# **Application form – On-Street Residential Chargepoint Scheme 2023/24**

You are encouraged to contact our Support Body while developing your application, particularly in relation to Part D: Value for money, procurement and operating arrangements.

Once completed this application form should be sent to: [onstreetchargepoints@est.org.uk](mailto:onstreetchargepoints@est.org.uk). To be considered for funding, applications must be received by our Support Body by 23:59 on 1 March 2024.

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| --- |
| Insert a project reference |

**Your reference:**

**Part A: Applicant(s) information and eligibility**

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| **A1** | **Name of lead local authority and, if applicable, all other local authorities involved:** | Insert response | |
| **A2** | **Address of the lead local authority** | Insert response | |
| **A3** | **Lead local authority contact details:** | Name: | Insert response |
| Position: | Insert response |
| Email Address: | Insert response |
| Telephone number: | Insert response |
| **A4** | **Secondary contact email and position** | Name: | Insert response |
| Position: | Insert response |
| Email Address: | Insert response |
| Telephone number: | Insert response |
| **A5** | **Does the lead local authority have responsibility for the maintenance of the public highway/ residential street where the proposed chargepoints are to be located?** | Yes/No | |
| **A6** | **If ‘no’, provide details of permission from the relevant Highway Authority** | Insert response | |
| **A7** | **If any chargepoints are to be installed on land not owned by the lead local authority, provide details of permission and/or lease agreements from the relevant landowner** | Insert response | |
| **A8** | **Have any authorities involved in this application previously been awarded ORCS funding in 2023/24***?*  We reserve the right to refuse to provide further funding to applicants who have already been awarded ORCS funding in 2023/24 | Insert response | |
| **A9** | **Are any authorities involved in this application eligible for the** [**LEVI Fund**](https://www.gov.uk/guidance/apply-for-local-ev-infrastructure-levi-funding)**?**  **If ‘yes’, explain how this application interacts with your LEVI Fund proposals** | Insert response | |

**Part B: Proposed chargepoint locations**

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| **B1** | **What are the addresses and postcodes of the proposed installations?** |
| Insert response |
| **B2** | **Provide evidence that the proposed location(s) meet current/future demand** |
| Insert response.  Your answer should demonstrate the rationale for siting the chargepoint(s) in these locations. This may be demand from local residents who want to purchase an EV, data analysis or evidence of your strategic plans to promote EV ownership in a particular area to meet future demand. |
| **B3** | **Provide evidence that the proposed location(s) lacks adequate off-street parking** |
| Insert response.  Your answer should include appropriate evidence for each site, such as a photograph/map of the proposed locations evidencing this. |
| **B4** | **Provide evidence that the proposed location(s) is in a residential area** |
| Insert response.  Your answer should include appropriate evidence, such as a photograph/map indicating building use classes in the proposed location to this application demonstrating this. |
| **B5** | **How will the chargepoints be accessible to local residents?** |
| Insert response.  Outline any measures you will take to ensure that local residents will have access to the chargepoint(s). 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. |
| **B6** | **Will some or all of the chargepoints be installed for the use of car clubs? If YES, provide details of the car club(s) operating in the area** |
| Insert response |
| **B7** | **Will some or all of the chargepoints be installed in car parks? If YES, detail how the chargepoints meet** [**scheme criteria**](https://www.gov.uk/government/publications/grants-for-local-authorities-to-provide-residential-on-street-chargepoints/grants-to-provide-residential-on-street-chargepoints-for-plug-in-electric-vehicles-guidance-for-local-authorities#application-criteria) |
| Insert response.  For installing chargepoints in car parks:   * you must explain or show why they are not being installed in residential streets * you must either own the car park, or have a long-term lease arrangement in place * Detail how the chargepoints will be accessible to local residents. Include information on overnight access, any ‘maximum stay’ times, and any plans for dedicated EV parking bays. |
| **B8** | **What accessibility considerations have been made when identifying locations?** |
| Insert response. You should consider:   * chargepoint design and location, including access to wider paths and pavements for other users * wheelchair accessibility * parking bay widths * whether sites have appropriate lighting and/or CCTV arrangements   [PAS (Publicly Available Standard) 1899](https://www.bsigroup.com/en-GB/standards/pas-1899/), published by the British Standards Institution (BSI) provides specifications on designing and installing accessible public EV chargepoints. You may want to consider this standard when procuring a supplier. |

**Part C: Proposed chargepoint technology**

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| **C1** | **Provide details of the chargepoint technology you propose to install, including its power rating in kW** |
| Insert response.  Include information on the number of chargepoint units you propose to install for each chargepoint technology, and the resulting number of chargepoint sockets. These numbers will be different where you are intending to install double headed chargepoints.  If you are proposing to install single headed chargepoints, and a traditional ground-mounted unit is proposed (as opposed to a lamp column solution, for example), you must provide additional justification for this choice, as OZEV financial support may be reduced.  If you are proposing to install 22 kW chargepoints, your answer must make clear the rationale, considering the use case for this funding is for residential charging which largely takes place overnight. |
| **C2** | **Confirm the chargepoints will be compliant with the Alternative Fuel Infrastructure Regulations 2017. For example, public chargepoints must be accessible on an ‘ad-hoc’ basis** |
| Insert response. For further information see: [Alternative Fuel Infrastructure Regulations 2017](https://www.legislation.gov.uk/uksi/2017/897/contents/made). |

**Part D: Value for money, procurement and operating arrangements**

As demand for local charging infrastructure grows, the private sector is increasingly willing to invest substantial capital into local authority projects. Local authorities should facilitate the use of commercial models which ensure chargepoint networks can continue to expand and improve while minimising public subsidy.

To support this, OZEV and the Local EV Infrastructure Support Body have made available [key contractual and commercial terms for a concession contract, and technical schedules](https://nevis.cenex.co.uk/procurement-forum), that you will need to consider when procuring a charging infrastructure supplier. Best practice recommendations for each term are also provided. You should consider this guidance when completing ORCS applications.

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| **D1** | **What is the total project cost and the total funding being requested?** |
| Insert response.  Your answer should provide evidence for the basis of these costs, in the form of supplier discussions, quotes and invoices, and include an overall cost table, and the funding requested per chargepoint.  OZEV will provide up to a maximum of 50% of project costs, per scheme guidance. The maximum grant available is £200,000, and grants are capped at £7,500 per chargepoint, on average, with an expectation that in many areas much lower subsidy per chargepoint should be achieved.  We anticipate that many projects will require less than 50% subsidy. Before applying, you should engage with the market to understand the level of private capital available to you. |
| **D2** | **Has the local Distribution Network Operator (DNO) been engaged on these plans? Have you provided evidence-based estimates, or quotes, for the DNO costs of the project?** |
| Insert response. If NO, please detail your DNO considerations. |
| **D3** | **How do you intend to meet the remaining capital costs not covered by ORCS funding?** |
| Insert response. This could be through support from a private company (for example, a chargepoint operator), or local authority budget. |
| **D4** | **Are you intending to make use of an existing supplier agreement to complete this project? If YES, provide a copy of the agreement as an attachment, and provide a summary of the agreement below. Move to D7. If NO, move to D5** |
| Insert response. Provide details on:   * the type of agreement (for example, a concession agreement or an ‘Own and Operate’ agreement) * the term length of the contract * the ownership terms of the charging assets (i.e. chargepoints) and local connection assets (i.e. the electrical and communications connection assets from the feeder cabinet to the charging assets) * any revenue share or concession fees * the tariff charged to drivers, and the mechanism for setting this (i.e. is it set by the local authority, or by the chargepoint operator) * any exclusivity arrangements |
| **D5** | **Outline your expected procurement process, including timelines. Have procurement colleagues been approached regarding this application?** |
| Insert response. Include details on whether you have tested what the market can deliver without subsidy, and if you are procuring on the basis of funding being available? |
| **D6a** | **What type of agreement/operating model do you plan to put in place with the chargepoint supplier?** |
| Insert response. For example, this may be a long-term concession contract which can help leverage private investment, or an ‘Own and Operate’ agreement where a supplier is procured to provide the hardware and works, but the operation of the chargepoints is controlled by the local authority. |
| **D6b** | **What term length of contract will you be putting in place with the chargepoint supplier?** |
| Insert response |
| **D6c** | **Who will own the charging assets (i.e. the chargepoints) and local connection assets (i.e. the electrical and communications connection assets from the feeder cabinet to the charging assets)?** |
| Insert response |
| **D6d** | **If known, will there be a revenue share or profit share between supplier and local authority? If YES, please provide details** |
| Insert response. If this information isn’t available now, it must be provided later (see Part E) |
| **D6e** | **If known, what tariff(s) will drivers be charged to use the chargepoints?** |
| Insert response. If this information isn’t available now, it must be provided later (see Part E) |
| **D7** | **Provide evidence of how you have maximised value for money in this project** |
| Insert response. Include evidence on:   * why the project cannot be funded solely by private sector funding * how the market has been tested to minimise the level of public support required, for example through the procurement strategy * the cost and subsidy requested per chargepoint being installed, including the charging speeds of those chargepoints * the amounts and ratio of public to private financing. If requesting 50% subsidy, detail why the project cannot be completed with less subsidy * if using a pre-existing supplier agreement, explain how this achieves a comparable value for money outcome to a new procurement |
| **D8** | **How do you intend to ensure the chargepoints are maintained for a minimum of 7 years after commissioning? (NB, we recommend that longer lengths are considered, and in any case for the full term of the contract). Who will be responsible for maintenance costs?** |
| Insert response |
| **D9** | **Confirm that** **any installations will be carried out in line with your procurement responsibilities and within subsidy control rules:** |
| Insert response. Subsidy control has replaced state aid rules now that the United Kingdom has left the European Union. The subsidy control rules enable public authorities, including devolved administrations and local authorities, to deliver subsidies that are tailored and bespoke for local needs to deliver government priorities such as levelling up and achieving net zero carbon.  See ‘[Subsidy control rules: key requirements for public authorities’](https://www.gov.uk/government/publications/subsidy-control-rules-key-requirements-for-public-authorities) for more information. |

**Part E: Project delivery**

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| **E1** | **Provide a project plan with key milestones and outputs** |
| See Key Milestone Plan at end of application form |
| **E2** | **Provide a project Gantt chart** |
| Attach or append to this form |
| **E3** | **Provide a project risk register** |
| Attach or append to this form |
| **E4** | **If you believe project delivery is anticipated to take longer than the current financial year, please provide rationale for this** |
| Insert response. Projects must complete by 1 March 2025. |
| **E5** | **Identify any project dependencies and their impact on project delivery** |
| Insert response |

**Part F: Ongoing commitments**

**You commit to:**

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|  |  | **Yes** | **No** |
| **F1** | **maintaining the chargepoint(s) in a serviceable condition for a period of 7 years from it being commissioned (NB, we recommend that longer lengths are considered, and in any case for the full term of the contract)** |  |  |
| **F2** | **making available, to OZEV in the specified format, usage data from the chargepoint or chargepoints** |  |  |
| **F3** | **adding the chargepoint(s) to the National Chargepoint Registry** |  |  |
| **F4** | **supplying OZEV with detailed invoices upon final claim?**  **These invoices will identify chargepoint hardware costs; labour and installation costs (civils); electrical connection costs and associated labour.** |  |  |
| **F5** | **providing OZEV with a copy of the contractual agreement put in place between the local authority and the chargepoint operator following procurement.** |  |  |
| **F6** | **keeping Energy Saving Trust and OZEV updated of any changes to the staff lead and contact details for this project** |  |  |

**Key Milestone Project Plan NB. Gantt chart and risk register also required**

**Name of Applicant Local Authority:**

**Project Name:**

**Application Date:**

**Target Installation Date:**

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| **Proposed Milestone** | **Milestone Date** | **Owner** |
| 1. Project start |  |  |
| 2. Procurement start |  |  |
| 3. Procurement completed |  |  |
| 4. Installation start |  |  |
| 5. Installation completed |  |  |
| 6. Project completion evidence submitted |  |  |