



Workplace Charging Scheme Installer claim form (V1.0)

This form must be completed and include details representing all installation sites

Unique voucher code:

Section 1 Installation details

I,

on behalf of [authorised chargepoint installer]

confirm that the following installation records are accurate as of the date of installation:

Total Number of sockets

Workplace Charging Scheme installer ID

If you cannot provide the Workplace Charging Scheme installer ID please enter details below:

Installer Business Name

Installer Business Postcode

Installer Business Address

Installer Business Key Contact name

Section 2 Price breakdown table – please complete showing cost of work.

This must be shown to the applicant workplace representative to declare it is an accurate representation of the work completed.

Description	Price
Total install price-without subsidy and including VAT	£
Workplace grant value (£300, no VAT applies) for each socket (up to a max of 20 sockets)	£
Price charged to customer (total install price including VAT, minus £300 per socket)	£

Section 3 Installer authorisation and installation conditions

I can confirm that the following statements apply to me:

- I have been formally approved by the chargepoint manufacturer to install this equipment;
- I am registered with
[accreditation body]

I can confirm that I am in agreement with the following statements in relation to the installation(s):

- Each installation address has designated off-street parking for staff or fleet vehicles for the eligible applicant;
- Each chargepoint has been installed in an appropriate location, with appropriate access for a vehicle;
- Each socket has a minimum supply of 3kw (not diminished by the simultaneous use of other sockets);
- Each socket has an accessible associated parking space;
- That the chargepoints listed above in Section 1 meet the Office for Low Emission Vehicles (OLEV) Workplace Charging Scheme minimum technical standard specification;
- The installation is in full compliance with the requirements of the current edition of the UK wiring regulations (BS7671) and the IET Code of Practice for Electric Vehicle Charging Equipment Installation and that I can provide all evidence required of compliance with these documents, as specified by them.
- I will complete a BS7671 Electrical Installation Certificate and Building Regulations compliance certificate for this installation.
- I will notify the local Distribution Network Operator of this installation, providing all information required on the form accurately and will inform DVLA of that notification.
- I have recorded photographic evidence of this chargepoint installation, with one photo showing the chargepoint serial number and another the installation site relative to the designated off-street parking.

Installer Declaration

If I knowingly breach any of the above conditions, give information that is incorrect or if relevant information is knowingly omitted in this application, OLEV reserves the right to take whatever action it deems appropriate (including but not limited to legal action) to recover from the installer any monies received in accordance with the Workplace Charging Scheme and any other associated recovery costs.

Signed _____ (typed name)

Date

Name

Section 4 Applicant workplace declaration of works complete

The following section to be completed by the applicant that the voucher has been issued to. Please tick to declare the following has been accurately recorded by the installer in sections 1 to 3 of the grant claim form.

Chargepoints have only been installed at locations included on the voucher

The price breakdown table (Section 2) is an accurate reflection of the work completed

The photo evidence provided are accurate representations of all the installations

The Chargepoint Unique Serial Numbers are correct

The number of sockets installed is correct

Signed ["typed name on behalf of the workplace applicant"]

Date

Once completed send form to:
workplacechargingscheme@dvla.gsi.gov.uk