

# ORCS model application form

## ORC Scheme - Local Authority Application Form

Local Authorities are encouraged to work with the Energy Saving Trust and contact them (on the email address below) if there are any queries as regards your application.

- This completed application form should be sent to [onstreetchargepoints@est.org.uk](mailto:onstreetchargepoints@est.org.uk).

**Your reference:**

EVPROJ1

<u>Part A: Applicant Information</u> Name of Local Authority	[Local Authority Name]
Address	[Local Authority Address]
Lead contact email and position	[Name, position, email]
Lead contact phone number	[Telephone number]

### **Part B: Eligibility questions**

Are you the Local Authority with responsibility for the maintenance of the public highway / residential street where the proposed chargepoint is to be located?	Yes
If NO, do you have proof of permission from the relevant Highway Authority responsible for the maintenance of the road where the chargepoint is to be located? Please give details.	N/A

### **Part C: Proposed Chargepoint Installations**

Postcode of proposed installation(s)	Site no.	Road	Postcode	No. points	No. sockets
	1	Renny St	DH1 1JN	1	2
	2	The Sands	DH1 1SF	1	2

	Car Park			
	3	XXXX	XXX XXX	1 2
	4	XXXX	XXX XXX	1 2
	5	XXXX	XXX XXX	1 2
	Total			5 10
Location meets current / future demand				
<p>Have you satisfied yourself that there is current or likely future demand for an on-street residential chargepoint at this location?</p> <p>Please demonstrate the rationale for siting the chargepoint at this location. This may be demand from local residents who want to purchase an EV, or evidence of your strategic plans to promote EV ownership in a particular area to meet future demand.</p>	<p>Yes. A resident survey was conducted online in which 25% of the 40 respondents were considering purchasing an electric vehicle within the next 5 years. This data on residents expressing interest in EV ownership has been combined with land-use data to identify areas with demand for chargepoints as well as a significant number of properties without off-street parking. The council has also received 2 resident requests for chargepoints in the area chosen.</p> <p>This project sits within the council's wider Sustainable Transport and Air Quality strategies, for instance 'Theme 1 – Reducing Transport Emissions, Action 4 – To increase the uptake of ultra-low-emission vehicles by residents and businesses'. It is expected that demand for electric vehicles and chargepoints will rise, with the aim to meet the Government's Road to Zero (2018) targets.</p>			
The proposed location lacks adequate off-street parking				
<p>Are you satisfied that this is an area without suitable access to off-street parking?</p> <p>Please attach appropriate evidence, for each site, such as a photograph / map of the proposed location to this application demonstrating this.</p>	<p>Yes, all sites are located within or near areas without suitable access to off-street parking.</p> <p>Please see Appendix A for maps of chargepoint locations, locations of resident requests, residential areas without off-street parking, and photos and details of each proposed location.</p> <p>Each location has received a site survey and a safety audit.</p>			
Chargepoints will be located in a residential area				
<p>Is the installation sited in a residential area?</p> <p>Please attach appropriate evidence, such as a photograph / map indicating</p>	<p>Yes, the chargepoints are sited in a residential area. The Sand Car Park is no more than a 5 min drive from any property within the residential area. Please see Appendix A for a map indicating the residential properties without off-street parking in the area.</p>			

<p>building use classes in the proposed location to this application demonstrating this.</p>	
<p>If NO to the question above, are you satisfied that this chargepoint is primarily intended to meet the needs of local residents?</p>	<p>N/A</p>
<p>Chargepoints will be accessible to local residents</p>	
<p>Please outline any measures you will take to ensure that local residents will have access to the chargepoint(s).</p> <p>This may be residents in the wider Local Authority, and may include use of controlled parking zones, resident parking schemes, permits, or dedicated bays for residents for all / some of the time.</p>	<p>We will introduce and enforce parking restrictions on dedicated EV parking bays. These will be marked with lines and indicated with signage. This will ensure that local residents will have full unrestricted overnight use of the bays and will be able to initiate a full overnight charge without time constraints. Chargepoints will be available for use on a 24/7 basis. The includes the chargepoint at The Sands Car Park.</p> <p>A full publicity and communications campaign will be undertaken using social media, advertisement on the council's website and letter drops to residential properties in the area.</p>
<p>Will the chargepoints be open to the wider public for some / all of the time?</p>	<p>Yes, all of the time.</p>
<p>If YES, please confirm the chargepoint will have Pay As You Go (ad hoc access) functionality. Please provide details.</p> <p>Do you commit to adding the point to the National Chargepoint Registry, detailing its availability?</p>	<p>The chargepoints will be required to have PAYG functionality, such as contactless credit / debit card payments. This will be included as a mandatory requirement in the tender for this equipment.</p> <p>Yes, we commit to adding all chargepoints to the NCR.</p>

**Part D: Provision of the Chargepoints and funding requested**

<p>Please indicate the total funding that is being requested for this installation and a breakdown of these costs.</p> <p>OLEV will pay a maximum of 75% of eligible capital costs up to limits identified in the guidance.</p> <p>Please indicate how you intend to meet the remaining 25%</p>	<p>The total project cost is £36,250.</p> <p>The total OLEV funds (75%) being requested is £27,187.50 for 5 chargepoints (= £5,437.50 per chargepoint). See Appendix B for a detailed budget breakdown.</p> <p>The remaining 25% (£9,062.50) will be met from the council's budget.</p>
<p>Please provide details of the chargepoint technology you propose to install, and its power rating in kilowatts.</p>	<p>1 standalone 7kW chargepoints with Type 2 connection at each location.</p>
<p>Is the proposed point a single or double headed chargepoint (capable of charging two EVs simultaneously)?</p> <p>If single, and a traditional ground-mounted unit is proposed, please provide additional justification for this choice, as OLEV financial support may be reduced.</p>	<p>All double-headed chargepoints.</p>
<p>Please confirm the proposed chargepoints meet the minimum technical specifications as required.</p>	<p>All chargepoints installed will meet the minimum technical specifications as required.</p>
<p>Please confirm that you have, or will consider value for money in this project and confirm that any installations will be carried out in line with your procurement responsibilities and within state aid rules.</p>	<p>Value for money has been considered in installing double-headed chargepoints, and IDNOs will be approached to consider all alternatives for grid connection costs. Installations will be in line with procurement responsibilities and state aid rules.</p>

**Part E: Ongoing commitments:**

<p>Do you commit to make available usage data from this chargepoint to OLEV in the specified format for the 3 years from the chargepoint being commissioned?</p>	<p>Data will be provided to OLEV, in the desired format, as set out in the guidance document.</p>
--	---

<p>Do you commit to maintaining the point in a serviceable condition for a period of 3 years from it being commissioned?</p>	<p>The chargepoints will be maintained to a serviceable condition for the minimum period of 3 years.</p>
--	--

**Part F: Delivery of project**

<p>Please provide high level project plan with key milestones and outputs, and a risk register, to demonstrate your ability to deliver the chargepoint installations (suggested template follows)</p>	<p>Please see below 'Key Milestone Project Plan' and a detailed Project Plan in Appendix C.</p>
<p>If you believe project delivery is anticipated to take longer than the current financial year, please provide rationale for this as we may be unable guarantee funding</p>	<p>It is anticipated that the project will be delivered within the financial year 2019/20.</p>
<p>Please identify any scheme dependencies and their impact on the project's deliverability</p>	<p>DNO costs or unforeseen difficulties with ground works may impact the deliverability of an individual site. Backup sites have been selected and, should an alternative site be required, approval will be sought from OLEV. Please also see Appendix D for a risk register.</p>

## Key Milestone Project Plan

Name of Applicant Local Authority: [Name here]

Project Name: **On-street Residential Chargepoint Scheme**

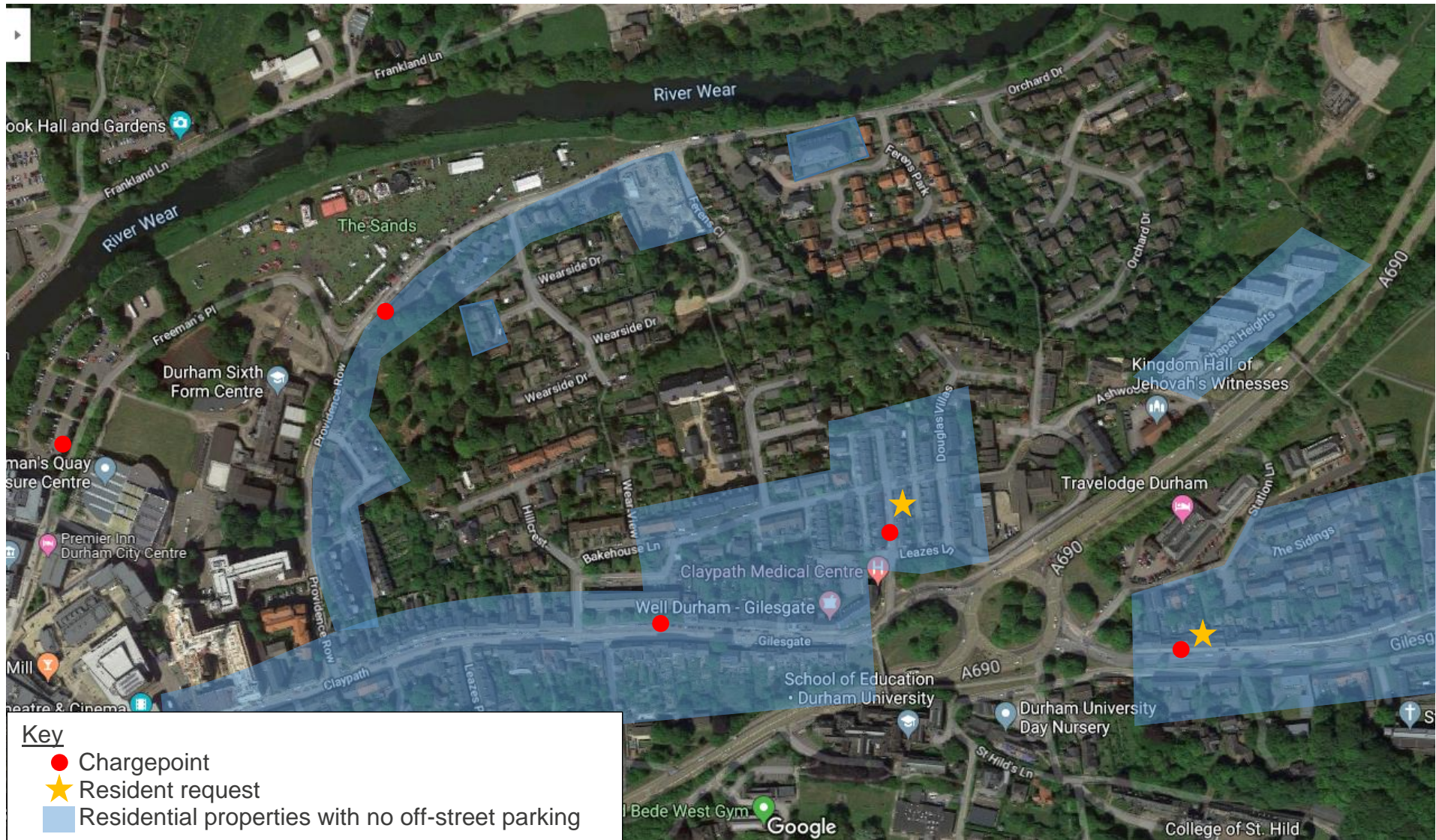
Application Date: **20/09/2019**

Target Installation Date: **28/02/2019**

Proposed Milestone	Milestone Date	Owner
1. Project start	04/11/2019	Named Project Manager (PM)
2. Procurement start	05/11/2019	PM, Procurement Team, Legal Team & Finance Team
3. Procurement completed	19/11/2019	PM
4. Installation start	25/11/2019	PM, contractor
5. Installation completed	28/02/2019	PM, contractor
6. Project completion evidence submitted	20/03/2019	PM

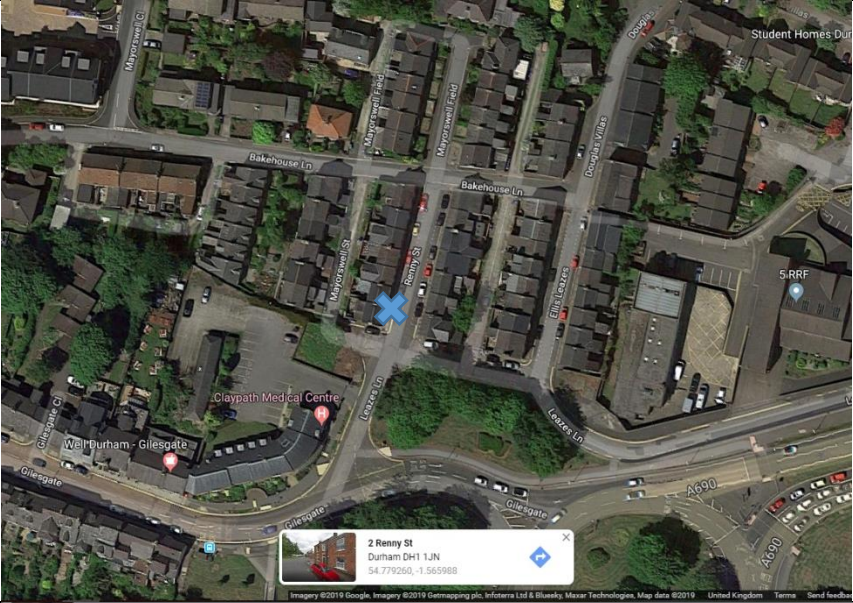



## Appendix A – Chargepoint Locations


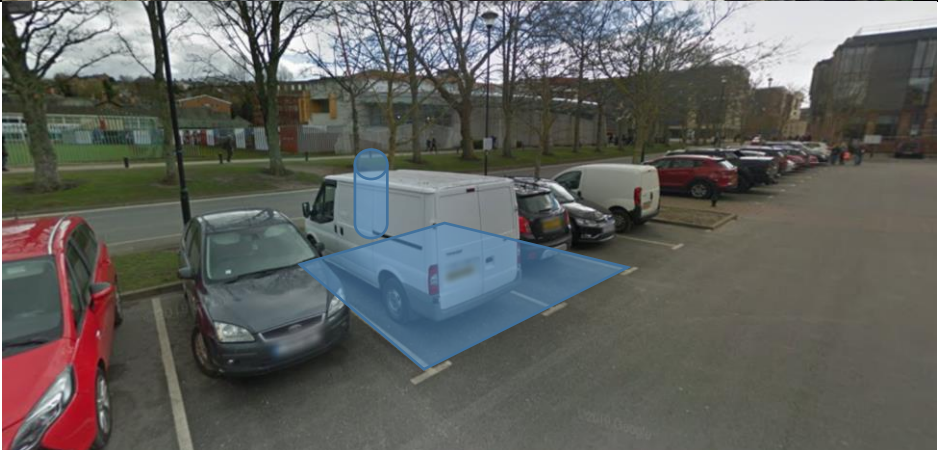




[repeat table per location]

Site No.	1
Address	Renny Street, DH1 1JN
No. points	1 double-headed standalone chargepoint with 2 bays.
Google Maps link	<a href="https://www.google.co.uk/maps/@54.7792115,-1.565907,3a,60y,334.6h,78.2t/data=!3m6!1e1!3m4!1sqCgQgg6eT2SNogNs5Yv7pQ!2e0!7i16384!8i8192">https://www.google.co.uk/maps/@54.7792115,-1.565907,3a,60y,334.6h,78.2t/data=!3m6!1e1!3m4!1sqCgQgg6eT2SNogNs5Yv7pQ!2e0!7i16384!8i8192</a>
Area description and reason for location	Residential area outside of city centre. Several nearby streets of terraced housing with no off-street parking. Caters to a resident request for a chargepoint in this area.
Other considerations (e.g. parking restrictions)	Controlled Parking Zone: Mon – Sat, 8am – 6pm, permit holders or pay at machine. EV Only bays will be installed with no need to pay parking whilst charging.
Map	
Photo	



Site No.	2
Address	The Sands Car Park, DH1 1SF
No. points	1 double-headed standalone chargepoint with 2 bays.
Google Maps link	<a href="https://www.google.co.uk/maps/@54.7801891,-1.5754613,3a,75y,166.35h,77.28t/data=!3m6!1e1!3m4!1s7UYlo-iSEUe7W67517qdsQ!2e0!7i13312!8i6656">https://www.google.co.uk/maps/@54.7801891,-1.5754613,3a,75y,166.35h,77.28t/data=!3m6!1e1!3m4!1s7UYlo-iSEUe7W67517qdsQ!2e0!7i13312!8i6656</a>
Area description and reason for location	Local authority owned Pay and Display car park near leisure centre and businesses, but no more than a 5 min drive from any property within the residential area. Can also cater for residents using the nearby facilities.
Other considerations (e.g. parking restrictions)	EV Only bays will be installed with no need to pay parking whilst charging. Accessible 24/7. Usage will be under review and if local residents are struggling to access them, further restrictions will be considered.
Map	
Photo	

## Appendix B – Budget Breakdown

Site No.	Street name	Postcode	No. chargepoints	No. bays	DNO connection cost	Hardware cost	Installation cost	Signage and marking	TOTAL
1	Renny St	DH1 1JN	1	2	£1,500	£2,000	£2,000	£750	£6,250
2	The Sands Car Park	DH1 1SF	1	2	£1,500	£2,000	£2,000	£750	£6,250
3	XXXX	XXX XXX	1	2	£1,500	£2,000	£2,000	£750	£6,250
4	XXXX	XXX XXX	1	2	£1,500	£2,000	£2,000	£750	£6,250
5	XXXX	XXX XXX	1	2	£1,500	£2,000	£2,000	£750	£6,250
TOTAL			5	10	£7,500	£10,000	£10,000	£3,750	£31,250
OLEV 75%									£23,437.50
Remaining 25%									£7,812.50

## Appendix C – Project Plan

Activity	Owner	November				December				January				February				March			
		WK1	WK2	WK3	WK4	WK1	WK2	WK3	WK4	WK1	WK2	WK3	WK4	WK1	WK2	WK3	WK4	WK1	WK2	WK3	WK4
Approval of Funding from OLEV	OLEV	█																			
<b>Procurement</b>																					
Preparation of tender documents																					
Sign off tender document		█																			
Tender Process			█	█																	
Award Contract					█																
<b>Mobilisation</b>																					
Perform survey	Supplier					█															
Confirm site viability	Supplier						█														
Complete Risk Assessment	Supplier							█	█												
Schedule groundworks if necessary	Supplier								█	█											
Schedule installation	Supplier									█	█										
Issue SORN request	Supplier										█	█									
Request Inventory	Supplier											█	█								
<b>Approvals</b>																					
Issue SORN and written approval	DNO																				
<b>Installation</b>																					
Install the charge point	Supplier																				
Installer and Civils Contractor work together for retained/in-progress Civils Works	Supplier																				
Test the circuit inside the lamp post	Supplier																				
Commissioning tests on charge point	Supplier																				
Remote connectivity test on charge point	Supplier																				
Sign-off	All																				
Submit evidence to OLEV																					

## Appendix D - Risk register

Risk register		Project: Residential On-street Charging Project				Date updated: 04/11/19				
Ref.	Risk description	Raised by	Date raised	Probability	Impact	Mitigation action	Owner	Action due	Status	Date closed
1	Not being awarded OLEV funding.	PM	04/11/19	L	H	All locations have been carefully chosen to ensure eligibility with the criteria.	Council	20/03/2019	L	20/03/2019
2	Unable to obtain licences for the placement of the apparatus on the highway.	PM	04/11/19	L	H	When choosing locations, the criteria for an apparatus licence was taken into account.	Council	20/03/2019	L	20/03/2019
3	Insufficient or incompatible electricity supply near at charger sites.	PM	04/11/19	L	M	DNO supplied drawings of existing power line locations considered when identifying CP locations. All near sufficient power.	Council	20/03/2019	L	20/03/2019
4	Installation delays (Weather conditions, material availability, streetworks permits, parking bay suspensions, TRO's)	PM	04/11/19	M	M	Project timeline followed and progress monitored closely, with all stakeholders engaged early to ensure understanding of expectations.	Council & installers	20/03/2019	M	20/03/2019
5	Installers unable to install EV points in occasion due to	PM	04/11/19	M	L	Parking bays will be suspended to facilitate installation	Council	20/03/2019	L	20/03/2019



	parked cars being in the way.					with additional measures if required.				
6	Appointed supplier ceasing trading or has insufficient cash flow to complete installation.	PM	04/11/19	L	L	The appointed supplier is a large international company and unlikely to face issues with the delivery of this scheme.	Council	20/03/2019	L	20/03/2019
7	Design fails to meet expectations or requirements.	PM	04/11/19	L	H	We have taken care when specifying the equipment and locations to ensure it meets the requirements of the scheme. The comms team will ensure expectations remain realistic.	Council	20/03/2019	L	20/03/2019