parking Facilities*.<sup>13</sup> (Installations which do not allow users to lock the frame and both wheels to the installation do not meet the requirements of the *Australian Standard*.)



*Figure 3 – An Example of Unacceptable Parking Installations*

- For Bicycle Parking Facilities based on Bicycle Rails to be acceptable as Class 3 Bicycle Parking Facilities, they must:

---

<sup>13</sup> *Australian Standard 2890.3* covers issues such as the layout of facilities, clearances and security. Where there is a conflict between these Guidelines and the *Australian Standard*, these Guidelines take precedence.



- be designed in accordance with *Australian Standard 2890.3 – Bicycle Parking Facilities*<sup>13</sup>; and
- provide a hard floor surface such as concrete or paving over the entire area used to park and manoeuvre bicycles.

### *Guidance*

- Some Bicycle Rail installations are designed for parking more than one bicycle. These installations can be counted as providing more than one Bicycle Parking Space.
- To ensure cyclists use the Bicycle Rails provided rather than posts and trees, Bicycle Rails should be located within 30 metres of a public entrance to the development.
- Consideration should be given to constructing Bicycle Rail Bicycle Parking Facilities as an off-site work on the road verge as such locations are convenient and typically provide good natural surveillance. For further information on off-site provision, see section 4.8.
- It is recommended that in high-traffic areas, installations be based on a free-standing hoop design, rather than a wall-mounted rail. Wall-mounted rails are typically less visible than free-standing hoops and are therefore more likely to cause injury to passing pedestrians and cyclists.

## **4.7 Requirements for Supervised Parking Stations (All Classes)**

### *Objectives*

- To ensure Supervised Parking Stations are safe, secure and convenient.
- To ensure Supervised Parking Stations provide an appropriate level of service for both long and short stays, and for both regular and casual users.

### *Background*

The development of high-capacity bicycle parking stations open to members of the public is becoming increasingly popular internationally. Australia's first such facility is currently under construction in Brisbane. These facilities are typically located at high demand locations such as transit nodes, universities or major city-centre developments. To ensure the Bicycle Parking Facility receives maximum use, all bicycle users are catered for, regardless of stay length or regularity of use.

Because they are available for public use, the level of security supervision required is high and is usually provided with a combination of staff surveillance and security cameras. However, the high level of security increases the attractiveness of the

Bicycle Parking Facility and in many cases, users pay for use in the same way as car drivers pay for car parking. To increase the attractiveness of the Bicycle Parking Facility and thereby improve cost-recovery, it is common for such Bicycle Parking Facilities to provide add-on services including shower, locker and towel hire, bicycle repairs and bicycle hire.

### *Standards*

- For a Supervised Parking Station to be accepted as a Bicycle Parking Facility for the purposes of these Guidelines, it must:
  - be under constant, active security supervision by security camera and/or security staff; and
  - have access to the Bicycle Parking Facility controlled and monitored by staff or an electronic entry control system; and
  - have an internal layout designed to minimise crime;<sup>14</sup> and
  - be completely enclosed and fully weatherproof; and
  - contain one Bicycle Rail<sup>15</sup> for each Bicycle Parking Space required by Part 3 of these Guidelines; and
  - be available for long and short-stay parking by both regular and occasional users; and
  - be designed in accordance with *Australian Standard 2890.3 – Bicycle Parking Facilities*, excluding clauses 1.4 (Classification) and 3.1 (Security).<sup>16</sup>

### *Guidance*

- Given the high standard of service provided by Supervised Parking Stations, it is appropriate to charge users.
- Overseas experience has shown that the level of cost recovery for Supervised Parking Stations is increased through the provision of additional services at the Bicycle Parking Facility. This can include:
  - sub-leasing part of the Bicycle Parking Facility to a bicycle repair business;

---

<sup>14</sup> Guidance on design for crime prevention is available in the *ACT Crime Prevention and Urban Design Resource Manual*.

<sup>15</sup> The design features of Bicycle Rails are specified in section 4.6.

<sup>16</sup> *Australian Standard 2890.3* covers issues such as the layout of facilities, clearances and security. Where there is a conflict between these Guidelines and the *Australian Standard*, these Guidelines take precedence.



- providing showers, lockers and change rooms within the Bicycle Parking Facility; and
- providing add-on services similar to those provided in commercial car parks, such as the ability to lease a dedicated Bicycle Parking Space.

## 4.8 Off-site provision

### *Objectives*

- To allow flexibility when selecting a location for bicycle parking by allowing off-site provision where this meets the needs of both the developer and cyclists.

### *Background*

In many cases, the most suitable location for Bicycle Parking Facilities will not be on the development site itself. For example, Bicycle Rails are typically better utilised when located on a road verge rather than in a basement as the road verge is more convenient and passing pedestrians provide a high level of natural surveillance.

### *Standards*

- A Bicycle Parking Facility (but not secure storage space provided in lieu of bicycle parking) may be provided off-site in cases where the off-site Bicycle Parking Facility will be:
  - accessible to users of the development<sup>17</sup>; and
  - within 30 metres of a public entrance to the development in the case of Bicycle Rails; or within 100 metres of a public entrance to the development in the case of Bicycle Lockers, a Bicycle Enclosure or a Supervised Parking Station.

### *Guidance*

- Where Bicycle Parking Spaces are to be located on footpaths or in other pedestrian areas, attention is drawn to the requirement of section 4.3 that Bicycle Parking Spaces are located outside of pedestrian movements paths.
- For clarity, shared Bicycle Parking Facilities available to users of several buildings are permitted, as long as they meet the requirements of these Guidelines, for example being accessible to users from each of the buildings.

---

<sup>17</sup> For example, existing Bicycle Rails in a public space would be accessible to users of the development. However, a Bicycle Enclosure located in the secure basement of a neighbouring building would not be accessible as users would not typically have access to that basement.

# PART 5 OTHER FACILITIES

---

## 5.1 Showers and clothing lockers

### *Objectives*

- To reduce the barriers to cycling being a viable alternative to car-based commuting through the provision of showers and change facilities in workplaces.
- To ensure that showers and change facilities provided are suitable for use by commuter cyclists.
- To ensure that showers and change facilities are cost-effective, and do not impose an unreasonable cost burden on developers.

### *Background*

To effect substantial change in travel modes requires the creation of an environment in which people can cycle safely and comfortably. In order to make bicycle trips in excess of five kilometres attractive, it is necessary that clean, safe showers and changing facilities are provided in the workplace. The provision of showers and clothing lockers is also beneficial to many non-cyclists, including people who jog or walk a long distance to work, carry out manual labour or exercise at lunchtime.

### *Standards*

- For new buildings only, showers must be provided in accordance with Table 4.
- Where more than 1 shower is required, separate shower and change facilities are to be provided for males and females.
- Where showers are required, change rooms must also be provided. They must be provided as either:
  - a combined shower and change cubicle; or
  - one communal change room for each gender, directly accessible from the showers for that gender without passing through a public space.
- Shower and change facilities must be located so that users and their belongings have a high level of security.
- All showers provided are to dispense both hot and cold water. Cold-only showers must not be counted towards the requirements of this section.

*Table 4 – Rates of Provision for Showers*

<b>Number of Employee Bicycle Parking Spaces Required</b>	<b>Number of Showers</b>
0 to 4	0
5 to 9	1
10 to 24	2
25 and above	2 PLUS 2 showers per 20 Employee Bicycle Parking Spaces after the first 24 Spaces, rounded up to the nearest even number <sup>18</sup>

*Guidance*

- For redevelopment or refurbishment of existing buildings, showers should be provided at the rates shown in Table 4, where possible within the constraints of the size of works to be undertaken and building design.
- Clothing lockers encourage cycling by providing secure storage for cycling clothes, footwear and towels. Clothing lockers should be:
  - provided at a rate greater than one for each Employee Bicycle Parking Space, bearing in mind they may be used by non-cyclists; and
  - of suitable volume and dimensions to allow storage of clothing, towels, cycling helmets and footwear; and
  - well ventilated, secure and lockable; and
  - located close to shower and change facilities.
- Where possible, showers and clothing lockers should be located close to Bicycle Parking Facilities.

---

<sup>18</sup> That is, 4 showers for 25 to 44 employee spaces, 6 showers for 45 to 64 employee spaces, 8 showers for 65 to 84 spaces and so on.

## 5.2 Signage

### *Objectives*

- To ensure cyclists can locate Bicycle Parking Facilities.
- To encourage use of Bicycle Parking Facilities by increasing their visibility to potential cyclists.

### *Guidance*

- Where the location of bicycle parking is not obvious from public entrances to a development, signs should be provided to direct cyclists to bicycle parking. Signage should be designed in accordance with *Australian Standard 2890.3 – Bicycle Parking Facilities*.

## PART 6 DEFINITIONS

---

Where the following terms appear in the text of these Guidelines, they have the meaning specified below:

<b>Term</b>	<b>Definition</b>
Ancillary Use	Has the same meaning as in the <i>Territory Plan</i>
Authority, the	The ACT Planning and Land Authority and its successors
Bicycle Enclosure	A locked cage or compound containing Bicycle Rails. Design requirements for Bicycle Enclosures are outlined in Part 4 of these Guidelines.
Bicycle Rail	Installations such as metal hoops and rails to which the bicycle frame and both wheels can be locked. Design requirements for Bicycle Rails are outlined in Part 4 of these Guidelines.
Bicycle-Friendly Access Path	A continuous path of travel that: <ul style="list-style-type: none"> <li><input type="checkbox"/> does not include any step, stairway, turnstile, revolving door, escalator or other impediment that would prevent it from being safely negotiated by a person pushing a bicycle (lift access is acceptable but not preferable); and</li> <li><input type="checkbox"/> has an unobstructed width of at least 1,500mm and an unobstructed height of at least 2,250mm along the entire length of the path.</li> </ul>
Bicycle Locker	A fully-enclosed individual locker suitable for storing bicycles. Design requirements for Bicycle Lockers are outlined in Part 4 of these Guidelines.
Bicycle Parking Facility	A set of one or more Bicycle Parking Spaces.
Bicycle Parking Space	An installation such as a hoop, rail or Bicycle Locker designed to enable the parking of one bicycle.
Class 1	A Bicycle Parking Space/Facility designed to Class 1 standard in accordance with Part 4 of these Guidelines.
Class 2	A Bicycle Parking Space/Facility designed to Class 2 standard in accordance with Part 4 of these Guidelines.
Class 3	A Bicycle Parking Space/Facility designed to Class 3 standard in accordance with Part 4 of these Guidelines.
Continuous Accessible Path of Travel	A Continuous Accessible Path of Travel for the purposes of <i>Australian Standard 1428.1 – Design for access and mobility</i> .
Employee Bicycle Parking Space	A Bicycle Parking Space that are provided for use by employees, as specified in the 'Employees and residents' column of Table 2.
GFA / Gross Floor Area	As defined in the <i>Territory Plan</i> .

<b>Term</b>	<b>Definition</b>
Individual Assessment	A process whereby the Authority determines on a case-by-case basis what facilities are needed to ensure the objectives of these Guidelines are met. For further details, see section 2.2.
Residents' Bicycle Parking Space	A Bicycle Parking Space that is provided for use by residents, as specified in the 'Employees and residents' column of Table 2.
Supervised Parking Station	High capacity Bicycle Parking Facilities typically available to the public which are suitable for short and long-stay use, and provide constant security supervision. Design requirements for Supervised Parking Stations are outlined in Part 4 of these Guidelines.

# PART 7 REFERENCE DOCUMENTS

---

## 7.1 Referenced documents

The following documents are referenced in these Guidelines.

- ARRB (2005) *ACT Parking Strategy Study – Final Report*, ACT Planning and Land Authority, Canberra.
- ACT Government (1997) *Canberra Bicycle 2000: A Bicycle Strategy for the Australian Capital Territory*, ACT Government, Canberra.
- ACT Government (2004) *The Sustainable Transport Plan for the ACT*, ACT Planning and Land Authority, Canberra.
- ACT Government (2004) *The Canberra Social Plan*, ACT Planning and Land Authority, Canberra.
- Standards Australia (1993) *Australian Standard 2890.3 – 1993, Parking Facilities, Part 3: Bicycle Parking Facilities*, Standards Australia International and Standards New Zealand, Sydney.
- Standards Australia (1999) *Australian Standard 1158.3.1 – 1999, Road Lighting, Part 3.1: Pedestrian Area (Category P) Lighting – Performance and Installation Design Requirements*, Standards Australia International and Standards New Zealand, Sydney.
- Standards Australia (2001) *Australian Standard 1428.1 – 2001, Design for Access and Mobility, Part 1: General Requirements for Access – New Building Work*, Standards Australia International and Standards New Zealand, Sydney.

## 7.2 Related planning documents

The following related planning guidelines are available on the Authority's website, [www.actpla.act.gov.au](http://www.actpla.act.gov.au):

- *Territory Plan*
- *ACT Parking and Vehicular Access Guidelines*
- *Apartment Guidelines*
- *ACT Crime Prevention and Urban Design Resource Manual*

- *ACT Planning Guidelines for Access and Mobility*

A full list of ACT planning guidelines is contained in the Register of Planning Guidelines, which is also on the Authority's website.

### **7.3 Other resources**

The following documents on bicycle infrastructure planning may be of interest to readers:

- Austroads (1999) *Guide to Traffic Engineering Practice, Part 14 – Bicycles*, Austroads, Sydney.
- Western Australian Government (undated) *End of Trip Facilities in Government Buildings*, retrieved 10 September 2005 from [http://www.dpi.wa.gov.au/mediaFiles/cycling\\_end\\_of\\_trip.pdf](http://www.dpi.wa.gov.au/mediaFiles/cycling_end_of_trip.pdf).
- NSW Department of Infrastructure, Planning and Natural Resources (2004) *Planning Guidelines for Walking and Cycling*, NSW Government, Sydney.
- Victorian Department of Sustainability and Environment (2004) *Particular Provisions – Clause 52.34, Bicycle Facilities*, Victorian Government, Melbourne.
- NSW Roads and Traffic Authority (2004), *NSW Bicycle Guidelines*, NSW Roads and Traffic Authority, Sydney.