

EV ChargePoint Installation

Grant Application Form

General Information for Applicants

The Public Electric Vehicle Chargepoint Scheme is a scheme funded by Dorset Council to support the owners and occupiers of property which is accessible to the public to install electric vehicle charging equipment on their site ('the Scheme').

Applicants must have the legal right to install an electric vehicle chargepoint (EVCP) on the site and either have access to a sufficient electricity supply or be willing to have a new electricity supply installed by the chargepoint operator (CPO) at the CPO's cost. If these rights are not available, the installation cannot go ahead. If there is any doubt Applicants should take independent legal or other professional advice because applications and installations are made at the Applicant's risk.

The contents of this form must not be altered and will not be altered unless Dorset Council decides to change the form.

Your personal information will be safeguarded and processed in accordance with data protection legislation. Dorset Council is the 'Controller' for personal data associated with this application and the installation process.

A copy of the Council's full Privacy Policy, which includes the information we collect, how we use it and under what circumstances, if any, we will share it with other parties, is available at: [Dorset Council privacy notice - Dorset Council](#)

Definitions:

- The Applicant – the named person, business or charity or authorised public body (e.g. Parish Council) applying to host a chargepoint.
- The Chargepoint Operator (CPO) – the company nominated by Dorset Council and partnered with the installer Joju Limited, to part fund and operate chargepoints. The CPO is Mer, which is part of the Norwegian State-owned energy company, Statkraft
- The Installer – the company contracted by Dorset Council to install chargepoints in the Dorset Council area.
- Dorset Council (DC) – tier 1 local authority

Section 1 – Applicant Details

1. Full Name of Applicant ('You') ('I')

If you are applying on behalf of a business or charity this should be the name of the business or entity as it appears on the registration documents at Companies House or Charity Commissioners

Full name and postal address for correspondence and email address of the person completing this form.

Full Name of business or charity and registered number and full postal address and e-mail address for correspondence and address of registered office.

2. Applicant Declaration

I (for myself or as duly authorised) make this declaration for and on behalf of my organisation) confirm that I have read and agree with the conditions for this application and for the use of the chargepoint(s) as set out in this form and the General Conditions in Section 3. I agree to be contacted by Dorset Council or its agents for audit purposes, should my installation be chosen for an audit (your personal information will be safeguarded and processed in accordance with the requirements of data protection law).

I agree to sign the Form of Consent attached to this Application Form for my information. This Application Form and the completed Form of Consent will form a binding legal contract between the Applicant and Dorset Council.

I declare that I am a person authorised to complete and sign this Application Form, and the information contained within it is correct and true to the best of my knowledge and belief.

If the Applicant is in breach any of the conditions set out in Section 3 of this Application Form or if any relevant information is incorrect or knowingly omitted in this Application Form, it will be open to Dorset Council to take whatever action it deems appropriate to address the breach including recovery of grant monies and termination of the Form of Consent.

I declare that I have read and understood the form of draft Grant Offer Letter to install EVCP(s) and declare that the Applicant will comply with the terms and conditions of the Grant Offer Letter and General Terms and Conditions of Grant should this application be successful,

Signed

Date

Grant Application Form

[CA01]

I declare that the Applicant is one of the following categories of owner or occupier. Mark all that apply and provide supporting details:

☐	Landlord of a property that lets the site.
☐	Tenant or licensee of the landlord of a property that lets the site with a tenancy or lease with at least 15 years remaining.
☐	Freehold owner of the property upon which the site is located.
☐	The person or company with a contract and resulting right to manage the site including installation of electric vehicle chargepoints.
☐	A company owning the freehold of the leased or rented site.
☐	A company owning the building on the site with use of the site's common areas. (The company may comprise shareholders who are the leaseholders. The company may also manage the building).
☐	A private registered provider of social housing (PRP).
☐	A public authority such as government departments and their agencies, the armed forces, local governments, the NHS and emergency services.
☐	Other – please give details:

Section 3 – General Conditions

The Grant is offered on condition that:

The Applicant must ensure that the space where the chargepoint(s) will be installed is a parking space available to the public at all required times.

1. The Applicant must use our named installer/Supplier and CPO with whom you will enter a standard form of licence agreement to carry out the installation. ('Licence'). The Licence includes a set of conditions which you must adhere to. Dorset Council will make the Grant payment to the Applicant on satisfactory completion of the work. It is expected and required that the Applicant will pay the gross amount to the Supplier on receipt of a VAT invoice from them within the terms of that invoice.
2. You warrant that the Applicant is the landowner or leaseholder or licensee of the land on which the chargepoint will be placed and that any requisite permissions have been sought that will enable the chargepoint to be installed and operated for fifteen years. You will produce evidence to demonstrate tenure and consent if required.
3. Where an installation requires cabling or other parts of the installation to be placed in or on another person's property, or public land or, access rights and permissions you will support the Supplier and any parties acting on their behalf in any way practical to obtain the agreement of the parties such as legal wayleaves or covenants before an installation begins.
4. Chargepoint users must be able to park for free overnight. between 6pm and 8am.
5. EV bays in car parks must allow stay times of at least 4 hours during the day to ensure users have access to a substantial charge.
6. You will regularly publicise the availability of the chargepoint to residents.
7. You will take responsibility for ensuring the chargepoint parking bays are kept available for electric vehicle charging.
8. Operational issues should be addressed by the CPO. You will notify Dorset Council of any issues that are not being addressed by the CPO so that Dorset Council can decide the necessary action to take.
9. If you are a company, you must be registered at Companies House. If not, you must be VAT registered with Her Majesty's Revenue and Customs (HMRC). If you are not registered at either, please supply details of your constitution.
10. In considering and checking eligibility, Dorset Council will use the public authorities referenced in the Local Government Act 2003, Section 33 and the Freedom of Information Act, Schedule 1, parts 1 3. The Electoral Roll and/or other lawfully and publicly available information.
11. You must be able to show that you have legal entitlement to the parking space if it is situated on land which is separated from your property. You may prove this through the provision of deeds as described on paragraphs 2 and 3 above.

12. The site must be suitable for a chargepoint installation and be able to permit an eligible vehicle to be charged safely for all users. It must be possible to access the parking space 24 hours a day 7 days a week.
13. The Supplier will decide if the parking made available will permit an eligible vehicle to be charged safely. Dorset Council will not intervene in any negative assessment made by the Supplier.
14. It is expected that wherever feasible the charging bays and installation should strive to meet the standards outlined in the British Standards Institute PAS1899 document
 - Dorset Council and the Supplier will agree with You the chargepoint which will be installed and that it will be listed on the OZEV approved chargepoint model list.
 - The Installer will identify if any upgrades are needed to the existing electrical supply or if a new supply is required and arrange with a distribution network operator (DNO) for this to be carried out before installation;

If an existing electricity supply is used, You the Applicant are responsible for all bill payments and ensuring that the supply is maintained for the duration of the Contract. The Supplier agrees to meet the cost of electricity. If a new electricity supply is installed the bill payments and all running costs will be met by the CPO.

15. You will be entitled to receive a share of the revenue generated by the CPO as notified to You by the CPO. This revenue is consideration for the use of the site for the chargepoint.
16. The Regulatory Reform (Fire Safety) Order 2005 requires property managers and owners to assess potential fire risks and put in place adequate and proportionate fire protection measures to mitigate against the risk to life from fire and then maintain them. The Applicant should update when installing EV chargepoints.
17. The Government will produce guidance to aid this assessment for electric vehicle fires, available in 2022. This will identify mitigations and measures that can be taken when installing electric vehicle chargepoints in enclosed car parks. As such it will help building owners meet their existing duties under the Regulatory Reform (Fire Safety) Order 2005.
18. For each installed chargepoint the Applicant warrants that:
 - It confirms that it is in one of the categories of ownership of the property listed in Section 1.
 - That it will use all reasonable endeavours to ensure there is adequate and continuing electrical supply for all the chargepoints installed once any load balancing technology is applied
 - They will retain all documentation pertaining to the installation, including installation and commissioning confirmations and certificates, photographs, customer declarations and signatures, dates of installation and full address

19. The installation expenditure to be met by the Council or its installer will be:

- cost of unit/s
- electrical components
- civil engineering works
- labour costs (for installation)
- hardware costs
- site survey works
- planning costs

The Council will meet the installation expenditure net of VAT where the Applicant is eligible to recover any VAT paid to the Supplier. Where the Applicant is not eligible to recover VAT expenditure the Grant will cover the gross installation expenditure inclusive of VAT.

21. Where an additional smart meter or current clamp device is required, the capital cost of this is also eligible expenditure providing it is installed at the same time as the chargepoint.

22. The Council will not pay for other costs of the Applicant arising from this Application Including:

- interest charges, bad debts, profits, entertaining
- Legal costs
- project management and reporting costs
- Applicant's administration costs
- new/additional land required for the proposed infrastructure.
- electricity provided by relevant infrastructure*.
- ongoing back-office data provision*
- any other ongoing operating costs (for example, maintenance or communication)*
- transport costs*
- marketing costs
- any other cost not listed under Condition 20

* costs met by the CPO

23. You agree to usage data which has been depersonalised relating to the chargepoint being shared by the CPO with Dorset Council who may also share this data with other stakeholders