energy saving trust

On-street residential chargepoint scheme

Information Pack
2023-2024

Version 1.1

About ORCS

Scheme overview

Electric vehicles (EVs) are most conveniently and economically charged at home, but off-street parking, and therefore a home chargepoint, is not available to everyone.

To improve local charging infrastructure, the Office for Zero Emission Vehicles (OZEV) created the On-street Residential Chargepoint Scheme (ORCS), which is administered by Energy Saving Trust. The scheme provides grant funding for local authorities to install chargepoints on-street or in local authority-owned car parks.

This document provides an overview of the scheme and resources to support local authority officers in completing an application.

In the financial year 2022-23, Grant Offer Letters were issued to **51 local authorities** with over **8595 charging sockets** to be funded.

Scheme changes

Several changes have been made to the scheme for the FY23/24.

Key changes include:

1. ORCS will now provide up to a maximum of 50% of project capital costs.
2. ORCS will now fund a maximum grant of £200,000. Grants are capped at a maximum of £7,500 per chargepoint. The extended £13,000 per chargepoint cap has been removed.
3. ORCS funding can now be put towards the costs of charging infrastructure for car clubs.
4. ORCS-funded chargepoints will continue to be subject to relevant regulation. Subject to parliamentary passage, this will include forthcoming Public Charge Point Regulations, which will require contactless payment capability at new chargepoints 8kW and above amongst other provisions. No additional payment requirements for chargepoints installed under ORCS will apply beyond those set out in regulation.

Summary of funding available

Grants of up to £200,000 are available for FY23/24 to **all UK local authorities of all types**

Covers 50% of **capital costs** of residential chargepoint procurement and installation

Remaining 50% must be secured from a different source

Applicants must show why on-street chargepoints are needed for residents near proposed sites

Total funding is capped at £7,500 per chargepoint

Chargepoints may be installed on **land not owned by a local authority. Parish councils must have legal authority to sell electricity**. We recommend they seek legal advice on this matter.

Demonstrating **value for money** in the application is key to securing approval

Applications will be considered on a **case-by-case basis**

OZEV will pay 75% of the grant upon acceptance of a grant offer letter

Remaining 25% of the grant can be claimed from OZEV in arrears **upon project completion**

Projects must be complete and claimed for by 1 March 2025

Application process

Free application support

Energy Saving Trust provides independent advice to all UK local authorities, on the preparation of an application, free of charge.

We encourage local authorities, to get in touch with us at onstreetchargepoints@est.org.uk for support.

Additional resources can be found on our website, including a model application form and past webinars.

Further support – The Support Body

Energy Saving Trust, Cenex and PA Consulting are administering this scheme on behalf of OZEV. The support body can provide free, impartial advice and guidance to local authorities:

- Throughout the UK, on the preparation of an eligible and successful On-Street Residential Chargepoint Scheme application
- Throughout the UK, on best practice, commercial considerations and technological options for chargepoint installations. This includes recommended procurement Heads of Terms and Technical Schedules.
- In England, on developing an EV chargepoint strategy through Energy Saving Trust's Local Government Support Programme

Pre-submission timeline

	Pre-application	• Get in touch with Energy Saving Trust to discuss your project. • Identify the demand for on-street residential chargepoints and conduct any resident surveys. • Identify suitable locations and chargepoint technology and conduct site surveys. • Contact LGSP if you need assistance understanding your options and the chargepoint market. • Engage with your DNO to make them aware of the project and conduct feasibility checks for sites. • Procurement process is optional and can be done post-offer.
1 – 4 weeks	Application review	• Prepare and submit a draft application along with bank details on local authority headed letter to: onstreetchargepoints@est.org.uk. • Energy Saving Trust will review the application and determine your eligibility. • There may be several rounds of feedback and it is advisable to respond as soon as possible.
	Application submission	• When the application is ready, Energy Saving Trust will submit the application to OZEV.
2 – 4 weeks	Approval from OZEV	• OZEV will review the application and issue a grant offer letter. • Accept and return the signed grant offer letter. • Receive 75% of payment from OZEV within approximately 25 working days.

Post-submission timeline

6 – 12+ months	Installation	• Procurement may be done at this stage. • Begin installations and if any changes occur to the project (eg site changes or cost increases), let Energy Saving Trust know as soon as possible. • Submit the new site locations to onstreetchargepoints@est.org.uk including all relevant parking details, photos, maps, evidence of demand, and reason(s) for the site change.
	Completion	• Once all chargepoints are installed, register the chargepoints on the National Chargepoint Registry as soon as possible. NCR confirmation is necessary to complete a claim and can take time. • Contact Energy Saving Trust for a grant claim form and monitoring log to begin the claims process. • Ensure invoices for costs that are to be claimed are in line with OZEV requirements.
1 – 4 weeks	Claim submission	• Send your completed grant claim form to Energy Saving Trust, along with the monitoring log, NCR confirmation, and all invoices. Include relevant information about operating arrangements. • Energy Saving Trust will review the claim to ensure it matches all evidence provided and is in the correct format. • There may be several rounds of feedback and it is advisable to respond as soon as possible. • Once the claim is ready, Energy Saving Trust will submit the claim to OZEV.
4 weeks	Payment	• Upon OZEV approval, receive remaining 25% of payment from OZEV within approximately 25 working days. • Prepare to report chargepoint usage data in line with OZEV requirements.

Application documents

Application form:

- Send completed applications to Energy Saving Trust to apply.
- Include bank details on local authority-headed letter to ensure timely distribution of funds in PDF format.
- Bank details must include sort code, account number, bank account name, VAT number, council address, postcode, and a contact name and email address for remittance advice.

OZEV guidance document:

- Guidance includes further details on funding, eligibility, technology, and FAQs.

Applications are commonly missing the following:

Detailed budget breakdown specifying DNO, installation, survey and hardware costs per site, **at a minimum.**

Detailed project plan (ie Gantt chart) which includes specific installation activities. Contact Energy Saving Trust for an example.

Risk register. Contact Energy Saving Trust for a template.

The specifics of any parking restrictions or TROs. A maximum stay time of less than four hours will be considered too short.

Justification for choosing 22kW chargepoints must be provided, if included in your project.

Application tips

Good applications consider **value for money** and **site suitability**. (See Project criteria for more information.)

Town and **parish councils** are eligible to apply. We encourage engagement with district and county councils to see if they are considering submitting a larger application.

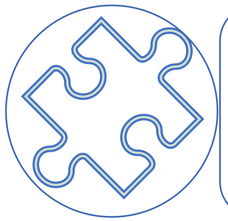
Local authorities can work in **partnerships**, with the application being made by an 'allocated' lead authority.

Before moving ahead with a project, we encourage applicants to **obtain council approval**. This helps to prevent possible project delays due to opposition and enables more successful projects.

Consider getting grid connection quotes from **independent distribution network operator** (IDNOs) and independent connection providers (ICPs) in addition to the DNO. (See Project criteria.)

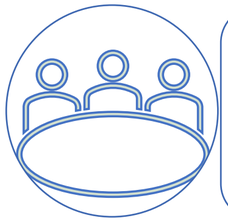
Consider both public and resident access to chargepoints. **TROs** may be required to ensure fair use and if so, build this into the project budget.

Application tips

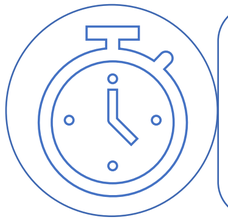


ORCS should feature in **wider local authority strategies**. Contact Energy Saving Trust's LGSP team if you require assistance in developing a strategy (see Free application support for more information).

Most local authorities will want to procure chargepoint network operators to install and/or operate and maintain the chargepoints; **usage tariffs should be agreed** with the procured chargepoint supplier **prior to installation**. Once agreed, provide any details about the operating arrangements made to Energy Saving Trust and OZEV.



Engage with residents early to help select locations, avoid complaints after installation and ensure that chargepoints are well-used. This could be done by conducting resident surveys, opening an online survey, tagging a question about electric vehicles on to another survey or adding a 'request a chargepoint near you' form to the local authority website.



Delays and **site changes** may occur over the course of the project. Local authorities should communicate with Energy Saving Trust as soon as they arise. Any site changes **must be approved** by Energy Saving Trust and OZEV.

Detailed project criteria

Project criteria

OZEV project criteria	Energy Saving Trust guidance
Chargepoints will be located in residential areas	• Explicit support of the relevant highways authority must be obtained and evidenced via formal letter or email for any proposed on-street installation where the applicant is not the highways authority. • Provide photographs/maps indicating properties without off-street parking near the proposed chargepoints. • Google Maps Satellite View and Street View can be useful in presenting locations.
Proposed location(s) must lack off-street parking	
Location(s) will meet current or anticipated future demand	• Highlight any resident requests received for chargepoints. • Include results of any resident surveys asking about EVs. • Evidence of current and potential EV ownership.
Chargepoints will be accessible to local residents	• Include details of any parking restrictions for all proposed sites. • Consider TROs where residents may have difficulty accessing chargepoints to ensure fair use, particularly in areas of congestion. • Ensure any car park sites meet the car park criteria.
Chargepoints should be available for use 24/7	
Chargepoints must adhere to OZEV's technical specifications	• See 'Minimum technical specifications' in OZEV's guidance.

Project criteria continued

OZEV project criteria	Energy Saving Trust guidance
Applications may be made for one or more chargepoints	• Multiple applications can be submitted by the same local authority in the same financial year, however, OZEV reserves the right to prioritise funding for those who have not received funding for local charging infrastructure previously, for example through the LEVI Fund or ORCS.
Project will adhere to procurement rules and value-for-money considerations	• ORCS is not linked to a procurement framework, see Further reading for examples of frameworks used by other local authorities. • LGSP can provide detailed procurement support for local authorities in England. • Install as many chargepoints as possible for the funding available. • Consider installing double-headed chargepoints instead of single-headed, or multiple chargepoints per Distribution Network Operator (DNO) connection fee. • Consider approaching independent DNOs (IDNOs), in addition to the DNO, for a connection quote. A list of IDNOs can be found here. • Consider alternative sites where connection costs are high.

Project criteria continued

OZEV project criteria	Energy Saving Trust guidance
Local authority will provide detail of expected operating arrangements	• Be prepared to provide information on arrangements established between the local authority, CPO and end user during the claims process including the charging tariffs, operational revenues and costs, and the structure of ownership of the assets.
Detailed breakdown of costs will be shared upon final claim	• As part of the claims process, local authorities will be required to submit invoices to evidence project costs. • These invoices should be detailed enough to determine in which broad category the capital costs fall into. • Invoiced costs should be categorised as either hardware costs, labour and installation costs, or electrical connection costs and associated labour costs. See OZEV's guidance for definitions. • Local authorities should engage with delivery partners well ahead of project completion to ensure the proper level of detail is included in the final invoices.

Project criteria continued

OZEV project criteria	Energy Saving Trust guidance
Local authority will meet ongoing commitments	• A condition of ORCS funding is that chargepoint usage data must be made available to OZEV. See OZEV's guidance for more information. • Local authorities should engage with chargepoint providers as soon as possible to ensure this data can be provided in the appropriate format once the chargepoints are live.
Project will be delivered in reasonable timescales	• ORCS will close to applications by 1 March 2024 at the latest. Projects must be complete and claimed for by 1 March 2025 to be eligible for funding. Most applications are expected to complete in a shorter timeframe (6-12 months). • Include a detailed Gantt chart of project activities with the application. • If delays are encountered throughout the project, contact Energy Saving Trust. • Any site changes over the course of the project must be approved. • Contact Energy Saving Trust as soon as possible with the new site locations including all relevant parking details, photos, maps, evidence of demand, and reason(s) for the site change.

Included costs

- ✓ Purchase cost of the chargepoint
- ✓ Purchase cost of electrical components
- ✓ Hardware cost of installation
- ✓ Labour cost of installation
- ✓ Civil engineering cost
- ✓ Grid connection costs
- ✓ EV parking bay, signage & lining (if applicable)
- ✓ Charging infrastructure for car clubs

Excluded costs

- ✗ Noncapital costs or contingency costs
- ✗ Upgrade or maintenance of existing chargepoints, or passive charging infrastructure
- ✗ Installation of chargepoints for the primary use of taxis or other commercial vehicles
- ✗ Staff time and consultancy fees
- ✗ Media and communications costs
- ✗ Back office operations
- ✗ Not all TRO costs covered - contact Energy Saving Trust

Chargepoint criteria

Applications can be made for single or multiple chargepoints, across multiple locations.

- Chargepoints must:
    - be located in a residential area
    - have Type 2 connection sockets
    - be maintained in serviceable condition and accessible for at least seven years from date of installation
    - adhere to all relevant regulations, including the Public Charge Point Regulations, which, subject to parliamentary passage, will require contactless payment at new chargepoints 8 kW and above. The NEVIS technical schedules provide guidance on relevant regulations as well as recommending technical specifications you may want to consider
    - be registered with the National Charge Point Registry (NCR)
- Install standard ground, wall mounted or double-headed chargepoints capable of charging two vehicles at once, where possible.
- 22kW chargepoints won't be considered without a detailed justification, including a reason why 7kW chargepoints cannot be used.

Car park location criteria

If a local authority chooses to install in a car park, they must ensure that the following criteria are met and evidenced in the application:

- An explanation must be provided as to **why the local authority is not installing in residential streets**.
- Car parks must be **owned by or leased to the local authority** and situated in/close to a residential area that lacks off-street parking.
- Car parks must be **accessible on a 24/7 basis**.
- At a minimum, local residents must be able to access the car parks for **free overnight**, between **6pm-8am**.
- Each chargepoint must have its own **dedicated EV bay** enforced by a Traffic Regulation Order.
- Where a **'maximum stay' time** is set for EV bays during daytime hours in a car park, this must be **at least four hours** to ensure residents have access to a substantial charge.
- Local Authorities must:
    - Commit to keeping usage under review and **consider restricting access to only local residents** if residents are struggling to access the chargepoints.
    - Produce a **communications strategy** that raises awareness of chargepoints among local residents.

Location guidance

Identify current demand:

- Record and respond to requests for chargepoints from residents without off-street parking.
- Requests can be used as evidence for demand and help to identify suitable locations.
- Conduct any resident surveys as early as possible to ensure resident support.
- Residents typically want to charge near their home overnight. Ensure the proposed chargepoints are fit for purpose.

Think about future demand:

- The number and location of EV users may change over time.
- Consider where there may be future demand to future-proof your chargepoint strategy.

Consider resident priority:

- ORCS is designed to fund residential chargepoints, not destination chargepoints.
- Demonstrate that residents will be the primary chargepoint users and will be given priority access as needed, if the proposed location is not entirely residential (eg town centre or leisure centre car park).

Consider accessibility:

- Select locations with minimal street furniture to aid the grid connection process and accommodate both pedestrians and EV drivers.
- Narrow pavements are not ideal.
- Lampposts positioned at the back of the pavement require satellite posts to avoid charging cables creating trip hazards. This increases costs, so opt for lampposts at the front of the pavement where possible.

Consider alternative locations:

- Grid connection costs are highly variable so be prepared with alternative locations if these costs make some sites unfeasible.

Claims process

Claims process

- Once **all** funded chargepoints are installed (not after each individual chargepoint is installed), the remaining 25% of the grant claim can be processed.
- For 23/24 projects, claims should be submitted by 23:59 on 1 March 2025 at the latest.
- In order to submit a grant claim, the following should be emailed to Energy Saving Trust within 30 days of the completion of the installation:
    1. Grant claims form
    2. Progress monitoring log
    3. National Charge Point Registry (NCR) confirmation
    4. All invoices
- Contact Energy Saving Trust for the necessary forms once the local authority is ready to claim.
- NCR confirmation should be in the form of either a **screenshot or a data download** of the database with the ORCS-funded chargepoints **highlighted**.
- Obtaining confirmation can take time. Local authorities should aim to **register the chargepoints** on the NCR **as soon as installations complete**.
- Local authorities must provide evidence for **all** of the costs associated with project installation, **not only the outstanding 25%.** Invoices should detail into which broad category the costs fall (eg hardware costs, labour and installation costs, and electrical connection costs and associated labour). See OZEV's guidance for definitions.
- If the total project cost is less than the 75% already paid, the local authority will be required to repay any unspent funds to OZEV.
- Please see our website for a model claim form.

Further resources

Energy Saving Trust resources

1. List of successful applicants 2018-2023
2. Resources for local authorities on electric vehicle chargepoints, June 2023
3. Support for local authorities on electric vehicles and charging infrastructure, October 2020
4. 'Procuring electric vehicle charging infrastructure as a local authority' report, October 2020
5. 'Positioning chargepoints and adapting parking policies for electric vehicles' report, August 2019
6. 'Minimising the costs of street works and grid connections for electric vehicle charging infrastructure' report, August 2019
7. Electric vehicle accessibility for disabled drivers and passengers (local authority information), May 2023
8. Forecasting public electric vehicle charging demand guide, September 2022
9. Electric Vehicle Infrastructure Guide, 2023: A guide to support those planning to install public electric vehicle charging infrastructure in Scotland.
10. Case studies: Greater Manchester, September 2019; Go Ultra Low Oxford, September 2019; Durham County Council, July 2021; Liverpool City Council, July 2021; Hovingham Parish Council, December 2021; West Sussex Chargepoint Network, March 2022; Hillside Gardens, May 2022

Further resources

1. Cenex NEVIS insights toolkit: Register for free with a .gov email address and access maps and models to help plan your rollout of EV infrastructure.

2. Cenex NEVIS knowledge repository: An online guide with key information for EV infrastructure rollout.

3. OZEV and Innovate UK EV Infrastructure Hub, 2023: A dedicated data resource for local authorities installing public EV charge points.

4. DfT and OZEV Electric vehicle charging infrastructure: help for local authorities, March 2022

5. Western Power Network 'A guide on electric vehicle charging and DNO engagement for local authorities': Information on connecting chargepoints to the grid from a DNO, including timeframe and cost estimates. Similar guides are produced by other DNOs.

6. Britain Thinks 'Public Electric Vehicle Charging Infrastructure: Deliberative and quantitative research with drivers without access to off-street parking' report, February 2022

7. Procurement frameworks: Organisations can use a framework created by another public body (such as Crown Commercial Services' Vehicle Charging Infrastructure Solutions), a framework created by a specialist procurement body (such as ESPO's Vehicle Charging Infrastructure), or create their own framework (such done by Hampshire County Council and Oxford City Council).