



Office for
Low Emission
Vehicles

Workplace Charging Scheme – Guidance Document for Applicants, Chargepoint Installers and Manufacturers

The Office for Low Emission Vehicles (OLEV) is a cross government, industry-endorsed, team combining policy and funding streams to simplify policy development and delivery for ultra-low emission vehicles. OLEV currently comprises people and funding from the Department for Transport (DfT), and the Department of Business, Energy and Industrial Strategy (BEIS). The core purpose is to support the early market for electric and other ultra-low emission vehicles (ULEVs). OLEV is based in DfT and this document is published by The Department for Transport.

The Department for Transport has actively considered the needs of blind and partially sighted people in accessing this document. The text will be made available in full on the Department's website. The text may be freely downloaded and translated by individuals or organisations for conversion into other accessible formats. If you have other needs in this regard please contact the Department.

Office for Low Emission Vehicles

Department for Transport
Great Minster House
33 Horseferry Road
London SW1P 4DR
Telephone 0300 330 3000
Website www.gov.uk/olev

General email enquiries: olev.enquiries@olev.gsi.gov.uk

OLEV Infrastructure grant enquiries: chargepoint.grants@olev.gsi.gov.uk

© Crown copyright 2016

Copyright in the typographical arrangement rests with the Crown.

You may re-use this information (not including logos or third-party material) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence/ or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or e-mail: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third-party copyright information you will need to obtain permission from the copyright holders concerned.

Contents

1	Introduction (guidance for all scheme participants).....	2
1.1	Purpose of document	2
1.2	Summary of scheme	2
1.3	Application process	3
1.4	Step 1: Applicant completes application.....	3
1.5	Step 2: Voucher generated	3
1.6	Step 3: Authorised installer completes installation	4
1.7	Step 4: Installer submits evidence of installation and claims grant.....	4
1.8	Step 5: Installer receives grant.....	5
2	Guidance for Applicants.....	6
2.1	Applicant eligibility.....	6
2.2	State aid requirements	6
2.3	Site Eligibility	7
2.4	Applicants who are part of a franchise	8
2.5	Ongoing Commitments	8
3	Guidance for Installers.....	9
3.1	Installation criteria	9
3.2	Eligible Equipment	10
3.3	Value of support.....	10
3.4	Guidance for installers on becoming an authorised installer	10
3.5	Storage of claim and audit requirements.....	11
4	Guidance for Manufacturers	12
5	Definitions.....	13
5.1	Applicant	13
5.2	Authorised chargepoint installer.....	13
5.3	Authorised chargepoint manufacturer	13
5.4	Staff and/or fleet parking	13
5.5	Customer parking.....	13
5.6	Residential parking.....	13
5.7	Chargepoint Socket.....	13
6	Process flowchart	14
6.1	Process for businesses, charities and public sector organisations.....	14
6.2	Process for installers.....	15

1 Introduction (guidance for all scheme participants)

1.1 Purpose of document

- 1.1.1 This document provides guidance on the Workplace Charging Scheme (WCS). The guidance is aimed at all users of the scheme: applicants (open to businesses, charities, and public sector organisations), electric vehicle (EV) chargepoint installers, and manufacturers of EV chargepoint equipment.
- 1.1.2 Chapter 1 gives an overview of the scheme, chapter 2 explains the eligibility criteria that applicants need to meet, chapter 3 sets out the role of chargepoints installers, and chapter 4 chargepoint manufacturers.
- 1.1.3 It is very important that all organisations involved read this guidance carefully, and that they fully understand how the scheme operates. In particular they must understand the requirements for submitting compliant voucher applications and grant claims as **non-compliant grant claims will not be paid.**

1.2 Summary of scheme

- 1.2.1 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 £300 for each socket up to a maximum of 20 across all sites for each application.
- 1.2.2 Applicants will apply to the scheme administrator (Driver and Vehicle Licencing Agency – DVLA) by completing and emailing the PDF application form found at: <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>. 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-authorized WCS installer, a list of which can be found here <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>
- 1.2.3 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 PDF claim form via OLEV's portal: <https://forms.dft.gov.uk/olev-workplace-charging-scheme-grant-claim/>
- 1.2.4 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.**
- 1.2.5 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.

1.3 Application process

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



1.3.2 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.**

1.4 Step 1: Applicant completes application

- 1.4.1 The applicant must complete the PDF application form found here: <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles> and send to workplacechargingscheme@dvla.gsi.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).
- 1.4.2 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.
- 1.4.3 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.
- 1.4.4 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).

1.5 Step 2: Voucher generated

1.5.1 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.**

- 1.5.2 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.

1.6 Step 3: 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/collections/government-grants-for-low-emission-vehicles>
- 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 4: 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.gov.uk/government/collections/government-grants-for-low-emission-vehicles>. 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-vehicle-infrastructure.html>

1.8 Step 5: 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 £300 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

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

the appeal. OLEV will not grant exceptions to this decision.

2 Guidance for Applicants

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 chargepoints to be installed at all the sites listed in the application.

2.1.2 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 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](#).

- 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-minimis-aid-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:
- have a minimum power supply of 3kw to each individual socket that is not diminished by their simultaneous use
 - have no more than one socket installed for each accessible parking space
 - 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.

3 Guidance for Installers

3.1 Installation criteria

- 3.1.1 **Installations must be completed and a claim made before the voucher expires. A voucher will be valid for four months (120 days) from issue.**
- 3.1.2 Installations under WCS can only be completed by installers that have been authorised by OLEV and who have approval from a chargepoint manufacturer to install their authorised equipment (further guidance on how to become an OLEV authorised installer can be found at 3.4).
- 3.1.3 Installations must meet the minimum technical standard found here <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>. Authorised chargepoint installers must confirm that installations will be carried out in accordance with the current edition of the IET Wiring Regulations (BS 7671), the IET Code of Practice (CoP) for [Electric Vehicle Charging Equipment Installations](#), [Electricity Safety, Quality and Continuity Regulations 2002](#) and all other applicable standards. Where documents are mentioned in the technical specification, the current edition of each document at the time of the installation is the one with which compliance is required.
- 3.1.4 The installer of the chargepoint equipment may be subject to audit to ensure they have complied with the relevant provisions in the technical specifications, which may involve a site visit. Failure to provide all relevant, accurate evidence of compliance may result in further action against the authorised installer making the grant claims. OLEV reserves the right to make final judgements on eligibility based on the evidence provided.
- 3.1.5 All sites must have sufficient network coverage to enable usage data to be communicated via GPRS. If the network coverage is not sufficient, installers must use alternative means to boost the signal strength. If this is not possible the installer must declare this on the voucher claim form. OLEV will monitor the number of installations from each installer without data communications and reserves the right to request more information from any installers that are not installing data communications, which may result in an installer losing their authorisation.
- 3.1.6 Installers are required to notify the correct Distribution Network Operator (DNO) of all installations they make. This is so that DNOs have visibility of potential clusters, and the local network can be assessed to ensure that, if necessary, network reinforcement is performed to facilitate additional load. Installers must list the DNO notifications in a spreadsheet and send to all DNOs, copying in workplacechargingscheme@dvla.gsi.gov.uk. The spreadsheet for this and further information on the ENA can be found here: <http://www.energynetworks.org/electricity/futures/electric-vehicle-infrastructure.html>

3.2 Eligible Equipment

- 3.2.1 Vouchers can only be used for chargepoints that meet the minimum technical specifications and have been approved by OLEV. The latest list of approved chargepoints can be found here: <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>. More information on how to authorise a chargepoint with OLEV can be found under section 4 – Guidance for manufacturers.

3.3 Value of support

- 3.3.1 WCS provides a grant of **£300 for each socket up to a limit of 20** towards capital expenditure which would otherwise be incurred by the applicant as a result of the purchase and installation of a chargepoint. It is expected that the applicant will fund the remaining cost, either with a third party or on their own.
- 3.3.2 The costs of each installation must not be inflated and the grant must not be used to cross-subsidise costs incurred in other parts of the business. Detail of the costs incurred must be submitted by the Installer and confirmed by the applicant in order for a claim to be successful. Checks will be made regularly on the detail submitted. **If evidence of cost inflation or cross-subsidisation is discovered, installer authorisation will be revoked.**
- 3.3.3 If there is any evidence of fraudulent activity or misuse of government funding by any party under the WCS, OLEV reserves the right to take whatever action it deems appropriate (including, but not limited to, legal action to reclaim monies paid). This may also include revoking the authorisation of any installer or approval of any manufacturer under the scheme.

3.4 Guidance for installers on becoming an authorised installer

- 3.4.1 Authorised Installers must be deemed competent and formally approved by chargepoint manufacturers to install any model they wish to use under this scheme. Once trained, chargepoint manufacturers should provide installers with a certificate detailing each individual model as evidence they are capable to install them safely. The certificate must be submitted to OLEV who will add the model(s) to the Installer's authorisation credentials. **Only when this has been confirmed can an installer carry out the installation of the chargepoint.** Please see <https://forms.dft.gov.uk/olev-authorised-installer-application/> for details of the authorisation process and to apply. All information detailed in the authorised installer application is mandatory – If any of the information is missing the application will not be processed. Installer's authorisation is only complete once they have acknowledged receipt of their authorisation letter.
- 3.4.2 If an installer is already an authorised installer under the Electric Vehicle Homecharge Scheme (EVHS), they must update their authorisation to include WCS and sign up to the terms and conditions associated, although

there will be no need to provide qualifications and certificates again. If you are in doubt whether you are authorised or not or have any questions about the evidence you need to supply, please contact OLEV at chargepoint.grants@olev.gsi.gov.uk

- 3.4.3 OLEV, or its representatives, will conduct a series of checks on any installer who applies for authorisation. These could include credit and fraudulent activity checks as well as checks on customer experiences. As a result of these checks, OLEV has the right to deny or suspend authorisation of an installer at any time. **Any grant claims from organisations that were not authorised at the point of the installation taking place will not be paid.**
- 3.4.4 If an authorised installer wants to sub-contract the installation of chargepoints, the authorised installer remains responsible for ensuring that the sub-contractor abides by all of the relevant terms and conditions. The authorised installer must inform OLEV of their use of sub-contractors in their installer authorisation form. If sub-contractors are taken on at a later date installers must inform OLEV **before they complete any installations** via chargepoint.grants@olev.gsi.gov.uk so their authorisation can be updated.
- 3.4.5 If sub-contractors fail to meet the terms and conditions, OLEV will revoke the authorisation of the authorised installer.
- 3.4.6 Authorised installers will be required to submit to OLEV, or their representatives, monthly updates on their installation orders. This information must be provided on the last working day of every month. OLEV will also request updates to quarterly forecasts every quarter – installers or their representatives will receive a reminder email. Failure to supply this information, or persistently supplying inaccurate information may result in authorisation being revoked.

3.5 Storage of claim and audit requirements

- 3.5.1 For each installed chargepoint socket we require the authorised installer to:
- Retain all documentation pertaining to the installation, including installation and commissioning confirmations and certificates, photographs, business declarations and signatures, dates of installation and full address for a minimum of three years. This must be provided in electronic form if requested.
 - Ensure there is no duplication (i.e. the same chargepoint is not claimed for twice) and that all relevant fields on the form are completed.
 - Ensure that the installed chargepoint is approved and meets the technical specification.
 - Ensure that the installed chargepoint is tested to ensure it is fully functioning, communicates data and meets the safety requirements.
 - Notify the Distribution Network Operator (DNO) of the installation in writing and retain evidence of this notification.

4 Guidance for Manufacturers

- 4.1.1 The scheme is only open to electric vehicle charging equipment that has been approved by OLEV and the equipment can then only be installed by installers that have approval from a chargepoint manufacturer to install their authorised equipment and this approval has been evidenced to OLEV, added to the authorisation letter and reissued before the date of install.
- 4.1.2 Chargepoint manufacturers whose chargepoints are already authorised under the Electric Vehicle Homecharge Scheme (EVHS), will have the opportunity to have these chargepoints authorised for WCS. Chargepoint manufacturers with new models not previously authorised under the EVHS, must complete the application found <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles> for their units to be eligible for WCS. They must provide confirmation that their chargepoint units meet a minimum technical specification. The grant will only be paid against chargepoints which manufacturers have declared directly to OLEV meet the technical specifications of the scheme and appear on the published list found here <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>.
- 4.1.3 Compliance with all of the technical specifications mentioned in this document may be subject to audit. Failure to provide all relevant, accurate evidence of compliance may result in further action against the manufacturer participating in the scheme. Manufacturers must be able to provide evidence on request that they meet the technical specification of the scheme.
- 4.1.4 If there is any evidence of fraudulent activity or misuse of government funding by any party under the WCS, OLEV reserves the right to take whatever action it deems appropriate (including, but not limited to, legal action to reclaim monies paid). This may also include revoking the authorisation of any installer or approval of any manufacturer under the scheme.
- 4.1.5 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.

5 Definitions

5.1 Applicant

- 5.1.1 A party who has declared an existing or future need for charging infrastructure. For the purposes of this scheme, an applicant can be any eligible business, charity or public sector organisation. An applicant must have permission to install charging infrastructure at designated off-street parking facilities dedicated to staff and/or fleet use. Applicants have responsibility to meet the terms and conditions set out in chapter 2.

5.2 Authorised chargepoint installer

- 5.2.1 A party that has been authorised under WCS by OLEV through the process outlined in chapter 3 to install chargepoints. Installers manage the installation of chargepoints at applicant's sites. A list of these installers can be found here: <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>.

5.3 Authorised chargepoint manufacturer

- 5.3.1 A party that manufactures chargepoints that have been authorised under WCS by OLEV through the process outlined in section 4. A list of these manufacturers can be found here: <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>.

5.4 Staff and/or fleet parking

- 5.4.1 Off-Street parking which is designated to the applicant and is for their staff or fleet, and not for customer use. Applicants must be able to provide evidence on request e.g. details of a parking policy or photographic evidence. The parking facilities must be clearly associated with the applicant's premises and be either onsite or a reasonable distance from the place of work.

5.5 Customer parking

- 5.5.1 Parking which is available to be used by the applicant's customers. Customer parking is not eligible for the WCS.

5.6 Residential parking

Parking designated for residential use, like properties that are primarily used as dwellings or living accommodation (e.g. rented apartments). These are not eligible for WCS, and there is a separate scheme called the Electric Vehicle Homecharge Scheme (EVHS) for eligible residential dwellings.

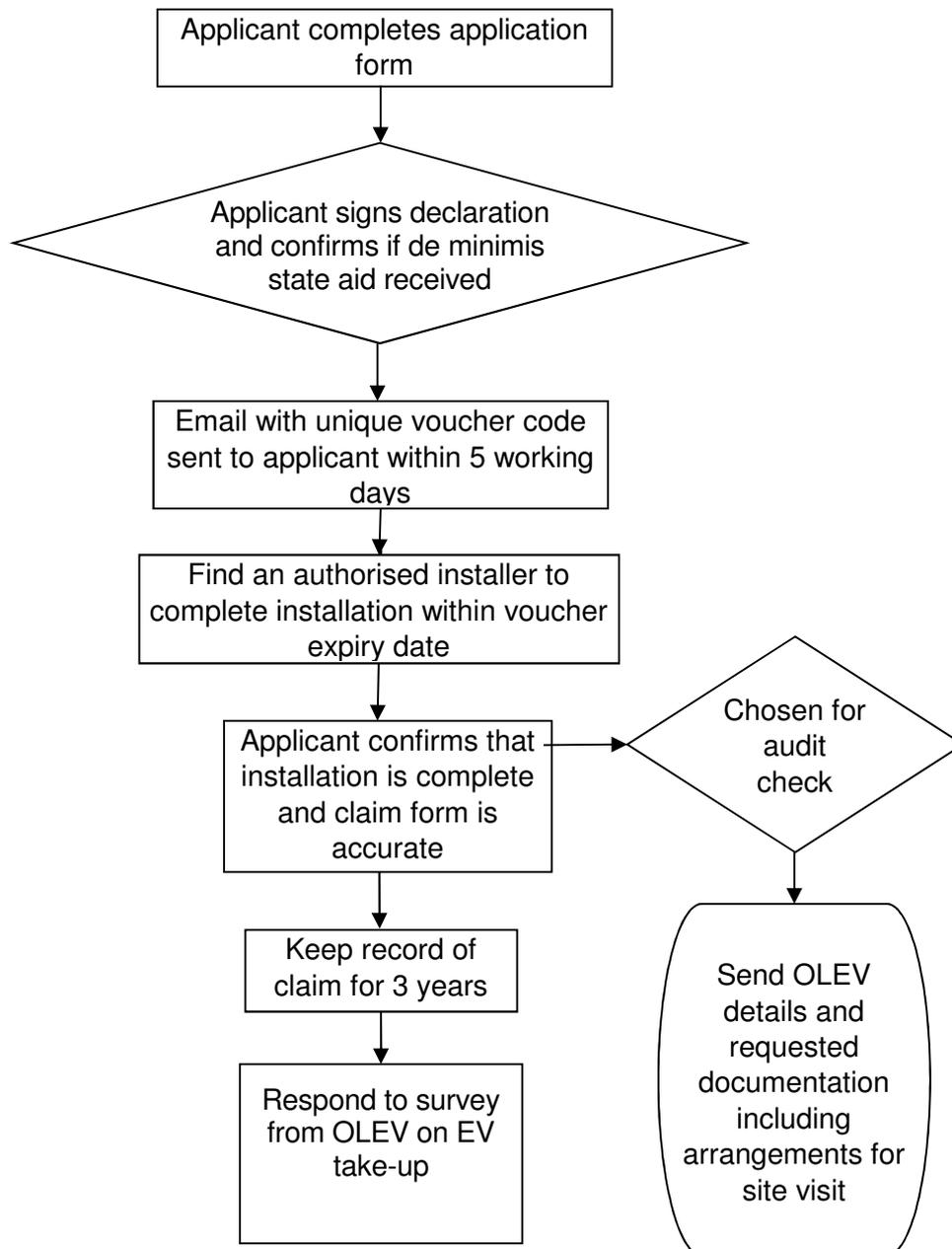
5.7 Chargepoint Socket

Sockets which are used to charge an electric vehicle. There are four modes of EV chargepoint socket, and mode 3 and 4 are eligible for WCS. Modes 1 and 2 (such as a normal 3-pin socket) are not eligible. Each socket must have at least a 3kw supply undiminished by simultaneous charging. For more information, refer to the technical specifications.

6 Process flowchart

6.1 Process for businesses, charities and public sector organisations

6.1.1 This flowchart shows the processes applicants must complete to receive and redeem a voucher towards the installation of chargepoint units.



6.2 Process for installers

6.2.1 This flowchart shows the processes an approved installer must complete for installation and grant claim.

