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# Claim a Stand Application Form

The Claim a Stand scheme helps with the provision of cycle parking in locations where needed; these may include work places, leisure facilities and other amenities used by the public.

Please expand boxes below if necessary to accommodate answers.   
For further information, or help completing the form please contact [sustainable.travel@n-somerset.gov.uk](mailto:sustainable.travel@n-somerset.gov.uk)

How to Apply:To apply please submit this Application Form to Sustainable Travel & Road Safety, North Somerset Council, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ or email [sustainable.travel@n-somerset.gov.uk](mailto:sustainable.travel@n-somerset.gov.uk)

### **1. Details of your organisation**

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** |  |
| **Telephone number** |  |
| **Address** |  |

### **2. Organisation type**

**Please indicate what type of organisation you are:**

Community Group or voluntary sector

Church or place of worship

Small Business or co-op

Large organisation (more than 50 employees)

School

Other

|  |
| --- |
|  |

**On average, how many people travel to your site per week e.g. employees, volunteers, visitors.**

### **3. Planning permission**

**This scheme is not open to organisations which require cycle parking as part of a planning permission.**

**Please indicate below:**

We do not have to install cycle parking as a planning requirement

Ours is not a listed building

Land or premises is owned by the applicant or the applicant has acquired landowner’s permission.

### **4. The cycle stands**

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**How many stands do you require?** (Maximum of 5 free of charge)

**What is your preferred method for stand fixing?**

Base plated (ideal for bolting into concrete)

Root fixed (requires 300mm excavation in hard standing)

**Where do you propose to site your stands?**

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| --- |
|  |

Explain why you have chosen this location

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|  |

### **5. Declaration**

**I understand the criteria for this application, have read the terms and conditions and confirm that the information supplied in this application is accurate.**

I have attached a photo of the installation site.

|  |  |
| --- | --- |
| Name |  |
| Position in organisation |  |
| Signature |  |
| Date |  |

### **Terms and Conditions**

1. Under the scheme eligible organisations can apply for up to five free cycle stands.
2. The council will purchase the stands
3. Cycle stands must be collected from Castlewood, Tickenham Road, Clevedon, BS21 6FW; collection will be by appointment.
4. The cost of installing the cycle stands is to be met by the applicant.
5. The stands provided under the scheme are for installation within land or premises owned by the applicant i.e. not on public space or highway owned by the Council.
6. This scheme is not open to organisations which require cycle parking as part of planning permission.
7. Arrangements for and the cost for installing stands provided under the scheme, must be made by the applicant.
8. The cycle stands must be installed within North Somerset.
9. The project must be completed within 6 months of the cycle stand being collected, and the cycle stands must be available for a period of 3 years from the date of installation.

#### **Changes to the agreed cycle stand scheme**

1. The council must be informed of any proposed changes or amendments to the cycle stand project and reserves the right to withdraw support should changes be considered unacceptable.
2. If, for any reason, the project does not take place, the cycle stands must be returned to the council.

#### **Evidence of completion**

1. Photographs of the proposed location of the cycle stands must be supplied with the application and a photo once installation has been completed must be provided to the council within 6 months of collecting the cycle stands.

#### **Monitoring of impact and benefits**

1. The organisation agrees to provide reasonable monitoring information on usage or take up, as agreed with the council.
2. The council will be supplied with any information reasonably required in addition to that detailed above.

#### **Publicity and promotions**

1. The council's contribution will be acknowledged in any publicity generated by the organisation.
2. The **Travelwest+** logo and the council’s name and / or logo must not be used without permission.
3. The organisation agrees that the council may use this scheme or proposal in future publicity.
4. The organisation will fully cooperate with the council’s sustainable travel initiatives to promote sustainable travel, such as the commuter challenge, travel to work survey, hosting road shows and promoting support services available to their staff.