**Ride It Lock It Love It Application Form**

Milton Keynes Council really want to help businesses to provide cycle parking to employees and visitors and promote cycling as an alternative, more sustainable mode of transport, particularly for employees who want to commute to work, but do not have secure cycle parking to give them peace of mind that their bicycle won’t be stolen.

In order to qualify for the free cycle parking, the Council requires three things:

* Take some details about your business premises and what you currently offer staff in terms of cycling facilities
* For you to undertake a short staff travel survey that asks a few questions about how you and your employees travel to work and what might encourage them to do it more.
* Commit to conducting a similar staff travel survey in 6 months’ time that will allow Milton Keynes Council to evaluate the effectiveness of this scheme.

Business Premises Questions

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| --- | --- | --- |
| 1. | Applicant name (main contact) |  |
| 2. | Site name |  |
| 3.  | Telephone number |  |
| 4. | Email address |  |
| 5. | Postal address |  |
| 6. | Number full time employees |  |
| 7. | Number part time employees |  |
| 8. | What staff cycle parking do you have currently on your premises?  | Number: Type: Covered / uncovered?  |
| 9. | What visitor cycle parking do you have currently on your premises?  | Number: Types: Covered / uncovered?  |
| 10.  | Further describe your cycle parking facilities  | *e.g: the cycle parking facility is a purpose built area, that is accessible by registered key fob only* |
| 11. | Number of staff storage lockers on your premises |  |
| 12.  | Number of shower facilities on your premises |  |
| 13. | Please provide a description of how your staff access the cycle parking area of your premises |  |
| 14. | Please can you tell us how many cycle stands you need from Milton Keynes Council?  |  |
| 15.  | Please can you provide a plan of you site outlining where you would place the cycle stands (using our Sheffield cycle stand data sheets for reference) |  |

Staff Travel Survey

|  |  |  |
| --- | --- | --- |
| 1. | Please can you tell us how you and your employees travel to work from the following options:Bus (Public)Bus (Private/Dedicated service)Car / Van aloneCar share as passenger Car share as driveCycle Dropped off by carPark & RidePark & WalkMotorbike / ScooterScooter (non-motorised) or ElectricTaxiTrainTube/Metro/Tram/Light RailWalk Work from homeOther  | *If this is not possible to answer, an electronic survey can be created and a link sent to you to forward onto your employees.*  |
| 2.  | If you or your employees use a bicycle can you please let us know if these are regular bikes or electric bikes?  | Number using regular bikes:Number using electric bikes: |
| 3. | If you or your employees use a motorised vehicle, please can you tell us what type of fuel these use? | Number using diesel vehicles: Number using petrol vehicles: Number using hybrid vehicles: Number using electric vehicles: |

If the business is much larger with a number of employees, we can provide a link that can be shared with employees to do online. The link can be created once we set up your workplace for Modeshift STARS for Business (see below for details).

Committing to a 6 month review

In order for us to monitor the success of the project as mentioned we will need you to commit to another staff travel survey in 6 months’ time. To do this, we use a simple tool called [Modeshift STARS for Business](https://www.modeshiftstars.org/business/) that we will register your workplace on with the details you have provided. The tool is web based, free to use and is there to help you manage not just your efforts on increasing cycling in the workplace, but all other sustainable transport related initiatives that you may wish to promote.

Importantly, once you are registered for STARS you will not only meet one of the Council’s pre-requisites for being granted the free bicycle stands, but could also be able to qualify for future sustainable transport grants in the future.

Once we register you for the Modeshift STARS for business tool, you will be given access to the system over the next 48 hours (an email confirmation will be sent).

Over 4,000 sites across the country use Modeshift STARS to develop and implement their Travel Plan. Recently **Next PLC, National Express, Fred Olson Cruises and the University of Birmingham** have achieved STARS Business accreditation.

Once you have access, the system is fairly intuitive to use, but we would be happy to run you through how to use the system if needed. Furthermore we will be running webinars on how to use Modeshift STARS for business in the coming weeks.

**FAQ’s:**

Q: ***Does the free cycle parking stands include installation?***

A: No, the cycle stands will be delivered to your business premises and it will be for you to install inhouse, or you can ask our suppliers (Turvec) for a separate quotation to install the cycle stands for you.

Q: ***Do the cycle stands come with instructions on how to install them?***

A: Yes, we have been provided with installation instructions for the cycle stands that I can email you after the call.

Q: ***What do the cycle stands look like?***

A: They are standard ‘Sheffield’ cycle stands – we can send image of what’s available.

Q: ***We would like to take part in the scheme but feel that we would like to upgrade what’s on offer, could the Council substitute what’s available or discount the cost of what we want vs what’s available?***

A: The Sheffield stands are what’s available in fairness to all businesses. If you are interested in taking up the cycle parking, but upgrading them with things such as a shelter covering, or bicycle pump Turvec have a number of products that they offer and they would certainly be able to assist you if you like (can provide contact details). Also, if you do decide to make these upgrades, or if you want to do anything else, Milton Keynes Council are offering up £1,000 grants to businesses for use on measures introduced to the workplace that help encourage staff to use more sustainable modes of transport.

Q: ***Can you tell me more about these £1,000 grants? What can we use the money for?***

A: As part of Milton Keynes Council’s £500,000 Green Recovery Fund for Sustainable Transport Initiative, businesses could also qualify for a grant of up to £1,000 for use on measures introduced to the workplace that help encourage staff to use more sustainable modes of transport so long as businesses are able to meet a 50% match fund.  This could allow companies to enhance their facilities by providing covered parking, public bike pumps, repair stations, or charging points for e-bikes.  More information about this scheme can be found here: [Travel Grants for MK Business](https://www.getsmartertravelmk.org/work/travel-grants)

Q: ***What happens if I don’t reach my % target improvement will you confiscate the cycle stands?***

A: We are actively trying to encourage businesses to promote cycling in the workplace. We understand that behaviour change can take time and patience. We would hope that improvements can be made in 6 months time when we follow up, but if targets are not met we won’t be asking for the cycle stands back, rather we will check in to see if you need anymore support on encouraging behaviour change.

Q: ***What’s this Modeshift STARS for Business can you tell me more?***

## A: About Modeshift STARS:

Effective Travel Plans are vital for a healthier, greener, and safer future, as they promote and enable more sustainable and active modes of travel. Modeshift work with thousands of business, education and community settings across the UK to improve Travel Plan standards, share best practice and award Modeshift STARS accreditation. Modeshift STARS empowers organisations by providing a centre of excellence for developing, delivering, and monitoring effective Travel Plans.

The Modeshift STARS online Travel Plan Toolkit provides a comprehensive Travel Plan tool that assists in:

* + Creating, developing and implementing Travel Plans
	+ Monitoring and evaluating Travel Plans and the initiatives contained within them
	+ Recognising and rewarding excellence in the promotion of sustainable and active travel

Modeshift STARS offers National Accreditation for sites that have demonstrated best practice in the implementation of their Travel Plan. Site are awarded Green, Bronze, Silver and Gold accreditation with Silver and Gold reserved only for those sites that achieve a reduction in single occupancy car journeys to / from their site.

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