Office for
Low Emission
Vehicles

Office for Low Emission Vehicles
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71-75 Shelton Street,
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20/08/2020

Authorised company name: **Home Zap Ltd**
Installer number: **WCS 3800**

Dear Stephen Dobbs,

Approval to install chargepoints under the Workplace Charging Scheme

1. We are pleased to inform you that your application to become an authorised installer under the Workplace Charging Scheme (WCS) has been successful. You are now eligible to submit grant claims under the scheme.
2. This approval does not permit you claim grants for chargepoints installed under the Electric Vehicle Homecharge Scheme (EVHS). You will need to obtain approval for this separately.

Chargepoints that you are now eligible to install

3. In your application you confirmed the chargepoints that you would like to install under the WCS. A list of all authorised installers and the chargepoints that they are currently authorised to install under the WCS can be found at the following link:

   https://www.gov.uk/government/publications/workplace-charging-scheme-authorised-installers

4. Your authorisation will be reflected on this list within five working days.

Your responsibilities as an authorised installer

5. Your responsibilities as an authorised installer of approved chargepoints are set out in ' Workplace Charging Scheme, Guidance for Applicants, Chargepoint Installers and Manufacturers ' which can be found at the following link:

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

6. Annex 1 contains a summary of these responsibilities and other useful information for new installers.

7. Please note that funding for the WCS is limited. The Office for Low Emission Vehicles (OLEV) reserves the right to terminate or change the grant at any time, though we aim to provide up to 4 weeks' notice of any such change. OLEV will honour any unique identification voucher codes that have been issued ahead of any changes to the grant or during any notice period given following the announcement of the scheme closure.

8. We look forward to working with you to ensure that the WCS is a success. If you have any questions at all, please don't hesitate to get in touch with the team.

Yours sincerely,



Natasha Robinson and Vicky Edmonds
Joint Heads of the Office for Low Emission Vehicles

How to get in touch:

The grant is administered on behalf of OLEV by the **Driver and Vehicle Licencing Agency (DVLA)**. The DVLA are responsible for approving grant claims and responding to queries from chargepoint installers. They can be contacted at:

Email: workplacechargingscheme@dvla.gsi.gov.uk

Phone: 0300 083 0082
(Mon-Thurs 08:00 – 16:30; Fri 08:00 – 16:00

To add units to this authorisation:

If you would like to be authorised to install additional chargepoints on top of those you have been approved with this authorisation, please email the necessary documentation to installer.authorisations@dvla.gsi.gov.uk. You will need to include confirmation from the relevant chargepoint manufacturer that you have been approved to install the units you would like to add.

You must have been approved by OLEV to install a chargepoint model **before** the installation takes place.

If you want to remove your organisation from the list of authorised installers, please let us know by emailing: installer.authorisations@dvla.gsi.gov.uk.

Annex 1 – Information for new installers

What you can claim for

1. As an authorised installer you are responsible for claiming the grant on behalf of the workplace applicant. The total claimed on behalf of the workplace applicant is up to £350 per socket across all sites up to a maximum of 40.

2. Please note, costs cannot be cross-subsidised, inflated or represent a flat rate that does not reflect the actual cost of the specific installation. The costs charged to workplaces by authorised installers will be scrutinised during the claim assessment and followed up through an audit process. Comparisons between authorised installers will be made and challenged by OLEV.

Documentation required for each grant claim

3. For each installed workplace chargepoint we require you to:

    - ensure that the installation meets all of the specified requirements (eg. the IET Code of Practice and Building Regulations) and that the equipment is in full working order (please see the guidance for further information);
    - ensure that the applicant workplace can demonstrate that they meet the criteria for the grant before installation – in particular that they own or have permission from the landlord to install a chargepoint in their designated car park spaces, and that the chargepoints will not be for customer use;
    - retain all documentation pertaining to the installation, including installation and commissioning confirmations and certificates, photographs, customer declarations and signatures, dates of installation and full address. This information should be retained for at least 3 years;
    - notify the Distribution Network Operator of the installation;
    - provide quarterly usage data to OLEV for that chargepoint (please see Appendix 1 of the workplace minimum technical specifications); and
    - comply with any reasonable request for information from OLEV or its representatives.

4. A record must also be kept of expenditure funded partly or wholly by grant and all income generated by the scheme. All accounting records relating to that expenditure and income must be retained for a period of at least six years after each grant claim. Accounting records include purchase orders, original invoices, receipts, accounts and deeds, whether in writing or electronic form. Such records must also be kept for any income generated with the help of grant. The authorised installer must make these available at any reasonable time for inspection by officials from the Department for Transport or their representatives or by the Comptroller and Auditor General or his representatives.

5. There is a minimum technical specification requirement that a 3 year warranty providing parts and labour of the unit and installation is provided. Please ensure that the information you provide to applicant workplaces makes this warranty period clear.

How to submit a grant claim

6. Grant vouchers should be claimed using the process described in the WCS Guidance document to OLEV's representatives, the DVLA.

7. To claim a grant, you will need to:

    - complete an online form available on our portal with the details of your installation; and

    - provide photographic evidence for each installation - one photo should clearly show the chargepoint serial number, the other photo should show the location of the chargepoint in relation to parking bay.

8. In order to process grant claims DVLA will judge each claim according to the requirements set out in the WCS Guidance. We will raise any queries with the key contact in your organisation. If we are not satisfied with any aspect of the claim we may reject that claim in its entirety. If a claim is rejected, we will need you to submit an amended version of that claim within 15 working days.

9. OLEV will endeavour to process a claim to enable payment within 30 working days from the day your claim is received.

10. Any overpayment of grant funding must be repaid immediately, on first demand by OLEV or upon you becoming aware that the grant funding has been overpaid, whichever occurs first.

Forecasting your future chargepoint installations

11. At the end of each month, we need you to inform OLEV of your installation activity, including forecasts for future installations. You will receive a reminder close to date with additional instructions.

Using subcontractors

12. As the authorised installer, if you want to subcontract installation work you must inform OLEV. If you wish to add any or new sub-contractors to your authorisation you must inform OLEV before the sub-contractors start installing chargepoints.

13. Please note, the authorised installer remains responsible for ensuring that the sub-contractor abides by all of the relevant terms and conditions. If sub-contractors fail to meet the terms and conditions, OLEV will revoke the authorisation of the authorised installer.

Fraudulent grant claims

14. We take fraud very seriously. All cases of actual or suspected fraud will be investigated promptly and vigorously. The Department will take steps to recover all losses in all cases. Whether or not actual fraud is committed, if OLEV considers that the authorised installer is abusing the scheme or permitting abuse of the scheme by a resident or commercial partner, we may remove your organisation from the Authorised Installer List immediately.

15. To help mitigate fraud, OLEV or our agents will carry out random checks on chargepoint installations. Following a grant claim you may be contacted to supply OLEV or our representatives with details allowing such random checks to be conducted. We expect any such request to be met within 2 working days.

Handling of Private Information

16. The Department for Transport (and OLEV as part of the Department) is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. The handling of information requests received by the Department may require information held by it to be disclosed.