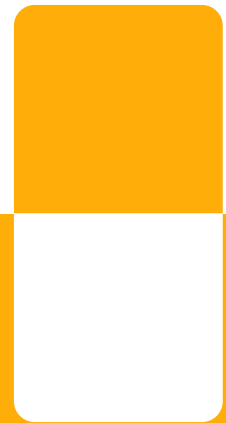


# On street residential chargepoint scheme (ORCS) guidance

FY 24/25



# ORCS claims guidance

You will need to provide the following documents to submit the ORCS claim:

- Grant claim form
- Monitoring Log (a separate tab on the grant claim form spreadsheet)
- Invoices with a detailed breakdown of costs
- National Chargepoint Registry (NCR) log (showing all chargepoints for the project)

## Invoices

If an invoice includes more than one 'Type of Cost', individual costs must be itemised.

EXAMPLE INVOICE		DNO Connections 'R US
<b>DATE</b> 05/10/23	<b>INVOICE NO.</b> ABC123	10 Another Rd. City WX1 2YZ 02468 135790
<b>INVOICE TO</b> Midshire Council 1 A street Town AB1 2CC		
DESCRIPTION	VAT RATE %	AMOUNT EXCL. VAT £
Grid connection for "A car park" Ref: ORC 5 phase 1	20.00	£1800
	Subtotal	£1800
	VAT	£360
	Total	£2160

Example invoice A

**A chargepoint operator**

2 Some Road  
 City  
 EF1 2GH  
 Phone: 01234 56789

**INVOICE**

**INVOICE #**  
**123456**

**TO:**  
 Local Authority Name  
 1 A street  
 Town  
 AB1 2CD

**INVOICE DATE**  
 01/10/2023

**Reference**  
 Installation of EVCPs in A Car Park



QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2	7kW dual headed chargepoints	£2500	£5000
2	Twin guard rails	£500	£1000
1	Ground works and chargepoint installation	£8000	£8000
2	Commissioning	£250	£500
1	Bay markings	£750	£750
2	EVCP signage	£150	£300
1	Feeder pillar	£1800	£1800
<b>SUBTOTAL</b>			<b>£17,350</b>
VAT			£3,470
<b>TOTAL DUE</b>			<b>£20,820</b>

➤ Chargepoint Hardware

➤ Labour and installation

➤ Signs and lines

— Chargepoint Hardware

**Example invoice B**

As you can see in the examples above, the DNO invoice (A) is for one type of cost. However, the second invoice (B) includes multiple types of costs (hardware, installation etc.), which must be itemised.

**Grant claim form**

Each invoice must be broken down into 'Type of Cost' on Section D of the grant claim form. The 'Type of Cost' section includes: Chargepoint hardware, labour and installation, electrical connection costs, signs and lines, surveys and other.

If an invoice has multiple lines of costs for one 'Type of Cost', as invoice B has for 'Chargepoint hardware' and 'Labour and installation', these figures can be combined into one row on the grant claim form, as follows:

Invoice number (where possible, please embed the invoice within this cell)	Name of company providing the invoice	Type of cost	Item description	Invoice amount	Eligible amount
123456	A Chargepoint operator	Chargepoint Hardware (incl associated hardware eg. barriers)	Twin 7kW chargepoints, twin guard rails, feeder pillar	£7,800.00	£5,850.00
123456	A Chargepoint operator	Labour and Installation of the Hardware	Groundworks, installation and commissioning	£8,500.00	£6,375.00
123456	A Chargepoint operator	Signs and Lines	Bay markings, EVCP signage	£1,050.00	£787.50
ABC123	DNO Connections R Us	Electrical Connection Costs and Associated Labour	Grid connection - ORCS phase 1.	£1,800.00	£1,350.00

**Monitoring log**

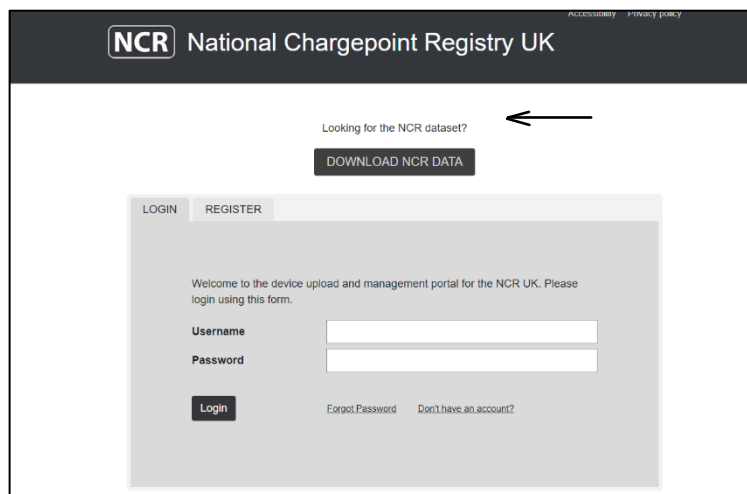
One row of the monitoring log should be completed for each chargepoint (not socket). It is important that the Chargepoint ID on NCR and Postcode fields match the corresponding data on the NCR log.

<b>Midshire Council</b>		ORCS grant reference: ORCS XXX											
Joe Bloggs 30 June 2023		Number of chargepoints in application: 2											
		Number of chargepoints installed: 2											
		Number of sockets installed: 4											
<b>a line for every chargepoint installed</b>													
General Chargepoint Information										Location Information			
Chargepoint ID on NCR	Name of grant recipient	Project Reference	Chargepoint installed and commissioned? (Y/N)	Asset and Location Description	Type of Location	Number of sockets at this chargepoint	Power of chargepoint (KW)	Chargepoint Manufacturer	Chargepoint installation date (dd/mm/yyyy)	Latitude (must provide)	Longitude (must provide)	Post Code	ONCR
452696	LA Council	LR056	Yes	Full Address	Car park	2	7	Chargepoint R Us	20/06/2023	54.46789	-2.55645	AA12BB	Yes
452698	LA Council	LR056	Yes	100 High Rd, Town, County, AA12BB	On-Street	2	7	Chargepoint R Us	20/06/2023	53.389771	-2.725226	AA12BB	Yes

## NCR log

Chargepoint device owners or controllers can register publicly accessible chargepoints on the National Chargepoint Registry at [NCR - National Chargepoint Registry \(dft.gov.uk\)](https://ncregistry.dft.gov.uk/).

Once all chargepoints have been registered, a copy of the NCR log can be downloaded here, using the username and password set up during the registration process:



### Accessing data on NCR

The dataset is available in CSV, JSON or XML formats as a download using the links below or by using an API. No registration or login is required.

[NCR dataset in CSV format](#)

For Developers:

[NCR full dataset in XML format](#)

[NCR full dataset in JSON format](#)

You can retrieve the following data types via the NCR Retrieve API:

The NCR log must be sent to Energy Saving Trust to ensure all chargepoints claimed for are live on the registry and that the Chargepoint ID on NCR and postcode details match those on the monitoring log.