

| Workplace Charge point funding Application – 2018/19 |
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| Guidance on Filling out this application form |
| *When filling out this form, only applicable fields in bold must be filled in, other fields may be left blank if you are unable or do not wish to fill them in. Please be aware however that whether we are able to offer your organisation grant support – and what level of support we may be able to offer – will be largely determined by the information you submit herein; the more information you are able to provide the better this will therefore be for the purposes of our assessing if your organisation qualifies for funding*  |
| Applicant Information |
| **Organisation**:  |
| **Address**:  | **Postcode**:  |
| **Contact name**:  | Position:  |
| **Phone**:  | Mobile:  | **Email**:  |
| **Confirm whether your organisation is VAT registered:** **YES** 🞎**NO** 🞎**If YES, please provide VAT registration number**:  | **Confirm whether you are applying for funding support as part of the Plugged-in Households project:** **YES** 🞎**NO** 🞎 |
| Please state where you heard about this funding:  |
| electric vehicle (EV) Information |
| *Please provide details of any plug-in vehicles that your organisation already owns/leases or has firm plans to take ownership of/lease in the near future* |
| Not applicable 🞎Number of plug-in vehicles you currently own/lease: Number of plug-in vehicles you plan to own/lease (excluding those currently owned/leased): For each of these vehicles, please provide us with as much of the following (applicable) information as you are able:* vehicle make + model
* date of vehicle purchase/lease start date
* lease end date
* annual mileage/anticipated annual mileage
* dealership
 |
| Vehicle 1:  |
| Vehicle 2:  |
| Vehicle 3:  |
| Vehicle 4:  |
| *If your organisation owns/leases and/or plans to own/lease a total of five or more plug-in vehicles please leave this section blank and instead provide a summary of your organisation’s (current and/or planned) plug-in fleet in the Further Information section at the end of this application form or in a supplementary document if space will not allow* |
| PROPOSED ELECTRIC VEHICLE CHARGE POINTS |
| *Please provide as much (applicable) information on the location and accessibility of proposed charge point(s) as you are able – directions on how to obtain a given locations latitude/longitude coordinates in Google Maps appear at the end of this section. If you wish to install more than one charge point at the same location please just fill out one of the below boxes, but provide clarification on this in the Further Information section at the end of this application form or in a supplementary document if space will not allow. If you are able to provide a photo of each location in question this would be useful for us to have. The photo should be taken from 15-40 meters from the proposed site.*  |
| Charge point 1**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Latitude/longitude Coordinates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(bottom of this section explains how to determine these)***Please check to confirm who will have access to this charge point** * Members of the public 🞎
* Workforce 🞎
* Visitors🞎

**Please check to confirm that this charge point will be available to members of the public 24/7 with no restrictions to access (only applicable if you have checked ‘Members of the public’ above)** 🞎 | **If restrictions to access apply provide details on them in the Further Information section at the end of this application form (exact time available each day, seasonal variations in access, information on any barriers that must be passed through before reaching the charge point, etc.)****Number of parking bays owned/leased by your organisation at this location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Please confirm the MAXIMUM number of dedicated electric vehicle ONLY parking bays that can be provided at this location (minimum required = 2)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please check to confirm that your organisation pays the electricity bill at this location** 🞎**Please check to confirm that permission has been obtained from the land owner for a unit to be installed at this proposed location** 🞎**Please check to confirm whether your organisation can provide free electricity to users of this charge point for one year from the date of the unit being commissioned**Yes 🞎No🞎 |
| Charge point 2**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Latitude/longitude Coordinates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(bottom of this section explains how to determine these)***Please check to confirm who will have access to this charge point** * Members of the public 🞎
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| Charge point 3**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Latitude/longitude Coordinates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(bottom of this section explains how to determine these)***Please check to confirm who will have access to this charge point** * Members of the public 🞎
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| Charge point 4**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Latitude/longitude Coordinates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(bottom of this section explains how to determine these)***Please check to confirm who will have access to this charge point** * Members of the public 🞎
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| *Should you wish to have more than 4 charge points installed, please provide further details of them in the Further Information section at the end of this form, or in a supplementary attachment if space will not allow.**In order to determine the latitude and longitude coordinates at the proposed charge point location, on Google maps just left click at the spot in question, a box with the coordinates should then appear on the screen. The following is an example of how these will appear: 55.981146, -3.175303* |
| FURTHER INFORMATION |
| *Please use this section to provide further information to support your application, this may include details on the following:** *Your organisation’s short and long term plans to integrate electric vehicles into your fleet*
* *Details of staff members with their own electric vehicles*
* *The number of people who you would anticipate having access to your electric vehicle(s)*
* *The number of people who you would anticipate having access to your charge point(s)*
* *Other information related to your proposed charge point(s) not allowed for in earlier sections of this application form (e.g. details of access restrictions at charge point(s)*
* *Anything else you feel may be relevant*

*If the space provided below is insufficient, you may include a supplementary document to provide additional information* |
|  |
| other information |
| *Please confirm any other EST schemes you have previously engaged with* |
| Switched On Fleets 🞎Switched On at Work 🞎Low Carbon Transport Loans 🞎Sustainable Transport Review 🞎Workplace Charge Point Funding 🞎 |
| Energy Saving Trust is collecting your information so that we are able to maintain communications with you regarding your application during the application process and up until your claim has been passed for processing. This information may be shared with the Scottish Government. If your charge point(s) is/are to be registered with ChargePlace Scotland, the back office operator of Scotland’s national network of charge points, then this information may also be shared with ChargePlace Scotland. We may contact you to ask for your feedback on your experience of our services to help us improve them.For further information about how we use your data please see Energy Saving Trust’s privacy policy available at energysavingtrust.org.uk/privacy or from our Data Protection Officer by writing to Energy Saving Trust, Ocean Point 1, 94 Ocean Drive, Edinburgh, EH6 6JH or DataProtectionOfficer@est.org.uk  |
| Energy Saving Trust would like to be able to send you useful information to help your organisation save energy every day, on the move and at work, including information on some of EST’s other sustainable transport related schemes. Are you happy to receive this information? You can change your mind at any time. Yes NoBy email 🞎 🞎By post 🞎 🞎By telephone 🞎 🞎 |
| Signature |
| **Signature of applicant**: | **Date**:  |
| *In the absence of a signature, the emailing of this application form to the Energy Saving Trust will serve as your certification that the information provided herein is correct to the best of your knowledge* |

Please return to: ElectricVehiclesScotland@est.org.uk

Or send to: Iain MacLeod

Energy Saving Trust

2nd Floor, Ocean Point

94 Ocean Drive, Edinburgh, EH6 6JH

**Terms and Conditions**

Offer is subject to legal agreement sign-off.

This offer is available on a selective basis and Transport Scotland reserve the right to remove this offer at any time.

Further Terms and Conditions may be provided subsequent to receiving your application.