

On-street Residential Chargepoint Scheme

FY21/22 factsheet for
chargepoint installers



What is ORCS?

- Grant scheme funded by the Office for Zero Emission Vehicles (OZEV) and administered by Energy Saving Trust.
- Aims to improve the availability of local electric vehicle (EV) charging infrastructure for residents lacking off-street parking.
- Covers 75% of capital costs of the purchase and installation of chargepoints installed on-street or in local authority-owned car parks.



Scheme overview



Scheme changes

Several changes have been made to the scheme for FY21/22.

Key changes include:

- The maximum funding OZEV will provide per chargepoint has been increased to **£13,000** in cases where connection costs are high and can be evidenced.
 - In all other cases, a maximum of **£7,500** per chargepoint will be funded.
- The **£100,000 guide cap for projects has been removed**. Projects of all sizes that meet funding and eligibility requirements are welcomed and will be assessed on a case-by-case basis.
- The **deadline** for project completion has been **extended to 31 March 2023**.
- Further detail has been added to the car park criteria.
 - Residents must be able to park overnight for **free between 6pm and 8am**.
 - Any 'maximum stay' times must be **at least 4 hours** during the day.

Summary of funding available



£20 million is available for FY21/22 to **all UK local authorities**



Covers 75% of **capital costs** of residential chargepoint procurement and installation



Remaining 25% must be secured from a different source



Applicants must show why on-street chargepoints are needed for residents near proposed sites



OZEV will fund up to a maximum **£13,000** per chargepoint, **only where connection costs are high**



Evidence of high connection costs will be required where funding requested is **over £7,500**



Demonstrating **value for money** in the application is key to securing approval



Applications will be considered on a **case-by-case basis**, with projects of all sizes welcomed



OZEV will pay 75% of the grant upon acceptance of a grant offer letter



Remaining 25% of the grant can be claimed from OZEV in arrears **upon project completion**



Projects must complete by **31 March 2023**

Included costs

- ✓ Purchase cost of the chargepoint
- ✓ Purchase cost of electrical components
- ✓ Hardware cost of installation
- ✓ Labour cost of installation
- ✓ Civil engineering cost
- ✓ Grid connection costs
- ✓ EV parking bay, signage & lining (if applicable)

Excluded costs

- ✗ Noncapital costs¹ and contingency costs
- ✗ Upgrade or maintenance of existing chargepoints, or passive charging infrastructure
- ✗ Installation of chargepoints for car clubs, taxis, etc.
- ✗ Staff time and consultancy fees
- ✗ Media and communications costs
- ✗ Back office operations
- ✗ Not all TRO costs covered - contact [Energy Saving Trust](#)

1. Local authorities must determine what costs can be capitalised.

Eligibility criteria



Location guidance

Identify current demand:

- Record and respond to requests for chargepoints from residents without off-street parking.
- Requests can be used as evidence for demand and help to identify suitable locations.
- Conduct any resident surveys as early as possible to ensure resident support.
- Residents typically want to charge near their home overnight. Ensure the proposed chargepoints 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 to future-proof your chargepoint strategy.

Consider alternative locations:

- Grid connection costs are highly variable so be prepared with alternative locations if these costs make some sites unfeasible.

Consider resident priority:

- ORCS is designed to fund residential chargepoints, not destination chargepoints.
- Demonstrate that residents will be the primary chargepoint users and will be given priority access as needed, if the proposed location is not entirely residential (eg town centre or leisure centre car park).

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 require satellite posts to avoid charging cables creating trip hazards. This increases costs, so opt for lampposts at the front of the pavement where possible.

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 sockets
 - 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 in [OZEV's guidance](#)
- Install standard ground, wall mounted or double-headed chargepoints capable of charging two vehicles at once, where possible.
- While 22kW chargepoints are acceptable to install, these will require detailed justification in the application.



Car park location criteria

If a local authority chooses to install in a car park, they must ensure that the following criteria are met and evidenced in the application:

- An explanation as to **why the local authority is not installing on residential streets**.
- Car parks must be **owned by the local authority** and situated in or close to a residential area that lacks off-street parking.
- Car parks must be **accessible on a 24/7 basis**.
- At a minimum, local residents must be able to access the car parks for **free overnight, between 6pm-8am**.
- Each chargepoint must have its own **dedicated EV bay** enforced by a Traffic Regulation Order.
- Any '**maximum stay**' times for EV bays in a car park must be **at least four hours** during the day to ensure residents have access to a substantial charge.
- Local Authorities must:
 - Commit to keeping usage under review and **consider restricting access to only local residents** if residents are struggling to access the chargepoints.
 - Produce a **communications strategy** that raises awareness of chargepoints among local residents.

Applying to the scheme



How to apply

To apply to the scheme, local authorities must send the following to Energy Saving Trust:

- **Application form**
 - Please see our [website](#) for an application form
- **Budget breakdown**
 - Specify where costs are coming from for each site (eg DNO costs, hardware costs, installation costs)
 - Evidence these costs with quotes or conversations where possible
- **Project plan** (ie Gantt chart)
 - Detail specific installation activities
 - Contact [Energy Saving Trust](#) for an example
- **Risk register**
 - Contact [Energy Saving Trust](#) for a template
- **Council bank details** on council-headed letter
 - Provide in PDF format
 - Include sort code, account number, bank account name, VAT number, council address, postcode, and a contact name and email address for remittance advice



Pre-submission timeline

Pre-application

- Local authorities get in touch with Energy Saving Trust to discuss their projects.
- Identify the demand for on-street residential chargepoints and conduct any resident surveys.
- Identify suitable locations and chargepoint technology and conduct site surveys.
- Engage with the DNO to make them aware of the project and conduct feasibility checks for sites.
- Procurement process is optional and can be done post-offer.

1 – 4 weeks

Application review

- Prepare and submit a draft application along with bank details on council-headed letter to: onstreetchargepoints@est.org.uk.
- Energy Saving Trust will review the application and determine project eligibility.
- There may be several rounds of feedback and it is advisable to respond as soon as possible.

Application submission

- When the application is ready, Energy Saving Trust will submit the application to OZEV.

2 – 4 weeks

Approval from OZEV

- OZEV will review the application and issue a grant offer letter within 2-4 weeks.
- Local authorities accept and return signed grant offer letter.
- Receive 75% of payment from OZEV within approximately 25 working days.

Post-submission timeline

6 – 12+
months

Installation

- Procurement may be done at this stage.
- Begin installations and if any changes occur to the project (eg site changes or cost increases), let Energy Saving Trust know as soon as possible.
- Submit any new site locations to onstreetchargepoints@est.org.uk including all relevant parking details, photos, maps, evidence of demand, and reason(s) for the site change.

Completion

- Once all chargepoints are installed, local authorities register the chargepoints on the [National Chargepoint Registry](#) as soon as possible. NCR confirmation is necessary to complete a claim and can take time.
- Contact Energy Saving Trust for a grant claim form and monitoring log to begin the claims process.
- Ensure invoices for costs that are to be claimed are in line with [OZEV requirements](#).

1 – 4
weeks

Claim submission

- Send completed grant claim form to [Energy Saving Trust](#), along with the monitoring log, NCR confirmation, and all invoices. Include relevant information about operating arrangements.
- Energy Saving Trust will review the claim to ensure it matches all evidence provided and is in the correct format.
- There may be several rounds of feedback and it is advisable to respond as soon as possible.
- Once the claim is ready, Energy Saving Trust will submit the claim to OZEV.

4
weeks

Payment

- Upon OZEV approval, receive remaining 25% of payment from OZEV within approximately 25 working days.
- Prepare to report chargepoint usage data in line with [OZEV requirements](#).

CPO responsibilities



CPO responsibilities

Pre-application

- Local authorities are asked to submit cost breakdowns and project plans as part of their ORCS application.
- Where needed, CPOs are expected to support local authorities in:
 - Providing cost estimates that include only eligible costs, and are broken down by DNO, hardware, and installation costs per site.
 - Providing evidence of these costs (eg formal quotes, email conversations, etc).
 - Providing project plans with detailed installation activities.

Project completion

- To claim project funds, applicants must submit invoices and categorise all costs by:
 - chargepoint hardware costs
 - labour and installation costs
 - electrical connection costs and associated labour
- CPOs must provide local authorities with sufficiently detailed invoices so they can properly categorise all project costs according to [OZEV's guidance](#).

Ongoing reporting

- Local authorities are required to submit chargepoint usage data from all ORCS-funded chargepoints on a quarterly-basis.
- CPOs are expected to support local authorities in complying with the reporting requirements where needed.
- Please see [OZEV's guidance](#) for more details about reporting requirements.

Usage data requirements

- Appropriate arrangements between CPOs and local authorities should be made to ensure data on **each charging event** is collected and submitted to Energy Saving Trust and OZEV on a **quarterly basis**.
- Data must be emailed to chargepoint.grants@olev.gov.uk, with onstreetchargepoints@est.org.uk copied in for monitoring purposes.
- CPOs should work with applicants to ensure data is submitted in the **required format automatically for all grant-funded chargepoints**, without requiring a person to access and draw down the data.


All data fields below must be included (see example of reporting template on the right):

- chargepoint ID
- plug in date and time
- unplug date and time
- charge start date and time
- charge end date and time
- total energy drawn (kWh)

Charging event	Charge point ID	Plug in date	Plug in time	Unplug date	Unplug time	Charge start date	Charge start time	Charge end date	Charge end time	Total kWh
20	WMP11418	03/03/2016	15:54	03/03/2016	20:05	03/03/2016	15:54	03/03/2016	16:46	2.83
21
22

Table 1: Data reporting template

- Definitions of each data field can be found in [OZEV's guidance](#).
- Data submissions should be provided on the following dates:
 - 1 April – data submitted for January to March
 - 1 July – data submitted for April to June
 - 1 October – data submitted for July to September
 - 1 January – data submitted for October to December



Please support local authorities where you can in ensuring their applications meet scheme criteria.

For more information about ORCS, please see Energy Saving Trust's [website](#) and OZEV's ORCS [guidance](#).

For any questions about the scheme guidance or your responsibility in supporting local authority applicants, please contact us at onstreetchargepoints@est.org.uk.