

# On-street Residential Chargepoint Scheme

Information Pack  
2021-2022



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# About ORCS



# Scheme overview

Electric vehicles (EVs) are most conveniently and economically charged at home, but off-street parking, and therefore a home chargepoint, is not available to everyone.

To improve local charging infrastructure, the Office for Zero Emission Vehicles (OZEV) created the On-street Residential Chargepoint Scheme (ORCS), which is administered by Energy Saving Trust. The scheme provides grant funding for local authorities to install chargepoints on-street or in local authority-owned car parks.

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

In the financial year 2020–21, **£7.14 million** worth of funding was issued in Grant Offer Letters to **76 local authorities** with over **2,500 charging sockets** to be funded.

# Scheme changes

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

Key changes include:

1. The maximum amount OZEV will fund per chargepoint has been increased to **£13,000**, in cases where connection costs are high. Funding above £7,500 will be limited only to cases where connection costs are particularly high and can be evidenced.
2. 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. Get in touch with [onstreetchargepoints@est.org.uk](mailto:onstreetchargepoints@est.org.uk) to discuss potential projects.
3. The **deadline for project completion has been extended to 31 March 2023** in order to allow for the delivery of larger-scale projects.
4. **Further detail has been added to the car park criteria**, with requirements now stating that residents must be able to park overnight for free between 6pm and 8am. Additionally, any 'maximum stay' times must be at least 4 hours during the day. See [Car park location criteria](#) for more detail.

# Summary of funding available



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



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



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



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



Remaining 25% must be secured from a different source



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



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



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



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



Projects must complete by **31 March 2023**



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

# Application process



# Free application support

Energy Saving Trust provides independent advice to all UK local authorities, on the preparation of an application, free of charge.

We encourage local authorities, to get in touch with us at [onstreetchargepoints@est.org.uk](mailto:onstreetchargepoints@est.org.uk) for support.

Additional resources can be found on our [website](#), including a model application form and past webinars.

## Further support in England – Local Government Support Programme

The Department for Transport-funded Local Government Support Programme (LGSP) offers free and impartial support that can help you to:

- ✓ better understand different chargepoint technologies and procurement options
- ✓ identify appropriate sites
- ✓ analyse any existing chargepoint data
- ✓ develop a wider charging infrastructure strategy
- ✓ engage residents and businesses once installation is complete
- ✓ deliver complementary initiatives, such as updating planning and taxi licencing policies.

More information is available at [Local Government Support Programme](#). Please fill in the online enquiry form to get in touch with your Regional Account Manager.



# Pre-submission timeline

## Pre-application

- Get in touch with Energy Saving Trust to discuss your project.
- Identify the demand for on-street residential chargepoints and conduct any resident surveys.
- Identify suitable locations and chargepoint technology and conduct site surveys.
- Contact [LGSP](#) if you need assistance understanding your options and the chargepoint market.
- Engage with your 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 local authority headed letter to: [onstreetchargepoints@est.org.uk](mailto:onstreetchargepoints@est.org.uk).
- Energy Saving Trust will review the application and determine your 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.
- Accept and return the signed grant offer letter.
- Receive 75% of payment from OLEV 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 the new site locations to [onstreetchargepoints@est.org.uk](mailto: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, 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 your 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](#).

# Application documents

## Application form:

- Send completed applications to [Energy Saving Trust](#) to apply.
- Include bank details on local authority-headed letter to ensure timely distribution of funds in PDF format.
- Bank details must include sort code, account number, bank account name, VAT number, council address, postcode, and a contact name and email address for remittance advice.

## OZEV guidance document:

- [Guidance](#) includes further details on funding, eligibility, technology, and FAQs.

## Applications are commonly missing the following:



Detailed budget breakdown specifying DNO, installation, survey and hardware costs per site, at a minimum.



Detailed project plan (ie Gantt chart) which includes specific installation activities. Contact [Energy Saving Trust](#) for an example.



Risk register. Contact [Energy Saving Trust](#) for a template.



The specifics of any parking restrictions or TROs. A maximum stay time of less than four hours will be considered too short.



Justification for choosing 22kW chargepoints.

# Application tips



Good applications consider **value for money** and **site suitability**. (See [Project criteria](#) for more information.)



**Town** and **parish councils** are eligible to apply. We encourage engagement with district and county councils to see if they are considering submitting a larger application.



Local authorities can work in **partnerships**, with the application being made by an 'allocated' lead authority.



Before moving ahead with a project, we encourage applicants to **obtain council approval**. This helps to prevent possible project delays due to opposition and enables more successful projects.



Consider getting grid connection quotes from **independent distribution network operator** (IDNOs) and independent connection providers (ICPs) in addition to the DNO. (See [Project criteria](#).)



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.

# Application tips



ORCS should feature in **wider local authority strategies**. For examples on policies and initiatives see the Low CVP 'Good Practice Guide: Local Measures to Encourage the Uptake of Low Emission Vehicles'. Contact Energy Saving Trust's [LGSP team](#) if you require assistance in developing a strategy (see [Free application support](#) for more information).



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**. Once agreed, provide any details about the operating arrangements made to Energy Saving Trust and OZEV.



**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.



**Delays and site changes** may occur over the course of the project. Local authorities should communicate with Energy Saving Trust as soon as they arise. Any site changes must be approved by Energy Saving Trust and OZEV.

# Detailed project criteria



# Project criteria

OZEV project criteria	Energy Saving Trust guidance
Chargepoints will be located in residential areas	<ul style="list-style-type: none"><li>• Explicit support of the relevant highways authority must be obtained and evidenced via formal letter or email for any proposed on-street installation where the applicant is not the highways authority.</li><li>• Provide maps indicating properties without off-street parking near the proposed chargepoints.</li><li>• Google Maps Satellite View and Street View can be useful in presenting locations.</li></ul>
Proposed location(s) must lack off-street parking	
Location(s) will meet current or anticipated future demand	<ul style="list-style-type: none"><li>• Highlight any resident requests received for chargepoints.</li><li>• Include results of any resident surveys asking about EVs.</li><li>• <a href="#">Reference</a> that EV ownership is expected to increase nationally.</li></ul>
Chargepoints will be accessible to local residents	<ul style="list-style-type: none"><li>• Include details of any parking restrictions for all proposed sites.</li><li>• Consider TROs where residents may have difficulty accessing chargepoints to ensure fair use, particularly in areas of congestion.</li><li>• Ensure any car park sites meet the <a href="#">car park criteria</a>.</li></ul>
Chargepoints should be available for use 24/7	
Chargepoints must adhere to OZEV's technical specifications	<ul style="list-style-type: none"><li>• See '<a href="#">Minimum technical specifications</a>' in OZEV's guidance.</li></ul>

# Project criteria cont.

OZEV project criteria	Energy Saving Trust guidance
Applications may be made for one or more chargepoints	<ul style="list-style-type: none"><li>• Multiple applications can be submitted by the same local authority in the same financial year, however, approval will be subject to the amount of funds remaining and meeting the eligibility criteria.</li></ul>
Project will adhere to procurement rules and value-for-money considerations	<ul style="list-style-type: none"><li>• ORCS is not linked to a procurement framework, see <a href="#">Further reading</a> for examples of frameworks used by other local authorities.</li><li>• <a href="#">LGSP</a> can provide detailed procurement support for local authorities in England.</li><li>• Install as many chargepoints as possible for the funding available.</li><li>• Consider installing double-headed chargepoints instead of single-headed, or multiple chargepoints per Distribution Network Operator (DNO) connection fee.</li><li>• Consider approaching independent DNOs (IDNOs), in addition to the DNO, for a connection quote. A list of IDNOs can be found <a href="#">here</a>.</li><li>• Consider alternative sites where connection costs are high.</li></ul>



# Project criteria cont.

OZEV project criteria	Energy Saving Trust guidance
Local authority will provide detail of expected operating arrangements	<ul style="list-style-type: none"><li>• Be prepared to provide information on arrangements established between the local authority, CPO and end user during the claims process including the charging tariffs, operational revenues and costs, and the structure of ownership of the assets.</li></ul>
Detailed breakdown of costs will be shared upon final claim	<ul style="list-style-type: none"><li>• As part of the claims process, local authorities will be required to submit invoices to evidence project costs.</li><li>• These invoices should be detailed enough to determine in which broad category the capital costs fall into.</li><li>• Invoiced costs should be categorised as either hardware costs, labour and installation costs, or electrical connection costs and associated labour costs. See <a href="#">OZEV's guidance</a> for definitions.</li><li>• Local authorities should engage with delivery partners well ahead of project completion to ensure the proper level of detail is included in the final invoices.</li></ul>

# Project criteria cont.

OZEV project criteria	Energy Saving Trust guidance
Local authority will meet ongoing commitments	<ul style="list-style-type: none"><li>• A condition of ORCS funding is that chargepoint usage data must be made available to OZEV for three years from installation. See <a href="#">OZEV's guidance</a> for more information.</li><li>• Local authorities should engage with chargepoint providers as soon as possible to ensure this data can be provided in the appropriate format once the chargepoints are live.</li></ul>
Project will be delivered in reasonable timescales	<ul style="list-style-type: none"><li>• There is no deadline for submitting applications, but projects must finish by March 2023 to be eligible for funding. Most applications are expected to complete in a shorter timeframe (6-12 months).</li><li>• Include a detailed Gantt chart of project activities with the application.</li><li>• If delays are encountered throughout the project, contact <a href="#">Energy Saving Trust</a>.</li><li>• Any site changes over the course of the project must be approved.</li><li>• Contact <a href="#">Energy Saving Trust</a> as soon as possible with the new site locations including all relevant parking details, photos, maps, evidence of demand, and reason(s) for the site change.</li></ul>

## 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 costs or 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](#)

# 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 must be provided as to **why the local authority is not installing in residential streets.**
- Car parks must be **owned by the local authority** and situated in/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.
- Where a '**maximum stay**' time is set for EV bays during daytime hours in a car park, this must be **at least four hours** 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.

# 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.

# Claims process



# Claims process

- Once **all** funded chargepoints are installed (not after each individual chargepoint is installed), the remaining 25% of the grant claim can be processed.
- In order to submit a grant claim, the following should be emailed to [Energy Saving Trust](#) within 30 days of the completion of the installation:
  1. Grant claims form
  2. Progress monitoring log
  3. [National Charge Point Registry \(NCR\)](#) confirmation
  4. All invoices
- Contact [Energy Saving Trust](#) for the necessary forms once the local authority is ready to claim.
- NCR confirmation should be in the form of either a **screenshot or a data download** of the database with the ORCS-funded chargepoints **highlighted**.
- Obtaining confirmation can take time. Local authorities should aim to **register the chargepoints** on the NCR **as soon as installations complete**.
- Local authorities must provide evidence for **all** of the costs associated with project installation, **not only the outstanding 25%**. Invoices should detail into which broad category the costs fall (eg hardware costs, labour and installation costs, and electrical connection costs and associated labour). See [OZEV's guidance](#) for definitions.
- If the total project cost is less than the 75% already paid, the local authority will be required to repay any unspent funds to OLEV.
- Please see our [website](#) for a model claim form.



# Further resources



# Energy Saving Trust resources

1. [List of successful applicants 2018-2021](#)
2. [Blog post](#), December 2020: Outlines the scheme and presents top tips from local authorities who have previously applied (Coventry City Council, South Tyneside Council, and London Borough of Wandsworth).
3. [On-street charging in Northern Ireland: solutions and funding](#) webinar, September 2020: Presentations, Test Valley Borough Council case study and Q&A.
4. [On-street charging in Wales: funding and grid connections](#) webinar, September 2020: Cardiff Council case study, presentations from DNOs Western Power Distribution and SP Energy Networks and Q&A.
5. [On-street charging: case studies and funding](#) and [On-street charging: strategies and solutions](#), webinars, May 2020: Presentations with Q&A, recordings available.
6. ['Procuring electric vehicle charging infrastructure as a local authority'](#) report, September 2019
7. ['Positioning chargepoints and adapting parking policies for electric vehicles'](#) report, August 2019
8. ['Minimising the costs of street works and grid connections for electric vehicle charging infrastructure'](#) report, August 2019
9. [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.
10. [Webinar](#) and [Q&A](#), 2019: 1.5hr presentation including two case studies (West Suffolk and South Tyneside).
11. [Charging electric vehicles guide for consumers](#), 2019: Includes public infrastructure and charging etiquette.

# Further resources

1. Field Dynamics '[On-Street Households: The Next EV Challenge and Opportunity](#)', 2020: Research report and [interactive map](#) showing the national ranking of local authorities' EV chargepoint coverage.
2. [London electric vehicle infrastructure delivery plan](#), June 2019: Delivery plan for providing charging infrastructure in London.
3. 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.
4. 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.
5. 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.
6. 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.
7. Procurement frameworks: Organisations can use a framework created by another public body, a framework created by a specialist procurement body (such as [ESPO's Vehicle Charging Infrastructure](#) or [Crown Commercial Service's Vehicle Charging Infrastructure Solutions](#)), or create their own framework, following the example of [Hampshire County Council](#) and [Kent Commercial Services](#).