

On-street Residential Chargepoint Scheme

**Information Pack
2019-2020**

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Scheme overview

Electric vehicles (EVs) are most conveniently and economically charged at home, but off-street parking, and therefore home chargepoints, is not available to everyone. To improve local charging infrastructure, the Office for Low Emission Vehicles (OLEV) created the On-street Residential Chargepoint Scheme (ORCS), providing grant funding to local authorities to install on-street chargepoints.

*In the financial year 2018-19, **£1.6 million** worth of funding was issued in Grant Offer Letters to **23 local authorities**, with over **400 chargepoints** now installed.*

This document provides an overview of the scheme, and advice and resources to support local authority officers in completing an application.

Application assistance

Energy Saving Trust (EST) administers ORCS on behalf of OLEV and provides impartial advice and guidance to local authorities on the preparation of an application. EST can review multiple draft applications and answer any questions you may have. Contact us at onstreetchargepoints@est.org.uk

A model application form and model claim form can be found in the appendices and may be useful for applicants. We also have a set of [best practice guides](#) which include guidance and case studies for local authority officers who are developing and managing public charging infrastructure networks. These cover procurement, positioning chargepoints, adopting parking policies and minimising costs of grid connections.

For an introduction to electric vehicles, charging and charging infrastructure, see EST's [Charging electric vehicles guide for consumers](#).

If you require independent support on transport and air quality initiatives and projects, the Local Government Support Programme can help you understand your options. Further information can be found [here](#).

Summary of funding available

- **There is £5m** is available for the financial year 2019-20. It is currently unknown what funding is available for the financial year 2020-21.
- The grant supports local authorities with **capital costs** of procurement and installation of on-street electric vehicle charging points for residential use in areas without off-street parking.
- The funding available is for **75%** of the capital costs of procuring and installing a chargepoint. The remaining 25% must be secured via sources other than OLEV funding.
- The maximum amount OLEV will fund per single or double headed chargepoint is **£7,500**.
- Each project should not exceed more than **£100k** in OLEV funding. Applications exceeding this will be reviewed on a case by case basis.

- Demonstrating **value for money** in the application is key to securing approval.
- Grants will be paid by OLEV in arrears **upon completion** of the project.

Project criteria

Projects eligible for funding must meet the following criteria for the overall project (table 1) and chargepoint locations. The costs that are eligible to be covered by this funding are detailed in table 2. Contact EST for help assessing whether your project and costs are eligible.

Table 1: OLEV project application criteria with EST guidance.

OLEV project criteria	EST guidance
Demonstrate off-street parking is not an option for residents where chargepoints are to be located.	Provide maps indicating properties in the vicinity of the proposed chargepoint which do not have off-street parking. Google Maps Satellite View and Street View can be useful for presenting locations in the application form.
Location will meet current or future demand.	Indicate in your application if you have received any resident requests for chargepoints. Include the results of any surveys that have asked about electric vehicles (e.g. Are you considering purchasing an electric vehicle within the next 5 years?) Reference that EV ownership is expected to increase nationally. (<u>Road to Zero Strategy</u> , July 2018)
Projects should not exceed more than £100k in OLEV funding.	If your project will exceed this, contact EST. Applications for over £100K are reviewed on a case by case basis.
Projects should adhere to procurement and state aid rules.	State aid guidance can be found <u>here</u> .
Projects should consider value for money.	Projects should seek to install as many chargepoints as possible for the funding available. This can be done by installing double-headed chargepoints instead of single-headed, or multiple chargepoints per Distribution Network Operator (DNO) connection fee. Local authorities are encouraged to approach independent DNOs (IDNOs), as well as the DNO, for a connection quote. A list of IDNOs can be found <u>here</u> . Connection costs can sometimes still be high; consider alternative sites if necessary.
Highways Authority support.	If the applying authority wishes to install on-street chargepoints and is not the local Highways Authority,

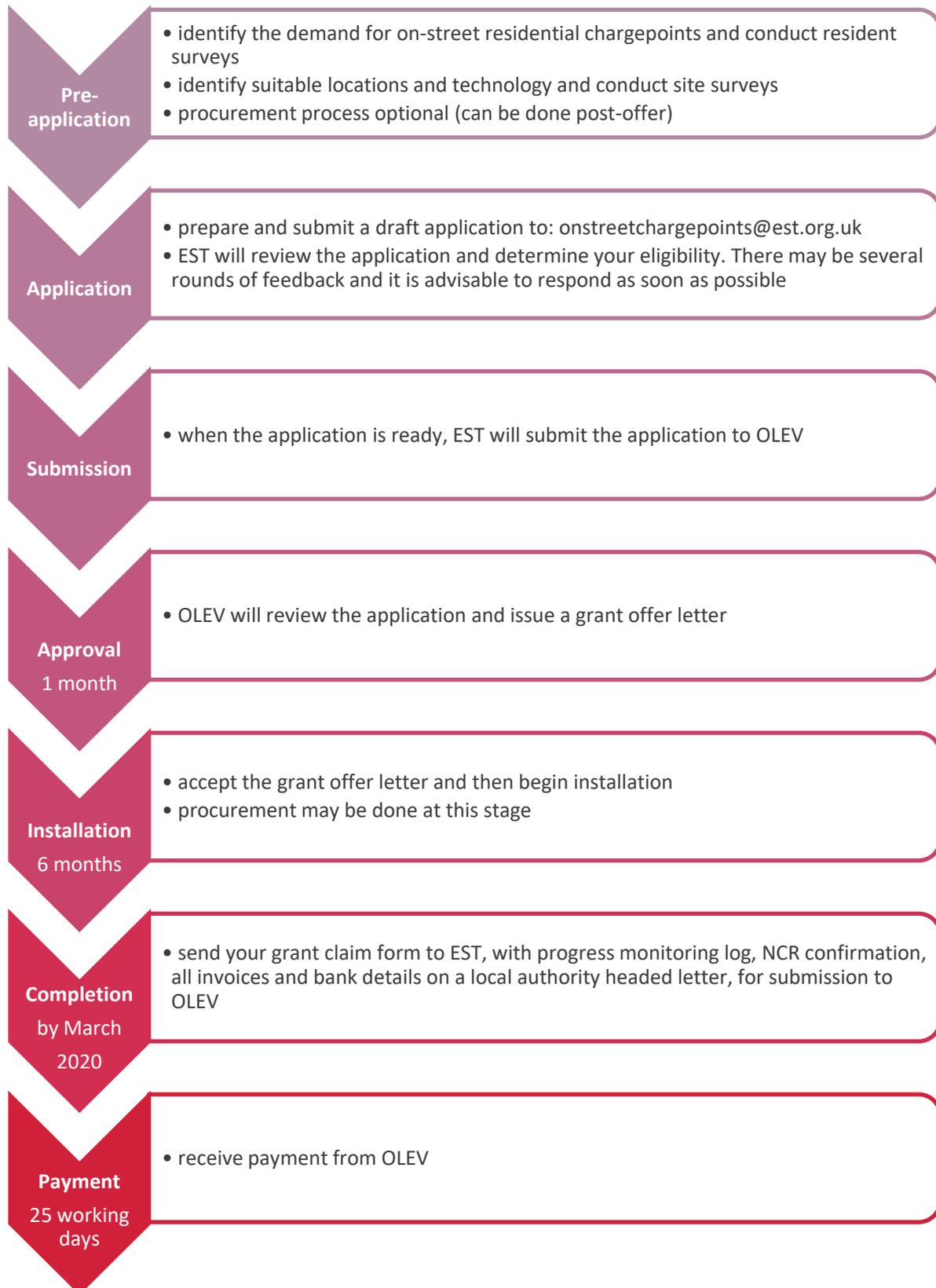
permission will need to be sought by contacting the Highways Authority prior to application. Please be aware that this may slow down the application, so engage with the Highways Authority as soon as possible. Alternatively, consider installing in car parks the local authority owns.

Sound strategy and plan for project delivery within reasonable timescales (3-6 months) should be in place, with completion scheduled before the financial year ends (31st March 2020).

There is no deadline for submitting applications, but projects must be planned to finish by March 2020 to be eligible for grant funding. If delays are encountered throughout the project, contact EST.

Application timeline

The application process is outlined below. Be aware that the time it takes to complete an application is dependent on how long it takes to address EST feedback and the number of revisions.



Chargepoint criteria

- Applications can be made for single or multiple chargepoints, across multiple locations.
- Chargepoints must:
 - be located in a residential area
 - have Type 2 connection cables
 - be maintained in serviceable condition and accessible for at least three years from date of installation
 - be registered with the National Charge Point Registry (NCR)
 - adhere to the technical specifications found [here](#) (page 20).
- Install standard ground, wall mounted or double-headed chargepoints capable of charging two vehicles at once, where possible.
- Car parks that are owned by local authorities and are accessible to residents 24/7 are eligible chargepoint locations. Please check that these criteria are met for all car park locations:
 - The car park must be owned by the local authority;
 - They are accessible 24/7;
 - At minimum, local residents must be able to use the car parks for free overnight;
 - Each chargepoint must have a dedicated EV bay;
 - You must commit to keeping usage under review and consider restricting access to local residents for some or all of the time if residents are struggling to access them.
- There should be a communications strategy, e.g. a launch of chargepoints which targets local residents so they are made aware of the points being available for use.

Eligible costs

Table 2: Costs included and excluded from the ORCS grant.

Included costs	Excluded costs
Purchase cost of charging unit	Noncapital costs
Purchase cost of electric components	Upgrade or maintenance of existing chargepoints
Hardware cost of installation	Installation of chargepoints for Electric Vehicle car clubs, taxi fleets etc
Labour cost of installation	Staff time and consultancy fees
Civil engineering cost	Media and communications costs
Grid connection costs	Back office operations
Electric vehicle parking bay and signage and lineage (if applicable)	Not all TRO costs are covered – contact EST for further guidance

Location guidance

- **Identify current demand:** Record and respond to requests for chargepoints from residents without off-street parking. This can be used as evidence for demand as well as identify suitable locations. Conduct resident surveys as early as possible to ensure the chargepoints will be accepted. Residents will typically want to charge near their home, overnight, so ensure the chargepoints you propose are fit for purpose.
- **Think about future demand:** The number and location of EV users may change over time. Consider where there may be future demand in your local authority to future-proof your chargepoint strategy.
- **Consider accessibility:** Select locations with minimal street furniture to aid the grid connection process and accommodate both pedestrians and EV drivers. Narrow pavements are not ideal. Lampposts positioned at the back of the pavement will require satellite posts for chargepoints to avoid charging cables creating trip hazards. However, this will increase the cost so opt for lampposts at the front of the pavement where possible.
- **Consider alternative locations:** Grid connection costs are highly variable so be prepared with alternative locations if these costs make some sites unfeasible.

Receiving resident requests

EST often receives emails from residents requesting chargepoints or asking for advice on how to request one. In this scenario, EST encourages the resident to contact their local authority directly and, with the resident's permission, EST will pass on their details to any contacts we have at the appropriate local authority.

We ask that upon receiving the resident request, the local authority keeps a record of the request and responds to the resident, outlining any EV infrastructure plans that are in place. If there is no EV infrastructure plan in place, EST's [Local Government Support Programme](#) can provide tailored assistance on this.

Application documents

1. [Application form](#): To apply for ORCS funding, please complete this form, including a detailed budget breakdown and risk register, and send it to onstreetchargepoints@est.org.uk. If you are proposing chargepoints in car parks, ensure you include in your application how the car park criteria are satisfied.
2. [OLEV guidance document](#), March 2019: Further details on funding, eligibility, technology and FAQs.

Application tips

- Good applications consider **value for money** and **site suitability**. (See table 1 for more.)
- Applications are commonly missing the following:
 - Detailed **budget breakdown**. This should include DNO, installation, survey and hardware costs per site, at a minimum.
 - Detailed **project plan**, such as a Gantt chart which includes the specific installation activities. Contact EST should you require a template.
 - **Risk register**. Contact EST should you require a guide template.
 - The specifics of any **parking restrictions** or TROs.
- **Town and parish councils** are eligible to apply, but we encourage communicating with the district and county councils to see whether they were considering submitting a larger application.
- Local authorities can work in **partnerships**, with the application being made by an 'allocated' lead authority.
- As well as getting a **grid connection** quote from the distribution network operator (DNO), consider getting quotes from independent DNOs (IDNOs) and independent connection providers (ICPs). They may be able to provide the connection cheaper as a smaller company can offer innovative solutions. A list of IDNOs can be found [here](#).

- ORCS should feature in a wider local authority EV, sustainable transport and/or air quality **strategy**. If you require assistance in developing a complete strategy, contact EST's [Local Government Support Team](#). For examples on policies and initiatives see the [Low CVP 'Good Practice Guide: Local Measures to Encourage the Uptake of Low Emission Vehicles'](#).
- Most local authorities will want to procure **chargepoint network operators** to install and/or operate and maintain the chargepoints; usage tariffs should be agreed with the procured chargepoint supplier prior to installation.
- **Engage with residents** early to help select locations, avoid complaints after installation and ensure that chargepoints are well-used. This could be done by conducting resident surveys, opening an online survey, tagging a question about electric vehicles on to another survey or adding a 'request a chargepoint near you' form to the local authority website.
- Consider both public and resident access to chargepoints. **TROs** may be required to ensure fair use and if so, build this into the project budget.
- **Delays** are common and the local authority should communicate with EST as soon as they occur. The project should be completed by March 2020 in order to secure funding but grant offer letters will still be honoured if reasonable delays do occur.

Claiming process

Once all suitable chargepoints are installed, (not after each individually are installed) the grant claim can be processed. In order to submit a grant claim, the following should be emailed to EST:

1. Grant claims form
2. Progress monitoring log
3. National Charge Point Registry (NCR) confirmation
4. All invoices
5. Bank details on a local authority headed letter

Contact EST for the claims form and monitoring log once the local authority is ready to submit a claim. If costs are likely to increase, or there are delays, contact EST as soon as possible and whilst the project is still on-going.

Please see Appendix 2 for a model claim form.

Resources

EST resources

1. [‘Procuring electric vehicle charging infrastructure as a local authority’ report](#), September 2019
2. [‘Positioning chargepoints and adapting parking policies for electric vehicles’ report](#), August 2019
3. [‘Minimising the costs of street works and grid connections for electric vehicle charging infrastructure’ report](#), August 2019
4. [Charging electric vehicles guide for consumers](#), 2019: Includes public infrastructure and charging etiquette.
5. [Blog post](#), June 2019: Outlines the scheme and presents two case studies (Portsmouth and Cranbrook & Sissinghurst Parish).
6. [Webinar and Q&A](#), 2019: 1.5hr presentation including two case studies (West Suffolk and South Tyneside).
7. [List of successful applicants 2018-20](#)
8. [Councils in charge: Making the case for electric charging investment](#), August 2019: Created in partnership with the Local Government Association. See page 12-14 for case studies on Go Ultra Low Oxford and Greater Manchester.

Further reading

9. [EVSE Procurement Guide](#), 2019: Comprehensive procurement guide covering locations, products, pricing, billing structures and more. See pages 49-54 for a comprehensive glossary.
10. [London electric vehicle infrastructure delivery plan](#), June 2019
11. [Low CVP ‘Good Practice Guide: Local Measures to Encourage the Uptake of Low Emission Vehicles’](#), 2015: Policy and traffic measures examples for EVs.
12. [Orkney Renewable Energy Forum and Electric Vehicle Association of Scotland ‘Electric Vehicle Charging Infrastructure: A Design Guide’](#), 2016: Information on charging bay layouts and publicising and enforcing the EV bays.
13. [Western Power Network ‘A guide on electric vehicle charging and DNO engagement for local authorities’](#): Information on connecting chargepoints to the grid from a DNO, including timeframe and cost estimates. Similar guides are produced by other DNOs.
14. [Renewable Energy Association ‘Taking charge: How Local Authorities can champion electric vehicles’](#), June 2018: A guide on tax, grants and good practice. See pages 6-7 for an overview of ORCS and a case study on the North East Combined Authority. See page 23 for a one-page summary of ideas to support EV development.
15. [Zero Carbon Futures ‘New residential charge point scheme: our top 6 things to consider’](#), March 2017: North East Combined Authority case study focussing on location guidance.

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.

Your reference: EVPROJ1

Part A: Applicant Information 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 Car Park	DH1 1SF	1	2

	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 building use classes in the</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>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>
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<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>
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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]

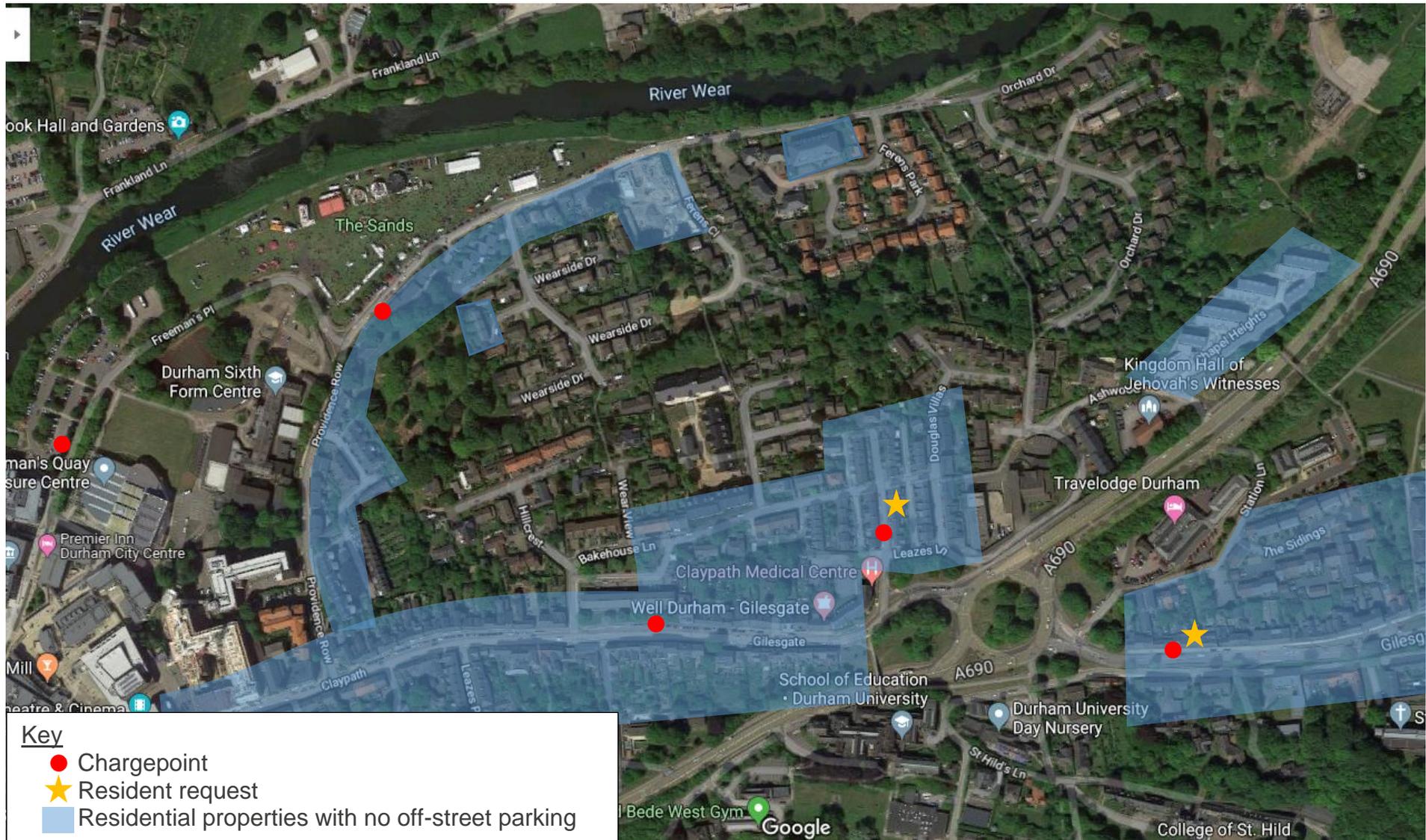
Project Name: On-street Residential Chargepoint Scheme

Application Date: 20/09/2019

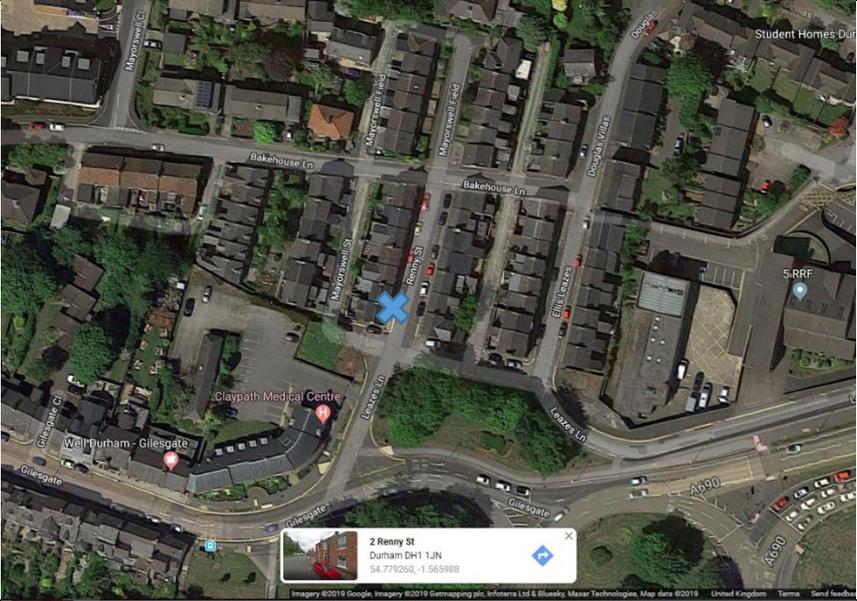
Target Installation Date: 28/02/2019

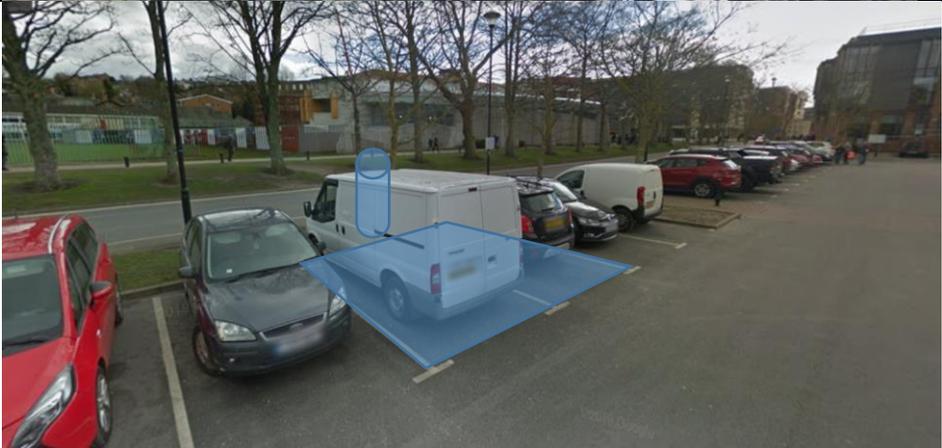
Proposed Milestone	Milestone Date	Owner
1. Project start	04/11/2019	Named Project Manager (PM)
2. Procurement start	05/11/2019	PM, Procurement Team, Legal Team & Finance Team
3. Procurement completed	19/11/2019	PM
4. Installation start	25/11/2019	PM, contractor
5. Installation completed	28/02/2019	PM, 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	https://www.google.co.uk/maps/@54.7792115,-1.565907,3a,60y,334.6h,78.2t/data=!3m6!1e1!3m4!1sqCgQgg6eT2SNogNs5Yv7pQ!2e0!7i16384!8i8192
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	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
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	£3,000	£750	£7,250
2	The Sands Car Park	DH1 1SF	1	2	£1,500	£2,000	£3,000	£750	£7,250
3	XXXX	XXX XXX	1	2	£1,500	£2,000	£3,000	£750	£7,250
4	XXXX	XXX XXX	1	2	£1,500	£2,000	£3,000	£750	£7,250
5	XXXX	XXX XXX	1	2	£1,500	£2,000	£3,000	£750	£7,250
TOTAL			5	10	£7,500	£10,000	£15,000	£3,750	£36,250
OLEV 75%									£27,187.50
Remaining 25%									£9,062.50

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	█																			
Procurement																					
Preparation of tender documents																					
Sign off tender document		█																			
Tender Process			█	█																	
Award Contract					█																
Mobilisation																					
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											█	█								
Approvals																					
Issue SORN and written approval	DNO																				
Installation																					
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

Appendix 2 – Model claim form

Onstreet Residential Chargepoint scheme - Grant Claim Form

Part A: Claimant's Details

Name of organisation	Local Authority Name
Name of contact person	Joe Bloggs
Address	LA Address
Telephone	01234 567890
Email	joe.bloggs@la.gov.uk

Part B: Declaration

I claim the grant for the total amount shown in Part C. I certify that the claim is valid and in accordance with the terms and conditions set out in the grant guidance and offer letter. I certify that the facts and statements made in support of the claim have not changed.

Signed	
Print name	Steve Smith
Date	01/03/2020
Job title	Manager

Part C: Grant Claim

TOTAL CLAIM AMOUNT	£27,188
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Section D: Breakdown Grant Claim evidence

Invoice number	Name of company providing the invoice	Item description	Invoice amount	Eligible amount	Comments
100102	UKPN	Grid connection for all sites including upgrades	£7,500.00	£5,625.00	
CP8LA1	CPO Chargepoint manufacturers	Chargepoint hardware costs including RFID card. 7KW double header	£10,000	£7,500.00	
HI555973	Highway installers ltd	Civils cost for the installation of charge points including signage and linage	£17,750	£13,312.50	
8088772	Dave's road signs ltd	provision of signs and paint for the marking of bays and appropriate signage	£1,000	£750.00	

Please provide details of the invoices you are using as evidence.