



Office for
Low Emission
Vehicles

Electric Vehicle Homecharge Scheme

Guidance for householders: 1
September 2014- 31 March 2015

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 Departments for Transport (DfT), Business, Innovation and Skills (BIS), and Energy and Climate Change (DECC). 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.

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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 has launched the Electric Vehicle Homecharge Scheme which will be in place between 1 September 2014 and 31 March 2015. Householders who own, lease or have primary use of an eligible electric vehicle may receive up to 75% (capped at £900, inc VAT) off the total capital costs of the chargepoint and associated installation costs.
3. This grant scheme remains consistent with the Government's strategy on ultra low emission vehicles and plug-in vehicle infrastructure. The Government's strategy and our commitments for supporting the delivery of recharging infrastructure are set out in "Making the Connection: the Plug-In Vehicle Infrastructure Strategy" published in June 2011¹. "Driving the future today: a strategy for ultra low emission vehicles in the UK", published in September 2013², reinforced the Government's commitments on infrastructure.
4. 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 £900 (including VAT) per household/eligible vehicle.
 - Residents must provide evidence of ownership or be named as the primary user of an eligible plug-in vehicle in order to be able to qualify for the grant.
 - This grant scheme will run until 31 March 2015 or until the budget is exhausted. 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 on your behalf by suppliers which have been authorised by OLEV. Unauthorised suppliers cannot claim the grant.
 - All outstanding grant claims must be submitted to OLEV or its representatives by 8 May 2015. Any claims submitted after this date shall not be paid.

¹ www.gov.uk/government/publications/making-the-connection-the-plug-in-vehicle-infrastructure-strategy

² www.gov.uk/government/publications/driving-the-future-today-a-strategy-for-ultra-low-emission-vehicles-in-the-uk

5. If you own, lease 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 car ownership (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. The grant covers up to 75% of the cost of chargepoint installation, the customer form requires confirmation of who is paying the remainder of the cost. Both you, as the customer, and the installer need to sign the form to confirm the costs incurred and to confirm who paid the remaining costs.
6. The grant for 75% must be claimed against an approved chargepoint and made on your behalf by a chargepoint supplier which has been authorised by the Office for Low Emission Vehicles (OLEV). Lists of approved chargepoints and authorised chargepoint suppliers are publicly available.

Eligibility

7. The Electric Vehicle Homecharge Scheme provides a grant of up to £900 for individuals who own, lease or are nominated as the primary user of an eligible electric vehicle from 1 July 2014 onwards. Eligibility for the grant will therefore include:
 - individuals who become owners of new and second hand electric vehicles from 1 July 2014 onwards
 - individuals who are assigned a company vehicle which is eligible from 1 July 2014 onwards
 - individuals who lease an eligible electric vehicle for longer than 6 months from 1 July 2014 onwards
 - individuals who use an eligible commercial fleet vehicle and are named as the primary user for at least 6 months from 1 July 2014 onwards
 - individuals who order an electric vehicle on or after 1 July 2014 onwards
8. Residents are not eligible for the grant if:
 - they own an electric vehicle which is not eligible for the Plug in Car or Van Grant
 - 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.
9. If you ordered an eligible vehicle before 1 July 2014 but have still not received the vehicle, please contact OLEV to confirm whether you can access the grant.

10. If you purchased your eligible vehicle before 1 July 2014 and believe that you should have access to the Electric Vehicle Homecharge Grant, please contact OLEV to discuss any specific circumstances relevant to your case. You will need to demonstrate that you have not previously benefitted from the Domestic Recharging Scheme. OLEV will consider your case and will confirm whether you can access the grant.

Vehicle Eligibility

11. An electric vehicle is eligible if it appears on the OLEV eligibility list for the Plug-in Car and Van Grants. A full list of eligible vehicles can be found at <https://www.gov.uk/plug-in-car-van-grants/eligibility> .

Property Eligibility

12. In addition to owning, leasing or have primary access to an electric vehicle you must have off street parking facilities suitable for chargepoint installation (a survey prior to installation should be conducted by your installer). 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 www.gov.uk/government/publications/government-funding-for-residential-on-street-charging-for-plug-in-vehicles-a-guide-for-members-of-the-public

Choosing an authorised supplier

13. All suppliers need to apply to OLEV for authorisation to install approved chargepoints. Throughout August and September 2014 all suppliers will need to apply for authorisation from OLEV before they can install domestic chargepoints. Unauthorised suppliers cannot claim the grant on your behalf so we strongly advise you to check that your chosen supplier is authorised by OLEV under this scheme. Accreditation under previous Government chargepoint schemes is not valid under the Electric Vehicle Homecharge Scheme.
14. You are encouraged to discuss your needs with one or more of the authorised suppliers, as the chargepoint technical specification may differ depending on your vehicle. Suppliers are only authorised to install certain models so you are advised to speak to a number of different suppliers to ensure you receive the best advice.

Completing the customer declaration form

15. 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 owner (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.

16. The grant claim form requires the owner/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.
 - If you own the electric vehicle, OLEV also requires:
 - V5C serial number (found on the DVLA's V5C registered keeper form); or
 - Vehicle Identification Number
 - If you have ordered an electric vehicle but it has not yet been delivered OLEV also requires:
 - Vehicle order number/Motability application number alongside order form/deposit receipt
 - If you have leased an electric vehicle OLEV also requires:
 - Letter of Authority from the leasing company and proof of the lease. The leasing company should use the letter template at Annex C.
 - If you have primary access to a business/fleet and is nominated by their employer, OLEV also requires:
 - Letter from your employer on letter headed paper, confirming you are the primary user of an eligible electric vehicle owned or leased by the company. The employer should use the letter template at Annex B. The letter must be signed by a company Director.
17. If you do not have any of these pieces of evidence, you should contact OLEV 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.
18. The Electric Vehicle Homecharge Scheme installation form is attached at Annex A. 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. In particular, if you lease a vehicle, or want to be nominated as a primary user you will need to ensure you have a letter from your leasing company or employer before installation can take place.
19. 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 supplier before installation.
20. In addition to the form, you should check that the authorised supplier:
 - Makes you aware of the terms and conditions and in particular the data requirements

- Tests the equipment fully to ensure it meets the technical specification and is functional
- Takes photos of the chargepoint to accompany the grant claim form
- Provides you with a BS7671 Electrical Installation Certificate and Building Regulations compliance certificate
- Has notified the Distribution Network Operator in writing of your installation

21. If you have any questions about the installation of an electric vehicle domestic chargepoint you should speak to your authorised supplier in the first instance. If your query is not resolved, please contact OLEV at chargepoint.grants@olev.gsi.gov.uk.

Data requirements

22. Chargepoint suppliers are required to collect data on each charging event and to send anonymised summary data to OLEV, or its representatives, every quarter. For each charging event, the following data will be collected:

- Chargepoint ID
- Start date and time
- End date and time
- Total energy drawn (kWh)

Questions and Answers

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

You will need to contact a supplier who has been approved by OLEV. The contact details of the authorised suppliers can be found on the OLEV website - www.gov.uk/olev. 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 suppliers.

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

The authorised chargepoint supplier will claim the 75% or £900 on your behalf. Many authorised suppliers will therefore expect you or an agreed third party to pay 25% of the total cost. In any event, you should satisfy yourself whether you are expected to pay the 25%, 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 suppliers and their chargepoints must be authorised by OLEV in order for the grant to be claimed. The

list of authorised suppliers can be found online at www.gov.uk/olev, 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 own, lease 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.

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 July 2014 as long as they have not claimed against the previous chargepoint schemes.**
- Individuals who purchase a second-hand electric vehicle on or after 1 July 2014 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 July 2014.
- Individuals who lease an eligible vehicle for at least six months on or after 1 July 2014.
- 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 July 2014. 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 on or after 1 July 2014.

If you ordered an eligible vehicle before 1 July 2014 but have still not received the vehicle, please contact OLEV to confirm whether you can access the grant.

If you purchased your eligible vehicle before 1 July 2014 and believe that you should have access to the Electric Vehicle Homecharge Grant, please contact OLEV to discuss any specific circumstances relevant to your case. You will need to demonstrate that you have not previously benefitted from the Domestic Recharging Scheme. OLEV will consider your case and will confirm whether you can access the grant.

Please see section 3 of this guidance for further information on eligibility. If you are unsure if you are eligible, please contact OLEV at chargepoint.grants@olev.gsi.gov.uk.

Q7 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 £9000.

Q8 I do not wish to provide data. Can I still claim the grant?

No, data provision is a requirement in order to receive the grant. The analysis of such data will help the energy industry provide better services to customers with plug in vehicles and ensure that investment in the energy network supports, where necessary, the uptake of such vehicles.

Q9 I have no GPRS signal at my property and cannot meet the data requirements. Can I still claim the grant?

We wish for vehicle owners to charge safely and securely at home, and this is the priority for us. However, we are aware that there are a minority of properties where such data communications via GPRS as required by the scheme may not be possible.

If you consider your property to be in this position, we require in the first instance written confirmation from an OLEV authorised chargepoint supplier following a site survey. This must state that data communications via GPRS is not possible at the property to which a chargepoint installation is being requested. It must also include the date of the survey, and what other means of data communications (for example, additional equipment capable of boosting a weak signal, or communication via wifi/broadband) have been considered and an estimate of cost provided. Such products are available and may be able to address the issue in some cases if not all – note the cost of such devices and their installation would be covered by the grant up to the £900 cap.

Following receipt of such a letter (per installation), OLEV will consider the case before making a decision on whether the chargepoint and its installation is eligible for the domestic chargepoint grant. Subject to any further clarification or exchange of correspondence necessary, we will endeavour to make a decision within 10 working days.

Q10 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.

Q11 I live in Scotland, Wales or Northern Ireland. Can I claim the grant?

Yes.

Q12 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.

Q13 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 supplier 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

Q14 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 supplier, you should try to resolve these with the chargepoint supplier 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.



Annex A: Electric Vehicle Homecharge Scheme Installation Form

PART A – VEHICLE OWNER/PRIMARY USER DETAILS

(Note: All parts of this form to be sent electronically (via email or web upload) to the Office for Low Emission Vehicles (OLEV) with grant claims. The OLEV authorised supplier must also retain a copy of signed and completed forms for a period of 3 years.)

Name of vehicle owner/primary user	
Installation address	
Name of person signing form if different from above (Please provide relation to the vehicle owner/primary user)	

Note for vehicle owners/primary users [READ THIS FIRST]:

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

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

Under the scheme the Government funds 75% of the cost of a home chargepoint and associated equipment as well as the cost of installation. Usually the remaining 25% of the cost should be met by the householder however, there may be circumstances when other 3rd parties offer to meet this cost such as vehicle manufacturers, energy companies or chargepoint manufacturers.

PART B – VEHICLE OWNER/PRIMARY USER DECLARATION

Installation postcode	
Unique Chargepoint serial number	
Vehicle Make and Model (please ensure this vehicle is eligible grant)	
Address where vehicle is registered	
Vehicle Registration Number (mandatory except if a vehicle has been ordered but not yet delivered)	

In addition to the information above, please complete at least one of the fields below:

For owners	Vehicle Identification Number (VIN); or	
	V5C form serial number	
For leasing arrangements	Letter of Authority (please ensure a copy is attached to the claim form)	
	Leasing contract (please provide date of contract and ensure a copy is attached to the claim form)	
For nominated primary users	Template letter from employer nominating the resident as primary user (please provide date of letter here and ensure a copy is attached to the claim form)	
For individuals who have ordered an EV	Vehicle order number or Motability application number from dealership (please ensure a copy of the order form or receipt is attached to the claim form)	

I, [customer name], hereby confirm that:

the address specified in Part A is a residential address and that I own the property or have consent from the landlord for a domestic recharging unit to be installed.	
I am content for:[authorised chargepoint supplier], to claim the domestic recharging point 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 the Data Protection Act 1998.)	
I have not previously claimed a grant at this property under the Domestic Recharging Scheme (which ran from February 2013 to August 2014).	
I have not previously claimed under the Electric Vehicle Homecharge Scheme for this vehicle	
I understand that the grant is awarded on the condition that the chargepoint will be available for the recharging of plug-in vehicles for a minimum of 3 years following installation.	
I understand that the grant is awarded on the condition that usage data is supplied to the chargepoint supplier and the Office for Low Emission Vehicles (OLEV) and other central government departments for a minimum of 3 years following installation. I give permission for them to use this usage data (in an anonymised form) to inform future policy development.	
I am installing this chargepoint as a private individual and will not be claiming the VAT back from HMRC.	
The installation address has designated private off-street parking and the chargepoint has been installed in an appropriate location, with good access for a vehicle.	
I understand that I am responsible for paying the costs associated with electricity usage for the chargepoint.	
I have received a copy of the BS7671 Electrical Installation Certificate and Building Regulations compliance certificate from the chargepoint supplier.	
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 give information that is incorrect or if relevant information is knowingly omitted, the application and the Government's decision on it will be void and I may have court action taken against me.	

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

Name.....

PART C – AGREED CHARGEPOINT INSTALLATION PRICE BREAKDOWN

		Price (exc VAT)	VAT	Total
Chargepoint unit price to customer				
Labour:				
hourly rate to customer	£			
no. of hours worked	hrs			
Total labour cost				
Other equipment price to customer				
Other eligible costs [Please specify each item]				
TOTAL INSTALLATION PRICE				
75% (grant claim – capped at £900)				
25% (please specify source below)				

I, [customer name], confirm that:

[i] the estimate of hours worked [at (c) above] is accurate, and [either]

[ii] I have met% of cost, and/ or

[iii] [name] has met the remaining% of cost.

Signed..... Signed.....

[customer]

[supplier]

Date.....

PART D – SUPPLIER DECLARATION

I, on behalf of [chargepoint supplier]

....., confirm that the following accurately records this installation:

Installation postcode	
Installer name	
Installer company	
Company OLEV authorisation code	
Unique chargepoint serial number	
Chargepoint ID (if different to serial number)	
Installation date	
Electrical Installation Certificate number (BS7671)	

I also confirm the following:

That the[chargepoint model] meets the Office for Low Emission Vehicles (OLEV) Electric Vehicle Homecharge Scheme minimum technical standard specification;	
I have been formally approved by the chargepoint manufacturer to install this equipment;	
The customer has demonstrated to me that they own, lease or is the nominated user of an eligible electric vehicle.	
The installation is in accordance with the current edition of the Building Regulations Part P ³ (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 am registered with[accreditation body]	

³ Or equivalent outside England and Wales

<p>I notified the local Distribution Network Operator (via the ENA) of this installation on/...../..... [date]], and copied the email to OLEV, providing all information required on that form accurately.</p>	
<p>I have tested the chargepoint for communication and confirm that it is communicating data to allow remote data collection; GPRS / BER signal strength reading.....</p>	
<p>I have made the customer aware of the usage data supply requirements;</p>	
<p>And that [either] I, or will collect data on each charging event under the required headings and return it to OLEV in an excel file or equivalent every 3 months as set out in Annex E of the scheme Guidance.</p>	
<p>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;</p>	
<p>I have completed a BS7671 Electrical Installation Certificate and Building Regulations compliance certificate for this installation and will provide this as supporting evidence for any grant claim;</p>	
<p>I have recorded photographic evidence of this chargepoint installation. With one photo showing the chargepoint serial number and/or chargepoint ID and another the installation site relative to the property.</p> <p>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 determine the claim under the Electric Vehicle Homecharge Grant Scheme.</p>	
<p>If I knowingly give information that is incorrect or if relevant information is knowingly omitted, the application and the Government's decision on it will be void and I may have court action taken against me.</p>	

Signed.....
[Installer]

Date.....

Annex B: Letter template for employers

- B.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. The text below should be included on company letter headed paper and signed by a company Director.
- B.2** If you have any queries, please contact OLEV.

[date]

Dear Sir/Madam,

Please accept this letter as confirmation that [Car Registration Number] is owned/leased by [company name].

[Driver name] has worked for the company for [months, years] and is currently [job title].

[Driver name] who resides at [driver address] has been allocated as the primary use driver for the above vehicle from [start date of use]. [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 [Car Registration Number] cannot be used by another employee to claim for a second domestic chargepoint within the next six months.

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

Yours sincerely,

[company director signature]

Annex C: Letter of Authority template for leasing companies

- C.1** The letter template below should be used in cases where an individual leases an eligible electric vehicle and wishes to make use of the Electric Vehicle Homecharge Scheme. The text below should be included on company letter headed paper.
- C.2** If you have any queries, please contact OLEV.

[date]

Dear Sir/Madam,

Please accept this letter as confirmation that [Car Registration Number] is owned by [company name]. This vehicle is subject to a finance agreement between [leasing company] and [lessee].

[Driver name] is the allocated driver for the above vehicle [make and model]. The V5C serial number for this vehicle is [V5C serial number].

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

Yours sincerely,