



**TRANSPORT  
FOR LONDON**

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**EVERY JOURNEY MATTERS**

## Developer Guidance

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# Contents

2. Vision and Goals
3. Overview of Cycle Hire
4. Existing Scheme Network
5. Benefits and Challenges for Cycle Hire
6. Street Infrastructure
7. Indicative Docking Station Layouts
8. Foundations
9. Cost
10. Developer Station Identification Checklist
12. Legal
17. Delivery Milestones
18. Appendix 1 - Construction Techniques
20. Appendix 2 - Operational Activities

## What is Santander Cycles?

Santander Cycles is London's self-service, bike-sharing scheme for short journeys. You can take a cycle, ride it where you like, then return it to any docking station, ready for the next person to use.

- Available 24 hours a day, every single day of the year
- Choose from over 10,000 bikes at over 700 docking stations
- With docking stations every 300 – 500 metres you will never be far away from a bike

The bikes are perfect for short journeys whether you are travelling across town for a meeting, popping to your favourite lunch spot or skipping the crowds on the journey home from work. They are also great for meeting friends or seeing the fantastic sites of London by bike.



# Overview of Cycle Hire



Over 19,000 docking points



24 hours a day  
7 days a week  
365 days a year



Over 700 cycle docking stations



11,000 bicycles



Covering an area of approximately 100km<sup>2</sup>



Cycle docking station situated every 300-500m

## Vision

“To provide a wider cycle hire network and expand the opportunities for short cycling trips in London”.

Cycling is increasing in popularity and Santander Cycles is a convenient and cost effective alternative to owning your own bike. With over 180,000 members and over 32 million journeys made in the last four years, more Londoners are taking to two wheels than ever before.



## Benefits of Cycle Hire

Benefit	
<b>Space Saving</b>	Encouraging Cycle Hire usage can reduce the requirement for car and private cycle spaces. Land freed up can be maximised commercially or used for other purposes.
<b>Green and Sustainable</b>	Promotes sustainable and environmentally friendly travel options contributing towards reducing CO2 emissions which can positively impact your company’s image and can support any Travel Planning initiatives
<b>Public Profile</b>	Significant publicity and promotion of your company’s Corporate Social Responsibility.
<b>Cost Efficient</b>	Cycle Hire is a cheaper alternative to using the tube or train, and is less than a return ticket on the bus.
<b>Healthy Lifestyle</b>	Promotes a healthy lifestyle by offering easy access to bikes.
<b>Convenient</b>	Docking stations are always nearby, with an average distance of 300m-500m between each. These docking stations are always 24/7/365 accessible.
<b>Business Account</b>	Business accounts will be available soon allowing businesses in your development to open a Cycle Hire account and provide membership keys for employees and guests.

In order to deliver these objectives TfL needs to work with the land-development industry. We are looking for docking station locations both on and off the highway, and support for the cost of delivery which can be a way of mitigating the impact of new developments on the transport network. This can be explored with TfL through pre-application advice for major developments that are referred to the Mayor or between TfL Cycle Hire Team and the relevant borough<sup>1</sup>.

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<sup>1</sup> <http://www.tfl.gov.uk/info-for/urban-planning-and-construction/planning-applications>

# Docking Station Infrastructure

Each docking station consists of at least one terminal and should have a minimum of 27 docking points, although this can be provided in a number of layouts to fit the local circumstances. Based on TfL's four years of experience of operating Barclay's Cycle Hire in London, it has been found that 27 docking points is the best operational number of points at the majority of locations. Stations of this size require much less redistribution and have higher bike and space availability for users' convenience.

Please note there is a six month lead time required for all infrastructure to be manufactured and delivered.

## Terminal

Each docking station has a payment and registration terminal which allows users to:

- Print a record of their journey
- Print cycle release code
- Find other docking stations if one is full or empty
- See a local street map, costs and Code of conduct
- Buy 24-hour or seven-day access for up to four cycles
- Get extra time-if they need to return their cycle to another docking station

should the docking station already be full

The terminal displays Legible London style mapping to assist wayfinding for cyclists and pedestrians. Legible London mapping is the only mapping used to ensure uniformity across the scheme and maintain ease of use.

## Docking Points

- Docking points release and secure bikes
- Members insert key to release bikes



### Terminal

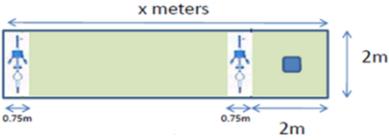
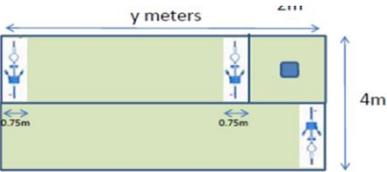
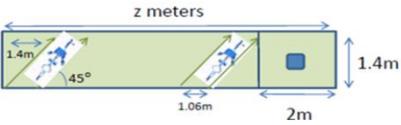
Height = 2400mm  
Width of wide face = 500mm  
Width of slim face = 350mm



### Docking point

Height = 792mm  
Width of bottom = 300mm  
Width of top = 225mm

# Indicative Docking Station Layouts

Layout Name	Layout	Docking point formula	Example picture
<p>Linear docking station</p>		$DPS = (\text{length } (x) - 2.0m) / 0.75m$	
<p>Double Row</p>		$DPS = ((\text{Length } (y) - 2.0m) + (\text{Length } (y)) / 0.75m)$	
<p>Angled</p>		$DPS = ((\text{Length } (z) - 2.0m) - 1.4m) / 1.06m$	

# Foundations

For construction information please see Appendix I

- **Standard** – one foundation per docking point set into a concrete base  
This is TfL’s preferred method of reinstatement as it is adaptable, enabling docking stations to be constructed on slopes or in a curved arrangement. In addition reinstatement around the docking points can aesthetically match existing, surrounding material.



- **Inset** – steel plate set into a concrete base, shallower dig required.  
Inset foundations can be used in circumstances where there are shallow utilities running underneath the docking station footprint. These are to be used on the footway only.



- **Surface Mounted** – no excavation required  
Surface mounted foundations are used when there is significantly limited depth. However the surface must be completely level and straight.



# Cost

The cost of delivering these works varies depending on the size of the docking station, location and whether any additional consents are needed. As a guide approximately £197,000 is required to deliver an average size docking station with 27 docking points. Please note that this amount is a guide and is subject to a wide array of variables, including but not limited to construction requirements, number of docking points and number of terminals.

Secured funding is safeguarded for the delivery of a docking station on the development's land, or in the nearby vicinity to positively impact the development. This information will be specified in the Section 106 agreement document.

If a developer requires an existing docking station to be reallocated, all costs for doing so must be met by the developer and the developer must identify a suitable new location for the docking station. As reallocations are dependant upon a significant number of variables, please contact TfL directly for a quote.

# Developer Station Location Identification Checklist

The following is an indicative checklist of things to consider when identifying a potential docking station location. Please note consultation with, and agreement with, TfL and the local planning authority will be required prior to final station location.

Item	Y/N
<p><b>Space</b> - a rough guide is 25m by 2m as the minimum space required for a viable docking station of 27 docking points (see above indicative layouts)</p>	
<p><b>Operational Access</b> – Redistribution vehicles must be able to legally stop within 1.5m of the station to maintain the station and distribute bicycles. Line on site must be maintained between station and vehicle. Loading and parking bays are the preferred location for stopping. See Appendix 2 for further information.</p>	
<p><b>Footway Width</b> – A minimum clear footway of 1.8m in width must be maintained. 0.45m clearance must be maintained from the carriageway.</p>	
<p><b>Utility Covers</b> - Docking points or terminals cannot be installed over utility covers however bicycles can be docked over utility covers</p>	
<p><b>Drainage</b> – Site footprint is required to have sufficient drainage to prevent ponding</p>	
<p><b>Vertical Clearance</b> - 2.8m of vertical height clearance is required for terminal and installation</p>	

<b>Existing vegetation</b> - no loss of trees or grassed areas	
<b>Existing Street Furniture</b> - Minimal relocation of existing street furniture, including existing cycle stands.	
<b>Pedestrian/Vehicular Flows</b> - Sufficient space to maintain clear pedestrian/vehicular paths	
<b>User Safety</b> - Safe and secure areas with good natural surveillance and street lighting	
<b>Existing Usage</b> - Avoidance of areas of high pedestrian congestion and areas known to be unsuitable for cyclists	
<b>Public Access</b> - Docking stations must be accessible to the public 24 hours a day, 365 days a year i.e they must be on public highway or land where the public have a right to unfettered access	
<b>Terminal Power</b> – Terminal Power is obtained from UKPN via a feeder pillar located near the docking station. Typically feeder pillars are installed on the public highway and trenched to the terminal.	
<b>Foundations</b> - The maximum foundation depth required for a docking station is 320mm and maximum width is 700mm. See Appendix I for further information.	
<b>Road Safety Audits</b> – All sites will be subject to a full Road Safety Audit	
<b>Lease</b> – A lease/agreement is required between TfL and the landowner, ideally at nil cost	

# Legal

Any docking station to be implemented on private land, as opposed to highway land, would require the Landlord to grant a lease of the property to Transport for London ("TfL") as part of the London Cycle Hire Scheme (the "Scheme").

The Property will be used as a docking station for bicycles hired out by members of the public who subscribe to the Scheme. TfL will be responsible for the works to install the docking station at the property. Before this work is carried out we will appoint a firm of solicitors to investigate the property and make sure it is suitable for the Scheme, and to negotiate a lease with you.

TfL will take a lease of the property which is to be used for the Scheme. This will need to be suitable for the use. This includes having rights of access to the nearest public highway, and for connections to be made to services to power the equipment we will install. If there are any additional rights which are required given the specific location of the Property, these will be negotiated between solicitors as part of the lease negotiations.

As part of the Scheme, TfL has appointed a Scheme contractor to install and maintain the docking points and associated electrical and engineering apparatus at all Scheme docking stations in London. In order to carry out the necessary works at the property, the Scheme contractor will have the benefit of the rights granted to TfL under the lease.

The Scheme contractor will meet a pre-defined standard of works set by our standard installation design (details of which are in the rear of the lease document). The same works and requirements are applicable to all docking stations under the Scheme, and cannot therefore be varied.

You will continue to benefit from a reserved right of access over the property, and the right to use the land that it retains around the docking station provided it does not interfere with the rights set out above. This is intended to ensure that your use of the land around the docking station remains unaffected insofar as is compatible with the operation of the Scheme at the property. The docking station should therefore not detrimentally affect your surrounding development.

We have also detailed below a set of heads of terms so that you can review the proposal with the benefit of legal advice if you feel that is required.

**HEADS OF TERMS: PROPOSED LEASE OF PART RELATING TO  
PROPERTY AT [ ], LONDON [ ]**

**SUBJECT TO CONTRACT**

- 1 Lease**                      The Landlord is to lease the Property to the Tenant for the Term. The Tenant will pay Basic Rent. The lease will be granted together with the Rights; and subject to the Reservations.
- 2 Property**                      The land forming the area of the Site Works to be used for the placing of the Equipment, to be shown edged red on a plan. This will form part of the Landlord's Property.
- 3 Landlord's Property**                      [Address] [shown edged blue on the attached plan].
- 4 Landlord's Title Number**                      [ • ]
- 5 Rights**                      TfL will have the necessary rights to carry out the Site Works and to use the Property for the Permitted Use.

The Tenant will also have a right of access to and from the Property (on foot and/or with bicycles and/or with vehicles) through the Common Parts.
- 6 Reservations**                      Landlord has the right to use and carry out works to the retained property and to access the Property (upon reasonable notice to the Tenant) to inspect the Property or remedy any breach of the lease by the Tenant.

Rights of light, air, support, protection and shelter for the retained property of the Landlord are also reserved.

<b>7</b>	<b>Common Parts</b>	Parts of the Landlord's Property provided or created for the common use of tenants or occupiers of the Landlord's property (such as access roads and landscaping areas which may be used in connection with the Equipment).
<b>8</b>	<b>Landlord</b>	[ • ] [incorporated in England and Wales with company number [ • ] and registered office at] [of] [ • ].
<b>9</b>	<b>Tenant</b>	<b>Transport for London</b> of Windsor House, 42-50 Victoria Street, London SW1H 0TL. (" <b>TfL</b> ")
<b>10</b>	<b>Basic Rent</b>	A peppercorn (if demanded).
<b>11</b>	<b>Term</b>	A term of 20-25 years (to be agreed), calculated from (and including) the date of the lease.
<b>12</b>	<b>Equipment</b>	Bicycle docking points and associated electrical and engineering apparatus.
<b>13</b>	<b>Site Works</b>	Works carried out (or procured) by TfL to install and maintain the Equipment at the Property, to be carried out in accordance with a standard programme of works.
<b>14</b>	<b>Permitted Use</b>	TfL implementation (of the Site Works and use of the Equipment by subscribers to the London Cycle Hire Scheme.
<b>15</b>	<b>Repair and Decoration</b>	TfL is to keep the Property and Equipment in good and substantial repair and condition (by reference to schedule of condition), clean and tidy and free from graffiti and reinstate at the end of the Term.
<b>16</b>	<b>Alterations by Tenant</b>	Landlord's consent is needed for structural alterations, additions or improvements to the

Property.

- |           |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>17</b> | <b>Subletting and assigning the lease</b> | These acts are prohibited. Please note that the scheme contractor (appointed by TfL to run the Cycle Hire Scheme) will be permitted to access the Property and use the rights granted under the lease.                                                                                                                                                                                                                                                                           |
| <b>18</b> | <b>Option for further lease</b>           | TfL has an option to take a lease for a further term of [ • ] years starting the day after the end of the Term.                                                                                                                                                                                                                                                                                                                                                                  |
| <b>19</b> | <b>Break clause</b>                       | There is a right for TfL to terminate the lease in the event that the Scheme ends, by providing the Landlord with 3 months' notice.                                                                                                                                                                                                                                                                                                                                              |
| <b>20</b> | <b>Re-entry by Landlord</b>               | Landlord has the right to forfeit the Lease where TfL is in material breach of any of its covenants in the lease (subject to notice being given, and a reasonable period for remedy being specified where the breach is capable of being remedied).                                                                                                                                                                                                                              |
| <b>21</b> | <b>Indemnities</b>                        | <p>TfL is to indemnify the Landlord for all costs etc. incurred as a result of its use of the Property for the Permitted Use, except where the Landlord is responsible.</p> <p>The Landlord is to indemnify the Tenant for environmental liabilities incurred/imposed prior to the date of the lease and TfL is to indemnify the Landlord for environmental liabilities incurred/imposed after the date of the lease arising from use of the Property for the Permitted Use.</p> |
| <b>22</b> | <b>Landlord and Tenant Act 1954</b>       | The lease will be excluded from protection under the Landlord and Tenant Act 1954.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>23</b> | <b>Landlord's solicitors</b>              | [ • ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

Address:

Contact name:

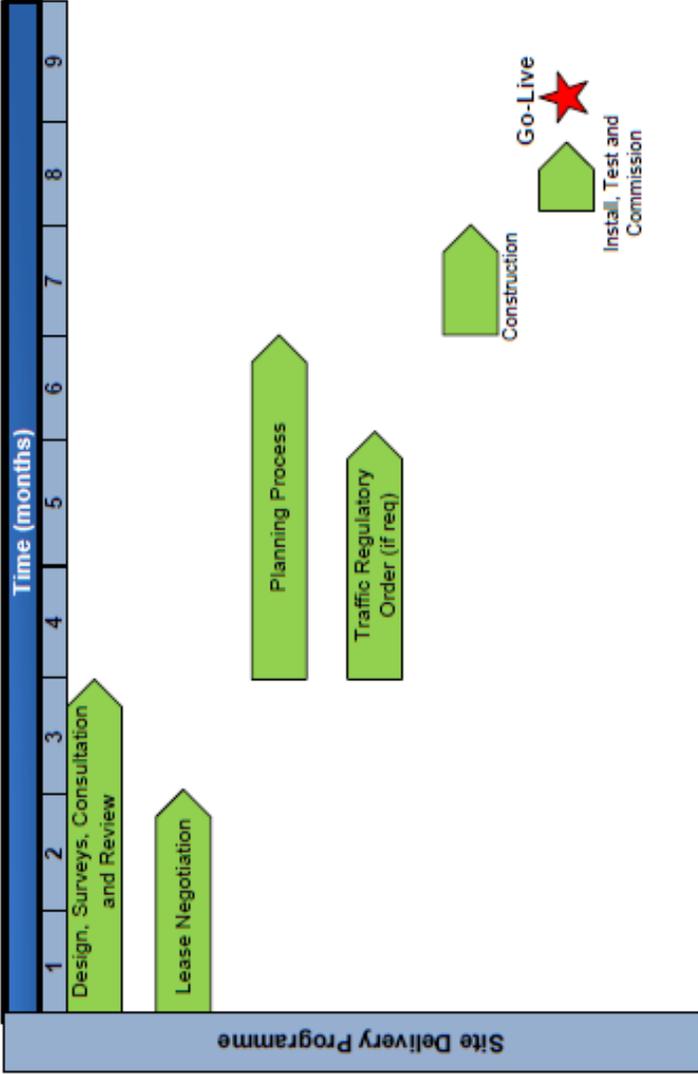
E-mail:

**24      Tenant's solicitors**      Wragge Lawrence Graham & Co LLP, Two  
Snowhill, Birmingham B4 6WR

Contact name: Sarah Punshon

E-mail: Sarah.Punshon@wragge-law.com

# Delivery milestones and timescales for private development docking stations



Please note these are average times and can vary.

# Appendix I

## Construction Process

Depending upon circumstances either the developer's contractor or TfL can construct the docking stations. Clearly there will be costs associated with either approach which is reflected in the indicative costs referred to above and included within the final Section 106 funding. If the developer's contractor will be constructing, TfL's Clerk of Works must be engaged to provide guidance throughout the build and the final sign off of the work.

Power supply and foundations are required prior to installation of the physical infrastructure.

### Power Supply

- TfL require that UK Power Network (UKPN) install power supply directly from the mains. TfL will contact UKPN directly and will make the developer aware of the date
- The feeder pillar for the power supply must be located within 20m of the terminal and will require a duct for cables.
- If the power supply is on public land, the developer's contractor is required to duct the new feeder to the power supply and reinstate the surrounding area. Please note a permit may be required for this and it is the responsibility of the developer's contractor to apply for the relevant permit.

### Foundation material

- TfL will supply steel foundation boxes, cables, bolts, temporary covers (blanking plates) and mesh reinforcement. The cost of this is included within the Section 106 funding. If the developer wishes to construct the station, they will supply standard ducting for the following: feeder pillar to terminal, terminal to first docking point foundation, all subsequent docking point to docking point connections.
- Ducting from Feeder pillar to the terminal must be 100mm with 63mm ducting sleeve.

- Ducting will be string fed through to allow for cable pulling

### **Pre-Construction**

A pre-construction meeting is required between TfL Clerk of Works and the developer's site foreman.

Detailed design report and plans will be supplied by TfL to assist the developer's contractor.

Contractor to buy/supply ducting as previously detailed.

### **Construction**

"Boxing off" the site is the preferred standard construction method (see image below).

All ducting must be covered while concreting pouring takes place as to avoid getting into ducting. If concrete gets into ducting, then the ducting will have to be re-laid.

All blanking plates (temporary covers bolted to the foundation box) to be covered as to avoid any concrete getting into bolt holes.

Concrete pouring must be vibrated to allow for even spread.

A certified electrician on site will need to connect the power supply to the Terminal.

### **Post Construction**

The contractor will issue the Health and Safety certificate and As-Built plans.

A Joint inspection must be conducted with TfL and the developer.



# Appendix 2

## TfL Operational Access requirements

### Redistribution

- Where required, TfL will ensure bicycles are removed from stations which are near full, or full, and replenish bicycles at stations which are under filled, or empty.

### Reactive Maintenance activities include:

- TfL will respond to faults reported by users or during routine maintenance or redistribution activities. Redistribution drivers are instructed to keep noise to a minimum and visits will not take place during anti social hours.

### TfL's Routine Maintenance regime includes:

- Visual inspection of the station terminal and docking points
- Inspection of the bicycles components to verify these are in working order
- Inspection of the docking point locking mechanism
- Cleansing of street furniture (docking points and terminals)
- Examination of the station area for general cleanliness and littering
- Examination of the card payment slot on the station terminal to confirm that skimming or theft devices have not been fitted to the slot
- Planned Preventative servicing of the docking station terminal and docking points, including replacement of faulty cassettes and worn keypads.

### Operational Van Dimensions

