# A logo for zero emission vehicles Description automatically generatedWorkplace Charging Scheme application form (V1.3)

**Please** [**read the guidance**](https://www.find-government-grants.service.gov.uk/grants/workplace-charging-scheme-1) **before completing this application.**

### Note for businesses applying to install chargepoints at their workplace

The Workplace Charging Scheme is a government-funded scheme to support the roll-out of charging equipment for plug-in vehicles at workplaces.

Please note that the scheme is funded by taxpayers’ money.

You are the beneficiary of this grant which will be claimed on your behalf by your installer. All declarations must be completed by the party clearly identified in these forms.

Costs must not be exaggerated or inflated by your chosen authorised chargepoint installer. The installer must not cross-subsidise the chargepoint installation. Businesses are required to check this.

You can apply for a grant of £350 for each socket up to a maximum of 40 across all sites. Please be aware that until you receive a unique voucher code, there is no guarantee that you will receive the grant.

Vouchers will be issued confirming eligibility for the grant. **The vouchers will be valid for 180 days. Installations must be completed within this time.**

OZEV will run audit checks and if any claim is found to be false, payment will be refused or will have to be repaid.

The contents of this form must not be altered without prior permission from OZEV under any circumstance.

### Please note OZEV reserves the right to seek further information or documentary evidence from relevant parties in support of any individual claim.

**All applicants must fill in Sections 1 to 3 in order for your application to be eligible, any failure to do so may result in your application being unsuccessful.**

The Department for Transport is the controller for personal data used for this service. Read further details on DfT’s privacy policy 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)

**Business user declaration**

All applicants must fill in Sections 1 to 3 in order for your application to be eligible, any failure to do so may result in your application being unsuccessful.

**Business information**

**Section 1**

Please enter at least **one** of the following:

Companies House reference number:

UK VAT registration number:

If neither of these are available, please email a copy of your **Business rates letter (Non domestic rating/rates demand notice)/** to: [workplacechargingscheme@dvla.gov.uk](mailto:workplacechargingscheme@dvla.gov.uk)

This document should be attached to the email accompanying the Workplace Charging Scheme application form.

Name of business (Company name):

My business is part of a linked enterprise or part of a group of companies constituting persons under common control: Yes  No

If yes, the linked enterprise name is:

My business postcode:

My business address:

Key contact name:

Role within business:

Key contact phone number:

Key contact email address:

Alternative contact name (if applicable):

Alternative contact email address: Alternative contact phone number:

Please identify which category your business falls under (Please click below which applies):

Up to date Office for National Statistics Public Sector Classification can be found here

[www.ons.gov.uk/methodology/classificationsandstandards/economicstatisticsclassifications/introductiontoeconomicstatisticsclassifications](http://www.ons.gov.uk/methodology/classificationsandstandards/economicstatisticsclassifications/introductiontoeconomicstatisticsclassifications)

A public authority – Government departments and their agencies, the Armed Forces, local government, National Health Service and the emergency services.

In considering eligibility, OZEV will use the public authorities referenced in the [Local Government Act 2003, Section 33](http://www.legislation.gov.uk/ukpga/2003/26/section/33), the [Freedom of Information Act, Schedule 1, parts 1-3](http://www.legislation.gov.uk/ukpga/2000/36/schedule/1)) and in the [Public sector classification guide](https://www.ons.gov.uk/methodology/classificationsandstandards/economicstatisticsclassifications/introductiontoeconomicstatisticsclassifications)

Any organisation that falls outside of the above definition

#### Minimal financial assistance or De Minimis declaration required (found on page 8)

Number of employees if less than 21:

Size of business if greater than 20 (number of employees) Please click:

Small (21 – 49)  Medium (50 – 249)  Large (>=250)

#### This business has an existing or future need for Electric Vehicle (EV) charging infrastructure

**Existing need:**

For example, at least one member of staff has use of an EV, or the business has use of an EV or the business provides arrangements for staff to lease or purchase EVs (such as through a salary sacrifice scheme)

#### Identified future need:

For example, at least one member of staff has expressed an interest in purchasing an EV or has requested charging infrastructure at work

Yes  No

Yes  No

The business will encourage future uptake of EVs Yes  No

**Information on chargepoints required**

**Section 2**

#### Please provide:

Total number of chargepoint sockets required:

Total number of sites where chargepoints are required:

#### Please provide site/location details for each chargepoint installation site: Site/location 1:

Details of site where chargepoints(s) are to be installed: Postcode:

Address:

Has a site survey been completed at the above installation address? Number of chargepoint sockets required at the above address:

#### Site/location 2:

Details of site where chargepoints(s) are to be installed: Postcode:

Address:

Has a site survey been completed at the above installation address? Number of chargepoint sockets required at the above address:

Yes  No

Yes  No

#### Site/location 3:

Details of site where chargepoints(s) are to be installed: Postcode:

Address:

Has a site survey been completed at the above installation address? Number of chargepoint sockets required at the above address:

#### Site/location 4:

Details of site where chargepoints(s) are to be installed: Postcode:

Address:

Has a site survey been completed at the above installation address? Number of chargepoint sockets required at the above address:

#### Site/location 5:

Details of site where chargepoints(s) are to be installed: Postcode:

Address:

Has a site survey been completed at the above installation address? Number of chargepoint sockets required at the above address:

Yes  No

Yes  No

Yes  No

If you have more than 5 sites, please provide details of their address, postcode and number of sockets to be installed to: [workplacechargingscheme@dvla.gov.uk](mailto:workplacechargingscheme@dvla.gov.uk)

**Declarations and confirmation of eligibility criteria for grant**

**Section 3**

#### I (the applicant) confirm that each of the below statements apply to me:

(Please click each statement to confirm you have read and understood all of the terms and conditions below).

I have the authority to apply for the Workplace Charging Scheme grant on behalf of the organization listed Section 1.

All of the chargepoint installations will take place at sites that have dedicated staff and/or fleet parking with good access for an electric vehicle to be charged safely or offroad parking for a small business operating from a residential property

All chargepoint sockets will have a minimum of a 3kw supply and an accessible parking space for each socket.

I own the property or have consent from the landlord for recharging unit(s) to be installed at each of the sites listed. If asked I can provide evidence that my organization has use of the facilities through a formal agreement with a third party.

I have not previously claimed a grant at this address under the Workplace Charging Scheme, EV infrastructure grant for staff and fleets, or any other government grant.

I acknowledge any voucher received is not transferable and can only be redeemed by the organisation listed in Section 1 using an installer authorised by OZEV. I acknowledge that the voucher can only be applied at the addresses listed in my application.

I am aware that by applying for a voucher I am applying for a grant that is operating under Minimal financial assistance limit of £315,000 or De Minimis State Aid limit of 300,000 EUR for the past three fiscal years. I have provided a legal declaration on page 8 of this form.

I acknowledge that any voucher received will only be eligible at the sites listed in Section 2 up to the total number of chargepoints stated. If, following the site survey, I would like to install more or fewer chargepoints I will contact [**workplacechargingscheme@dvla.gov.uk**](mailto:workplacechargingscheme@dvla.gov.uk)to have my voucher updated.

I am content for an authorised chargepoint installer, to claim the Workplace Charging Scheme grant on my behalf and acknowledge that I may be contacted in the future by the Office for Zero Emission Vehicles (OZEV) or its agents for audit purposes which may include site visits. (Your personal information will be safeguarded and processed in accordance with the requirements of the data protection legislation.)

The installation of electric vehicle chargepoints must be completed before the expiry date stated on the Workplace Charging Scheme Voucher (six months from when it is issued) and I will allow installers sufficient time to complete the installations. If the installation is not complete within the expiry date on the voucher I will need to reapply for the scheme.

I can only use the Workplace Charging Scheme Voucher with a supplier who is registered with OZEV as an approved Workplace Chargepoint Installer

#### Conditions for use of chargepoint

In addition, I can confirm on behalf of ‘the applicant’ that I agree with the following conditions of use: (Please click each statement).

I understand that as the Grant Recipient the applicant must ensure that the chargepoints installed are maintained in a serviceable condition and are available for use for at least three years, from the point of first installation, unless given specific permission otherwise by OZEV.

I understand that if the chargepoint needs to be removed or taken out of commission within three years from the date of installation I must inform DVLA at [workplacechargingscheme@dvla.gov.uk.](mailto:workplacechargingscheme@dvla.gov.uk) This may result in the grant being

reclaimed.

I understand that I am responsible for paying the costs associated with electricity usage for the chargepoint as well as any back office and maintenance costs associated with the chargepoint.

#### Business declaration

**I have read and understood the information outlined in Sections 1, 2 and 3.** I declare that the information I have given on this form is correct and complete. I understand that OZEV will use all of the information provided on this form and all supporting evidence to assess the claim for the Workplace Charging Scheme. **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 customer any benefit received in accordance with the Workplace Charging Scheme and any other associated recovery costs.**

#### IF ANY OF THE INFORMATION ON THIS FORM CHANGES BEFORE THE DATE OF INSTALLATION I UNDERSTAND I MUST NOTIFY DVLA OTHERWISE MY ELIGIBILITY MAY BE AFFECTED AND MY VOUCHER BE INVALIDATED.

Signed: (Type signature) Name:

On behalf of:

(Business name) Role in organisation:

Date:

Day Month Year

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# Workplace Charging Scheme – Minimal financial assistance or De Minimis aid declaration form

If your business is categorised as a public authority, you do not need to fill out this declaration form.

Is your business located in Northern Ireland and trades in goods or wholesale electricity markets with the European Union?

or  
  
 Does your business provide services that are specifically tailored to the needs of a particular company or sector that manufacturers or trades in goods or wholesale electricity markets between Northern Ireland and the European Union?

Yes  No

If yes:

I declare that by receiving the grant, the business (or the linked enterprise that the business is part of) does not exceed the state aid limit of €300,000 for the past three fiscal years. This is a legal declaration.

Yes  (less than €300,000 ) No  (€300,000 or more)

If no:

I declare that by receiving the grant, the enterprise (including the group of persons under common ownership or common control) does not exceed the Minimal financial assistance limit of £315,000 for the past three fiscal years. This includes state grants, subsidies, any other government funded financial incentives or subsidies given as small amounts of financial assistance under the UK–EU Trade and Cooperation Agreement after 31 December 2020.This is a legal declaration.

Yes  (less than £315,000) No  (£315,000 or more)

## Declaration

Company name: Key contact:

Signed:

(Type signature)

Day Month Year

|  |  |  |
| --- | --- | --- |
|  |  |  |

Date:

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