



Department  
for Transport

# ULEV Readiness Project

## Guidance for Central Government Departments

August 2014

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*OLEV reserves the right to update the contents of this document and the procedures noted at any time. Should the guidance be revised, the appropriate notification will be given to the project nominees in good time.*

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# 1. Introduction

- 1.1 In the Autumn Statement 2013 the Government announced it would invest £5 million [during 2014 -15 ] in a large scale ultra-low emission vehicle (ULEV) readiness project for fleets run by Central Government Departments and the wider public sector.
- 1.2 This project forms part of a wide programme of support for developing the market for ULEVs in the UK, to aid the normalisation of technology and increase the profile and visibility of ULEVs. The transition to ULEV technologies across the UK's car and van fleets is a necessary step in helping the UK meet its carbon targets and in address the challenges of air quality in our towns and cities.
- 1.3 This transition also provides a one off opportunity to harness the growth and employment prospects offered by the global move to a new technology. The UK Government is fully committed to supporting this change which is why over £1bn is being invested in policy measures to support the early market for ULEVs.
- 1.4 It is important that the public sector, and particularly Central Government Departments, lead by example in making this transition. The key barriers to date have been a lack of variety of vehicles and their cost, the need for appropriate infrastructure, and lack of knowledge of the operational performance of the vehicles. This project is designed to tackle these barriers, and enable Government to demonstrate clear leadership on the ULEV agenda.
- 1.5 The project will be run in two phases - Phase 1: Central Government Departments (launched June 2014); Phase 2: Wider public sector organisations (to be launched in autumn 2014). This guidance document is for Phase 1 of the project, and is applicable to Central Government Departments and their agencies only. The document sets out how the scheme will operate, and the actions expected of participants at each stage. The scheme is administered by the Office for Low Emission Vehicles (OLEV).

## The Offer

- 1.6 The key aim of this project is to facilitate the uptake of ULEVs within Central Government Departments' fleets and challenge future purchasing habits of fleet managers.
- 1.7 This scheme provides Central Government Departments with a fully funded pre-lease fleet review, ongoing support from The Energy Saving Trust fleet consultants, funding to lease Plug-in car and van grant eligible ULEVs for 24 months into their fleets, infrastructure site checks and funding to install recharging infrastructure on their estates.

- 1.8** The **fleet reviews** will be conducted by the Energy Saving Trust (EST). EST will work with OLEV to ensure the government departments are fully supported throughout the process. The fleet reviews are designed to demonstrate where ULEVs could be integrated into a fleet in a practical, cost effective way, and the fleet consultants will provide ongoing support to ensure the full value of the vehicles are realised.
- 1.9** On the basis of the recommendations from the fleet reviews, fully subsidised **vehicle leases** will be offered, for a period of two years to allow departments to understand the operational reality of ULEVs.
- 1.10** All vehicles that are on the live Plug in car and van grant eligibility lists at the time each department's review is conducted are eligible to be considered for the scheme. As new vehicles come to market and are added to the list they will be included in scope.
- 1.11** To support the use of these vehicles, the costs of installing electric charging **infrastructure** will also be met in full. It is expected that the infrastructure will be placed on sites which can be accessed by fleet, employee or visitor vehicles where appropriate. In the case of hydrogen fuel cell vehicles which are expected to come to the UK market in 2015, we would expect the vehicles to be refuelled at publically available hydrogen refuelling stations.
- 1.12** Funding will be provided for a maximum of two years and after this date, Central Government Departments will be expected to illustrate a commitment to increasing the number of ULEVs in their fleets. Fleet managers will have the opportunity to negotiate with leasing providers if they want to extend the leases of the vehicles and will be expected to take on the cost of the extension themselves. The project is intended to assist fleet managers with the transition to ULEVs.

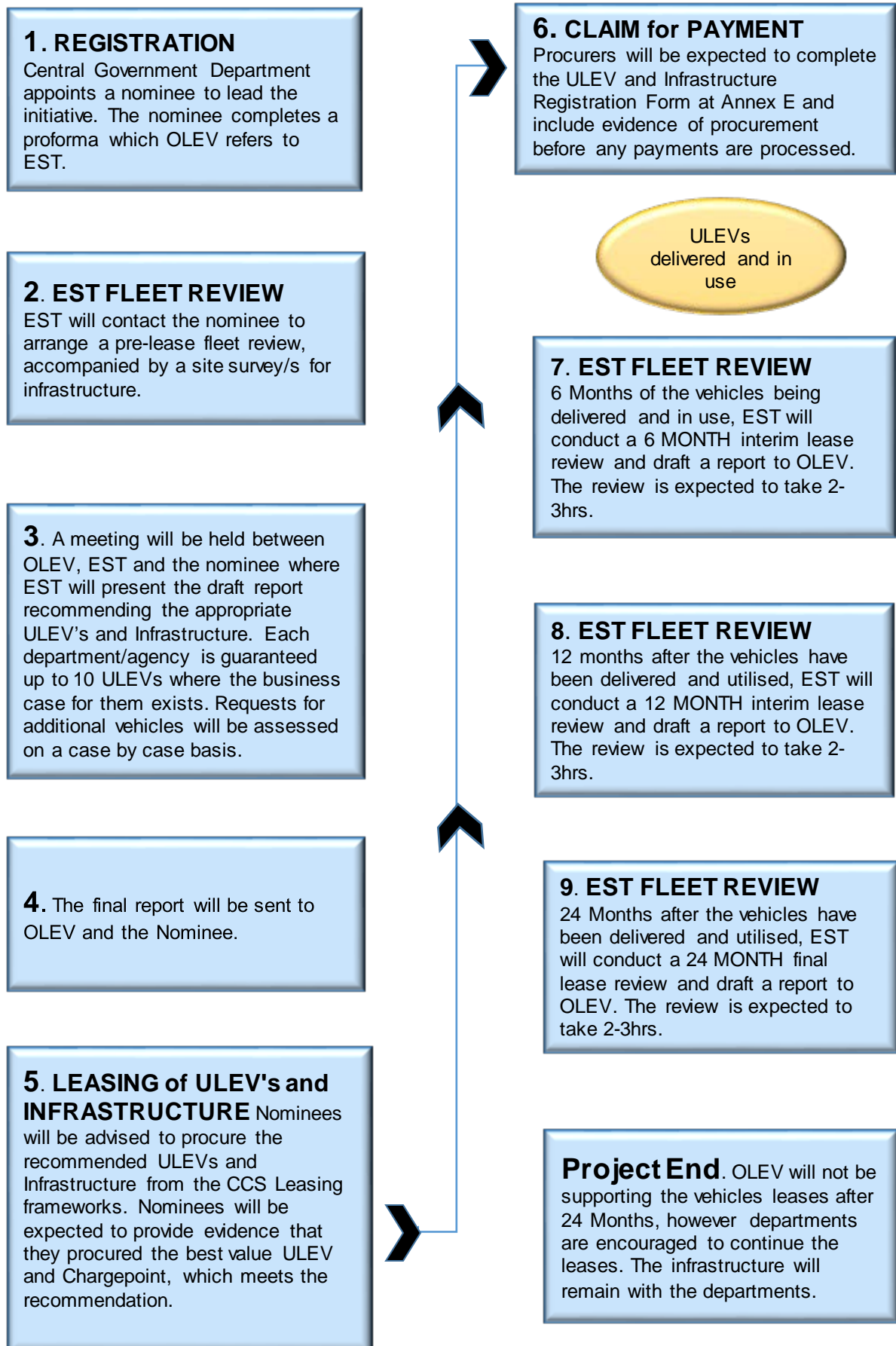
## 2. Ongoing commitment

- 2.1** There are several key reasons that the Government is supporting the ULEV market in the UK – namely to:
- Attract jobs and investment for the UK in this rapidly growing global industry;
  - Strengthen the UK's energy security;
  - Improve the air quality in our towns and cities, which currently costs the economy up to £19 billion a year;
  - Meet the UK's statutory carbon targets, all new cars will need to be effectively zero emission by 2040.
  - Actively participating in the ULEV Readiness Project is one way of supporting the government's objectives.
- 2.2** Through this project, Ministers are keen to see ULEVs on all the main Central Government fleets. This would be with a view to eventually securing a pledge from every Secretary of State about the proportion of ULEVs that would be suitable for each Central Government fleet to adopt permanently.
- 2.3** The nature of these pledges will be informed by the fleet reviews. They would also be based on a requirement that all fleets involved will have to justify any decision not to take up the recommendations of the fleet reviews with regard to replacing current fleet vehicles with ULEVs when the subsidised lease period ends.
- 2.4** This sort of public commitment would be warmly welcomed by the automotive sector and would further demonstrate the UK's desire to be a lead nation in the move to ultra-low emission motoring.

# 3. Eligibility

- 3.1 Phase 1 of this project is open to all UK Central Government Departments and their agencies.
- 3.2 Fleet vehicles within scope of the project include cars and light vans under 3.5 tonnes that do not require bespoke modification. Vehicles that are currently owned, leased or part of a department's grey fleet will be in scope for replacement by ULEVs as part of the project.
- 3.3 All UK Central Government Departments and their agencies are able to apply to be part of the project including (but not restricted to) those listed below:
  - Crown Prosecution Service
  - Department for Business Innovation and Skills
  - Department for Environment Food & Rural Affairs including Environment Agency
  - Department for Transport
  - Department for Work and Pensions
  - Department of Energy and Climate Change
  - Department of Health
  - Foreign & Commonwealth Office
  - HM Revenue & Customs
  - Home Office
  - Ministry Of Defence
  - Ministry of Justice
  - Northern Ireland Office
  - British Transport Police
  - Food Standards Agency
  - Royal Parks
  - Vehicle Certification Agency
  - DVLA
  - DVSA
  - Government Car Service
  - Maritime and Coastguard Agency
  - Highways Agency

# 4. Project Journey Map





# 5. Registration Process

**5.1** A letter was sent to the Permanent Secretaries of each Central Government Department requesting the appointment of a project nominee. The official closing date for registration was 21st July 2014 at 17:00 hours, however, **registrations will still be considered** until autumn.

**5.2** If you require further information on the registration process or you have not already registered but would like to register for the scheme please contact Diana Lwanga on 020 7944 3143 at the Office for Low Emission Vehicles or via:

**Email:** [olev.enquiries@olev.gsi.gov.uk](mailto:olev.enquiries@olev.gsi.gov.uk). **Registrations received after the 21st July will be processed on a first come first serve basis.**

Or

**By post:**

Office for Low Emission Vehicles (OLEV)  
1/31 Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

**5.3** OLEV would like to encourage all Central Government Departments to participate in the project and register their participation at the earliest opportunity. Due to the limited budget OLEV will assess applications as and when they are submitted. The project will extend to 20 Central Government fleets.

**5.4** Timetable

Description	Date
Letter circulated to Permanent Secretaries	3rd July 2014
Project Registration Period	3rd July to 12 <sup>th</sup> September 2014
Procurement of ULEV's and Infrastructure	October 2014
OLEV integration <sup>1</sup> and Infrastructure Installations	Estimated December 2014

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<sup>1</sup> Lead times for vehicles and infrastructure will vary depending on the vehicle make and model. OLEV acknowledges the need for fleet managers to plan for integrating the ULEVs and chargepoints into their Departments fleet, and will work closely with the manufactures to ensure that they are integrated in a timely manner.

## Fleet Reviews

- 5.5** The Energy Saving Trust (EST) has been appointed to deliver pre-lease fleet reviews for each participating fleet. The aim of the pre-lease review will be to identify how many vehicles in the fleets could be replaced with ULEVs and offer support in the transition to ULEVs. Please refer to Annex C for further information on EST's involvement with the project.
- 5.6** We anticipate that following the fleet review, EST will recommend the maximum number of ULEVs that could be incorporated into the fleet. All vehicles on the Plug in Car and Van grant lists at the time of the review will be considered in scope. EST, OLEV and the nominated departmental official will make a decision on which vehicles will be supported through the project.
- 5.7** There will be a requirement on Government departments to provide EST with sufficient fleet data to facilitate the reviews but the reviews will be 100% subsidised by OLEV. A list of the fleet data required can be found in Annex C and will be included in the proforma document sent to all participants.
- 5.8** Fleet reviews started in July 2014. We would like to see all Central Government fleet reviews started by September 2014 and completed in the autumn. We will also be providing subsidised site surveys and fleets will undergo further fleet reviews throughout the project at 6 months, 12 months (interim review) and 24 months (post lease review) to assess the progress.
- 5.9** Interim reviews (at 6 and 12 months of vehicle utilisation) will provide an opportunity for departments to discuss how well the vehicles have integrated in their fleets and provide an opportunity for EST and OLEV to help with operational issues if necessary.
- 5.10** The post lease reviews (at 24 months of vehicle utilisation) will summarise and analyse the findings gained in the two years of operation of the ULEVs provided to the client. It will highlight the successes and where there have been issues how these have been dealt with. As well as the cost and operational results it will also look at the softer issues associated with how people use an ULEV, their perceptions and acceptance of them. It will compare the initial expectations at the outset of the project with what was the actual experience of using ULEVs in the client's fleet.

## Leasing of Ultra-low Emission Vehicles

- 5.11** OLEV will cover the full cost of leasing the ULEVs which includes added extras such as telematics and type 2 cables with the appropriate charging adaptors. EST will recommend the appropriate cables and charging adaptors in the pre-lease fleet review report. All vehicles will be

branded with the joint industry- Government 'Go Ultra Low' communications campaign branding unless you give us a good reason why this would not be suitable for your fleet.

- 5.12** OLEV will confirm how many vehicles each department can lease, following the EST review and will not consider any vehicles which are not recommended by EST. Each department/agency will have the opportunity to lease up to 10 ULEVs. However in the event that there is - sufficient budget to cover additional vehicles, we will evaluate the need on a case by case basis working closely with each department to assess their needs.
- 5.13** OLEV will meet the lease payments for two years only. The budget runs until in March 2017 and there are no plans to secure additional budget. Departments are welcome to take out longer leases if they are able to meet lease payments incurred beyond month 24, or extend the lease from their own budget after 24months.
- 5.14** Leasing arrangements need to be made through the Crown Commercial Services vehicle lease framework Vehicle Lease Framework RM858 The framework can be accessed through the following link:  
<http://ccs.cabinetoffice.gov.uk/contracts/rm858>
- 5.15** Once the Energy Saving Trust recommend the appropriate ULEVs, nominees will be expected to approach suppliers through the CCS leasing framework, to procure the recommendations based on the specifications provided. Nominees will deal directly with the suppliers on Vehicle Lease Framework RM858 where there will be a further competition for the best leasing providers.
- 5.16** Nominees will be expected to manage the relationship with the suppliers to ensure timely deliveries. CCS will oversee and support the working relationship.
- 5.17** Once the ULEVs have been successfully procured, nominees are expected to complete and submit Annex E ULEV and Infrastructure Registration Form.
- 5.18** OLEV will not be held financially responsible for incidents the ULEVs are involved in. Nominees should ensure that the vehicles leased are sufficiently insured to cover all eventualities.

## How to Procure Infrastructure

- 5.19** EST will advise on appropriate infrastructure for the vehicles they recommend. There is a set a cap for each chargepoint. To support the current vehicles on the eligibility lists this is likely to be £7,500 for 7kw and 22kw charge points and £37,500 for rapid charge points. OLEV will fund 100% of the cost of the installation of infrastructure recommended in the fleet reviews. This will be limited to 1 chargepoint per car/van, and rapid chargepoints will only be funded on an exceptional basis with the presentation of a strong business case (these are not generally appropriate for the workplace).

- 5.20** It is recommended that Central Government organisations use approved routes to market to purchase chargepoints, however, it is the responsibility of each department's procurement teams to advise the procurement of chargepoints.
- 5.21** Chargepoints can be procured through Crown Commercial Services Traffic Management Technology Framework Lot 11 Ancillary Equipment. To access the framework, please follow the link below:  
<http://ccs.cabinetoffice.gov.uk/contracts/rm869>
- 5.22** Where chargepoints are not procured through the recommended Framework, in order to be reimbursed for the chargepoint purchase the procurer must inform OLEV of which chargepoints they intend to procure, how many, the brand of chargepoint and the cost of each chargepoint before the purchase is made. Chargepoints must meet all the technical specifications (set out at Annex B and/or Annex C) for OLEV to reimburse the purchases.
- 5.23** Crown Commercial Services are currently in the process of devising a new framework namely, the Traffic Management Technology 2 with plans to include a new lot, specifically for Sustainable Transport Infrastructure (Including Vehicle Charging). It is likely that this would go live in the early part of 2015.
- 5.24** Once the new framework TMT2 is made available, all chargepoints must be procured from this avenue. More information will be provided closer to the time.
- 5.25** All OLEV funded chargepoints must come with three years of maintenance. More details of the specifications and terms are included in Annex B for workplace chargepoints and Annex C for domestic chargepoints.
- 5.26** OLEV will not be held financially responsible for any damage to the infrastructure installed. Nominees should ensure that the infrastructure installed is equipped with the appropriate warranty. Please note that the organisation, not OLEV will be liable for any damage to the equipment, or their property, arising from its use.

## How to Claim for Payments

- 5.27** The Office of Low Emission Vehicles will only fund the ULEVs and infrastructure which are recommended in the EST's pre-lease review report.
- 5.28** Procurers will be expected to complete the ULEVs and Infrastructure Registration Form at Annex D and include evidence of procurement before any payments can be processed.
- 5.29** Departments are expected to invoice OLEV for vehicle lease and chargepoint payments in arrears at quarterly intervals. OLEV will consider requests to make monthly payments upon request<sup>2</sup>.

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<sup>2</sup> For information on contact details, please refer to page 9 of the guidance.

## Annex A ULEVs Available for Lease

Currently there are 26 cars and vans that are eligible for the funding. This will increase as more vehicles become plug in car and van grant eligible. All vehicles that are on the live plug in grants eligibility lists at the time of each review will be considered for the vehicle leases.

**The table below list the electric cars currently eligible for the funding.**

Company	Vehicle Model	Type	CO2	Quoted max range (miles)	Picture
BMW	i3	Fully electric	Zero at tailpipe	118	
BMW	i3 EREV	EREV	13g/km	106 electric 180 extended	
Chevrolet	Volt	E-REV	27 g/km	25-50 electric 300 extended	
Citroen	C-Zero	Fully electric	Zero at tailpipe	93	
Ford	Focus BEV	Fully electric	Zero at tailpipe	76	
Mitsubishi	i-MiEV	Fully electric	Zero at tailpipe	93	
Mitsubishi	Outlander Plug in Hybrid	PHEV	49g/km	34 electric 500 extended	
Nissan	LEAF	Fully electric	Zero at tailpipe	124	

Peugeot	iOn	Fully electric	Zero at tailpipe	93	
Porsche	Panamera S E-Hybrid	PHEV	71 g/km	22 electric several, hundred extended	
Renault	Fluence ZE	Fully electric	Zero at tailpipe	115	
Renault	ZOE	Fully electric	Zero at tailpipe	60-80 (est)	
Smart	fortwo electric drive coupe	Fully electric	Zero at tailpipe	87	
Smart	fortwo electric drive cabriolet	Fully electric	Zero at tailpipe	87	
Tesla	Model S (80 kWh)	Fully electric	Zero at tailpipe	256 (est)	
Toyota	Prius Plug-in Hybrid	PHEV	49 g/km	15.5 electric, several hundred extended	
Vauxhall	Ampera	E-REV	27g/km	25-50 electric 310 miles extended	
Volkswagen	e-Up	EV	Zero at tailpipe	118 electric	
Volvo	V60	Plug-in-Hybrid	48g/km	31 electric 560 extended	







\* Prices may vary, please check with dealership

\*\* does not include battery, which is leased separately for £81 a month over three years

Please refer to the link below for further information on plug-in car vehicles:

<https://www.gov.uk/government/publications/plug-in-car-grant/plug-in-car-grant-vehicles>

**The table below list the electric vans currently eligible for the funding**

Company	Vehicle Model	Type	CO2	Range (miles)	Picture
BD Otomotiv	Viecoli eTraffic van	Fully electric	Zero at tailpipe	142	
Daimler Mercedes-Benz	Vito E-Cell	Fully electric	Zero at tailpipe	80	
Kangoo	VAN Z.E	Fully electric	Zero at tailpipe	100	
Peugeot	Partner Electrique Van	Fully electric	Zero at tailpipe	105	
Citroen	Berlingo Electric	Fully electric	Zero at tailpipe	106	
Nissan	ENV200	Fully electric	Zero at tailpipe	TBC	
Smith Electric	Smith Edison Van	Fully electric	Zero at tailpipe	60	

Please refer to the link below for further information on plug-in van vehicles:

<https://www.gov.uk/government/publications/plug-in-van-grant/plug-in-van-grant-vehicles-list-and-eligibility-guidance>

## Annex B Technical Specification for workplace chargepoints

The minimum technical requirements<sup>3</sup> of workplace chargepoints and their installation are set out below<sup>4</sup>. To note, OLEV will only fund the installation of chargepoints that meet the technical specifications.

Reference	Clause
<b>1.0</b>	<b>INTRODUCTION</b>
1.1	This document defines the specification of electric and plug-in hybrid electric road vehicles conductive charging equipment for use in a workplace car park 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.
<b>2.0</b>	<b>STANDARDS</b>
2.1	Charging equipment shall be compliant with:
21.a	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.

<sup>3</sup> Technical specification supplied by Ove Arup & Partners Ltd ([www.arup.com](http://www.arup.com)) at request of OLEV.

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



2.3	The charging point shall have a minimum operational life of 3 years to satisfy the requirements of the OLEV grant scheme.
<b>3.0</b>	<b>CHARGING MODES</b>
3.1	Mode 1 charging shall not be compliant with this specification.
3.2	Clause not required.
3.3	Charging equipment shall use Mode 2 or 3 charging.
3.4	Clause not required.
3.5	Clause not required.
3.6	Clause not required.
3.7	If required. Mode 4 charging shall not be compliant with this specification where supplied integral to complaint Mode 2 or Mode 3 charging equipment.
4.0	<b>EQUIPMENT RATINGS</b>
4.1	Clause not required.
4.2	Charging equipment shall be rated 230Vac, single-phase or 400Vac, three-phase.
4.3	Clause not required.
4.4	Clause not required.
4.5	Charging equipment output shall be rated up to 22kW.
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.
4.10	Where supplied integral to complaint AC charging equipment, DC charging equipment with output rated up to 22kw shall be permitted.
<b>5.0</b>	<b>CONNECTORS/OUTLETS</b>
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	Charging equipment socket outlet or cable vehicle connector shall be as selected by the end user.
5.5	Clause not required.
5.6	Clause not required.
5.7	Use of BS1363 socket outlets shall not be permitted.
<b>6.0</b>	<b>HUMAN MACHINE INTERFACE</b>
6.1	Key, or equivalent, access shall be as selected by the user.
6.2	Clause not required.
6.3	Clause not required.
6.4	Charging equipment status shall be indicated using lights, LEDs or display.
6.5	Clause not required.
<b>7.0</b>	<b>OTHER FEATURES</b>
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.
<b>8.0</b>	<b>ENERGY METER/ DATA ACQUISITION</b>
8.1	Clause not required.

8.2	Data acquisition compatible with OLEV Chargepoint Usage Data Requirements (refer to factsheet in Appendix 1) 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.
<b>9.0</b>	<b>DEFINITIONS</b>
9.1	For the purpose of this specification, workplace car park defines installation and use of charging equipment by vehicles associated with the workplace operating the EV charging equipment.

## Annex C Technical Specification for domestic chargepoints

The minimum technical requirements<sup>5</sup> of domestic chargepoints and their installation are set out below<sup>6</sup>. To note, OLEV will only fund the installation of chargepoints that meet the technical specifications

Reference	Clause
<b>1.0</b>	<b>INTRODUCTION</b>
1.1	This document defines the specification of electric and plug-in hybrid electric road vehicles conductive charging equipment for use in a domestic application.
1.2	Chargepoint suppliers of the proposed charging equipment shall demonstrate compliance with the specification to achieve product accreditation under the OLEV domestic grant scheme.
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	For domestic installations, it is required that the final installation will be in accordance with the current edition of the Building Regulations Part P (Electrical Safety – Dwellings).
<b>2.0</b>	<b>STANDARDS</b>
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 required.
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.
<b>3.0</b>	<b>CHARGING MODES</b>
3.1	Mode 1 charging shall not be compliant with this specification.
3.2	Clause not required.
3.3	Charging equipment shall use Mode 2 or 3 charging.
3.4	Clause not required.
3.5	Clause not required.
3.6	Mode 4 charging shall not be compliant with this specification.

<sup>5</sup> Technical specification supplied by Ove Arup & Partners Ltd ([www.arup.com](http://www.arup.com)) at request of OLEV.

<sup>6</sup> Note that some clauses are not required for this specification. These are stated as 'Clause not required'.

<b>Reference</b>	<b>Clause</b>
<b>4.0</b>	<b>EQUIPMENT RATINGS</b>
4.1	Charging equipment shall be rated 230Vac, single-phase.
4.2	Clause not required.
4.3	Charging equipment output shall be rated 16A/ 3.6kW or 32A/ 7.2kW.
4.4	Clause not required.
4.5	Clause not required.
4.6	Clause not required.
4.7	Clause not required.
4.8	Clause not required.
4.9	Clause not required.
<b>5.0</b>	<b>CONNECTORS/OUTLETS</b>
5.1	Where charging of vehicles is to be within a building, charging equipment shall utilise a tethered cable (BS 61851:1 Case C connection) as per IET CoP.6.2.3 (i).
5.2	Clause not required.
5.3	Clause not required.
5.4	Charging equipment socket outlet or cable vehicle connector shall be as selected by the end user.
5.5	Clause not required.
5.6	Clause not required.
5.7	Use of BS1363 socket outlets shall not be permitted.
<b>6.0</b>	<b>INTERFACE</b>
6.1	Key, or equivalent, access shall be as selected by the user.
6.2	Clause not required.
6.3	Clause not required.
6.4	Charging equipment status shall be indicated using lights, LEDs or display.
6.5	Clause not required.
<b>7.0</b>	<b>OTHER FEATURES</b>
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.
<b>8.0</b>	<b>ENERGY METER/ DATA ACQUISITION</b>
8.1	Clause not required.
8.2	Data acquisition compatible with OLEV Chargepoint Usage Data Requirements (refer to Annex D) 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.

Reference	Clause
8.6	Data communications to allow remote data collection shall be provided.
<b>9.0</b>	<b>DEFINITIONS</b>
9.1	For the purpose of this specification, domestic defines installation and use at a place of residence by a private party for non-commercial use. The private party shall be responsible for initiating a grant application through an approved installer.

# Annex D OLEV's Contract with the Energy Saving Trust

## **ULEV Readiness Programme**

Energy Saving Trust (pre-lease reviews)

Introduction

The Energy Saving Trust (EST) is working with the Office for Low Emission Vehicles (OLEV) to deliver the Public Sector Procurement programme for Ultra Low Emission Vehicles (ULEVS). The programme is designed to accelerate the uptake of ULEVs by offering financial support to organisations to procure vehicles and charging infrastructure.

OLEV will contact each government department when their pre-lease review will start.

Central Government Departments will be allocated a fleet consultant who will work closely with the nominee in establishing the best suited ULEVs and Charging Infrastructure for their Department.

Nominees will be expected to collate data from their Departments fleet for the purpose of the initial meeting with their assigned fleet consultant.

### **Data requirements**

The list below outlines the data requirements for the ULEV Readiness Project fleet review:

- Live fleet list,
- 12 months data of individual vehicle mileage, fuel use and cost of fuel
- An idea of vehicle roles or duty cycles, maximum daily mileage,
- Individual vehicle costs and procurement status - leased or bought outright,
- Location of vehicles overnight. If they go home with drivers, we'd like some idea of those locations
- Electricity costs.

Whilst the above represents the information we would ideally like as a bare minimum we are able to progress so long as we have items 1 and 2 on the above list.

### **Pre-lease reviews**

There are two types of pre-lease review provided:

- Comprehensive Review – All clients who have not had an appropriate Plugged in Fleet Initiative (PIFI) review carried out for them by EST

- Expedited Review – This is for any client who has previously had a PIFI review carried out on the relevant vehicle fleet by EST.

Each type of review is aimed at providing the level of information required to ensure that the client, OLEV and the EST have the information necessary for the successful implementation of ULEVs.

### Comprehensive Review

Initial client/EST Consultant meeting to discuss and agree scope of review. Once scope is agreed the following data will be required for the area of fleet under review:

- Make, model, registration plate, procurement cost/model, planned period of use, annual mileage, annual fuel used [where applicable], no of days used per year, vehicle role, location, where parked when not in use
- Information regarding infrastructure
- Telephone/e-mail/face to face/site visits as required allowing a full understanding of the data to take place.
- Analysis of data/information.
- Draft outcomes presentation to client by EST outlining the following:
  - Recommendations and justification for which vehicles should be replaced by ULEVs
  - Types of vehicles to be used and infrastructure requirements
  - Preparatory work required
  - Implementation action plan
- Feedback from presentation fed back into analysis/findings.
- Final report issued detailing above to client and OLEV.

### Expedited Review

Initial meeting/telecom between stakeholders and EST Consultant to understand any changes that may have taken place since original PIFI was produced.

- Update findings and produce draft implementation action plan.
- Updated outcomes presented to client by EST.
- Feedback from presentation fed back into analysis/findings.
- Updated PIFI/implementation action plan issued to client and OLEV.



The review report will provide the business case for whether ULEVs can usefully be employed within the client's vehicle fleet. This will be reviewed as a draft with both the client organisation and OLEV before publishing in its final form. This will provide both the client and OLEV with an early opportunity to review the likely success of implementing ULEVs, where they could be used and any perceived issues to be resolved.

The report will use whole life cost analysis using actual vehicles as the basis for the decisions arrived at. The leasing costs of ULEVs available to Government departments/organisations available through CCS will be made available to EST and used as appropriate. In order to allow for the predicted variation in fuel costs over the vehicle lease period EST will use a flexible pricing corridor of 4-5 pence per mile on the WLC.

The final report will include as an appendix the application form to allow the client organisation to proceed with their funding application to OLEV.

## **Timescale**

Whilst it is difficult to give a precise timescale our expectation would be:

**Comprehensive Review** - Following the initial meeting of 1-2 hours the client will need to provide the required fleet data as soon as possible. Assuming this is available then analysis is likely to take 3-4 weeks with client liaison during this period to clarify facts and question information provided. There will then be a second meeting between OLEV, EST and the client to present our draft findings and action plan. The final report will then be available approximately a week later assuming major changes are not requested at the draft stage.

Total anticipated time: 4-5weeks

**Expedited Review** – There will be an initial meeting (in some cases a teleconference may suffice) following which the client may need to provide updated fleet data as soon as possible. Assuming this is available then analysis is likely to take 1-2 weeks with client liaison during this period to clarify facts and question information provided. There will then be a second client/EST meeting between OLEV, EST and the client to present our draft findings and action plan. The final report will then be available approximately a week later assuming major changes are not requested at the draft stage.

Total anticipated time: 2-4 weeks

## **Client/EST Expectations**

EST expectations of the client:

- We expect that the client will work with the Energy Saving Trust to explore how ULEVs can fit into and benefit their business.
- That they will share all necessary data and commit resources as necessary to enable a comprehensive review to be carried out in a timely manner.
- They will commit the appropriate resources and leadership to the implementation of ULEVs in their fleet.

- That they will continue to share data and have an open and honest dialogue with all partners involved.
- Are willing to share their learning and benefit from best practise derived elsewhere
- Support the activity to raise the public profile of this initiative.

What the client can expect of EST:

- That we will provide the appropriate levels of resource, skills and experience to support the project
- That, for the life of the project, we will provide ongoing impartial, realistic, honest and timely support and advice.
- That we will be committed to supporting the client in achieving the successful implementation of ULEVs into their fleet.

# Annex E ULEV and Infrastructure Registration Form

This is a view of the ULEV and Infrastructure Registration Form which OLEV will forward to each nominee once they have completed a pre-lease review.

ULEV Registration Form													
Unique project no.										<input type="text"/>			
Part A: Nominees Details													
Department/Agency name										<input type="text"/>			
Name of nominee										<input type="text"/>			
Address										<input type="text"/>			
Telephone										<input type="text"/>			
Fax										<input type="text"/>			
Email										<input type="text"/>			
Part B: Declaration													
<p style="color: red;">I claim the fund for the total amount shown in Section C. I certify that the claim is valid and in accordance with the terms and conditions set out in the guidance, and recommendations of the pre-lease fleet review report. I certify that the facts and statements made in support of the claim have not changed. All relevant evidence is attached.</p>													
Signed										<input type="text"/>			
Print name										<input type="text"/>			
Date										<input type="text"/>			
Job title										<input type="text"/>			
Part C: Funding Claim													
Period of claim										<input type="text"/>			
<b>TOTAL CLAIM AMOUNT</b>										<input type="text"/>			
Part D: Breakdown Funding Claim (Evidence)													
ULEV Registration number	Details of Supplier (company name, order reference number)	Site address where ULEV will be parked at night	Manufacture	ULEV Make and Model	Is the ULEV linked to a Chargepoint	Unique Chargepoint number	Lease start date	Lease end date	Lease payment Scheduled	Lease price per increment	Total 24month expenditure (inc VAT)	Amount claimed	Comments

## Part 2:

Infrastructure Registration Form									
Unique project no.		<input type="text"/>							
Part A: Nominees Details									
Department/Agency name		<input type="text"/>							
Name of nominee		<input type="text"/>							
Address		<input type="text"/>							
Telephone		<input type="text"/>							
Fax		<input type="text"/>							
Email		<input type="text"/>							
Part B: Declaration									
<p>I claim the fund for the total amount shown in Section C. I certify that the claim is valid and in accordance with the terms and conditions set out in the guidance, and recommendations of the pre-lease fleet review report. I certify that the facts and statements made in support of the claim have not changed. All relevant evidence is attached.</p>									
Signed		<input type="text"/>							
Print name		<input type="text"/>							
Date		<input type="text"/>							
Job title		<input type="text"/>							
Part C: Funding Claim									
Period of claim									
<b>TOTAL CLAIM AMOUNT</b>									
Part D: Breakdown Funding Claim (Evidence)									
Unique chargepoint ID (CPID) / serial number	Details of Supplier (company name, order reference number)	Type of Chargepoint	Full address of chargepoint installation	Date of Installation (dd/mm/yy)	Is the chargepoint linked to a Plug-in Hybrid Electric Vehicle	Ultra-Low Electric Vehicle registration number	Total expenditure (inc VAT)	Amount claimed (per CPID)	Comments