

What You Need To Know About Getting Government Funds For The Installation Of EV Charging Stations At The Workplace.

The nitty gritty bit.

In October 2016 the government launched a £35 million package to boost the uptake of ultra-low emission cars and scooters. Part of this package was offer businesses grants to have charging stations installed in their staff car-parks.

Any business with a car park can claim up to £350 towards the cost of each charging station installed, up to a maximum of 20. This gives a potential grant of £7,000.

There are some strict conditions that have to be bore in mind; the grant is available for staff car-park spaces only and not for customers, or even visitors to the business.

The business owner needs to make an application to the Office for Low Emission Vehicles and they will issue the business a voucher. At this point you will need to contact an OLEV approved charging station installer and the process will begin.

A copy of the form is attached to this or you can fill it out online at:

<https://www.apply-workplace-chargepoint-grant.service.gov.uk/>



Scheme Guidance.

1. Summary of scheme

- 1.1. The Workplace Charge Scheme (WCS) is a voucher-based scheme designed to provide eligible applicants with support towards the upfront costs of the purchase and installation of EV chargepoints. The contribution is limited to £350 for each socket up to a maximum of 20 across all sites for each application.
- 1.2. Applicants will apply to the scheme administrator (Driver and Vehicle Licencing Agency – DVLA) by completing the online form found at <https://www.apply-workplace-chargepoint-grant.service.gov.uk> If eligibility checks are successful, applicants will be issued with a unique identification voucher code via email, which can then be given to any OLEV-authorised WCS installer, a list of which can be found here <https://www.gov.uk/government/publications/workplace-charging-scheme-authorised-installers>
- 1.3. The voucher will be valid for four months (120 days) from the date of issue, (expiry date printed on the voucher). Once the chargepoint(s) have been installed, the authorised installer will claim the grant from OLEV on the applicant's behalf by submitting a claim form via OLEV's portal: <https://www.claim-chargepoint-grants.service.gov.uk>
- 1.4. A voucher can only be redeemed by installers who have been authorised by OLEV for the WCS and have approval from a chargepoint manufacturer to install their chargepoint models which are approved by OLEV. They must be authorised **before** they begin installing chargepoints. The chargepoint installation must be completed and the voucher claimed within the four month period. **Claims against expired vouchers will not be paid.**
- 1.5. OLEV reserves the right to terminate or change the rules of the grant scheme at any time, although we will endeavour to provide up to four weeks' notice. OLEV will honour any unique identification voucher codes that have been issued ahead of any changes to the grant or during any notice period given following the announcement of the scheme closure.

2. Application process

- 1.1. The illustration below provides an overview of the process for the Workplace Charging Scheme.



1.2. Installations and grant claims must take place within four months (120 days) of the date of issue of the WCS voucher. Any grant claim linked to expired vouchers will not be approved. If the installation cannot be completed within the four month period as specified on the voucher the applicant will need to withdraw their current voucher and reapply for a new voucher. **Installations completed before a voucher has been issued will not be eligible.**

1.3. Step 1: Applicant completes application

1.3.1. The applicant must complete the application form found here: <https://www.apply-workplace-chargepoint-grant.service.gov.uk/> to confirm eligibility for WCS. The application must be completed by the applicant and includes: contact details; evidence of eligibility; details of sites where the installations will take place; declaration of current need for charging or intent to encourage uptake of eligible EVs; conditions for use of the chargepoint; and declaration of state aid received under de minimis (more detail on this can be found in chapter 2).

1.3.2. Applicants will normally be issued with a unique voucher code within 5 working days if their application has been successful (see step 2). Applicants will be notified that their claim is on hold if further checks are needed, and their position in the queue will be reserved. If an applicant is unsuccessful the administrator will feed back on the issue that caused the application to fail.

1.3.3. An applicant may appeal an unsuccessful application by emailing the DVLA at workplacechargingscheme@dvla.gsi.gov.uk The case will be reviewed by a manager. The outcome of this appeal is final.

1.3.4. OLEV recommends that all applicants have a site survey ahead of applying. This will ensure applicants understand what can be installed on their chosen site(s).



1.4. Step 2: Voucher generated

1.4.1. If an applicant is eligible they will be issued with a voucher by email. This will contain a unique code (which will need to be referenced in subsequent documentation related to the scheme) and will detail the applicant's details, the installation site(s), their grant aid for de minimis state aid if applicable, and the number of sockets and sites the voucher is valid for. The voucher will be valid for four months (120 days). **If the installation cannot be completed within the four month period as specified on the voucher the applicant will need to withdraw and reapply for a new voucher. Installations completed before a voucher has been issued will not be eligible. Vouchers are non-transferable.**

1.4.2. An applicant can update the number of sockets specified on their voucher up to the limit of 20. This may be required in circumstances such as a site survey identifying greater space and scope for installations than was originally anticipated. In order to update the voucher and have it formally reissued, applicants must email the DVLA at workplacechargingscheme@dvla.gsi.gov.uk Applicants must provide their voucher code, installation site address and postcode and the increase or decrease in sockets they would like to notify. Once approved an updated voucher will be issued. **The original four month installation deadline will still apply.** If an applicant wishes to change the site(s) that the chargepoints are due to be installed at, they will need to withdraw their current voucher and apply for a new voucher.

1.5. Step 3: Contact authorised installer

1.5.1. We would need a photos of your consumer unit (fuse box) and the location you would like the charging stations installed



1.6. Step 4: Authorised installer completes installation

- 1.6.1. Applicants can only redeem their WCS voucher with authorised installers as they claim the grant on behalf of the applicant, so we strongly advise applicants to check that their chosen installer is authorised by OLEV under this scheme. A list of approved installers can be found on the OLEV website <https://www.gov.uk/government/publications/workplace-charging-scheme-authorised-installers>
- 1.6.2. Authorised installers should request to see the voucher issued to the applicant before commencing with an installation to confirm they are eligible to receive the grant. Claims submitted without a unique voucher code will not be accepted. Installers can check that a voucher code is eligible by emailing: workplacechargingscheme@dvla.gsi.gov.uk **Installations completed before a voucher has been issued will not be eligible.**

1.7. Step 5: Installer submits evidence of installation and claims grant

- 1.7.1. Following the successful installation of the sockets as detailed in the voucher, the installer must submit the voucher claim form on the OLEV portal in order to claim the grant, found here: <https://www.claim-chargepoint-grants.service.gov.uk/>. Sections 1-3 of this form, completed by the installer, includes: details of the chargepoint make and model, price breakdown, funding contributions, installer declarations related to technical standards or the equipment and safety of the installation.
- 1.7.2. Section 4 of this form, completed by the applicant, is where the applicant declares that the installation has been installed in line with the how the installer has described.
- 1.7.3. For each voucher, photographic evidence of all the installation(s) must be provided. At least one photo must show the chargepoint unit with the serial number clearly visible. At least one photo must show the context of the parking site with the all chargepoint units visible (maximum 200kB per photo – please adjust camera setting accordingly).
- 1.7.4. Authorised installers must submit the grant claim before midnight of the expiry date of the voucher. Claims submitted after this date will not be paid. A claim can only be submitted for an installation site specified on the voucher. The number of sockets must not exceed the specified number for each installation site on the voucher (it can be less).



1.7.5. For applicants that complete installations across a number of their premises, the maximum number of chargepoints sockets that can be claimed is 20 regardless of the number of sites. **All installations under a single voucher must be claimed in a single claim.** Once a voucher has been redeemed it cannot be re-used, even if there are other sites linked to that voucher, and an applicant cannot apply for any further vouchers, even if they have not exceeded the 20 socket limit.

1.7.6. An installer must send a copy of the District Network Operator (DNO) notification email, or monthly spreadsheet listing installations, to the Energy Networks Association (ENA) copying in the DVLA at workplacechargingscheme@dvla.gsi.gov.uk. Details of how to do this can be found at <http://www.energynetworks.org/electricity/futures/electric-vehicleinfrastructure.html>

1.8. Step 6: Installer receives grant

1.8.1. On receipt of the required evidence, OLEV will make a payment to the authorised installer on behalf of the applicant for eligible installations completed on a monthly basis. OLEV will aim to pay the grant amount within 30 working days from the grant claim being accepted.

1.8.2. **The grant claimed on behalf of the applicant will be up to £350 for each socket up to a limit of 20 and paid in arrears.**

1.8.3. An installer may appeal an unsuccessful claim by emailing the administrator at workplacechargingscheme@dvla.gsi.gov.uk with their reasons why they believe the decision should be re-examined. A manager will then consider the appeal. OLEV will not grant exceptions to this decision.



2. More guidance

2.1. Applicant eligibility

2.1.1. The scheme is open to organisations (as defined below) that fulfil all of the following criteria:

- a. Are a registered business, charity, or public sector organisation (evidenced by a Companies House Reference, VAT Registration Number or HMRC Registration Letter)
- b. Must be either:
 - i. a Public Authority – includes Government Departments and their agencies, the Armed Forces, Local Governments, the NHS and Emergency Services. In considering eligibility, OLEV will use the Public Authorities referenced in **LGA Act 2003, Section 33**, and the **Freedom of Information Act, Schedule 1, parts 1-3**

Or if not one of the above must:

- ii. have received less than Euro 200,000 of public support in the last three fiscal years (previous two fiscal and current fiscal year), or which is currently pending before applying for the WCS and satisfy the eligibility criteria for de minimis aid (more detail of de minimis aid can be found below under 2.2)
- c. Can declare a need for electric vehicle charging equipment or an intent to encourage uptake among their staff and/or fleet.
- d. Are located in England, Wales, Scotland or Northern Ireland.
- e. Has dedicated off-street parking for staff and/or fleets.
- f. Own the property or have consent from the landlord for charge points to be installed at all the sites listed in the application.
- g. In order to receive a voucher the applicant must acknowledge the eligibility criteria set out in this chapter, and agree to the declarations on the application form.

2.2. State aid requirements

2.2.1. Funding to organisations through the WCS may constitute state aid, which is generally prohibited under EU law. However small amounts of aid have been deemed compatible with EU law under the de minimis rules (set out in **Commission Regulation (EU) No.1407/2013**) which allows aid up to Euro 200,000 over a 3 year fiscal period to be given to a single undertaking.



2.2.2. Applicants for the WCS will be required to make the following declarations as part of the application process (included in the application form), depending on which of the two categories below applies to them.

- a. A Public Authority – no de minimis declaration required. Includes Government Departments and their agencies, the Armed Forces, Local Government, the NHS and Emergency Services. In considering eligibility, OLEV will use the Public Authorities referenced in the **LGA Act 2003, Section 33**, and the **Freedom of Information Act, Schedule 1, parts 1-3**.
- b. Any organisation that falls outside of the above definition and has received less than Euro 200,000 of public support in the last three fiscal years (previous two fiscal and current fiscal year), or which is currently pending before applying for the WCS and satisfying the eligibility criteria for de minimis aid - **de minimis declaration required**.

2.2.3. In order to receive a voucher, the applicant must supply information of any support it has received from public sources, which was given under de minimis state aid. Organisations which are not a Public Authority as defined above and have received more than 200,000 Euros of state aid in the past three fiscal years, will not be eligible for WCS. Further information on de minimis state aid can be found at: <https://www.gov.uk/state-aid#de-minimisaid-regulations>

2.3. Site Eligibility

2.3.1. Applicants must have designated off street parking facilities with spaces dedicated for staff and/or fleet use and be suitable for chargepoint installations. Applicants must be able to provide evidence on request that the site of installation is linked to the business and that the parking is dedicated wholly to staff and/or fleet use – e.g. parking policy or photographic evidence.

- 2.3.2. Applicants are encouraged to discuss their needs with one or more of the authorised installers (a list of which can be found here <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>) as the chargepoint requirements may differ depending on the business need and installers are only authorised to install certain models. Applicants are also encouraged to have a site survey with an authorised installer ahead of applying to ensure the electrical capacity of the site can support the number of sockets applied for. Each site must:
- a. have a minimum power supply of 3kw to each individual socket that is not diminished by their simultaneous use
 - b. have no more than one socket installed for each accessible parking space
 - c. be for staff and/or fleet use
- 2.3.3. If the applicant does not own or manage the land where they wish to install chargepoints they must secure the necessary permissions ahead of making an application for a voucher. All parking must be designated to the applicant, although the rest of the carpark may be shared with other organisations.
- 2.3.4. If a postcode is found to have been used more than once, OLEV may seek confirmation that the proposed site is used by more than one commercial entity, for example, a letter from the site owner.
- 2.3.5. The following sites are not eligible for the scheme:
- a. locations outside England, Wales, Scotland and Northern Ireland
 - b. parking facilities that are part of a domestic property
 - c. the site of installation is an address that has claimed previously under the Electric Vehicle Homecharge Scheme (EVHS) or Domestic Recharging Scheme (DRS)
 - d. parking facilities which are solely for customer use
 - e. parking facilities not designated to the applicant.
- 2.3.6. **OLEV will not grant exceptions for locations that do not meet the eligibility criteria set out in this chapter.**

2.4. Applicants who are part of a franchise

2.4.1. Applicants that are part of a franchise are eligible for this grant. There is a maximum of 20 franchisees from each franchise that can apply. For applicants that are part owned by one or more organisations, part of a franchise, or formed of a number of subsidiaries, they must satisfy the eligibility criteria for de minimis aid and declare any partnerships or franchise arrangements in their application. Where considered necessary OLEV reserves the right to request further information or documentary evidence from relevant parties in support of any individual claim.

2.5. Ongoing Commitments

2.5.1. Applicants must maintain the chargepoint for a minimum of three years and ensure measures are in place to provide usage data to OLEV (in an anonymised form and in accordance to data protection legislation) to guide future policy development. If the chargepoint needs to be removed or taken out of commission within this three year period, OLEV must be informed with a brief explanation why at: chargepoint.grants@olev.gsi.gov.uk

2.5.2. All chargepoints will have a minimum three year warranty on parts and installation from the chargepoint manufacturer as part of the technical specifications for the scheme.

2.5.3. Applicants must retain all documentation pertaining to the installation, including installation and commissioning confirmations and certificates, invoices, declarations and signatures, and dates of installation for a minimum of three years. Applicants must be able to send this in electronic form to OLEV if requested.

2.5.4. OLEV will involve a third party organisation to audit claims to determine compliance with the scheme's rules. This will require access to data, statements and records held by the applicant and/or chargepoint installer relating to the scheme. Occasionally, there may be an on-site visit which will require access to the chargepoint itself.

2.5.5. OLEV will not grant exceptions for applicants that do not meet all eligibility criteria set out in this chapter.

If you have any questions regarding the application process, please contact the scheme administrators (DVLA) using the contact details below:

Tel: 0300 083 0082 (Mon-Thurs 08:00 – 16:30; Fri 08:00 – 16:00)

Email: workplacechargingScheme@dvla.gsi.gov.uk

Or contact one of **Powerpac's** trained staff on 08000 699 607

The Q's & A's (Questions and Answers)

1. Who is eligible to claim the grant?

Any business, charity or public authority is eligible to claim the grant towards the cost of installing electric vehicle chargepoints providing they have dedicated off street parking for staff or fleet use only. If you are unsure if you are eligible, please contact the scheme administrator at workplacechargingscheme@dvla.gsi.gov.uk

2. How do I arrange for a chargepoint to be installed?

Once you have applied to OLEV and receive a voucher, you will need to contact an authorized installer approved for the scheme. A list of these can be found on the OLEV website <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles> Your charging requirements will depend on the vehicles you wish to charge and the location of the chargepoint installation at your property and will need to be discussed with the installers.



3. Do I have to pay up front and claim it back?

No. The authorized chargepoint installer will claim the value of the voucher, up to £350 for each socket (up to a maximum of 20) on your behalf. The value of the voucher should be discounted from your invoice.

4. Do I have to have a plug-in vehicle?

No. You need to declare either a current need for EV charging infrastructure or an intention to encourage uptake amongst your staff and/or fleet. Information on how ULEV can benefit your organization can be found here; www.goultralow.com

5. Is there a limit on the number of chargepoints I can claim for?

Yes. The WCS grant is limited to the installation of 20 chargepoints sockets for each applicant. There is a limit of one voucher per applicant. Applicants within a franchise may apply for the scheme, but there is a limit of 20 franchises.

6. I have already installed chargepoints at my premises. Can I claim the amount I would have received under this scheme?

No, the WCS cannot be used to claim for installations made prior to the launch of the scheme. Applicants must apply for a voucher before installing any chargepoints. We do not offer exceptions to this criteria.

7. My employees have their own EV's and intend to charge these for free at work. Will they be liable for taxable benefit in kind?
If your employees have their own vehicle and charge at work free, they will be liable for a taxable benefit in kind. More information can be found on HMRC's website here: <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim23900>
8. I have a vehicle with a 3-pin cable. Can I get a 3-pin socket installed?
No. 3-pin socket (BS1363) installations or chargepoints with 3-pin sockets are not eligible for the grant.
9. My organization is based, or has premises in Scotland, Wales or Northern Ireland. Can I claim the grant?
Yes, the grant scheme is available in England, Wales, Scotland and Northern Ireland, but is not available in the Channel Islands, Isle of Man or crown dependencies.
10. I have a complaint regarding my chargepoint installed under the grant scheme, what should I do?
Of you have any issues with the chargepoint or installer, you should try to resolve these with the chargepoint installer in the first instance. If you feel that your concerns are not being addressed, contact OLEV at chargepoint.grants@olev.gsi.gov.uk
11. Can I use a second hand or previously installed chargepoint?
No. Your chargepoint must be new.



12. Can I move the chargepoint once it has been installed?
You must contact OLEV at chargepoint.grants@olev.gsi.gov.uk requesting permission to move the chargepoint if it has been fewer than 3 years since it was installed, confirming the chargepoint serial ID, address where you wish to move the chargepoint, and the reason why so that our records can be updated. OLEV will not contribute to the costs of moving the chargepoint.

13. I have completed the application and received a voucher but I am not going to be present on the day of installation – will this installation still be eligible?
Yes. A representative of the applicant must sign a declaration that the works have been completed in line with what the authorised installer has claimed.
14. My business is not VAT registered and/or registered with companies house – can my business still apply for a voucher?
Yes, but you must be able to attach evidence that they are registered as a company with HMRC. If you are unable to provide any of these documents we are unable to issue you with a voucher.
15. I do not currently have dedicated off-street parking, but I have council permission to construct a driveway or parking site/my driveway or parking site is currently under construction, can I have a chargepoint fitted ahead of my driveway/parking site being completed?
No. You are required to declare existing designated off-street parking with the application in order for it to be approved, a confirmation letter does not oblige the applicant to proceed with the construction and we therefore cannot rely on it as evidence.
16. My circumstances have changed since I applied for the voucher. Is my application still valid?
You should immediately contact your authorised installer to inform them of this change and they will be able to tell you whether you are still eligible to have a chargepoint installed. You have to reapply for a voucher with your amended details. If you proceed with your installation following a change in your circumstances that has invalidated your application, OLEV reserves the right to take any action it deems appropriate to reclaim the grant.
17. I have changed my mind about where I want to install the chargepoints. Do I need to complete a new application?
It is not possible to change the site where you wish to install the chargepoints. You will need to contact the scheme administrators workplacechargingscheme@dvla.gsi.gov.uk and request that your voucher be withdrawn. You will then be able to apply for a new voucher (providing the scheme is still open to applicants) at your preferred site address.
18. I have access to off-street parking via a garage or private car park that is provided by a third party. Am I eligible to apply for the voucher?
As long as the parking space meets all other eligibility criteria, you can apply for the grant. If you do not own the parking space you will be required to gain written permission from the landlord/owner.
19. I would like to find out more, what should I do?
If you have any questions regarding which chargepoint will meet your needs you should discuss this with your chosen authorised chargepoint installer. If you have any questions about the WCS then contact the scheme administrators at workplacechargingscheme@dvla.gsi.gov.uk

About Powerpac Ltd.

Powerpac are a Leicestershire-based electrical contractors specializing in renewable energies with over seven years' experience and hundreds of loyal clients recommending us as being a reputable company.

Please see our Which? Trusted Traders reviews - <http://trustedtraders.which.co.uk/businesses/power-pac-ltd/>

We extend our services across the whole of the UK, but mainly install in the East Midlands and surrounding areas. We offer flexible, reliable electrical services as well as installation of renewable energies for commercial and domestic projects, helping us to continue our successful growth.

With offices in the heart of the country, we are ideally placed to support clients and developers across the East Midlands, and the rest of the UK with our broad range of services. Our expertise extends across a number of development sectors including commercial, industrial, residential, education, retail, and leisure.

The secret of our success rests on building solid relationships with our clients, backing this up with the most appropriate price for the job and working to an extremely high specification and quality level. All of our clients are assigned their own **Powerpac Account Manager** who will be on hand to guide them through their installation.

We are passionate about providing solutions to clients individual energy needs and about exploring new opportunities with them. As we are an independent company, we can offer a wide range of products and services to best suit our client's energy needs.



At **Powerpac** we firmly believe that our success in the industry is largely due to our clients and the large amount of referrals we receive from our satisfied customers. This in turn, reflects the commitment we make to our clients and their individual needs.

For more information on our renewable energy services please feel free to contact us directly via enquiries@powerpac.co.uk or give us a call on 0800 0699 607.





We want your install to be something that you are not just happy with, **but actually proud of.**

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