



Office for Low Emission Vehicles

Unit 21 & 23
Morfa Business Park
Ffordd Sam Pari
Conwy
LL32 8HH

20/03/2018

Authorised company name: **G A P Electrical and Mechanical Services Ltd**
Installer number: **WCS 1330**

Office for Low Emission Vehicles
Great Minster House
33 Horseferry Road
London
SW1P 4DR

chargepoint.grants@olev.gsi.gov.uk
www.gov.uk/olev

Dear Paul McBreeze,

Approval to install chargepoints under the Workplace Charging Scheme

1. I am 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

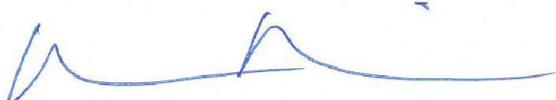
3. In your application you confirmed the chargepoints that you would like to install under the WCS. A list of all authorised installers and the chargepoints that they are currently authorised to install under the WCS can be found at the following link:
4. <https://www.gov.uk/government/publications/workplace-charging-scheme-authorised-installers>
5. Your authorisation will be reflected on this list within five working days.

Your responsibilities as an authorised installer

6. 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>

7. Annex 1 contains a summary of these responsibilities and other useful information for new installers.
8. 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.
9. I 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
Head of the Office for Low Emission Vehicles

Annex 1 – Information for new installers

1. 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

2. For questions about the chargepoints that you are eligible to install, please email chargepoint.grants@olev.gsi.gov.uk.

What you can claim for

3. 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 £300 per socket across all sites up to a maximum of 20.
4. 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

5. 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, copying OLEV in to the email notification;
 - 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.
6. 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.

7. 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

8. Grant vouchers should be claimed using the process described in the WCS guidance document to OLEV's representatives, the DVLA.
9. Each grant claim must include:
 - a WCS grant claim form with declaration by the applicant workplace and authorised installer.
 - 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 parking bay.
10. 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 rejected, we will need you to submit an amended version of that claim within 15 working days.
11. OLEV will endeavour to process a claim to enable payment within 30 working days from the day your claim is received.
12. 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.

Chargepoints that you are eligible to install

13. A list of all authorised installers and the chargepoints that they are authorised to install under the EVHS can be found at the following link:
<https://www.gov.uk/government/publications/workplace-charging-scheme-authorised-installers>
14. If you would like to be authorised to install additional chargepoints, please email the necessary documentation to chargepoint.grants@olev.gsi.gov.uk and we will update this list. If you want to install other approved chargepoint models you must secure approval from the relevant chargepoint manufacturer and submit this information to OLEV. You must have been approved by OLEV to install a chargepoint model before the installation takes place.
15. If you have already supplied documentation for chargepoints that are not currently available under this scheme, and then these chargepoints subsequently approved for installation, we will update the list accordingly.

16. If you want to remove your organisation from the list of authorised installers, please email to let us know by emailing: chargepoint.grants@olev.gsi.gov.uk

Forecasting your future chargepoint installations

17. At the end of each month, we need you to inform OLEV of your installation activity, including forecasts for future installations. This information should be sent via email to chargepoint.grants@olev.gsi.gov.uk

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. We expect any such request to be met within 2 working days.

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.