

E-bike and E-cargo Bike Guidance Sheet

Supporting information for Herefordshire Business E-bike and E-cargo bike Grant applicants

When you fill in the grant application form, you'll need to include details of your chosen e-bike or e-cargo bike and accessories.

We'll need to know the exact model of e-bike and accessories, and which supplier you have chosen.

Please read the information below before choosing your items.

Note: Please don't pay a deposit or purchase any items listed on your application form unless you have received and accepted a TravelFund grant offer letter.

For further information contact:

Sustainability and Climate Change Team

email: move@herefordshire.gov.uk

The term 'e-bike' will be used in this document to cover both e-bikes and e-cargo bikes, unless otherwise specified.

Sourcing an e- bike

All e-bikes and accessories must be bought new, preferably from a UK supplier. The supplier must be a registered business offering a guarantee for all items.

A list of local suppliers can be found at the bottom of this guidance.

All e-bikes must be in stock with your chosen supplier when you submit your application.

All e-bikes must comply with the UK government regulations on 'Electrically assisted pedal cycles' that can be viewed at: <https://www.gov.uk/electric-bike-rules>

If you wish to apply for 2 e-bikes, you will need to make it clear why these are required.

Bike Specification

Style of bike

We strongly recommend taking advice from your chosen supplier, as they can help match a bike to your needs.

Please take note of the following requirements when discussing with suppliers:

All e-bikes must be suitable for urban riding, unless need for an alternative style of e-bike can be satisfactorily demonstrated. For example, we would not usually support the purchase of e-bikes with dropped handle bars (racing bike style) or full suspension (mountain bike style).

Bikes should be suitable for a wide range of riders, so that they can be used comfortably by current and future employees. For example, a bike with a low cross bar will be easier for many riders to step over.

The image below shows a bike that would meet the style specification:



Pricing

E-bikes are expected to cost between £1,500 and £3,000 each (RRP) including vat, to ensure that they are of appropriate quality.

(Please note that VAT registered businesses will receive a grant for the net cost of the bike).

There are no price restrictions on e-cargo bikes, but they will be expected to be of suitable quality and specification for the type of use that is planned. The maximum grant value of £5,000 will apply. If your preferred e-cargo bike costs more than £5,000, including the required accessories, you can contribute additional funding to 'top up' the grant. Please include details of this 'match funding' on your application.

Best Value

Best value must be demonstrated when selecting an e-bike or e-cargo bike.

Applicants should consider 3 suppliers, and provide evidence of these e.g. web links to product, or quotes from supplier.

The scheme encourages applicants to support local suppliers in Herefordshire wherever possible, but asks that they ensure best value for money remains the key factor when making decisions about sourcing equipment

Applicants should consider the whole package when considering best value, including additional services included in the cost of the bike e.g. initial set-up and safety check of bike; fitting of accessories; post-purchase safety checks; and ongoing adjustments.

Please also ensure you comply with your organisation's procurement policy.

Accessories

Each e-bike must be equipped with the following accessories. The cost of these can be included in the grant application in addition to the cost of the bike. Please note that there is a minimum price in some cases, to help ensure the quality of the product. Please also note the maximum that can be funded by the grant scheme for each item.

Mudguards	Up to £40
Lights	£20- £30 each

Lock	£40-£70
Rack	Up to £50
Pannier	£25-£75
Hi-Viz vests	Up to £10 each
Computer to record mileage	Up to £20
Quick release saddle fittings	No price requirements

Other accessories are not eligible for grant funding
e.g. cycle clothing

Insurance

We recommend that you check the insurance requirements of providing a business e-Bikes for your employees, including third party liability. Don't forget to insure your e-bike against theft.

Maintenance

You will need to arrange to maintain the e-bike and allocate an annual budget for this purpose.

There are many bike shops in Herefordshire that can service and maintain e-bikes. Some may offer a collection service, if you are unable to take the bike to a shop.

Please ensure you have a recovery plan in place, in case your e-bike 'breaks down' whilst out and about.

Storage

Please note you will be required to keep the e-bike indoors overnight, or in secure external storage. The e-bike may be parked outside on a suitable cycle rack if necessary during the working day.

Using the e-bike

If you are offered a grant award, you will be provided with further information on using and maintaining a business e-bike.

For example, adult cycle training (funded by Herefordshire Council), advice on choosing routes etc.

Cycle to Work scheme

As we are unable to fund e-bikes that are primarily for an individual to commute to work, a suitable alternative would be the Cycle to Work scheme, which allows employers to loan cycles and cyclists' safety equipment to employees as a tax-free benefit.

Further info can be found [at Sustrans](#), or contact us at move@herefordshire.gov.uk.

List of Herefordshire Cycle Shops.

Please see below a list of local suppliers to the best of our knowledge. It is not a preferred supplier list and Herefordshire Council gives no endorsement or recommendations.

Hereford:

- [Chaingang Cycles](#)
Unit 10 Marshall Business Centre, Faraday Road,
Tel: 01432 264449 or 07780 304409. chaingang@btconnect.com
- [Climb-On-Bikes](#)
24-25 Coningsby Street,
Tel 01432 261211. sales@climbonbikes.co.uk
- [Coombes Cycles](#)
94 Widemarsh Street,
Tel 01432 354373 coombescycles@live.co.uk
- [Halfords Ltd,](#)
Holmer Road,
Tel 01432 356457
- [Mastercraft Cycles,](#)
39 Bridge Street,
Tel 01432 274047 lynette.quinton@mastercraftcycles.co.uk
- [Veloshop](#)
38 Bridge Street
01432 354 630 james@veloshop.co.uk
- [Hereford Electric Bikes](#)
Old Station Yard, Whitestone, HR1 3SE
01432 850458 info@herefordelectricbikes.co.uk

Leominster:

- [Phil Prothero Cycles,](#)
91-93 Etnam Street, Leominster, HR6 8AF,
Tel 01568 611222 philprocycles@aol.com

Ledbury:

- [Cycle Clements,](#)

No 6, Bank Crescent, Ledbury, HR8 1AA
Tel 01531 632213 info@cyclesclements.co.uk

Ross-on-Wye:

- [Revolutions](#),
48 Broad Street, Ross-on-Wye. HR9 7DY
Tel 01989 562639 rob@revolutionsatross.co.uk

Other

- [Zerobikes](#)
Zero Ridge Ltd, Much Marcle, HR8 2LY
01531 584005