Workplace Charging Scheme for state-funded education institutions: installer claim form (V3)

Enter all the details of your installation on this form. The Office for Zero Emissions Vehicles (OZEV) will use it to check that the institution and installation meet the requirements of the WCS.

Your customer will need to complete Section 4 of this form.

Return the completed form plus the grant claim form and photo evidence of the installation to [workplacechargingscheme@dvla.gov.uk](mailto:workplacechargingscheme@dvla.gov.uk).

This [form and the grant claim form are available on the GOV.UK website](https://www.gov.uk/government/publications/workplace-charging-scheme-for-state-funded-education-institutions-installer-claim-forms). Download the forms from there to make sure you are using the latest version.

The Department for Transport is the controller for personal data used for this service. Read [DfT’s privacy policy](http://www.gov.uk/government/organisations/department-for-transport/about/personal-information-charter) for more information about how we handle personal data. OZEV will use your data to administer and improve the service, and to monitor the service to prevent fraudulent activity. Read the [OZEV personal information charter](http://www.gov.uk/government/organisations/office-for-low-emission-vehicles/about/personal-information-charter) to find out what entitles us to carry out this processing, who we share your information with and why, and how long we keep your data for.

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

**Public use of chargepoints**

The chargepoints can be used by the state funded educational institutions staff, visitors, guests, customers and others.

If they want to open their chargepoints to the public or charge for usage, they will need to ensure they comply with the Public Chargepoint Regulations 2023.[Read guidance about the regulations](https://www.gov.uk/government/publications/the-public-charge-point-regulations-2023-guidance/public-charge-point-regulations-2023-guidance)

Will the installed chargepoints be available as public chargepoints: Yes  No

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\*) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* I confirm 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. Please use the below table to list all equipment and items used in the installation and use the adjacent box to list the price of each.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | | | **Net Price**  **(ex. VAT)** | | | | |
| **Hardware** | | | | | | | |
| Charge-point unit price to customer: |  | | £ | | | | |
| Other equipment (switchgear etc.):  Please list equipment used in the installation, including price per item  Eg:   * Cable * Fixings   Switchgear |  | | £ | | | | |
| Other eligible cost(s)  (Please specify each item)  Eg:   * Site survey |  | | | £ | | |
| **Labour** | | | | | |
| Total labour cost: |  |  | £ | |
| **Totals** | | **VAT** | **TOTAL** | |
| **Total Install Price** | £ | £ | £ | |
| Grant value (up to 75% - capped at £2,500 per socket): |  |  | £ | |
| **Remaining cost after grant contribution** | £ | £ | £ | |

|  |  |  |
| --- | --- | --- |
| **Remaining cost source(s)**  Please specify amounts inclusive of VAT (gross).  Please specify source(s) and amounts **either in pounds or as a percentage** **of the remaining cost** (please delete as appropriate) | **Source** | **Amount inc. VAT)** |
|  | £ |
| % |
|  | £ |
| % |
|  | £ |
| % |

**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, and each socket has an accessible associated parking space
* Each socket has a minimum supply of 3kw (not diminished by the simultaneous use of other sockets)
* 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
* I have recorded and sent to [WorkplaceChargingScheme@dvla.gov.uk](mailto:WorkplaceChargingScheme@dvla.gov.uk) my photographic evidence of this chargepoint installation, with photos showing the chargepoint serial number, the model installed and the chargepoint’s location including the off road parking space(s) it serves

# 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

The price breakdown 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)

4