Office for
Low Emission
Vehicles

Office for Low Emission Vehicles
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Authorised company name: **Home Zap Ltd**
Installer number: **EVHS 3800**

Dear Stephen Dobbs,

Approval to install chargepoints under the Electric Vehicle Homecharge Scheme

1. We are pleased to inform you that your application to become an authorised installer under the Electric Vehicle Homecharge Scheme (EVHS) has been successful. You are now eligible to submit grant claims under the scheme.

2. This approval does not permit you to claim grants under the Workplace Charging Scheme (WCS). You will need to obtain approval for this separately.

3. **PLEASE NOTE!** In your application you confirmed the chargepoints that you would like to install under the EVHS. For the EVHS scheme only, **from 1st July 2019 you can only install smart chargepoints** which meet the new minimum technical specifications, a list of which can be found here.

4. **After 1st July 2019,y**ou will remain authorised to install only those units which have been approved as 'smart' before 1st July 2019. After this date, you will need to contact the relevant chargepoint manufacturer to obtain authorisation for new units and reapply for OLEV approval.

5. **Claims with non-compliant units will be rejected**.

6. The Electric Vehicle Homecharge Scheme Guidance for installers, which can be found here, sets out in full your responsibilities as an authorised installer of approved chargepoints. Annex 1 of this letter contains some useful information for new installers.

7. We look forward to working with you to ensure that the EVHS is a success. If you have any questions at all, please do not hesitate to get in touch with the team.

Yours sincerely,

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

Annex 1 – Information for new installers

Please find below some useful information.

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: chargepointgrantapps@dvla.gov.uk

Phone: 0300 123 1343

For questions about the list of eligible vehicles and the chargepoints that you are eligible to install, please email chargepoint.grants@olev.gov.uk.

Chargepoints that you are eligible to install – PLEASE READ CAREFULLY

1. A list of all authorised installers and the chargepoints that they are authorised to install under the EVHS can be found here.
2. 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 DVLA at installer.authorisations@dvla.gov.uk and attach a confirmation letter 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 additional chargepoint models before their installations take place.
3. **From 1st July 2019, all the chargepoints which have not been marked as 'smart' on our online list will have their authorisation revoked and will no longer be eligible for EVHS installations.**
4. You will remain authorised to install only those units which have been approved as 'smart' before 1st July 2019. After this date, you will need to contact the relevant chargepoint manufacturer to obtain authorisation for new units and seek the OLEV approval as set out in the point 2) above.
5. If you want to remove your organisation from the list of authorised installers, please email installer.authorisations@dvla.gov.uk to let us know.

Funding

6. Funding for the EVHS 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. We also aim to honour grant claims made during any notice period following the announcement of the end of the scheme.

What you can claim for

7. As an authorised installer you are responsible for claiming the grant on behalf of the domestic resident. The total claimed on behalf of the resident is up to 75% of the cost of installation, capped at £350 (including VAT) and is paid in arrears, once we are satisfied that all of the conditions of the scheme have been met for each installation.

8. Please note, costs cannot be cross-subsidised, inflated or represent a flat rate that does not reflect the actual cost of the installation. The costs charged to residents 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

9. For each installed domestic 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 resident can demonstrate that they meet the criteria for the grant before installation – in particular that they prove they own, lease or are the nominated user of an eligible electric vehicle;

    - provide forecasting data to OLEV, or its representatives, in a clear, legible way on a monthly basis;

    - 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, copying OLEV in to the email notification; and

    - comply with any reasonable request for information from OLEV or its representatives.

10. 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.

11. 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 residents makes this warranty period clear.

How to submit a grant claim

Grant claims should be submitted in a single monthly submission. The claim should be uploaded via the DfT web portal: https://forms.dft.gov.uk/olev-installation-grant/.

12. Alternatively, claims can be submitted to chargepointgrantapps@dvla.gov.uk by the last working day of the month following that in which the installations took place. For example, September claims should be submitted in a single batch by the last working day of October.

13. The single monthly submission must include (see Annex H of the EVHS guidance):

    - a signed covering letter, sent as a pdf document, which must contain the total amount claimed for and the period to which the claim relates;
    - a completed summary grant claim form in Excel (or similar format);
    - an EVHS installation form signed by the resident and authorised installer. This form must be fully completed to be accepted by OLEV (please see Annex D of the EVHS guidance).
    - photographic evidence for each installation (limited to 200kB per photo). One photo should clearly show the chargepoint serial number, the other photo should show the location of the chargepoint in relation to the off-street charging.
    - If you are sending large volumes of claims, please save all documentation for one installation in a zip file.
    - A copy of the covering letter can be seen in chapter 3 of the guidance document, and the summary grant claim form will be sent to you upon authorisation.

14. In order to process grant claims DVLA will judge each claim according to the requirements set out in the 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 initially invalidated, you are permitted three further resubmission attempts, with the final deadline being the last working day of the month four months after your initial submission. Further details can be found in Chapter 2 of the EVHS guidance document.

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

16. 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

17. At the end of each month, we need you to inform OLEV of your installation activity. You will receive a reminder close to date with additional instructions.

Using subcontractors

18. 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.

19. 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

20. 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.

21. 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.

Handling of Private Information

22. 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.