



GUIDANCE Note

EV charge-point Installers process of registration with OLEV

The purpose of this guidance is to signpost the process an installer must follow for The Office for Low Emission Vehicles (OLEV) accreditation and installation notification.

OLEV registration process for installers

- Organisations wishing to claim the Electric Vehicle Homecharge Grant (EVHS) or Workplace Charging Grant (WCS) must be authorised by OLEV before any charge-points are installed.
- ECA has produced a separate comprehensive guidance note on electric vehicles and BS 7671:18 and considerations to be taken into account regarding installations. This can be found in the Downloads and Resources section, under Guidance Notes.
- The IET have also produced the 4th edition of the Code of Practice on Electric Vehicle Charging Equipment Installation:

<https://shop.theiet.org/code-of-practice-for-electric-vehicle-charging-equipment-installation-4th-edition>

The registration process

The following steps should be taken:

1. Have membership of an Electrical Association

The installer will need to be a member of an electrical association such as ECA and their details need to be visible on the relevant website.

2. Undertake an electric vehicle charging course

For OLEV registration installers must show that they have successfully completed an electric vehicle charging course such as the NICEIC Electric Vehicle Charging Course.

<https://www.shop.niceic.com/electric-vehicle-charging-course>

There are no formal entry requirements to attend this course, however candidates should have a basic knowledge and understanding of electrical science and the principles of electrical installation work. .

Please note, installations must conform to BS 7671 and persons installing Electric Vehicle Charging Equipment (EVCE) must be competent to do so.

The course covers the requirements of BS 7671 concerning the updated section on electrical vehicle charging points, and the IET Code of Practice on Electric Vehicle Charging. Also, current government and funding strategies are addressed. By the end of the course, candidates will understand how to install EVCE in compliance with BS 7671, the Electrical Safety Quality and Continuity Regulations and the current IET Code of Practice for EV's and other relevant regulations.

Successful candidates will have fundamental knowledge of the supply, installation and protection requirements of electric vehicle charging points.

The course programme includes:

- Introduction to electrical vehicle charging
- History of electric vehicles
- Government legislation and incentives
- BS 7671: 18
- Supply requirements
- Installation requirements
- Protection requirements
- The IET Code of Practice
- Product demonstration
- Exam (followed by Q & A)

3. Undertake manufacturers training

In order to be listed on the OLEV approved installer list, the installer will need to have been trained and certified by a 'recognised manufacturer' for installing 'recognised charge points'.

For an up-to date list of the Electric Vehicle Homecharge Scheme (EVHS) for please refer to:

<https://www.gov.uk/government/publications/electric-vehicle-homecharge-scheme-approved-charge-point-model-list>.

For an up-to date list of the Workplace Charging Scheme (WCS) approved charge-point models please refer to:

<https://www.gov.uk/government/publications/workplace-charging-scheme-approved-charge-point-list>

which includes, but is not limited to the following companies:

Manufacturer	Webpage
APT Controls	http://www.apcontrols.co.uk/
Chargemaster	https://chargemasterplc.com/
Charge-point Inc	https://www.charge-point.com/en-gb/
EC Charging	http://eccharging.co.uk/
eMotorWerks	https://emotorwerks.com/uk/
EO Charging (Juuce Ltd)	https://www.eocharging.com/
Mennekes	http://www.mennekes.co.uk/
POD Point	https://pod-point.com/
Rolec Services Ltd	http://www.rolecserv.com/
Schneider	https://www.schneider-electric.co.uk/en/product-category/80060-electrical-car-charging/
SmartEv Limited	https://www.smartev.co.uk/
Viridian EV	http://viridianev.co.uk/about/

Note: TESLA charge points are not eligible for either grant

4. Register as an installer with OLEV

Organisations wishing to claim the Electric Vehicle Homecharge Grant (EVHS) or Workplace Charging Scheme (WCS) must be authorised by OLEV before any charge-points are installed. An application for authorisation must be made by completing and submitting the online application:

<https://forms.dft.gov.uk/olev-authorized-installer-application/>

Note: If the installer is already authorised under the EVHS and wishes to be authorised under the WCS they will need to provide evidence of approval for new charge points and complete the declarations for the workplace charging scheme in section 6:

Installers should ensure they have read the latest Electric Vehicle Homecharge Scheme guidance versions:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710057/evhs-guidance-for-installers-v-2-2.pdf

and the Workplace Charging Scheme guidance:

<https://www.gov.uk/government/publications/workplace-charging-scheme-guidance-for-applicants-installers-and-manufacturers>

prior to completing the online form.

Before beginning the current online process you will need the following to hand:

- proof of membership of the Electrician Associations (e.g. ECA)
 - your details will need to be visible on the relevant website.
- proof of your public liability insurance - not employers' liability insurance
- proof your company's installers have been trained to install electric vehicle charge-points; names of installers, their qualifications and renewal dates
- proof you are approved by the charge-point manufacturer(s) to install their product(s)
- ensure all evidence provided is up to date and lists your current address - if there is any difference between your evidence and your application, please provide an explanation

Follow the directions on the OLEV webpage to complete registration

<https://forms.dft.gov.uk/olev-authorised-installer-application/>

OLEV, or its representatives, will then process the application and will confirm the installers authorisation in writing, providing them with a unique authorisation number. This number should be noted as it will be needed for registering installations.

5. OLEV grants

There are two OLEV grants available to assist with vehicle charging point installations:

- Workplace charging Scheme (WCS)
- Electric Vehicle Homecharge Scheme (EVHS)

Both grants are limited to 75% of purchase and installation costs up to a maximum of £350 (per socket up to a maximum of 40 sockets for WCS).

Eligible expenditure costs include:

- Cost of unit
- Electrical components
- Labour costs (for installation)
- Hardware costs
- VAT incurred by the customer
- Site survey works (only when leading to a completed installation)

It is important that installation costs are not inflated or cross-subsidised and the costs will need to be listed in Part C of the Installation form. OLEV have noted that checks may be made against installers consistently claiming the maximum grant.

5.1. Workplace Charging Scheme (WCS)

With the Workplace Charging Scheme (WCS), it is the customer- the business, charity or public authority that is eligible to claim the grant towards the cost of installing electric vehicle charge-points provided that have dedicated off street parking for staff and fleet use only. If a customer is unsure of this process and eligibility, the Q&A for the Workplace Charging Scheme should answer their queries.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/722543/workplace-charging-scheme-questions.pdf

The client would need to have applied for the grant using the Workplace Charging Scheme application form:

<https://www.apply-workplace-charge-point-grant.service.gov.uk>

Once an installer has been contacted by an applicant to complete an installation they should request to see the WCS voucher to confirm the eligibility. The voucher should then be verified after logging in to the installer portal

https://www.claim-charge-point-grants.service.gov.uk/installer_users/sign_in

Or by contacting: workplacechargingscheme@dvla.gsi.gov.uk

Figure 1 shows the process an approved installer must complete for the installation and grant claim under the WPCS:

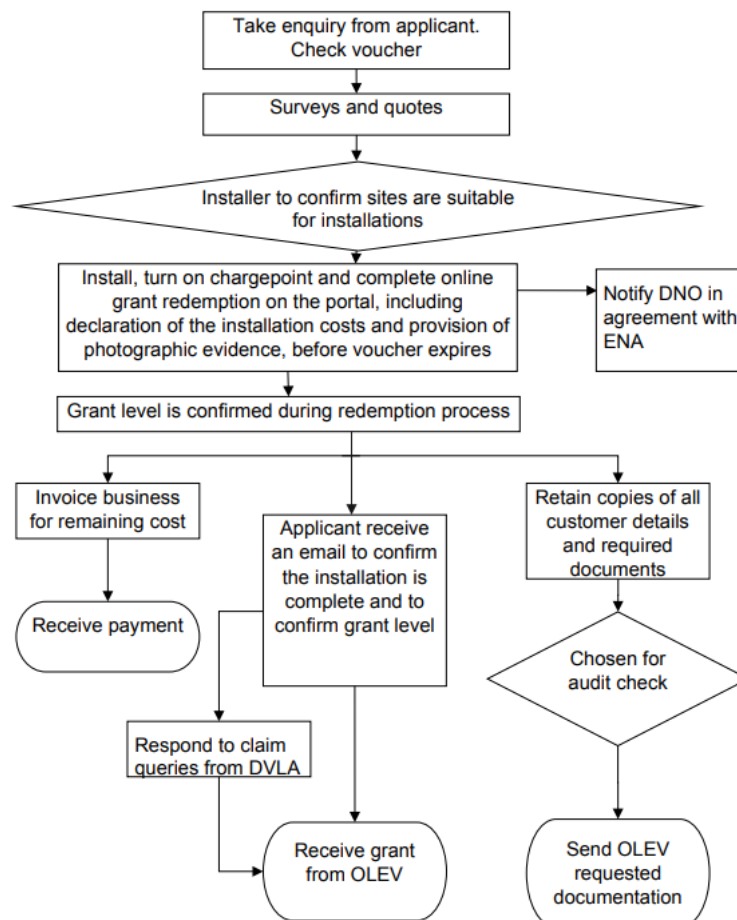


Figure 1. Installers installation and grant claim process under WPCS

<https://www.apply-workplace-chargepoint-grant.service.gov.uk/guidance.pdf>

5.2. Electric Vehicle Homecharge Scheme (EVHS)

With the Electric Vehicle Homecharge Scheme (EVHS) the installer will claim 75% (capped at £500) of the cost of the installation on behalf of the customer. The remaining 25% of the cost will be paid by the customer and should be agreed prior to installation. The grant will only be paid after the installation takes place.

Annex D: Electric Vehicle Homecharge Scheme Installation Form (v2.1) will need to be completed fully, with the relevant customer details, including VIN / VRN, unique charge-point serial number and price break down and be signed by both the customer and the installer.

Annex D and supporting customer information can be found in the EVHS Guidance for Customers v 2.1:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/564537/evhs-guidance-for-customers-v-2.1.pdf

Figure 2 shows the process an approved installer must complete for the installation and grant claim for the EVHS.

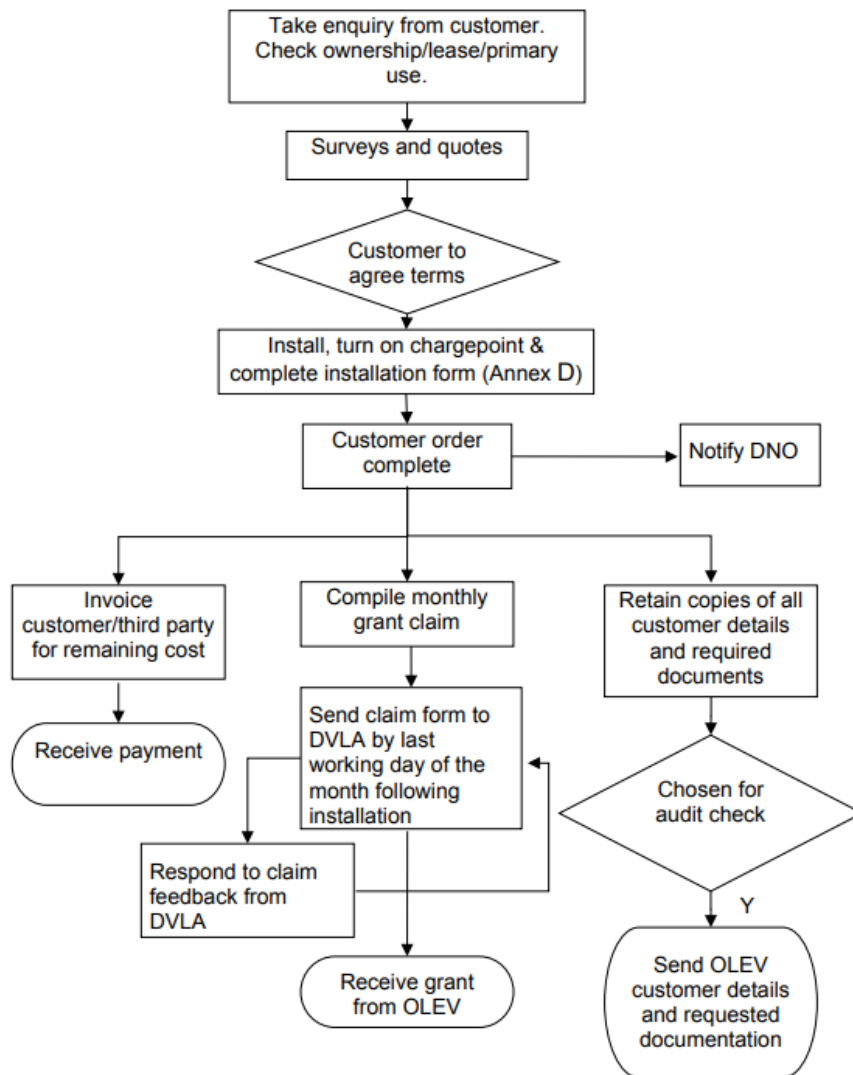


Figure 2. Installers installation and grant claim process under EVHS

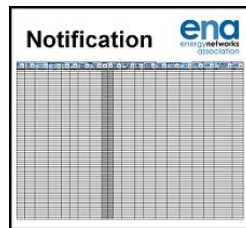
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710057/evhs-guidance-for-installers-v-2-2.pdf

For both installation grants, the relevant DNO will also need to be notified of the installation though either of the following forms:

A notification form from ENA (Energy Networks Association) titled 'Notification'. It contains a header with the ENA logo and a title 'Notification'. Below the title is a paragraph of text explaining the purpose of the form. The form is divided into several sections with various fields for data entry, including a table with columns for 'Location', 'Type', 'Status', and 'Date'. The form is a Word document template.

Word Document:

http://www.energynetworks.org/assets/files/electricity/futures/electric_vehicle_infrastructure/ev_notification_form_v1.92.docx

A notification spreadsheet from ENA (Energy Networks Association) titled 'Notification'. It features a header with the ENA logo and a title 'Notification'. The main body of the spreadsheet is a large grid with many columns and rows, designed for data entry. The grid has a header row and several columns, with the first column being the widest. The spreadsheet is an Excel file template.

Spreadsheet:

http://www.energynetworks.org/assets/files/electricity/futures/electric_vehicle_infrastructure/ev_notification_spreadsheet_v1.94.xlsx

Summary

The electric vehicle (EV) market is set for exponential growth over the coming decade and beyond and ECA expect this to offer our members an increased revenue opportunity through charge-point installations and complementary technologies. It may be worth offering a free survey regarding energy efficiency upgrades within your clients and premises, which could enable them to save energy costs thereby helping to offset the running costs for their EV(s). ECA have produced an 'Energy Saving and Carbon Reduction Checklist- for clients' and a 'Commercial Energy Saving and Carbon Reduction Checklist- for ECA members', which provide opportunities and recommendations. These include micro-generation (solar PV / heat-pumps), LED lighting, smart controls etc and can be found in the Energy and Environment section of the ECA website:

<https://www.eca.co.uk/business-industry-support/energy-environment>

For further details on Electric Vehicles, charge-points, energy- efficiency and generation, contact:

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