

Cycle Hangar installation suggestion form and guidance notes

Stevenage Borough Council has begun to install Cycle Hangar facilities to help provide cycle storage for those who need it. Being unable to securely store a bicycle can be a significant barrier to cycling and the benefits it offers, in reduced transport costs and improved health for the individual and improved air quality and reduced healthcare costs for society as a whole.

A Cycle Hangar is a lockable, sheltered storage pod for up to six bicycles, with stands to hold them upright and hoops to lock them to. Gas-assisted struts allow easy opening by all users.

Use the form below to suggest a location where you would like a Cycle Hangar to be installed for you to park your cycle in.

Any suggestions will be recorded to help inform potential future Cycle Hangar installations and ensure they are in locations where they will be used.

Installation of Cycle Hangars is currently carried out on an ad-hoc basis subject to:

- evidence of demand;
- availability of suitable space on SBC land or (with the County Council's permission) public highway; and
- availability of funding.

There is no formal programme of Cycle Hangar installations and we are unable to offer any assurances of a suggestions success or failure or indication of timescales in advance.

If a Cycle Hangar is installed near to where you have suggested, you will be invited to apply for a space before they are made available to the wider public. If several people make similar suggestions, they will be offered priority in the order that suggestions were made. If anyone who has put in a suggestion for a particular area doesn't get a space they will be offered a place on a waiting list.

Use of an SBC Cycle Hangar is subject to the following costs:

- a deposit of £12 to pay for replacement of your key if you lose or damage it (refundable when you return the key and give up your space); and
- an annual rental fee of £12.

Spaces in Cycle Hangars are assigned on a "first come" basis, and if there are no spaces left in the preferred Cycle Hangar, applicants are offered a choice between a space in another Cycle Hangar, if one is available, going on a waiting list or withdrawing their application.

Cycle Hangar installation suggestion form

Please complete this form in BLOCK CAPITALS and return it to: **Cycle Parking, Planning and Regulation, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage SG1 1HN**

Your details			
Name			
Address			
Post Code		Tel No.	
Email		Mobile No.	
Cycle Hangar suggestion details			
Street:			
Reasons for suggestion:			
Description of suggested location:			
Sketch plan:			
Please append additional sheets with information under the same headings if you would like to suggest multiple sites.			

Data Processing

We will use your information only for the purposes of processing your suggestion for our legitimate interests in providing cycle parking, and the ongoing management of cycle parking. We may share your information third parties, but only where it is necessary, either to comply with a legal obligation, or where permitted under data protection laws, such as for purposes of fraud and crime prevention. We will retain your information and copies of any documents you provide for a period of up to 12 months, either after your suggestion is acted upon or after you let us know you would like to withdraw the request, with safe disposal of your information after this period.

Further details on how we handle your information is available on our website at <https://www.stevenage.gov.uk/privacy-policy>

Declaration

I confirm that all the information provided is accurate and that I am resident at the above address.

I confirm that I understand that there is no guarantee a Cycle Hangar will be provided.

I confirm that if a Cycle Hangar is installed as I have suggested I intend to apply to keep a cycle in it.

Signed		Date	
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