ORC Scheme - Local Authority Application Form

Local Authorities are encouraged to work with the Energy Saving Trust and contact them (on the email address below) if there are any queries as regards your application.

* This completed application form should be sent to:onstreetchargepoints@est.org.uk email.

*Please insert any unique reference number you would like us to quote in correspondence relating to this project*

**Your reference:**

|  |  |
| --- | --- |
| **Part A: Applicant Information**  **Name of Local Authority** | *If you are applying on behalf of multiple Local Authorities, please indicate which LAs are involved in the project, and which is the nominated “lead” authority* |
| **Address** |  |
| **Lead contact email and position** | *Name and position of the official with day to day responsibility for delivering the proposed chargepoint installation(s)* |
| **Lead contact phone number** |  |

**Part B: Eligibility questions**

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| **Are you the Local Authority with responsibility for the maintenance of the public highway / residential street where the proposed chargepoint is to be located?** |  |
| **If NO, do you have proof of permission from the relevant Highway Authority responsible for the maintenance of the road where the chargepoint is to be located? Please give details.** |  |

**Part C: Proposed Chargepoint Installations**

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| **Postcode of proposed installation(s)** | *Please include details on each installation, where multiple chargepoints are proposed.* |
| **Location meets current / future demand** |  |
| **Have you satisfied yourself that there is current or likely future demand for an on-street residential chargepoint at this location?**  **Please demonstrate the rationale for siting the chargepoint at this location. This may be demand from local residents who want to purchase an EV, or evidence of your strategic plans to promote EV ownership in a particular area to meet future demand.** |  |
| **The proposed location lacks adequate off-street parking** |  |
| **Are you satisfied that this is an area without suitable access to off-street parking?**  **Please attach appropriate evidence, for each site, such as a photograph / map of the proposed location to this application demonstrating this.** |  |
| **Chargepoints will be located in a residential area** |  |
| **Is the installation sited in a residential area?**  **Please attach appropriate evidence, such as a photograph / map indicating building use classes in the proposed location to this application demonstrating this.** |  |
| **If NO to the question above, are you satisfied that this chargepoint is primarily intended to meet the needs of local residents?** |  |
| **Chargepoints will be accessible to local residents** |  |
| **Please outline any measures you will take to ensure that local residents will have access to the chargepoint(s).**  **This may be residents in the wider Local Authority, and may include use of controlled parking zones, resident parking schemes, permits, or dedicated bays for residents for all / some of the time.** |  |
| **Will the chargepoints be open to the wider public for some / all of the time?** |  |
| **If YES, please confirm the chargepoint will have Pay As You Go (ad hoc access) functionality. Please provide details.**  **Do you commit to adding the point to the National Chargepoint Registry, detailing its availability?** |  |

**Part D: Provision of the Chargepoints and funding requested**

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| **Please indicate the total funding that is being requested for this installation and a break-down of these costs.**  **OLEV will pay a maximum of 75% of eligible capital costs up to limits identified in the guidance.**  **Please indicate how you intend to meet the remaining 25%** |  |
| **Please provide details of the chargepoint technology you propose to install, and its power rating in kilowatts.** |  |
| **Is the proposed point a single or double headed chargepoint (capable of charging two EVs simultaneously)?**  **If single, and a traditional ground-mounted unit is proposed, please provide additional justification for this choice, as OLEV financial support may be reduced.** |  |
| **Please confirm the proposed chargepoints meet the minimum technical specifications as required.** |  |
| **Please confirm that you have, or will consider value for money in this project and confirm that any installations will be carried out in line with your procurement responsibilities and within state aid rules.** |  |
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**Part E: Ongoing commitments:**

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| **Do you commit to make available usage data from this chargepoint to OLEV in the specified format for the 3 years from the chargepoint being commissioned?** |  |
| **Do you commit to maintaining the point in a serviceable condition for a period of 3 years from it being commissioned?** |  |

**Part F: Delivery of project**

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| **Please provide high level project plan with key milestones and outputs, and a risk register, to demonstrate your ability to deliver the chargepoint installations (suggested template follows)** |  |
| **If you believe project delivery is anticipated to take longer than the current financial year, please provide rationale for this as we may be unable guarantee funding** |  |
| **Please identify any scheme dependencies and their impact on the project’s deliverability** |  |

**Key Milestone Project Plan**

**Name of Applicant Local Authority:**

**Project Name:**

**Application Date:**

**Target Installation Date:**

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| --- | --- | --- |
| **Proposed Milestone** | **Milestone Date** | **Owner** |
| 1. Project start |  |  |
| 1. Procurement start |  |  |
| 1. Procurement completed |  |  |
| 1. Installation start |  |  |
| 1. Installation completed |  |  |
| 1. Project completion evidence submitted |  |  |