

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	Vehicle Registration Number (VRN) or Vehicle Identification Number (VIN)* *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. ChargepointGrantENQ@dvla.gov.uk Failure to provide this within the timescale may mean OLEV takes action to seek recovery of the grant benefits, in accordance with section 5.	
7	For vehicles on order, please provide the estimated delivery date and <u>one</u> of the following identification numbers (please state which): • Order number • Reference number • Arrangement number • Agreement number • Enquiry/quotation number 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.	Identification number: Estimated delivery date: (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.)

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.

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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)	

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

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.

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

I am the registered keeper, lessee or the nominated user of this eligible electric vehicle or have the vehicle on order	
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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.	
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	
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.	
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.	
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. OR My household has 2 eligible vehicles and I am therefore claiming a second chargepoint grant. In this case: - The VRN for the existing eligible vehicle (which is <u>not</u> the vehicle being claimed for in this application) is - The existing eligible vehicle (which is <u>not</u> 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.	
I have not previously claimed under the Domestic Recharging Scheme or Electric Vehicle Homecharge Scheme for this vehicle	
I am having this chargepoint installed as a private individual and will not be claiming the VAT back from HMRC.	
The installation address has designated private off-street parking with good access for an eligible vehicle to be charged safely.	

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.

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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.

Please list equipment used in the installation, including price per item Eg: • Cable • Fixings • Switchgear	Equipment	Price (Excluding VAT)
Total		£
Other eligible cost(s) (Please specify each item) Eg: • Site survey	Item(s)	Price (Excluding VAT)
Total		£

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.

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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]