

Electric Vehicle Chargepoints and Solar PV Grant Application Form

Project Applicant		
1	Name of organisation/group	
2	Lead contact Name Address Telephone number Email address	
3	Location of project Address and postcode (Only buildings owned by the council or community group are eligible for funding)	
4	Land/building owner name (if different to the applicant)	Name: <input type="checkbox"/> Confirmation that permission has been granted for the project
5	Are you VAT registered?	Yes <input type="checkbox"/> VAT No. <input type="text"/> No <input type="checkbox"/>
Project Description		

6	Project description Please answer the following, as applicable: <ul style="list-style-type: none"> • Number of chargers (1 charger with 2 sockets can be funded) • Type of charger (pedestal or wall-mounted) • Proposed location of chargers • Capacity of proposed solar installation (if applicable) • Proposed location of solar panels 		
7	Type of project	Electric vehicle charging points <input type="checkbox"/> Electric vehicle charging points with solar installation <input type="checkbox"/> Solar installation only (EVCPs must be existing or have already been funded by NCC) <input type="checkbox"/> (Proceed to Q13)	
EVCP Choices			
8	For the SNC grant for EVCP we are offering two ways to obtain a quote. Applicants can either approach a company of their choice directly or use the NCC Dynamic Purchasing System. To use this system, SNC will pass your application details to Norfolk County Council (NCC) who will send out a request for a quote to their list of pre-vetted companies. One or more of these companies will then contact you to make arrangements for site visits if necessary. The resulting quote/s will be passed to you for your consideration. The chosen quote can be funded by SNC as part of this grant application.		
	Quote options EVCP	<input type="checkbox"/> I have found my own quote and attached it to this application. <input type="checkbox"/> I would like to use the Norfolk County Council Dynamic Purchasing System to find a quote and consent to SNC sharing my data with Norfolk County Council as outlined above	
9	In addition to the installation of the EVCP, the applicant will also require a back-office system. This software system will enable users to pay for the charging, monitor energy use and notify you of any faults. Through our grant, applicants have an option to utilise the NCC 'Plug in Norfolk' system free of charge. In this offer the applicant will be reimbursed for the electricity used by the EVCP (current rate is 34p/kWh set by NCC with quarterly reviews), the applicant will not be liable for any costs, but any revenue made by the EVCP will go back into the Plug in Norfolk scheme. Please see the Plug in Norfolk Terms and Conditions for more details.		

	If you would like to use the NCC Plug in Norfolk system, we will pass your contact details and EVCP details onto NCC who will contact you to provide you access to the back office system.	
	Back-office system	<input type="checkbox"/> I have found my own back-office system (Proceed to Q12) <input type="checkbox"/> I would like to use the Norfolk County Council “Plug in Norfolk” system and consent to SNC sharing my data with Norfolk County Council to register for the back office system
10	<p>If you have chosen to use the NCC DPS to obtain a quote AND to join the NCC Plug in Norfolk please consider the section below:</p> <p>Norfolk County Council have funding available for installing EVCP, to be eligible for this funding the site needs to meet certain criteria as determined by the questions below. To maximise our funding, we would like to pass potentially eligible projects over to NCC. There will not be a difference in what’s on offer to the applicant – the EVCP will be funded, the DPS used for a quote and NCC’s Plug in Norfolk system used. <u>SNC will still be able to offer the grant for solar PV.</u></p> <p>If the answers to the questions below indicate that the site will meet NCC’s funding criteria, we will pass your application form to NCC for their further eligibility checks. If your application is eligible for their funding, they will provide the grant for the EVCP.</p> <p><input type="checkbox"/> Please tick this box if you consent to us sharing your data with Norfolk County Council (NCC)</p>	
11	Please answer the following questions to the best of your ability:	
	Is there a residential demand for EVCPs nearby?	
	Is there a lack of existing EVCP provision in the area?	
	Are there properties nearby that do not have driveway parking?	
	Is the project location nearby to any local amenities/attractions?	

	Is there an existing electricity supply to the location?	
	Is this a three-phase supply?	
	How many parking spaces already exist in the location?	
	Is there unrestricted access to the proposed EVCP location, 24 hours a day, 7 days a week?	
EVCP Quote		
12	EVCP cost (if providing own quote)	<p>£ (ex VAT)</p> <p>Please ensure that the quote is submitted with the application form</p>
Solar Quote		
	<p>For the Solar PV we require one quotation. The installer must be registered on the Microgeneration Certification Scheme (MCS). Membership of MCS demonstrates adherence to recognised industry standards, highlighting quality, competency, and compliance.</p> <p>National Solar PV price data has been used to determine that our £10,000 grant should fund at least 4kW. Therefore, we are only accepting grant applications meeting these criteria. If the applicant wishes they can use additional funding to install more PV capacity.</p>	
13	Solar Costs	<p>_____ kWp system</p> <p>£ _____ ex VAT – total cost</p> <p>£ _____ ex VAT – grant requested from SNC</p> <p><input type="checkbox"/> Installer has Microgeneration Certification Scheme accreditation</p>
Approval and permissions		
14	<p>Does your project require any Permissions?</p> <p>Please provide evidence permission has been approved if applicable</p>	<p>Land/Building owner Yes <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Planning Yes <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Building Control Yes <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>UKPN Yes <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Other (please specify)</p>

Equalities Assessment

15 Equalities Assessment

Is it possible this project will impact on a protected group/characteristic?

Will the provision of EVCP parking spaces impact the number of existing disabled parking spaces?

Will location and useability of the charging service be accessible to all?

Applicant Declaration

Checklist for submission:

- | | |
|---|--------------------------|
| Application form fully completed | <input type="checkbox"/> |
| Solar Quote (if applying for solar) | <input type="checkbox"/> |
| Evidence of relevant permissions approved | <input type="checkbox"/> |

Please declare any public sector funding received in the last 3 financial years (including the current year).

PRIVACY INFORMATION

About Us

South Norfolk Council takes your privacy very seriously and acts as the Data Controller of personal data provided via this form and any additional information provided in the course of your application process and funded project. the following information is provided in compliance with data protection legislation.

Data Processing

Under data protection legislation we lawfully process your personal information as part of the performance of issuing UK Shared Prosperity funding from the Department for Levelling Up, Housing & Communities (DLUHC)..

We use your personal data in order to process your application, contact you with any queries that may arise and advise you of the outcome. If successful we will use your data to contact you regarding the progress of your project, to request a site visit, to request permission to write up a case study and regarding the ongoing monitoring of the project.

If no grant funding is offered we will delete personal data at end of funding period (31/3/25). We will retain name of group applying and outcome. If successful we will retain personal data until 31/3/26. After this period we will only retain high-level monitoring data of applicant group and location, but remove the personal data.

We will not share your personal data with any third parties, unless you consent to us sharing data with Norfolk County Council for the purposes outlined elsewhere on this form.

Your rights

Under data protection legislation you have the right to request: access to, rectification, erasure, restriction, objection or portability of your personal data. You can find out more about these rights on our Data Protection Policy. These rights are not absolute, and we will tell you if there is an applicable exception. If you have any concerns or questions about data protection, contact the Data Protection Officer at data.protection@southnorfolkandbroadland.gov.uk. You also have the right to lodge a complaint with the regulator, The Information Commissioner's Office.

By signing this form, I/we confirm that all the information given in this form is correct to the best of my/our knowledge.

I understand that if successful, I/we will be expected to acknowledge the support and involvement of South Norfolk Council and the UK Shared Prosperity Fund (UKSPF) in any communications regarding the project, as well as on all relevant marketing or promotional materials. This includes use of the Levelling up logo.

Progress on your project will be monitored by the Council's Climate Change and Environment team throughout. We reserve the right to visit any grant recipient to ensure the grant has been used for the purpose stated in the Offer Letter.

We require successful grant applicants to provide monitoring data for one year after completion. This will be quarterly usage for the EVCPs and quarterly electricity generation from the solar array.

South Norfolk Council is required to report high level aggregate data to Department for Levelling up, Housing and Communities. No personal data will be provided, and it will only report on the number of EVCPs installed and PV kW installed.

Please sign below. This document should be signed in accordance with the organisations normal signing arrangement.

Name (please print):

Position:

Signed:

Date:

Internal use only

Date Application Form received	
Project Reference No.	
Form fully completed & signed	<input type="checkbox"/>
Eligibility confirmed	<input type="checkbox"/>

Climate Change Officer:

Signed:	
Name in block letters:	
Date:	

Internal use only

Finance checks completed	<input type="checkbox"/>
Appraisal completed	<input type="checkbox"/>
Funding awarded	£

Clean Growth and Sustainability Manager:

Signed:	
Name in block letters:	
Date:	