



Office for
Low Emission
Vehicles

Electric Vehicle Homecharge Scheme

Guidance for customers: January 2019

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 for 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 DfT.

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Domestic charging

1. Available evidence supports the expectation that most plug-in vehicle owners will carry out the largest proportion of their charging at home. The availability of accessible and affordable domestic charging options is therefore key to increasing the uptake of plug-in vehicles in the UK.
2. To help private plug-in vehicle owners offset some of the upfront cost of the purchase and installation of a dedicated domestic recharging unit, the Government is running the Electric Vehicle Homecharge Scheme. Customers who are the registered keeper, lessee or have primary use of an eligible electric vehicle may receive up to 75% (capped at £500, inc. VAT) off the total capital costs of the chargepoint and associated installation costs.
3. The key features of the Electric Vehicle Homecharge Scheme are as follows:
 - The grant is a 75% contribution towards the cost of one chargepoint and its installation up to a maximum of £500 (including VAT) per household/eligible vehicle.
 - Customers must provide evidence of keepership, lease, be named as the primary user of an eligible electric vehicle or have a vehicle on order in order to be able to qualify for the grant. A full list of eligible vehicles can be found at <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>
 - The Government reserves the right to terminate the grant at any time but will aim to provide 4 weeks' notice. The Government will honour grant claims made during this notice period following the announcement of the end of the scheme.
 - The grant must only be claimed by installers which have been authorised by OLEV and have approval from a chargepoint manufacturer to install their accredited equipment.
 - The date of installation must not be more than 4 months ahead of the date of delivery or start date of vehicle use.
 - The customer must complete Part A of Annex D (the customer declarations on the application form), but no more than 6 weeks prior to the date of installation. Any application that includes a Part A dated more than 6 weeks prior to installation will not be approved. If a customer is not going to be present on the day of installation, a third party can sign the cost declaration (Part B) on the customer's behalf on the day.
4. If you are the registered keeper, lessee or are nominated as the primary user of an eligible electric vehicle and you want to use the grant to contribute to the costs of a domestic chargepoint, you will be asked to provide evidence of keepership, lease or primary use and to sign an OLEV installation form confirming the details of the installation. You should make sure that the form

has been completed and all of the information is correct before you sign it. If a customer is not going to be present on the day of installation, a third party can sign the cost declaration on their behalf on the day.

5. Customers have a responsibility to inform either OLEV or their installer if any of their circumstances change after signing the EVHS application form. If a customer's circumstances change after signing Part A ahead of the date of installation, they should inform their installer, as the change may have invalidated their application. If the customer's circumstances change or they no longer have use of their electric vehicle before the minimum 6-month keepership period, the customer must inform OLEV via Chargepoint.Grants@olev.gsi.gov.uk.
6. The grant covers up to 75% of the eligible costs of chargepoint installation, the customer form requires confirmation of who is paying the balance of the installation costs. Both you, as the customer, and the authorised installer need to sign the form to confirm the costs incurred and to confirm who paid the remaining costs.
7. The grant for 75% must be claimed against an approved chargepoint and made on your behalf by a chargepoint installers which has been authorised by the Office for Low Emission Vehicles (OLEV). Lists of approved chargepoints and authorised chargepoint installers are publicly available: <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>

Eligibility

8. The Electric Vehicle Homecharge Scheme provides a grant of up to £500 for individuals who have taken keepership of a new or second hand eligible electric vehicle on or after 1 October 2016 as long as they have not claimed against the previous chargepoint schemes or can evidence keepership of two eligible electric vehicles.
9. The date of installation must not be more than 4 months ahead of the date of delivery or date the customer becomes the registered keeper/nominated user/lessee of the electric vehicle. OLEV will closely monitor this time period which may be further amended.
10. Eligibility for the grant includes:
 - Individuals who are assigned a company car for at least six months on or after 1 October 2016;
 - Individuals who lease an eligible vehicle for at least six months on or after 1 October 2016;
 - Individuals who have leased the vehicle as part of a salary-sacrifice scheme from 1 October 2016 onwards;
 - Individuals who are named by their employer as the primary user of an eligible electric vehicle for at least six months on or after 1 October 2016. If the named individual changes within six months, a second grant cannot be claimed. Please see the letter template at Annex I which should be used by employers;

- Individuals who can prove that they have ordered an eligible electric vehicle and the vehicle will be received on or after 1 October 2016.

11. Individuals are not eligible for the grant if:

- they are the registered keeper of an electric vehicle which is not eligible for the Plug in Car Grant, Plug in Van Grant, or Plug in Taxi Grant, or which is not on the list of EVHS eligible vehicles;
- they sometimes use a company electric vehicle but are not named as the primary user;
- they lease or hire an electric vehicle for less than 6 months;
- they borrow an electric vehicle from friends/family;
- they only have access to an electric vehicle through a car club;
- the property is outside the UK;
- they have claimed previously under the EVHS or DRS;
- they wish to claim for a second chargepoint but do not have two eligible vehicles.
- the vehicle is registered outside of the UK.

Vehicle Eligibility

- 12.** An electric vehicle is eligible if it appears on the OLEV eligibility list for the Plug-in Car Grant, Plug-in Van Grant, Plug-in Taxi Grant or the list of EVHS eligible vehicles. A full list of eligible vehicles can be found at: <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>
- 13.** Note that from 1st July 2019, all chargepoints installed under the EVHS must be smart.

Property and Off-street Parking Eligibility

- 14.** The customer's designated private off-street parking must be associated to the property of the customer (i.e. the installation address). Where the link between the off-street parking and the customer's property is unclear, we may require additional evidence such as the customer's property records (e.g. the property's land registry) and/or evidence from the customer's local authority. Where the link between the customer and the property of the customer (i.e. installation address) is unclear, we may require additional supporting evidence (e.g. a utility bill).
- In addition to being the registered keeper, leasing or having primary access to an electric vehicle, the customer must have off-street parking facilities suitable for chargepoint installation (a survey prior to installation should be conducted by the installer). The installation address must have designated private off-street parking with good access for an eligible vehicle to be charged safely. The customer must be able to access the

designated private off-street parking space at all times. We may require additional supporting evidence, such as the customer's property records (e.g. the property's land registry) and/or evidence from the customer's local authority to ascertain that the parking space is off-street, designated and private.

- In addition to meeting the off-street parking requirements, along with the other terms and conditions of the EVHS grant scheme, it is for the installer and manufacturer to abide by the current edition of the Institution of Engineering and Technology (IET) Code of Practice for electric vehicle charging equipment (and other relevant wiring regulations). It is for the customer to ensure that any necessary third party permissions are obtained.

15. If you do not have off-street parking, your Local Authority may be able to help via a central Government grant to install recharging infrastructure. More details can be found at <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>

Choosing an authorised installer

16. All installers need to apply to OLEV for authorisation to install approved chargepoints. Unauthorised installers cannot claim the grant on your behalf so we strongly advise you to check that your chosen installer is authorised by OLEV under this scheme. A list of approved installers can be found on the OLEV web page for infrastructure grants: <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>
17. You are encouraged to discuss your needs with one or more authorised installers, as the chargepoint technical specification may differ depending on your vehicle. Installers are only authorised to install certain models so you are advised to speak to a number of different installers to ensure you receive the best advice.

Completing the customer declaration form

18. The Electric Vehicle Homecharge Scheme requires each grant claim to be accompanied by a form which includes a customer declaration. The customer declaration is an important part of the grant claim and any missing information will make the claim invalid and payment will not be made. As the resident and registered keeper (or in some cases the lessee or primary user) you should read the form carefully to make sure you can answer all of the questions and provide all of the necessary evidence.
19. The Electric Vehicle Homecharge Scheme installation form is attached to this guidance - it is called Annex D. Please read through this form to make sure you can provide all of the relevant information before you arrange for the installation to take place.

Part A

20. The grant claim form requires the registered keeper/lessee/named individual of the electric vehicle to provide evidence of ownership, lease or use. **The registration number of the vehicle must be provided in all grant claims** except where you can prove that you ordered a new electric vehicle but do not yet know the vehicle registration number. Please see Annex D for the list of accepted evidence.
21. If the vehicle has been delivered by the date of the installation the VRN MUST be provided on either Part A or Part B for the claim to be valid. If a third party is signing Part B the customer must ensure they have the correct VRN.
22. Part A can be signed up to six weeks ahead of the day of installation and must not be signed by anyone else other than the customer. Any applications with a Part A signed further in advance, or by a third party, will not be eligible.
23. For applications where a VRN is not available by the day of installation, it is essential that OLEV can identify, where necessary, a vehicle that is on order. For this reason, customers are required to provide evidence of a unique identification number that should appear on an order confirmation form. Examples of these numbers have been provided in box 7 of Part A, Section 1. If customers have not provided a VRN, any failure to provide this number will mean their application will not be valid.
24. If you do not have any of these pieces of evidence, your EVHS-authorized installer should contact DVLA at ChargePointGrantApps@dvla.gov.uk prior to installation to confirm if any other evidence is appropriate. If the grant claim cannot provide the evidence above and an exception has not been agreed in writing with OLEV the grant claim will not be paid.
25. If you are uncomfortable with any of the terms and conditions you should not sign the form. You should raise any concerns with your authorised installer before installation.
26. In addition to the form, you should check that the authorised installer:
 - Makes you aware of the terms and conditions
 - Tests the equipment fully to ensure it meets the technical specification and is functional
 - Takes two photos of the chargepoint to accompany the grant claim form

Part B

27. Part B can be signed by a third party if the customer is not available on the day of installation. If the vehicle has been delivered by the day of installation the vehicle registration number (VRN) must also be provided.
28. The installer will provide a price breakdown of the installation, which includes the cost of the hardware, labour and the total cost including VAT. Any remaining contributions should also be provided in the box below the breakdown. The declaration should only be signed once the customer/third party is satisfied that the information in the breakdown table is accurate.
29. Customers must confirm that their chargepoint unit has been installed in an appropriate location by ticking the box provided.
30. If you have any questions about the installation of an electric vehicle domestic chargepoint you should speak to your authorised installer in the first instance.

If your query is not resolved, please contact OLEV at Chargepoint.Grants@olev.gsi.gov.uk.

Annex I

31. The letter template in Annex I should be used in cases where an individual has been named by their employer as the primary user of an eligible electric vehicle, or if they have a vehicle as part of a salary sacrifice scheme. The text should be included on company-headed paper and signed by a senior member of the company with financial or fleet responsibility such as a company Director, fleet manager or finance director. If company-headed paper is not available, please ensure the employer's address details are included in the letter.
32. If an employer's vehicle fleet management is outsourced, Annex I can be filled out and signed by an official from the company managing the fleet. The employer must give written permission (via email or letter) for an official with fleet management responsibility from the fleet company to sign on their behalf. Annex I must be presented on company-headed paper, and must be signed by a senior member of that company as identified by the employer. **This official must also tick the final box at the bottom of the Annex I letter to say they have been given prior permission to sign on behalf of the employer.**
33. In addition, customers should provide **one** of three pieces of evidence requested in the boxes below the text of the letter. The company registration number or VAT number can be provided in the adjacent boxes, but if the company is neither registered for VAT nor with Companies House, evidence of the company's HMRC registration should be attached separately.

Questions and Answers

Q1 How do I arrange for a chargepoint to be installed?

You will need to contact an installer who has been approved by OLEV. The contact details of the authorised installers 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 vehicle you wish to charge and the location of the chargepoint installation at your property so we advise you to discuss your needs with a number of different chargepoint installers.

Q2 Do I have to pay upfront and claim it back?

The authorised chargepoint installer will claim the 75% (capped at £500) on your behalf. How the remaining cost is to be met should be agreed with your installer prior to installation. In any event, you should satisfy yourself whether you are expected to pay the remaining cost, and if not who will be paying for it, before the installation takes place. The grant will only be paid in arrears (i.e. once installation is complete).

Q3 How do I know the chargepoint I get installed is eligible for the grant?

The chargepoint installed must meet a minimum specification. Chargepoint installers and their chargepoints must be authorised by OLEV in order for the grant to be claimed. The list of authorised installers can be found online at <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>, and these organisations will be able to tell you which models of chargepoint they are able to install.

Q4 Do I have to have a plug-in vehicle?

Yes. You will need to be the registered keeper, leaseholder or be nominated as the primary user of an eligible electric vehicle.

Q5 Is there a limit on the number of chargepoints I can claim for?

Yes. The Electric Vehicle Homecharge Scheme grant is limited to one installation at a domestic residence per eligible vehicle, up to a maximum of two chargepoints at a single residence. In order to claim for two chargepoint units at the same address, the customer must have use of two eligible electric vehicles concurrently, which have not been used to claim previously under the EVHS or DRS by that customer. In addition, upon claiming your second chargepoint, you will need to provide the VRN of your first vehicle, or – where it is on order or is being leased privately or through your employer – valid evidence of ownership, as outlined in Section 2.

If you are applying for your second chargepoint at a single residence, it is vitally important that when your installer informs the Distribution Network Operator, they must clearly state that this is a second chargepoint, and give the combined current of the two chargepoints in amps, e.g. 2 x 16A charge points installed at a total of 32A. No more than 2 chargepoints can be funded at one property irrespective of how many vehicles are registered there.

Q6. Who is eligible to claim this grant?

Eligibility is as follows:

- Individuals who have taken ownership of a new eligible electric vehicle **on or after 1 October 2016 as long as they have not claimed against the previous chargepoint schemes;**
- Individuals who have become registered keeper of a second-hand electric vehicle on or after 1 October 2016 are entitled to claim the Electric Vehicle Homecharge Scheme Grant as long as they have not claimed against previous domestic chargepoint schemes;
- Individuals who are assigned a company car for at least six months on or after 1 October 2016;
- Individuals who lease an eligible vehicle for at least six months on or after 1 October 2016;
- Individuals who are named by their employer as the primary user of an eligible electric vehicle for at least six months on or after 1 October 2016. If the named individual changes within six months, a second grant cannot be claimed;

- Individuals who can prove that they have ordered an eligible electric vehicle and the vehicle will be received on or after 1 October 2016.

If you are unsure if you are eligible, please contact OLEV at Chargepoint.Grants@olev.gsi.gov.uk.

Q7 I bought or took use of a vehicle prior to 1 October 2016. Can I be granted an exception to have a chargepoint installed?

No, we do not offer exceptions to this eligibility criteria. This is because the policy intention of this scheme is to encourage further uptake of electric vehicles by reducing costs at the point of purchase.

Q8 I am getting a lease vehicle that has not yet been delivered. What supporting evidence do you require?

Annex D outlines the list of accepted evidence if a vehicle is on order. If you have not received formal documentation from the leasing provider confirming your order there is an option for them to supply a letter. This should give the name and address of the customer, the vehicle make and model, confirmation you will have use of the vehicle for a minimum of 6 months and the expected delivery date.

Q9 I am VAT registered. Can I put it through my company's accounts?

No. The grant is for private individuals only and who will not reclaim the VAT back through HMRC. The grant covers 75% of the total cost including VAT, up to £500.

Q10. Can a household with two vehicles that are eligible for the Plug-in Car Grant, Plug-in Van Grant, Plug-in Taxi Grant, or that are on the list of EVHS eligible vehicles, have 2 OLEV-funded domestic chargepoints?

The Electric Vehicle Homecharge Scheme grant is limited to one installation at a domestic residence per eligible vehicle, up to a maximum of two chargepoints at a single residence. In order to claim for two chargepoint units at the same address, the customer must have use of two eligible electric vehicles concurrently, which have not been used to claim previously under the EVHS or DRS by that customer. In addition, upon claiming their second chargepoint, the customer will need to provide the VRN of their first vehicle, or – where it is on order or is being leased privately or through your employer – valid evidence of ownership.

However, it is vitally important that when a DNO notification is done in these circumstances, it clearly states that this is a second chargepoint, and gives the combined current of the two chargepoints in amps, e.g. 2 x 16A charge points installed at a total of 32A. If this is not clear on the DNO notification, then the claim will be rejected. No more than 2 chargepoints can be funded at one property irrespective of how many vehicles are registered there.

Q11 I have a vehicle with a 3-pin cable. Can I get a 3-pin socket installed?

No. 3-pin socket installations or chargepoints with 3-pin sockets are not eligible for the grant.

Q12 I live in Scotland, Wales or Northern Ireland. Can I claim the grant?

Yes.

Q13 I live outside the UK, but bought the vehicle in the UK. Can I claim the grant?

No. The chargepoint must be installed at a UK address.

Q14 I would like to find out more, what should I do?

If you have questions regarding which chargepoint will meet your needs you should discuss this with your chosen accredited chargepoint installer or your vehicle manufacturer or dealer.

If you have questions about the Electric Vehicle Homecharge Scheme which have not been answered by this document then contact OLEV at Chargepoint.Grants@olev.gsi.gov.uk

Q15 I have a complaint regarding my chargepoint installed under the grant scheme, what should I do?

If 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 issues are not being addressed, contact OLEV at Chargepoint.Grants@olev.gsi.gov.uk.

If your complaint is related to a chargepoint installed under the domestic chargepoint grant and which is not meeting the minimum requirements of the grant, we will endeavour to help you resolve those issues.

Q16. Can a householder move a chargepoint that has been installed under EVHS or the previous domestic chargepoint scheme?

You must contact the DVLA at ChargePointGrantApps@dvla.gov.uk requesting permission to move the chargepoint, confirming the current post code and chargepoint ID and providing the address and post code to which you wish to move the chargepoint so that our records can be updated. OLEV will not contribute to the costs of moving a chargepoint to a new address.

Q17. I am not going to be at home on the day of installation - will this installation still be eligible?

Yes. The customer must still sign Part A of Annex D, but no more than 6 weeks prior to the date of installation. Any application that includes a Part A dated more than 6 weeks prior to installation will not be approved. A third party can sign the rest of the application where necessary.

Q18. The company used in Annex I is not VAT-registered and/or registered with Companies House – can they still be used in this application?

Yes, but they must be able to attach evidence that they are registered as a company with HMRC.

Q19. Why do you require so much information per grant claim?

We are seeking to reduce the risk of fraudulent activity and ensure the value for money when spending public funds. We require enough evidence to demonstrate that a cost has been incurred and paid at market value in order to pay a grant in arrears. Any evidence of non-compliance, misrepresenting the grant, or inflating costs will be acted on and payments will not be made.

Q20. The estimated date of delivery of my vehicle is not the same as that which appears on my order form, what do I do?

Please provide your new estimated delivery date in the adjacent box in Part A, Section 1, and a brief explanation as to why this date has changed since you received your order form. For example: I have been informed that the delivery has been delayed.

Q21. I do not currently have dedicated off-street parking, but I have council permission to construct a driveway/my driveway is currently under construction, can I have a chargepoint fitted ahead of my driveway being completed?

No. There needs to be evidence of designated off-street parking with the application in order for it to be approved, a confirmation letter does not oblige the customer to proceed with the construction and we therefore cannot rely on it as evidence.

Q22. My circumstances have changed since I signed Part A ahead of the date of installation, is my application still valid?

Depending on what the change is, there is a strong possibility your application will no longer be valid. You MUST immediately contact your 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 (although you may have to fill out Part A again) or if the change has invalidated your application. **If you proceed with your installation following a change in your circumstances that has invalidated your application, OLEV reserve the right to take any action it deems appropriate to reclaim the benefit.**

Q23. I was not able to provide a VRN when I signed Part A of my application form, what should I do?

- a) If you become aware of your VRN before the date of installation, you must ensure that this is provided on Part B of the application. If you aren't going to be at the property on the day of installation, please ensure a third-party is able to provide it for you.
- b) If you become aware of your VRN at any other point 28 days after taking delivery of your vehicle, you must provide this the DVLA via ChargepointGrantENQ@dvla.gov.uk

Any customers who do not provide this information will be in breach of their declaration and OLEV reserve the right to take any action it deems appropriate in order to reclaim the benefit.

Q24. I have not been in possession of my vehicle for the minimum 6-month period and I am no longer in possession of my vehicle, what should I do?

You MUST inform OLEV immediately via Chargepoint.Grants@olev.gsi.gov.uk as your declaration has been invalidated. If the VRN of this vehicle is used by the next owner to claim a chargepoint, the vehicle will be flagged as a duplicate. If you have not informed OLEV of this change, we will investigate and, where appropriate, take any steps to reclaim the benefit.



Annex D: Electric Vehicle Homecharge Scheme Installation Form (V.2.3)

[READ THIS FIRST]:

Note for vehicle registered keepers/primary users

The Electric Vehicle Homecharge Scheme is a government-funded scheme to support the roll-out of home charging equipment for plug-in vehicles at domestic properties.

Please note that the scheme is funded by tax payers' money.

You are the beneficiary of this grant which will be claimed on your behalf by your installer

Please be sure that costs are not being exaggerated or inflated by your chosen chargepoint installer.

OLEV will run audit checks and if any claim is found to be false, payment will be refused or will have to be repaid.

The contents of this form must not be altered without prior permission from OLEV under any circumstance.

Your personal information will be safeguarded and processed in accordance with data protection legislation. The Department for Transport is the 'Controller' for personal data processed as part of the Electric Vehicle Homecharge Scheme (EVHS) and the Workplace Charging Scheme (WCS). A copy of the 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: <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>.

PART A – REGISTERED KEEPER/PRIMARY USER DECLARATION

Section 1

All applicants must fill in boxes 1 – 5 in order for your application to be eligible, any failure to do so may result in your application being unsuccessful. In addition, if you are currently in possession of your vehicle you must fill in box 6, if your vehicle is on order and you are unable to provide the VRN/VIN at this stage you must fill out box 7.

1	Name of Primary Vehicle User ("the customer")	
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2	Installation address	
3	Customer phone number	
4	Customer email address	
5	Vehicle Make and Model (please ensure this vehicle is eligible for the grant)	
6	<p>Vehicle Registration Number (VRN) or Vehicle Identification Number (VIN)*</p> <p>*The VRN must be provided where the customer has possession of the vehicle on the day of installation. If the vehicle is on order, please provide your name, address, chargepoint ID and VRN to the DVLA within 28 days of the delivery of the vehicle.</p> <p>ChargepointGrantENQ@dvla.gov.uk</p> <p>Failure to provide this within the timescale may mean OLEV takes action to seek recovery of the grant benefits, in accordance with section 5.</p>	
7	<p>For vehicles on order, please provide the estimated delivery date and one of the following identification numbers (please state which):</p> <ul style="list-style-type: none"> • Order number • Reference number • Arrangement number • Agreement number • Enquiry/quotation number <p>If your order confirmation does not include any of the above, please contact your vehicle provider to obtain one, otherwise this application will be ineligible.</p>	<p>Identification number:</p> <p>Estimated delivery date:</p> <p>(The estimated delivery date should be no more than four months from the date of installation and should be the same date that appears on your vehicle order form. If, for any reason, these dates do not match, please provide an explanation as to why in the space below.)</p>

I, (“the customer”),

hereby confirm that the above information is accurate, and if it is missing from this claim I will provide the VRN to DVLA within 28 days of the delivery of my vehicle.

Your personal information will be safeguarded and processed in accordance with data protection legislation. The Department for Transport is the ‘Controller’ for personal data processed as part of the Electric Vehicle Homecharge Scheme (EVHS) and the Workplace Charging Scheme (WCS). A copy of the 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: <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>.

Signed..... Date.....

Section 2

In addition to the information above, please put a tick in one of the four boxes in the right-hand column to confirm your customer type and that you have at least one of the matching pieces of evidence. **All attached documents must reference your name, address and vehicle make and model.**

Customer type	Accepted Evidence	Please tick
I am the registered keeper / I have ordered the vehicle	A copy of the V5C	
	Order Confirmation	
	Other proof of purchase	
I am leasing or have a finance agreement for this vehicle Official headed documentation providing evidence that you are the user of an eligible electric vehicle for a minimum of 6 months.	Leasing Confirmation	
	Hire Purchase Agreement	
	Personal Contract Hire Agreement	
	Personal Contract Purchase Agreement	
	Motability Order or Contract	
	Letter from Leasing Company or other appropriate party providing use of the vehicle (must include a Company Registration Number)	

<p>I am the nominated user of an employer vehicle</p> <p>Official headed documentation providing evidence that you are the user of an eligible electric vehicle for a minimum of 6 months is required</p>	<p>Letter from Employer (See Annex I for template, must include Company Registration Number, VAT-registration number or attach separate HMRC registration confirmation)</p>	
<p>I have leased the vehicle as part of a salary-sacrifice scheme.</p>	<p>Letter from Employer (See Annex I for template, must include Company Registration Number, VAT-registration number or attach separate HMRC registration confirmation)</p> <p>Order Confirmation</p>	

Section 3

Under the scheme the government funds up to 75% of the cost of a home chargepoint and associated equipment as well as the cost of installation. Usually the remaining cost should be met by the customer. However, there may be circumstances when other 3rd parties offer to meet this cost such as vehicle manufacturers, energy companies or chargepoint manufacturers.

<p><i>If you are not contributing the total amount of the remaining cost of the chargepoint please describe how this is being covered</i></p>	
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Section 4

Eligibility Criteria for Grant

I confirm that each of the below statements applies to me:

(Please tick each the boxes below to confirm you have read and understood all of the terms and conditions below.)

<p>I am the registered keeper, lessee or the nominated user of this eligible electric vehicle or have the vehicle on order</p>	
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<p>I have use of this eligible vehicle for a minimum of 6 months beginning on the date I take keepership or control of the vehicle. I acknowledge that I am required to inform the installer if before my installation date my circumstances change and I am therefore no longer eligible for the grant.</p>	
<p>I understand that after the installation date if my circumstances change and I therefore no longer have control of the vehicle for the minimum 6 months period I am required to inform OLEV via email at Chargepoint.Grants@olev.gsi.gov.uk</p>	
<p>The address specified in Part A is a residential address and is owned or rented by me. Where I rent the property, I have consent from the landlord for a domestic recharging unit to be installed.</p>	
<p>If I have possession of my vehicle on the day of installation, and the VRN was not provided in Part A, I understand that the VRN <u>MUST</u> be provided in Part B of this application. If a third party will be signing Part B on the day of installation, I will ensure they are able to provide the correct VRN for me.</p>	
<p>To my knowledge, a grant has not previously been claimed at this property under the Domestic Recharging Scheme (which ran from February 2013 to August 2014) or EVHS.</p> <p>OR</p> <p>My household has 2 eligible vehicles and I am therefore claiming a second chargepoint grant. In this case:</p> <ul style="list-style-type: none"> - The VRN for the existing eligible vehicle (which is not the vehicle being claimed for in this application) is - The existing eligible vehicle (which is not the vehicle being claimed for in this application) is a leased/company vehicle or is currently on order, and I will provide additional evidence for this vehicle as listed in Section 2. 	
<p>I have not previously claimed under the Domestic Recharging Scheme or Electric Vehicle Homecharge Scheme for this vehicle</p>	
<p>I am having this chargepoint installed as a private individual and will not be claiming the VAT back from HMRC.</p>	
<p>The installation address has designated private off-street parking with good access for an eligible vehicle to be charged safely.</p>	

Conditions for use of chargepoint

In addition, I can confirm that I am in agreement with the following conditions of use:

I am content for:[authorised chargepoint installer], to claim the Electric Vehicle Homecharge grant on my behalf and acknowledge that I may be contacted in the future by the Office for Low Emission Vehicles (OLEV) or its agents for audit purposes (your personal information will be safeguarded and processed in accordance with the requirements of data protection law).	
I understand that I am responsible for paying the costs associated with electricity usage for the chargepoint.	

Section 5 - Customer Declaration

I have read and understood the information outlined in sections 2 - 5. I declare that the information I have given on this form is correct and complete. I understand that OLEV will use all of the information provided on this form and all supporting evidence to assess the claim for the Electric Vehicle Homecharge Grant Scheme. If I knowingly breach any of the above conditions, give information that is incorrect or if relevant information is knowingly omitted in this application, OLEV reserves the right to take whatever action it deems appropriate (including, but not limited to, legal action) to recover from the customer any benefit received in accordance with the EVHS grant and any other associated recovery costs.

Your personal information will be safeguarded and processed in accordance with data protection legislation. The Department for Transport is the 'Controller' for personal data processed as part of the Electric Vehicle Homecharge Scheme (EVHS) and the Workplace Charging Scheme (WCS). A copy of the 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: <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>.

Signed..... Date.....

Name..... ("the customer")

PART B – AGREED CHARGEPOINT INSTALLATION PRICE BREAKDOWN

Reminder: This installation will not be eligible under the EVHS if the customer no longer has possession of the electric vehicle being used in this claim. If the installer becomes aware that any of the customer's circumstances as confirmed in Part A have changed prior to the day installation, the installer must inform OLEV via email at Chargepoint.Grants@olev.gsi.gov.uk. **OLEV reserves the right to withhold payment from the installer where the installer has failed to inform OLEV of such changes in circumstances which affect the customer's eligibility under the EVHS.**

Name of person signing if different from Part A. (Please provide relationship to the primary user)	
Unique chargepoint serial number	
Tick to confirm the chargepoint has been installed in an appropriate location	
If the VRN/VIN was not provided in Part A by the customer, and the vehicle has been taken possession of since the customer signed Part A, this must now be provided in the adjacent box. <u>Please ensure you have the correct VRN/VIN for the vehicle, as an incorrect VRN/VIN will invalidate this claim.</u> If the vehicle has not been delivered/taken possession of this information should be provided to DVLA within 28 days of delivery.	

Price breakdown table – please only fill out the unshaded empty boxes.

Description	Net Price (ex. VAT)		
Hardware			
Charge-point unit price to customer:	£		
Other equipment (switchgear etc.):	£		
Other eligible costs:	£		
Labour			
Hourly rate to customer:	£		
No. of hours worked:		hrs	
Total labour cost:	£		
Totals		VAT	TOTAL
Total Install Price - Without Subsidy	£	£	£
EVHS Grant value (75% - capped at £500):			£
Total Install Price - Charged to Customer	£	£	£

	Source	Amount inc. VAT)
Remaining contribution(s) Please specify amounts inclusive of VAT (gross). Please specify source(s) and amounts either in pounds or as a percentage (please delete as appropriate)		£
		%
		£
		%
		£
		%

I, [customer ("the customer")/third party name] confirm that:

[i] the estimate of hours worked [as above] is accurate, and I have agreed that the remaining contribution will be met by the sources stated above.

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Signed.....[customer/third party]

Signed.....[installer]

Date.....

PART C – INSTALLER DECLARATION

Section 1- Installation details

I, on behalf of [authorised chargepoint installer]

....., confirm that the following installation records are accurate as of the date of installation:

Installation postcode	
Company OLEV authorisation code	EVHS
Unique chargepoint serial number	
Chargepoint ID (if different to serial number)	
Installation date	

Cost breakdown table – Please use the below table to list all equipment and items used in the installation, and use the adjacent box to list the price of each.

<p>Please list equipment used in the installation, including price per item</p> <p>Eg:</p> <ul style="list-style-type: none"> • Cable • Fixings • Switchgear 	<p>Equipment</p>	<p>Price (Excluding VAT)</p>
<p>Total</p>		<p>£</p>
<p>Other eligible cost(s) (Please specify each item)</p> <p>Eg:</p> <ul style="list-style-type: none"> • Site survey 	<p>Item(s)</p>	<p>Price (Excluding VAT)</p>
<p>Total</p>		<p>£</p>

Section 2- Part A Installer authorisation

I can confirm that the following statements apply to me:

- I have been formally approved by the chargepoint manufacturer to install this equipment;
- I am registered with[accreditation body]

Section 2-Part B Installation conditions

I can confirm that I am in agreement with the following statements in relation to this installation

- The customer has demonstrated to me that they are the registered keeper, lessee or is the nominated user of an eligible electric vehicle.
- The customer has demonstrated they are the primary user of this eligible electric vehicle for a minimum of 6 months
- The installation address has designated private off-street parking and the chargepoint has been installed in an appropriate location, with appropriate access for a vehicle.
- That the[chargepoint model] meets the Office for Low Emission Vehicles (OLEV) Electric Vehicle Homecharge Scheme minimum technical standard specification;
- The installation is in accordance with the current edition of the Building Regulations Part P (Electrical Safety – Dwellings) and in full compliance with the requirements of the current edition of the UK wiring regulations (BS7671) and the IET Code of Practice for Electric Vehicle Charging Equipment Installation and that I can provide all evidence required of compliance with these documents, as specified by them.
- I will complete a BS7671 Electrical Installation Certificate and Building Regulations compliance certificate for this installation.
- I will notify the local Distribution Network Operator of this installation, providing all information required on the form accurately and will inform DVLA of that notification.
- I have recorded photographic evidence of this chargepoint installation. With one photo showing the chargepoint serial number and another the installation site relative to the off-street parking.

Section 3 –Installer Declaration

If I knowingly breach any of the above conditions, give information that is incorrect or if relevant information is knowingly omitted in this application, OLEV reserves the right to take whatever action it deems appropriate (including but not limited to legal action) to recover from the installer any benefit received in accordance with the EVHS grant and any other associated recovery costs.

Your personal information will be safeguarded and processed in accordance with data protection legislation. The Department for Transport is the 'Controller' for personal data processed as part of the Electric Vehicle Homecharge Scheme (EVHS) and the Workplace Charging Scheme (WCS). A copy of the 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: <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>.

Signed..... Date.....

Name.....

Annex I: Employers' letter template

- I.1** The letter template below should be used in cases where an individual has been named by their employer as the primary user of an eligible electric vehicle, *from 1 October 2016 onwards*.
- I.2** The text below must be included on company-headed paper and signed by a senior member of the company with financial or fleet responsibility such as a company director, fleet manager or finance director. If company-headed paper is not available, please ensure the employer's address details are included in the letter.
- I.3** If an employer's vehicle fleet management is outsourced, Annex I can be filled out and signed by an official from the company managing the fleet. In these instances, the following steps must be taken:
 - a. The employer must provide written permission for an official with fleet management responsibility from the outsourced fleet company to sign Annex Is on their behalf. Permission must be provided via email or letter and retained by both parties as OLEV may require it as evidence for future audits. It does not have to be attached to the application.
 - b. The text below must be included on company-headed paper and signed by a senior official of the company as identified by the employer.
 - c. The signing official must also tick the final box at the bottom of this letter to confirm they have been given prior permission to sign on behalf of the employer.
- I.4** Please also provide **one** of three pieces of evidence requested in the boxes below in support of this letter. If the company is neither registered for VAT nor with Companies House, evidence of the company's HMRC registration – as requested in the third box – is required.
- I.5** If you have any queries, please contact OLEV.
- I.6** This template can be used for leased vehicles, but **please ensure you include the start date, and term, of the lease**.

Electronic signatures are permitted for completion of Annex I but require guidance from OLEV **prior to use**. Installers must contact OLEV at Chargepoint.Grants@olev.gsi.gov.uk to receive guidance on the use of electronic signatures for Annex I. This is because in certain circumstances, you may need to seek permission from OLEV before using an electronic signing software with your applications.

[date]

Dear Sir/Madam,

Please accept this letter as confirmation that [Vehicle Registration Number, or vehicle make and model if on order] is kept/leased by [company name].

[Driver name] who resides at [driver address] has been allocated as the primary use driver by [company name] for the above vehicle from [start date of use] for a minimum of 6 months. [Driver name] intends to claim for a domestic chargepoint under the Electric Vehicle Homecharge Scheme. The electric vehicle is a [make and model].

I understand that this vehicle cannot be used by another employee to claim for a second domestic chargepoint within six months of [Driver name] becoming the primary user.

If you need any further assistance please contact us on [contact details] and we will be happy to help.

Company Registration Number		
VAT Number		
Evidence of the company's HMRC registration (tick and attach)		
If this letter has been filled out and signed by an fleet management company, please tick to confirm you have been given prior permission to sign on the employer's behalf	Please tick:	Name of employer you are signing on behalf of:

Yours sincerely,

.....
[Signature]

.....
[Print]

.....
[Position of signatory]