A logo for zero emission vehicles

Description automatically generatedWorkplace Charging Scheme: installer claim form (V1.3)

The Department for Transport is the controller for personal data used for this service. Further details on DfT’s privacy policy can be found at

[www.gov.uk/government/organisations/department-for-transport/about/personal-information-charter](http://www.gov.uk/government/organisations/department-for-transport/about/personal-information-charter)

Your data will be used to administer and improve the service, and to monitor the service to prevent fraudulent activity. To find out more about what entitles us to carry out this processing, who we share your information with and why, and how long we keep your data for, please refer to:

[www.gov.uk/government/organisations/office-for-low-emission-vehicles/about/personal-information-charter](http://www.gov.uk/government/organisations/office-for-low-emission-vehicles/about/personal-information-charter)

This form must be completed and include details representing all installation sites Unique voucher code:

**Installation details**

**Section 1**

I,

on behalf of [authorised chargepoint installer]

confirm that the following installation records are accurate as of the date of installation: Number of sockets

Installer number

If you cannot provide the Installer Number please enter details below:

Installer Business Name

Installer Business Postcode Installer Business Address

Installer Business Key Contact name

Please complete a line below for each chargepoint that you have installed:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Postcode of Installation | Chargepoint Model Number | Number of sockets on chargepoint | Chargepoint Unique Serial Number | Date of completion of Installation | Data Comms enabled  (Yes or No\*) |
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\* I confirm that the signal strength of the chargepoint(s) listed annotated above with a ‘No’ is not sufficient to allow for usage data to be sent via GPRS / cellular networks, other wireless means to a back-end management system. I have attempted alternative means of boosting signal strength [insert method in box below] but this has not improved cellular / GPRS network capacity.

Method:

**Price breakdown table –** please complete showing cost of work.

**Section 2**

This must be shown to the applicant workplace representative to declare it is an accurate representation of the work completed.

|  |  |
| --- | --- |
| Description | Price |
| Total install price-without subsidy and including VAT | £ |
| Workplace grant value (Max £350, no VAT applies) for each socket (up to a max of 40 sockets) | £ |
| Price charged to customer (total install price including VAT, minus max £350 per socket) | £ |

**Installer authorisation and installation conditions**

**Section 3**

I can confirm that the following statements apply to me:

* I am registered with [accreditation body]

I can confirm that I am in agreement with the following statements in relation to the installation(s):

* Each installation address has designated off-street parking;
* Each chargepoint has been installed in an appropriate location, with appropriate access for a vehicle;
* Each socket has a minimum supply of 3kw (not diminished by the simultaneous use of other sockets);
* Each socket has an accessible associated parking space;
* That the chargepoints listed above in Section 1 meet the Office for Zero Emission Vehicles (OZEV) Workplace Charging Scheme minimum technical standard specification;
* The installation is in full compliance with the requirements of the current edition of the UK wiring regulations (BS7671) and the IET Code of Practice for Electric Vehicle Charging Equipment Installation and that I can provide all evidence required of compliance with these documents, as specified by them.
* I will complete a BS7671 Electrical Installation Certificate and Building Regulations compliance certificate for this installation.
* I will notify the local Distribution Network Operator of this installation, providing all information required on the form accurately and will inform DVLA of that notification.
* I have recorded and sent to [WorkplaceChargingScheme@dvla.gov.uk](mailto:WorkplaceChargingScheme@dvla.gov.uk) my photographic evidence of this chargepoint installation, with one photo showing the chargepoint serial number and another the installation site relative to the designated off-street parking showing the installed chargepoint.

# Installer Declaration

If I knowingly breach any of the above conditions, give information that is incorrect or if relevant information is knowingly omitted in this application, OZEV reserves the right to take whatever action it deems appropriate (including but not limited to legal action) to recover from the installer any monies received in accordance with the Workplace Charging Scheme and any other associated recovery costs.

Signed (typed name)

Date

Name

**Applicant workplace declaration of works completed**

**Section 4**

The following section to be completed by the applicant that the voucher has been issued to. Please tick to declare the following has been accurately recorded by the installer in sections 1 to 3 of the grant claim form.

Chargepoints have only been installed at locations included on the voucher

Own table (Section 2) is an accurate reflection of the work completed

The photos provided are accurate representations of all the installations

The Chargepoint Unique Serial Numbers are correct

The number of sockets installed is correct

Signed [“typed name on behalf of the workplace applicant”]

Date

**Once completed send form to:** [**workplacechargingscheme@dvla.gov.uk**](mailto:workplacechargingscheme@dvla.gov.uk)

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