

Electric Vehicle Chargepoints and Solar PV Grant - Guidance Notes

Introduction:

South Norfolk Council has created the EVCP and Solar PV Grant, with funding from the UK Shared Prosperity Fund, released by the government in 2022. The Grant has two overall objectives:

- Increasing the provision of public electric vehicle charging points across South Norfolk, to encourage the uptake of electric vehicles, across both the urban and rural areas of the district.
- Enable Town and Parish Councils and community groups to provide EVCP infrastructure to residents whilst providing their usual services, by reducing electricity costs through the provision of solar PV.

The grants are initially only available to South Norfolk parishes who have previously expressed interest and submitted information. These parishes will have been contacted directly about the scheme.

We will open the scheme to all other South Norfolk parishes on **Wednesday 12th June 2024**.

This is the first round of EVCP and Solar PV Grants. **Applications close on Friday 29th November 2024.**

What is offered in the grant funding:

EVCP

- A maximum grant of £10,000 for EVCP to cover:
- 1 charge point with 2 sockets, either wall mounted or pedestal.
- Chargers will be 22kW where there is 3 phase electricity, if not then 7kW chargers will be installed.

Solar PV

- A maximum grant of £10,000 for solar PV to cover:
- A roof mounted solar array of at least 4kW. The applicant can fund additional solar capacity above £10,000 grant if desired.

What cannot be funded:

- We cannot fund installation of battery storage linked to the PV system
- Insurance is not included, it is up to the building owner to update their policy



HM Government



Completing the application form

	<u>Project Applicant</u>
1-3	<p>Please complete with the details of the group applying for the funding and the building where the EVCP (and Solar PV) will be installed. Applicants should be town/parish councils or community groups such as village hall associations.</p> <p>Proposed sites for EVCP and solar PV provision must be located within South Norfolk.</p> <p>Provision of both EVCPs and solar PV must be attached to a public/community building.</p> <p>The EVCPs must be accessible to 24/7 for public access.</p>
4	<p>If the applicant is not the building owner please provide the name of the building owner and confirmation that permission has been granted for this project. It is your responsibility as the applicant to seek this permission from the land/building owner.</p> <p>This must be in place before an application is submitted.</p>
5	<p>Please let us know if the applicant organisation is VAT registered. This will affect how the grant is paid.</p>
6	<p>Project Description – please provide as much detail as you can on what you intend to install. This should include the type of chargers that would be preferred (assessment by an installer through the DPS scheme may determine this), where the chargers would ideally be situated. If you are applying for funding for solar PV, please include some brief details of the building where this will be installed. If it is helpful you can include a marked up map or diagram here too.</p>
7	<p>Type of Project – please select the appropriate option. Please note if you are selecting just solar PV we will contact you to provide evidence of the EVCP that are already in place/being installed.</p>
	<u>EVCP Choices</u>
8	<p>Quotes</p> <p>We are offering two choices for obtaining a quote:</p> <ul style="list-style-type: none"> - Find your own quote - Use the County Council's Dynamic Purchasing System to find a quote.



	<p>Details about the DPS can be found on our website. Installers on the DPS system have already been vetted by the county council and will be quoting for chargers that meet criteria set out by NCC.</p> <p>If you choose to find your own quote then the installed EVCP must meet this criteria:</p> <ul style="list-style-type: none"> • Be situated in a car park with public access 24/7 and no customer parking requirements. • It must be possible to pay for the charging through contactless payments. • If the site has three phase electricity then a 22kW charger can be installed, if not then 7kW. • Funding will not be offered for EVCP at a site where EVCP are already installed. • If an additional electricity meter is required for the installation, then this is the responsibility of the applicant. • It is the responsibility of the applicant to be assured that the DNO can accommodate the charger and the solar PV array. Installers may provide advice on this as part of their quotation. • The grant can fund wall mounted (preferred) or pedestal chargers. • The funding is for one charger (with 2 sockets) • If any electrical infrastructure works are required then this needs to be within the £10,000 grant. <p>If it is not possible to obtain a quote for the works within the £10,000 limit please contact us to discuss options.</p>
9	<p>Back-office system</p> <p>A back-office system is required to run the chargers. We are offering applicants the choice of purchasing their own or joining the Plug in Norfolk system. More information below and Plug in Norfolk PDF on the website.</p> <p>a) Parishes can choose their own back-office system for the EVCPs but will also be responsible for the day-to-day management and maintenance of the chargers. SNC will reimburse the Parish for the first year of maintenance costs only, if included in the application quote. Parishes will be entitled to 100% of any revenue generated from the EVCPs but will also be liable for all costs (including electricity costs) and any losses. Electricity costs to the Parish could be reduced by the installation of Solar PV, which can be supplied as an addition to EVCPs as part of this grant scheme.</p> <p>b) Parish EVCPs can join Norfolk County Council's 'Plug-In Norfolk' (PIN) county-wide back-office system and network. Norfolk County Council will be responsible for the day-to-day management and maintenance of the EVCPs and will fund the oncosts of the EVCPs as well as any maintenance costs. Parishes will be reimbursed for</p>



HM Government

**LEVELLING
— UP —**



	<p>the electricity used by the chargers at a flat rate of 34p/kW. Parishes will not be entitled to any revenue generated from the EVCPs – all revenue generated will be invested back into the PIN system by Norfolk County Council. The terms and conditions for joining PIN can be found within the application documents.</p>
10-11	<p>Norfolk County Council funding option</p> <p>This section is optional and should only be completed if using the NCC DPS and Plug in Norfolk system have been selected.</p> <p>To maximise funding available we have aligned our grant scheme with what Norfolk County Council have on offer. Therefore where possible we will pass applicants on to them if they meet their criteria for funding. The grants that NCC are offering are from national LEVI funding and the outcome for the applicant will be the same as the SNC scheme.</p> <p>If you are happy to be considered for this funding please complete section 10 and 11.</p>
12	<p>EVCP Quote</p> <p>If you have chosen to provide your own quote for the EVCP please add the cost ex VAT here. You will also need to send us your quote with the application form. We only require one quote for this, but you will need to follow your organisations procurement rules and may need more than one.</p>
13	<p>Solar Quote</p> <p>We are using national average prices to determine value for money for solar PV. We are offering grants of up to £10,000 for a minimum of 4kWp. Applicants can add other funding to install a larger system or install batteries.</p> <p>Installers must be registered on the Microgeneration Certification Scheme database. You can look up installers here Find a Contractor - MCS (mcscertified.com)</p> <p>If you cannot find a quote that meets these criteria please contact us to discuss options</p> <p>On the application form please enter the size of the Solar PV system. The total cost ex VAT and if the grant requested from SNC. Please also send in this quote with your application.</p> <p>We are using the average prices to demonstrate value for money, so only require one quote. You may wish to obtain more quotes to meet your own organisation's procurement rules.</p>
14	<p>Approval and permissions</p> <p>It is the applicant's responsibility to check and obtain all permissions needed for their project.</p>



HM Government

**LEVELLING
— UP —**



	<p>For planning and building control we understand that it is not feasible to obtain these before the grant funding offer is made. Please use this form to demonstrate that you are aware of what permissions will be needed and the correct point in the project to apply for them. In most cases UK Power Networks will just need to be notified of a new Solar PV installation, your installer should do this for you. In some rural areas they may need to check that the electricity supply in the area is sufficient for the extra load, your installer will sort this out with UKPN. See here for more information https://www.ukpowernetworks.co.uk/low-carbon-technology-domestic</p>
--	---