



Office for
Low Emission
Vehicles

This guidance has been replaced:
<https://www.gov.uk/government/publications/grants-for-local-authorities-to-provide-residential-on-street-chargepoints>

Grants to provide residential on-street and rapid chargepoints for plug-in vehicles: Guidance for local authorities

August 2013
Version 2.0

The Office for Low Emission Vehicles (OLEV) is a cross Government, industry-endorsed, team combining policy and funding streams to simplify policy development and delivery for ultra-low emission vehicles. OLEV currently comprises people and funding from the Departments for Transport (DfT), Business, Innovation and Skills (BIS), and Energy and Climate Change (DECC). The core purpose is to support the early market for electric and other ultra low emission vehicles (ULEVs). OLEV is based in DfT and this document is published by The Department for Transport.

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1. Introduction

- 1.1** From February 2013 local authorities are able to sign up to grant schemes aimed at increasing the availability of plug-in vehicle charging infrastructure. The schemes give local authorities access to grant funding, administered by the Office for Low Emission Vehicles (OLEV), which can be used to part fund the procurement and installation of such infrastructure, in line with specific technical specifications.
- 1.2** The schemes have been set up with two specific purposes in mind. First, to increase the availability of on-street charging points in residential streets where off-street parking is not available. Second, to increase the availability of rapid charging points in locations where those points will help increase the uptake of plug-in vehicles.
- 1.3** The benefits of increasing the number of plug-in vehicles in local communities are significant. Zero emissions at the tailpipe from battery electric vehicles and significantly reduced emissions from plug-in hybrids improve local air quality. Quieter vehicles also mean less noise pollution from traffic.
- 1.4** Ever-tightening global and European vehicle emission regulations mean that the transition to ultra-low emission vehicles is very much a case of “when” not “if”. Increasing numbers of vehicle models are coming to market and every major motor manufacturer has plug-in vehicles in their product pipeline. In order to achieve the UK's carbon targets nearly every new vehicle sold in the UK will need to be zero emission at the tailpipe by 2040.
- 1.5** Driving an ultra-low emission vehicle is already a realistic alternative to driving a traditional car and our aim is to support people making the transition to the new technology. More and more local residents will be considering buying plug-in vehicles and will be looking to local authorities to provide convenient charging solutions. We encourage local authorities to take advantage of this funding while it is available to help prepare for this inevitable transition.

2. On-street charging for residents

- 2.1** The evidence indicates that most plug-in vehicle owners will do the largest proportion of their charging at home. The availability of accessible and affordable domestic charging options is therefore key to increasing the uptake of plug-in vehicles. To this end the Government has established a scheme which allows residents to receive a grant to install domestic chargepoints in their homes. But for this to be applicable they must have dedicated off-street parking in the form of a garage or drive. Many areas of the UK, including large parts of our cities, have residential areas where off-street parking is not an option, presenting a barrier to plug-in vehicle adoption for many. In order to help their residents overcome this barrier, local authorities can sign up to this scheme, giving them access to funding to help with the costs of procurement and installation of on-street charging points in such residential areas.
- 2.2** By signing up to the grant scheme, the local authority is committing to endeavour to install a chargepoint in response to any request from a resident who meets the eligibility criteria, where it is feasible to do so. An application to join the scheme is attached as Annex A. As part of this commitment, the local authority would be signing up to a target of the chargepoint being available for use within 10 weeks of that request being made. This is a clear statement of intent on the part of local authorities, showing that they are serious about increasing the uptake of plug-in vehicles in their local communities.

What is available

- 2.3** The funding available is for 75% of the capital costs of procuring and installing the chargepoint and an associated dedicated parking bay, up to a maximum of £7,500 per installation. The dedicated bay does not need to have been completed within the 10 week timescale.
- 2.4** The capital items that are eligible for claim are limited to:
- Cost of charging unit
 - Capital costs of a parking bay and traffic orders (paint and signage)
 - Electrical components
 - Civil engineering works
 - Labour costs (for installation)
 - Hardware costs
 - The capital costs of developing associated software systems

- 2.5** We are not, however, in a position to be able to assist with non-capital costs. It is a matter for a local authority's own finance team to clarify which costs are capitalised.
- 2.6** Only chargepoints that have "Type 2" connectors will be funded; further details can be found in the technical specification attached at Annex C. Double-header chargepoints, which are capable of charging two vehicles at once should be installed wherever possible in order to maximise value for money. OLEV would require justification for funding a single header post, for example if there is only room for one vehicle to park.
- 2.7** It is important that local authorities make it clear to residents who request a chargepoint that the chargepoint will be type 2. There are some plug-in vehicles on UK roads that will not be able to directly access a chargepoint of that type.
- 2.8** It is expected that the chargepoint, once installed, would be publicly accessible. Parking controls are at the discretion of the local authority.

Eligibility

- 2.9** In order for an installation to qualify, the following criteria must be met:
- The local authority must have completed an application form and sent this to OLEV and have received confirmation from OLEV that their application has been successful. A template for this application is attached at Annex B.
 - The application for a grant must come from a local authority in England who has signed up to the scheme.
 - There must be a corresponding request by a resident for an on-street residential chargepoint for every installation.
 - The resident must supply evidence that they own or have paid a deposit on a plug-in vehicle, or have access to a company or lease vehicle before we will pay the grant. They do not need to have done so prior to you sending us the application for funding.
 - The resident must not have private off-street parking that would be suitable for the installation of a domestic chargepoint.
 - The local authority must have installed a type 2 point that meets the required technical specification, attached at Annex C, and that has been competitively procured, within the specified timeframe. Existing procurement frameworks are available for local authorities to use; contact OLEV for more information.
 - The chargepoint must be added to the National Chargepoint Registry (NCR), which is an open resource listing all publically accessible chargepoints in the UK, designed for use by website and smart phone app developers as well as Sat Nav manufacturers. If the chargepoint is in an area subject to parking restrictions, such as "residents only"

parking zones, then this must be included on the relevant field on the NCR.

- All chargepoints must have some form of “Pay as You Go” functionality (further guidance is given in the Q&A below).

Ongoing commitments

- 2.10** It is a condition of the funding that any chargepoint must be maintained in a serviceable condition and accessible to the public for 3 years from installation, and that data on its usage be supplied to OLEV for the same 3 year period on a quarterly basis in a standard format. The format required is attached at Annex H. The technical specification attached as Annex C includes a requirement that the chargepoint be capable of collecting such data.
- 2.11** For the grant to be paid, local authorities must submit a grant claim providing details of the chargepoint that has been installed, with supporting invoice evidence.

Process

- 2.12** To become eligible for the **scheme**, a local authority must:
- Complete the application form and send this to OLEV (please see template at Annex A)
 - Receive confirmation from OLEV that the application has been successful

OLEV will update the list of eligible local authorities every time an application is successful.

- 2.13** To receive the **grant**, eligible local authorities should:
- Receive a request by a resident for an on-street residential chargepoint
 - Review the evidence provided (as at currently Q&A 6) to satisfy themselves that the resident is eligible
 - Complete the chargepoint installation application form at Annex B
 - Receive written confirmation from OLEV (within 10 working days approximately) whether or not the chargepoint will be funded; together with a grant application claim form
 - Procure and install the point
 - Submit the grant application claim
 - Receive payment from OLEV (within 25 working days approx), subject to the conditions in this guidance.

- 2.14** A flow diagram showing the whole process is attached as Annex F.

2.15 If the resident does not yet own a plug-in vehicle, it is likely that they will be reluctant to order one until they have received assurances from you that a point will be installed. You can therefore apply to us for the funding prior to the a vehicle being ordered, and undertake a site assessment, but only install the point and make it available for use once the relevant paperwork has been received.

Questions and answers for the residential on-street scheme

Q1. Is 10 weeks long enough to get a point installed on a residential street?

Various organisations have already installed infrastructure in on-street locations, and the evidence that they have collected suggests that 10 weeks would be sufficient in the majority of cases and we would expect local authorities to be able meet this timescale in most cases. In those cases where the timescale cannot be met because of factors outside of the control of the local authority we would require evidence of what had caused the delay and of what action the local authority had taken to minimise the delay.

Q2. Can we get funding to install chargepoints on our residential streets even if a resident has not requested it?

No, this fund is specifically designed to help residents who are considering buying a plug-in vehicle by removing the problem of a lack of off-street parking. By making this fund demand-led we will be able to target this infrastructure where it is most needed. We would, however, encourage local authorities to publicise the fact that they have signed up to this scheme through the local press and other media and local car dealerships, so that residents are aware of all of the options that are available to them and can make an informed choice when deciding whether or not to buy an plug-in vehicle. Local authorities may wish to consider which locations might be suitable for residential installations without residents having requested them, and OLEV would be happy to assist in the sharing of best practice in this regard, but we would be unable to provide funding.

Q3. Local authorities are short of funds and these grants only cover part of the capital costs, are we expected to pay the remaining capital costs and ongoing running costs?

There are benefits for local authorities from installing these chargepoints, and we would expect authorities to source funding for the remaining capital costs and the ongoing running costs, either from your own budgets or from elsewhere. There are several organisations in the UK market who may be willing to enter into partnership agreements with local authorities, and we would encourage you to explore all of the options.

Q4. We have no idea where to start, what advice is available for us when deciding what to install and where to procure it?

For the last few years OLEV has been managing the Plugged-In Places (PIP) programme. This has involved providing funding to 8 regional consortia to install charging infrastructure. The lessons learned from the PIP programme will be of value to local authorities, and the PIPs have already begun sharing their experiences with the local authority community at a workshop organised by OLEV and hosted by the Society of Motor Manufacturers and Traders (SMMT) in November 2012. We are hoping to hold other similar events, and to publish outputs from the PIP programme, including lessons learned, in 2013.

There are also several chargepoint manufacturers and installers in the market in the United Kingdom who manufacture products that fit our technical specifications. In addition, there are several organisations who have already partnered with local authorities to manage their networks of charging posts. We would encourage you to explore all of the options available in order to get the best deal. If you have any specific queries, please contact us at olev.enquiries@olev.gsi.gov.uk.

Q5. What happens if OLEV refuses an application for a residential on-street point that we have submitted?

OLEV will aim to respond to an on-street residential application within 10 working days of receiving it to help you meet the 10 week target. If local authorities follow the guidance provided in the application and the resident is eligible then your applications will be approved. If, however, we do decline your application we will explain the reasons for this decision. The local authority should inform the resident of this decision and of other charging solutions that are available. If you disagree with our decision then you are also, of course, free to install a point for the resident anyway using funding from other sources.

Q6. What evidence do you require that a resident uses a plug-in vehicle?

In order to pay a grant claim, we need to see one of the following to assure us that the resident has a genuine need for the chargepoint to be installed (these can be copies; you do not need to send us the original):

- receipt or an order confirmation for a plug-in vehicle
- a vehicle registration document
- a headed letter from an employer stating that the individual has access to a plug-in company or lease vehicle that they take home with them on a regular basis.

Q7. Does the driver have to be a permanent resident?

Yes. To minimise the risk of an individual making multiple or fraudulent requests, the vehicle ideally should be registered at the address to which the

request relates. If the vehicle has not yet been received and registered by the resident, or the vehicle is a lease or company car, then you must use other means to confirm that the individual is a resident of that address, such as them being on the electoral roll. In short, you must have paperwork connecting the individual, the address, and a plug-in vehicle that would be available for audit if necessary. You should also ensure that your own internal processes are sufficiently robust to reduce the risk of multiple claims by the same individual or in relation to the same vehicle. If the individual has a second home or other residential properties that have off-street parking then they can access the scheme for domestic charging, as there are no such restrictions on requests for that scheme.

Q8. What if we start getting requests from several people in the same street?

This may become an issue in future years as uptake of plug-in vehicles continues to accelerate. It will require a judgement call on the part of local authorities as to how much infrastructure is appropriate in a particular street or area based on factors such as the demographics of the area and the amount of street furniture and parking bays that could be accommodated. However, in keeping with the spirit of the commitment all requests received during the lifetime of this grant scheme that meet the criteria should be given due consideration. A “saturation point” may be reached at some point in the future where no further infrastructure can/should be installed in a given street, but such a scenario is unlikely to arise during the scheme’s lifetime. Nevertheless, you should contact OLEV if you believe that this is becoming an issue.

Q9. What about placement of the points? Do they have to be directly outside the residence?

Residents are undoubtedly going to want a solution that is most convenient for them, and for most that will mean having a point directly outside their property. This should be accommodated wherever feasible, but we appreciate that considerations such as electricity supply, existing street furniture, and existing parking restrictions may make this unfeasible. The placement of existing points in the local area may also be a consideration; local authorities may take the view that they would like to space points out, or else brigade them together in one particular area, depending on local conditions. Local authorities should nevertheless endeavour to meet the requirements of the resident making the request as far as is possible.

Q10. If we decide to designate an “Electric Vehicles Only” parking bay, do we have to wait for the (often lengthy) traffic order process to be concluded before we can claim any money?

Yes, if you wish to claim the capital costs for the traffic order, you must wait for it to be completed before claiming anything. You should still endeavour to install the point within 10 weeks and make it available for the public, but if the traffic order process takes longer, the entire claim will have to wait until it is

completed. If you submit a claim for a chargepoint you will not be able to subsequently claim for a traffic order relating to that point.

Q11. What records do we need to keep for audit purposes for the residential on-street scheme?

You must retain the following for a period of 6 years and make them available at any reasonable time for inspection by officials from DfT or their representatives or by the Comptroller and Auditor General or his representatives:

- The initial request from the resident
- The resident's name and address
- The evidence of residence at the address
- The evidence of vehicle purchase/ownership
- Any evidence relating to a delay in installation
- Evidence that the charge point was competitively procured
- A record of expenditure funded partly or wholly by grant and all income generated by the project

Q12. How would do you define “Pay as You Go” functionality?

To ensure ease of use for the public it is important that any plug-in vehicle driver can access any point without too much fuss. When deciding on how to achieve this you can assume that all users will have a debit or credit card and a mobile phone. Asking users to register at the time of the transaction is not a problem, but any such registration should not include any tie in to longer term membership fees or a membership scheme. The user should also not be limited to a maximum number of charges without joining a membership scheme.

3. Increasing the provision of rapid chargers

- 3.1 The Government also invites bids from local authorities for a separate scheme funding 75% of the capital costs of installation of rapid chargers, up to a maximum of £37,500 per point averaged out across the chargepoints in a project, to be paid in arrears upon competition of the works.
- 3.2 Rapid chargers are high-kilowatt charging points which are capable of charging a plug-in vehicle's battery considerably quicker than standard chargepoints - in many cases as little as 30 minutes. They have an important role to play in increasing the uptake of plug-in vehicles in the UK by helping to overcome a number of barriers to adoption.

Objectives of the scheme

- 3.3 Rapid chargers can help to **facilitate longer journeys** by enabling drivers to quickly and conveniently top-up their vehicle's charge without being unduly delayed. Placing rapid chargers at key points on, or close to, the strategic road network, for example at motorway service stations, will help to reassure EV drivers that they can undertake longer journeys as easily as if they were using a conventional vehicle.
- 3.4 They can help with the **adoption of plug-in vehicles by fleets** where vehicles pause at a particular location for short periods of time throughout a duty cycle and where rapid chargers would be of benefit. For example, this could support taxi or private hire fleets, through their installation in taxi ranks, allowing taxi drivers to quickly top up their battery's charge whilst waiting for their next customer.
- 3.5 We would not seek to limit local authorities to these objectives when considering the placement of rapid chargers, and would welcome **creative bids for how they can be used effectively to increase plug-in vehicle uptake**.

Qualification criteria

- 3.6 To qualify for funding, the installations must meet the technical specification for rapid chargers, attached as Annex C.

- 3.7** It is a condition of the funding that usage data be supplied to OLEV for a period of 3 years from the chargepoints being commissioned. The format for this data is included in Annex H.
- 3.8** Rapid chargepoints must also have some form of “Pay as You Go” functionality. As with the residential on-street scheme, you can assume that all users will have a debit or credit card and a mobile phone. Asking users to register at the time of the transaction is not a problem, but any such registration should not include any tie in to longer term membership fees or a membership scheme. The user should also not be limited to a maximum number of charges without joining a membership scheme.

Eligible expenditure

- 3.9** The capital items that are eligible for claim are limited to:
- Cost of charging unit
 - Capital costs of a parking bay (paint and signage)
 - Electrical components
 - Civil engineering works
 - Labour costs (for installation)
 - Hardware costs
 - Back office development costs
 - Site survey costs
 - Delivery costs of chargepoints
- 3.10** Costs not eligible would be:
- Interest charges, bad debts, profits, entertaining
 - Project management and reporting costs
 - Inflation and contingency allowances (as an overall arbitrary percentage) additional to eligible costs – however reasonable inflation rates can be included in labour and material cost estimates
 - New/additional land required for the proposed infrastructure
 - Electricity provided by relevant infrastructure
 - Ongoing back office data provision
 - Any other ongoing operating costs (e.g. maintenance or communication)
 - Any warranty extension beyond three years
 - Any other cost not listed in section 3.9.

What to consider when preparing your bid:

Value for money

- 3.11** In assessing applications for funding, value for money will be a key consideration for OLEV. This will be achieved by determining that funding is allocated to those places where investment is most likely to have the most significant impact on supporting the early market for plug-in vehicles and add most value towards the achievement of the strategic objectives of the scheme. Applications need to set out how you predict the infrastructure will be used, by whom and why.
- 3.12** **We would particularly welcome collective bids from neighbouring local authorities looking to join up their urban centres with strategically placed rapid chargers.**
- 3.13** The technical specification defines a rapid charger in terms of kilowatts (at least 43kw for AC or 43kw for DC) but not the type of connector. As there are a number of different types of rapid charger available on the market and various connectors that are capable of connecting to different vehicle types, local authorities should carefully consider which connectors their rapid chargers will have, and provide a rationale for your choices in your bid.
- 3.14** We would also look favourably upon bids that integrate rapid chargepoints with other existing or planned infrastructure.

Legal and other considerations

- 3.15** It is not necessarily going to be a condition of grant payment that rapid chargepoints must be sited on the local authority's land or that they must remain the property of the local authority after installation. However, where it is proposed that a chargepoint will be sited other than on the local authority's land or that a chargepoint is, after installation, to become the property of someone other than the local authority then the grant application must include a full assessment of the legal and other consequences thereof.

Promoting the use of the infrastructure

- 3.16** It is important that plug-in vehicle drivers, or those who would consider buying one, are aware of the existence of any infrastructure that is funded. You should consider how you would promote use of the infrastructure, such as integrating it with existing membership schemes, providing signage in the local area, or using local media outlets. As a minimum all chargepoints must be added the National Chargepoint Registry (NCR) (see section 2.9).

Accessing funding for rapid chargepoints

3.17 The process for accessing funds to install rapid chargers is separate to that for residential on-street. We require local authorities to submit evidenced bids to OLEV, for which an application form is provided at Annex E.

3.18 When preparing a bid you should include, as a minimum:

- Details of the rapid charging infrastructure that you would like to install
- Your rationale for the placement of the point or points and how they will help to achieve the aims of the scheme
- The anticipated costs breakdown
- The outcomes of any initial survey work that has been conducted
- Details of any partner organisations that you have identified and any matched funding that you have sourced
- An anticipated timescale

3.19 Outline bids should be submitted by 31 October 2013 for consideration by OLEV, using the application form attached as Annex E. Feedback will be provided on these and we will expect detailed costings and project plans by the end of December 2013.

3.20 There may be further invitations for bids depending on how much funding is remaining.

Annex A - Local authority application to join the residential on-street chargepoint grant scheme

Name of Local Authority:

Address:

We, the above named local authority apply to join the grant scheme for funding residential on-street chargepoints.

We will endeavor to install a residential on-street chargepoint in response to any request from a resident who meets the eligibility criteria between now and March 2015, if the installation of such point is judged by us to be feasible.

Signature:

Print name:

Job title:

OLEV maintain a list of local authorities who have joined the scheme on the Government website, along with contact details for members of the public to contact you to request a point. Please provide an email address and telephone number that you would be content for us to use on the website:

Telephone:

Email:

Please now send this application to: olev.enquiries@olev.gsi.gov.uk

Annex B - Residential on-street chargepoint application form for local authorities

Note: this form will also be sent to you as an editable electronic form when your application to join the scheme has been received by OLEV.

Name of Local Authority:

Your reference:

(Please insert any reference number you would like us to quote in correspondence relating to this case)

Eligibility questions:

1. First part of the resident's postcode:	
2. Have you satisfied yourself that the request is in relation to a residential address?	YES/NO
3. Have you satisfied yourself that the person who submitted the request is a resident at the address and do you have paperwork that confirms this?	YES/NO
4. Has evidence been received that the resident has purchased or ordered a plug-in vehicle? If no, please state what assurances you have had from the resident that they will purchase a suitable vehicle.	YES/NO
5. Does the resident have access to off-street parking?	YES/NO
6. If YES to 5, is off-street parking suitable for the installation of a dedicated domestic chargepoint?	YES/NO

7. If NO to 6, please provide reasons, including details of any electric surveys that have been conducted by chargepoint installers at the resident's request.	
8. Will the point have pay as you go functionality? Please provide details.	YES/NO

Ongoing commitments:

9. Do you commit to adding the point to the National Chargepoint Registry?	YES/NO
10. Do you commit to maintaining the point in a serviceable condition for a period of 3 years from it being commissioned?	YES/NO
11. Do you commit to supply usage data from this chargepoint to the Office for Low Emission Vehicles in the specified format on a quarterly basis for the for 3 years from the chargepoint being commissioned?	YES/NO

Additional information:

12. Is there a publically accessible chargepoint within 200m walk/drive of the proposed site?	YES/NO
13. If YES to 7, please provide details, including whether this has been taken into account when deciding on the placement of this chargepoint:	

14. Is the proposed point a single or double header? (If single, please provide justification for this choice)	
15. What is its power rating in kilowatts?	
16. Are you planning to arrange for a dedicated parking bay through a traffic order?	YES/NO
17. Please provide details of any crash protection measures that will be installed around the chargepoint.	
18. What date was the request for a chargepoint received from the resident?	
19. What is the anticipated date for the chargepoint to be installed and available for the public to use?	
20. If this is greater than 10 weeks after the date of the request, please give an explanation for the delay.	

I confirm that, the above information is accurate to the best of my knowledge.

Signature:

Print name:

Job title:

The Office for Low Emission Vehicles will use the information given above to inform the decision as to whether to fund 75% of the capital costs of the chargepoint(s) that you are proposing, up to a maximum of £7,500 per point.

1. OLEV may refuse to pay any grant monies if, in period between submission of application and payment, there is a material or substantial change in respect of the information.

2. OLEV may seek to recover monies paid if, in the period between submission of application and payment, there is a material or substantial change which OLEV is unaware of in respect of the information provided.

3. OLEV may seek repayment of the whole or part of monies paid if the condition upon which the monies are paid (which will be that the commitments referred to at 9, 10 and 11 above are met for such period as is specified) is not complied with?

Please now send this completed form to: olev.enquiries@olev.gsi.gov.uk

ADMIN USE ONLY	
OLEV agree assessment	YES/NO
Name:	
Date:	
Comments:	

Guidance notes for each question:

1: We require this for information only. You must retain a record of the residents name and full address for a period of 6 years, and agree to supply this to us for audit purposes if requested at a later date.

2&3: This grant scheme has been specifically designed to enable home charging for plug-in vehicle owners who do not have off-street parking. Local authorities must make every effort to ensure that it is being used for this purpose.

4: This must be an order receipt or vehicle purchase receipt that can be identified with the individual who made the request, a vehicle registration document, or a headed letter from an employer confirming that the individual has access to a plug-in vehicle through work which they regularly take home. If you have not yet received this evidence because the vehicle has not yet been ordered, then it must be sent with the final grant claim.

5,6&7: Those residents that have access to suitable off-street parking, such as a garage or drive, should be advised to take advantage of OLEV's domestic charger grant scheme, details of which can be found at <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>. There will be some circumstances where residents have off-street parking, but it is not suitable for the installation of a domestic chargepoint because it is remote from the property's electricity supply. If this is the case, please state this and provide an explanation as to why it is not suitable, including whether any electrical or other surveys have been carried out by a chargepoint supplier at the request of the resident. Please note that some such surveys conclude that a domestic charger is feasible, but that the resident will need to have some limited wiring work carried out in order for a domestic charger to be safely installed. This is a different scenario and would not be sufficient reason for OLEV to fund a residential on-street point in that location.

8: The Government believes that any plug-in vehicle driver should be able to arrive at any compatible publically accessible infrastructure and be able to access it by some means or another, without too much effort. Further guidance on what we consider as PAYG is given in the Q&A section of the guidance document. We would not agree to fund a point that did not have some form of PAYG functionality.

9: It is important that members of the public can find these chargepoints once they have been installed. The NCR is used by developers of websites, mobile apps and satnav technology and it is important that it includes all publically available points to maximise its usage and thereby the value for money of the project. We are unlikely to agree to fund a chargepoint if you are unwilling to add it to the NCR.

10/11: These are parts of the pledge that local authorities sign up to when they agree to the scheme and agreeing to them is a condition of the grant being paid.

12/13: We would encourage local authorities to take into consideration the location of other chargepoints in the immediate local area when considering placement, including whether those existing points are single or double header. The existence of a point within 200m metres is not a reason to refuse the resident's request.

14: This is purely for information. Local authorities are free to choose between installing a single or double header post, which is capable of charging two cars. OLEV will fund 75% of the capital costs of either. Double header posts add value for money and help to future-proof the installation against increasing demand for chargepoints.

15: Again, this is purely for information. The technical specification sets out requirements for the power in kw of points that we will fund.

16: Arranging a dedicated bay is not a requirement of the grant, but we would strongly encourage local authorities to consider it, especially in locations where residents who own a plug-in vehicle may have problems accessing the point due to parking congestion.

17: In order to minimise the risk of the point being accidentally damaged by vehicle collision at low speed, we would recommend that some impact protection be installed around it.

18: This should be the date at which the initial request from the resident was received.

19: It can be difficult to predict this, but your installers should be able to give you an indication of when installation and commissioning is likely to take place.

20: By signing up to this scheme, local authorities are committing to make every effort to install a chargepoint within 10 weeks of a request. If this is not going to be possible, please provide details of what has caused the delay. If unforeseen delays occur later in the installation process that will take the timescale beyond 10 weeks, please notify us at olev.enquiries@olev.gsi.gov.uk as soon as you can. We do not need to be notified of slight delays that will not effect your ability to meet the 10 week target.

Annex C - Minimum technical specification for residential on-street chargepoints

The minimum technical requirements¹ of the chargepoint and its installation are as follows²:

Reference	Clause
1.0	INTRODUCTION
1.1	This document defines the specification of electric and plug-in hybrid electric road vehicles conductive charging equipment for use in a local authority residential on-street parking application.
1.2	Manufacturers/ suppliers of the proposed charging equipment shall demonstrate compliance with the specification as part of the project bid.
1.3	This specification is for the charging equipment only and not the final installation. However, it is required that the final installation will be in accordance with the current edition of the IET Wiring Regulations (BS 7671), the IET Code of Practice (CoP) for Electric Vehicle Charging Equipment Installations, Electricity Safety, Quality and Continuity Regulations 2002 and all other applicable standards.
1.4	Clause not used.
2.0	STANDARDS
2.1	Charging equipment shall be compliant with:
2.1a	BS EN 61851 Parts 1 & 22
2.1b	EC Directive for Electromagnetic Compatibility 2004/108/EC
2.1c	EC Directive for Low Voltage Equipment 2006/95/EC
2.1d	Clause not used
2.2	Charging equipment shall be CE marked in accordance with EC Directive 93/465/EEC.
2.3	The charging point shall have a minimum operational life of 3 years to satisfy the requirements of the OLEV grant scheme.
3.0	CHARGING MODES
3.1	Mode 1 charging shall not be compliant with this specification.
3.2	Mode 2 charging shall not be compliant with this specification.

¹ Technical specification supplied by Ove Arup & Partners Ltd (www.arup.com) at request of OLEV.

² Note that some clauses are not required for this specification. These are stated as 'Clause not required'.

Reference	Clause
3.3	Clause not used.
3.4	Charging equipment shall use Mode 3 charging.
3.5	Clause not used.
3.6	Mode 4 charging shall not be compliant with this specification.
4.0	EQUIPMENT RATINGS
4.1	Charging equipment shall be rated 230Vac, single-phase.
4.2	Clause not required
4.3	Clause not required
4.4	Charging equipment output shall be rated 32A/7.2kW.
4.5	Clause not required
4.6	Clause not required
4.7	Clause not required
4.8	Clause not required
4.9	Where dual outlets are provided the charging equipment shall be rated for both to operate at rated capacity simultaneously.
5.0	CONNECTORS/ OUTLETS
5.1	Clause not required
5.2	Charging equipment shall utilise socket outlets (BS 61851:1 Case A2 or B2 connection) or tethered cables (BS 61851:1 Case C connection).
5.3	Clause not required
5.4	Clause not required
5.5	Clause not required
5.6	Charging equipment socket outlet shall be BS EN 62196 Type 2.
5.7	Clause not required
6.0	HUMAN MACHINE INTERFACE
6.1	Clause not used.
6.2	An RFID card/ tag reader shall be provided as an option to allow authorised use as part of membership schemes.
6.3	Hardware/ software facilities to enable "Pay As You Go" schemes shall be provided. Details shall be submitted with project bids.
6.4	Clause not required
6.5	Charging equipment shall have display(s) to provide user instructions for payment/ access, equipment operation and status. (Alternatively, status may be indicated using lights, or LEDs.)
7.0	OTHER FEATURES
7.1	Charging Equipment integral protective device required to comply with BS EN 61851 Mode 3 charging shall be Type A RCD.
7.2	Where installed in an outdoor location, the charging equipment shall meet the minimum IP ratings set out in BS EN 61851:1.
7.3	The design of the charging equipment shall permit compliance with the requirements of BS 8300: 2009 + A1:2010.
8.0	ENERGY METER/ DATA ACQUISITION

Reference	Clause
8.1	Clause not required
8.2	Data acquisition compatible with OLEV Chargepoint Usage Data Requirements (refer to factsheet in ANNEX H) shall be provided.
8.3	Clause not required
8.4	A MID-approved meter for each outlet with energy used output to display and output to data acquisition system shall be provided.
8.5	Clause not required
8.6	Data communications to allow remote data collection shall be provided.
9.0	DEFINITIONS
9.1	For the purpose of this specification, local authority residential on-street parking defines installation and use of charging equipment by a local authority at the request of resident(s) to allow charging of vehicles within on-street parking bays where off-street private parking/ garages are not available.

Annex D - Minimum technical specification for rapid chargepoints

The minimum technical requirements³ of the chargepoint and its installation are as follows⁴:

Reference	Clause
1.0	INTRODUCTION
1.1	This document defines the specification of electric and plug-in hybrid electric road vehicles conductive charging equipment for use in a local authority rapid charging infrastructure application.
1.2	Manufacturers/ suppliers of the proposed charging equipment shall demonstrate compliance with the specification as part of the project bid.
1.3	This specification is for the charging equipment only and not the final installation. However, it is required that the final installation will be in accordance with the current edition of the IET Wiring Regulations (BS 7671), the IET Code of Practice (CoP) for Electric Vehicle Charging Equipment Installations, Electricity Safety, Quality and Continuity Regulations 2002 and all other applicable standards.
1.4	Clause not required
2.0	STANDARDS
2.1	Charging equipment shall be compliant with:
2.1a	BS EN 61851 Parts 1 & 22
2.1b	EC Directive for Electromagnetic Compatibility 2004/108/EC
2.1c	EC Directive for Low Voltage Equipment 2006/95/EC
2.1d	BS EN 61851 Part 23 when published. Manufacturer shall advise any deviations in project bid documentation.
2.2	Charging equipment shall be CE marked in accordance with EC Directive 93/465/EEC.
2.3	The charging point shall have a minimum operational life of 3 years to satisfy the requirements of the OLEV grant scheme.
3.0	CHARGING MODES
3.1	Mode 1 charging shall not be compliant with this specification.
3.2	Mode 2 charging shall not be compliant with this specification.
3.3	Clause not required.
3.4	Clause not required.

³ Technical specification supplied by Ove Arup & Partners Ltd (www.arup.com) at request of OLEV.

⁴ Note that some clauses are not required for this specification. These are stated as 'Clause not required'.

Reference	Clause
3.5	Charging equipment shall use Mode 3 or 4 charging.
3.6	Clause not required.
4.0	EQUIPMENT RATINGS
4.1	Clause not required.
4.2	Clause not required.
4.3	Clause not required.
4.4	Clause not required.
4.5	Clause not required.
4.6	AC charging equipment output shall be rated 43kW minimum.
4.7	DC charging equipment output shall be rated 43kW minimum.
4.8	Where supplied integral to compliant DC charging equipment, 22kW output AC charging equipment shall be permitted.
4.9	Clause not required.
5.0	CONNECTORS/ OUTLETS
5.1	Clause not required.
5.2	Clause not required.
5.3	AC or DC charging equipment shall utilise a tethered cable (BS 61851:1 Case C connection).
5.4	Clause not required.
5.5	Charging equipment socket outlet/ vehicle connector type shall be selected by the operator.
5.6	Clause not required.
5.7	Clause not required.
6.0	HUMAN MACHINE INTERFACE
6.1	Clause not required.
6.2	An RFID card/ tag reader shall be provided as an option to allow authorised use as part of membership schemes.
6.3	Hardware/ software facilities to enable "Pay As You Go" schemes shall be provided. Details shall be submitted with project bids.
6.4	Clause not required.
6.5	Charging equipment shall have display(s) to provide user instructions for payment/ access, equipment operation and status. (Alternatively, status may be indicated using lights, or LEDs.)
7.0	OTHER FEATURES
7.1	Charging Equipment integral protective device required to comply with BS EN 61851 Mode 3 charging shall be Type A RCD.
7.2	Where installed in an outdoor location, the charging equipment shall meet the minimum IP ratings set out in BS EN 61851:1.
7.3	The design of the charging equipment shall permit compliance with the requirements of BS 8300: 2009 + A1:2010.
8.0	ENERGY METER/ DATA ACQUISITION
8.1	Clause not required.

Reference	Clause
8.2	Data acquisition compatible with OLEV Chargepoint Usage Data Requirements (refer to factsheet in ANNEX H) shall be provided.
8.3	Clause not required.
8.4	A MID-approved meter for each outlet with energy used output to display and output to data acquisition system shall be provided.
8.5	Clause not used.
8.6	Data communications to allow remote data collection shall be provided.
9.0	DEFINITIONS
9.1	For the purpose of this specification, local authority rapid charging infrastructure defines charging equipment installed by a local authority at strategic locations. Rapid chargers will have minimum capacities given in this specification.

Annex E - Initial bid outline for rapid chargepoints

Application details

Project Name	
Location	
Lead local authority	
Project manager contact name/s	
Project manager contact job title/s	
Project manager contact email/s	
Project manager contact telephone/s	
Local authority address	
Partner 1 Name & Address	
Partner 2 Name & Address	
Partner 3 Name & Address	
Partner 4 Name & Address	
Partner 5 Name & Address	

Your Project

Please write a short summary of the content & objectives of your project.

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Guide - 500 word maximum

Your planned infrastructure

Please use the space below to give details of the infrastructure that you are planning to install. You should include as a minimum:

- The number of chargepoints you plan to install
- The type(s) of chargepoints (connector type(s), kilowattage etc.)
- A description of the locations – approximate grid references would be helpful
- Details of any preliminary feasibility assessments or survey work that has been conducted, including their outcomes
- Any work that may be required to re-enforce the local electricity grid.

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Strategic Fit

Please provide an explanation of how the project will help to achieve the strategic objectives of this fund as set out in the guidance document, or any additional strategic aims that are unique to this project and how your rationale for placement of the infrastructure will help to achieve them.

Strategic Fit and Rationale
Guide – 500 word maximum

Funding

Please state how much funding the local authority and its partners will put in to the project broken down in to capital and resource funding, how much money is requested from OLEV and the total cost of the project.

	FY 13/14	FY 14/15	Total
OLEV funding request (capital) (£)			
Consortium funding (capital) (£)			
Consortium funding (resource) (£)			
Total project cost (£)			

Please also complete the accompanying funding template spreadsheet to provide further detail on the sources of funding.

Are any of the consortia partners receiving funding from other Central Government or European Union sources that is being used as match funding for this project? If so, please provide details here.

Consortium partner	Additional funding arrangements	Conflicts of Interest

Value for Money

Please provide an explanation of how the project provides value for money.

Value for Money
Guide - 500 word maximum

Promoting use of the infrastructure

Please provide evidence of how you will maximise the benefits of the infrastructure once it is installed.

Promotion
Guide - 500 word maximum

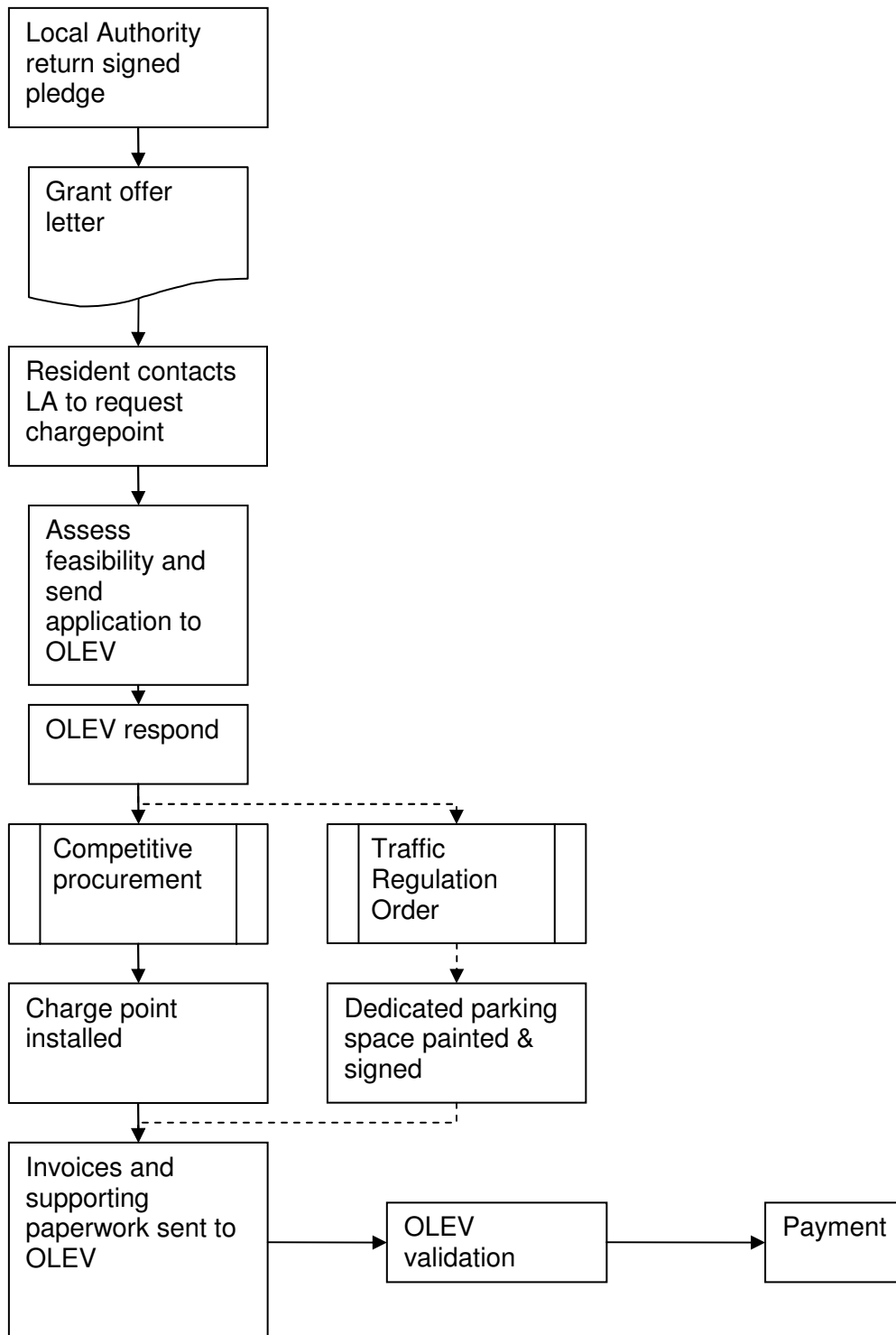
Implementation

Please provide an explanation of how the project will be implemented.

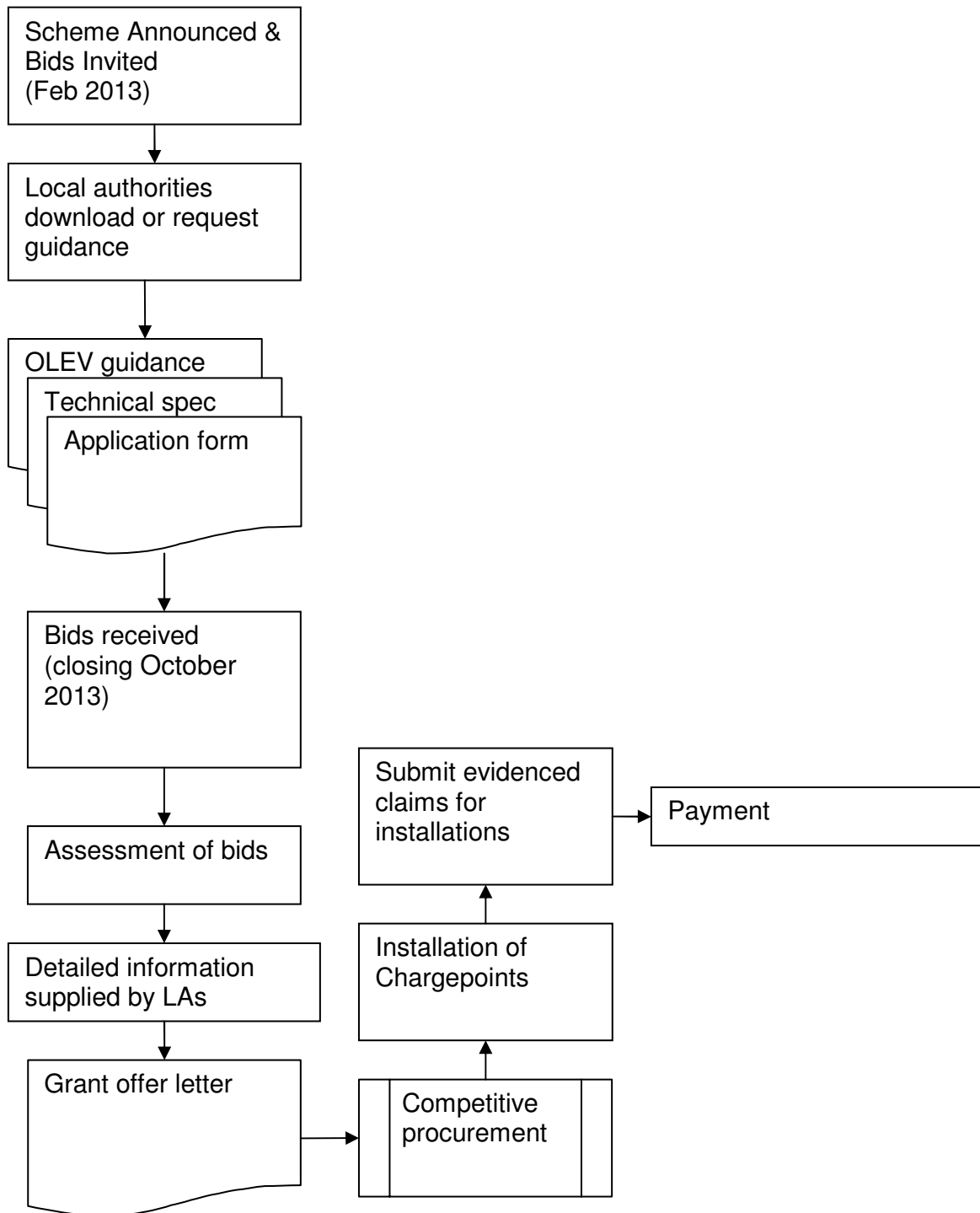
Delivery plans
Guide - 500 word maximum

Please email your completed application to olev.enquiries@olev.gsi.gov.uk

Annex F - Indicative Flow diagram for residential on street points



Annex G - Indicative Flow diagram for rapid chargepoints



Annex H - Usage data requirements for residential on-street and rapid chargepoints

1. This factsheet sets out the Office for Low Emission Vehicles' (OLEV's) Chargepoint Usage Data Requirements.

Data fields and definitions

2. Chargepoint suppliers are required to collect data on each charging event under each of the following data headings:
 - Anonymised ID of user
 - Chargepoint ID
 - Start date and time
 - End date and time
 - Total energy drawn (kWh)
 - Price
3. The definition of each of data field can be found in Table 2.1.
4. It is expected all data points will be recorded at > 95% accuracy. Note that OLEV will accept data supplied from units which records energy consumption at intervals of to a maximum of 30 minutes.
5. Data should be reported to OLEV in an excel file or equivalent, preferably with a filename in this format: *YYMMDD CP usage data - Chargepointsuppliername*. An example of the expected data file is below, with definitions for each data field detailed in Table 1.1 :

Charging event	User ID	CP ID	Start		End		Total kWh	Price
			Date	Time	Date	Time		
20	SL11429	WMP11418	03/03/2011	15:54	03/03/2011	16:46	2.83	£10/yr
21
22

Data return schedule

6. The schedule for data return to OLEV is as follows:
 - by end of Wednesday 1 May 2014 - first usage data batch
 - 1st (or next following working day) every 3 months thereafter for 3 years following installation unless otherwise instructed by OLEV.

- Each data set should cover the preceding year quarter i.e. the data return due by 1 May 2014 should cover 1 January 2014 - 31 March 2014.
7. Data should be sent as per the above timetable by email to olev.enquiries@olev.gsi.gov.uk. Please ensure the subject header to your email is in the following format: 'DD/MM/YY - Local authority CP Usage data - Chargepoint supplier name'

Data field definitions

Table 3.1	
Data field	Description
Anonymised unique user ID	A unique identifier for the chargepoint user / membership card that enacts the charging event in question – RFID membership card identifier or equivalent. Roaming visitors to the scheme should be clearly distinguishable, if this is technically possible. Pay as you go events should be indicated as such.
Identifier for chargepoint	Unique identifier for chargepoint. This should match the chargepoint ID used on all forms and claim forms
Start date and time (dd/mm/yyyy) (00:00h)	The date and time that the charging event began, 24-hour clock, expressed to the nearest minute possible. OLEV will accept data supplied from units which record energy consumption at intervals of up to a maximum of 30minutes.
End date and time (dd/mm/yyyy) (00:00h)	The date and time that the charging event finished, 24-hour clock, expressed to the nearest minute possible.
Total energy drawn (0.00kWh)	The volume of electricity drawn during the charging event, in kWh, rounded to two decimal places. If this is not directly recordable and you wish to infer this from the charging time and power rating of the unit please contact OLEV to discuss exactly how you propose to estimate

	the kWh drawn.
Price paid by end user (£0.00)	The price paid by the end consumer for this charging event, pounds and pence.