

On-street Residential Chargepoint Scheme

**Information Pack
2020-2021**

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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 Low Emission Vehicles (OLEV) created the On-street Residential Chargepoint Scheme (ORCS), providing grant funding for local authorities to install on-street chargepoints.

*In the financial year 2019-20, **£5 million** worth of funding was issued in Grant Offer Letters to **46 local authorities**, with over **1,500 chargepoints** to be funded.*

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 on our [website](#) 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 £20m** 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 **£6,500**. In certain circumstances this can be extended to £7,500, where the need for this level of support is demonstrated. This will require written evidence of discussions with the supplier or DNO showing the costs and quotes or cost breakdowns per site.

- Each project should not exceed more than **£100k** in OLEV funding. Applications exceeding this will be reviewed on a case by case basis.
- Funding will be broadly awarded on a first come first served basis.
- Demonstrating **value for money** in the application is key to securing approval.
- OLEV will pay **75%** of the grant **upon acceptance** of a grant offer letter. The remaining **25%** of the grant can be claimed from 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. (Road to Zero Strategy , 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 here .
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 here . Connection

costs can sometimes still be high; consider alternative sites if necessary.

Highways Authority support.

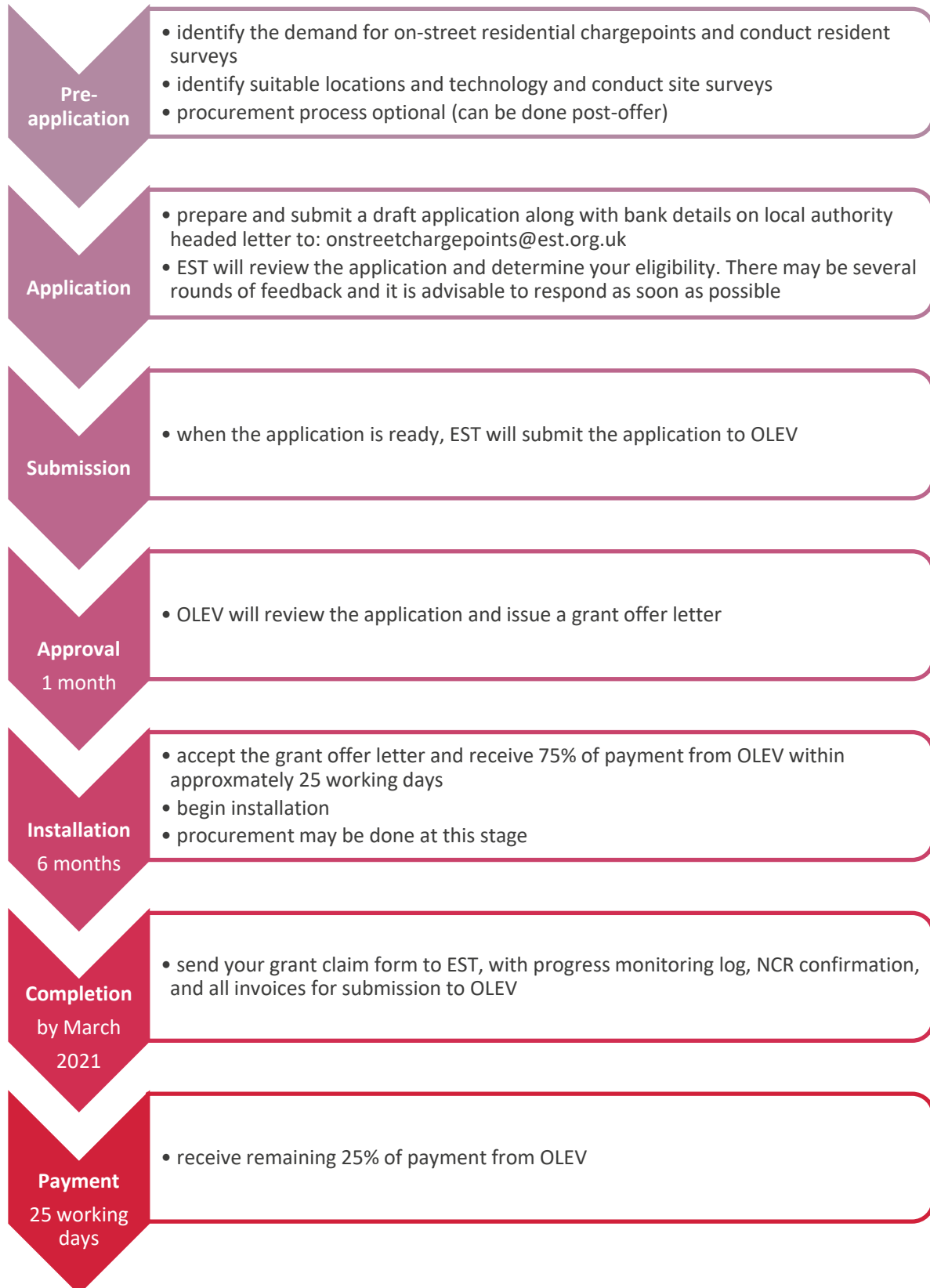
If the applying authority wishes to install on-street chargepoints and is not the local Highways Authority, permission will need to be sought by contacting the Highways Authority prior to application. Please be aware that this may slow down the application, so engage with the Highways Authority as soon 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 2021).

There is no deadline for submitting applications, but projects must be planned to finish by March 2021 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 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 [here](#).
- Install standard ground, wall mounted or double-headed chargepoints capable of charging two vehicles at once, where possible.
- Whilst 22kW chargepoints are acceptable to install, these will require detailed justification in the application.
- 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 for 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 resident priority:** If the location is not entirely residential, such as in a town centre or leisure centre car park, it will need to be demonstrated that residents will be the primary users and will be given priority access if needs be. This scheme is designed to fund residential chargepoints as opposed to destination chargepoints.
- **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. Please include bank details on a local authority headed letter to ensure timely distribution of upfront grant award payment (PDF format, complete with: sort code, account number, bank account name, VAT number, council address, postcode, and a contact name and email address for remittance advice). 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 2020: 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. Parking restrictions with a maximum stay time of 3-4 hours will be considered too short.
 - Justification for choosing **22kW** chargepoints.
- **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). 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 2021 in order to secure funding but grant offer letters will still be honoured if reasonable delays do occur.

Claiming process

OLEV will pay 75% of the grant upon acceptance of a grant offer letter. These funds can only be used towards eligible installation costs as laid out in [table 2](#). Failure to comply with these conditions could result in repayment to DfT of part, or all, of the grant funding.

Once all suitable chargepoints are installed, (not after each individually are installed) the remaining 25% of the grant claim can be processed. In order to submit a grant claim, the following should be emailed to EST 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

Local authorities must provide evidence for **all** of the costs associated with project installation, not only the outstanding 25%. 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.

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 our [website](#) 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. [On-street charging: case studies and funding](#) and [On-street charging: strategies and solutions](#), webinars, May 2020: Presentations with Q&A, recordings available.
7. [Webinar](#) and [Q&A](#), 2019: 1.5hr presentation including two case studies (West Suffolk and South Tyneside).
8. [List of successful applicants 2018-20](#)
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.

Further reading

10. [EVSE Procurement Guide](#), 2019: Comprehensive procurement guide covering locations, products, pricing, billing structures and more. See pages 49-54 for a comprehensive glossary.
11. [London electric vehicle infrastructure delivery plan](#), June 2019
12. [Low CVP ‘Good Practice Guide: Local Measures to Encourage the Uptake of Low Emission Vehicles’](#), 2015: Policy and traffic measures examples for EVs.
13. [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.
14. [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.
15. [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.