



Electric Vehicle Homecharge Scheme Installation Form (V.3.0)

[READ THIS FIRST]:

Note for vehicle registered keepers/primary users

The Electric Vehicle Homecharge Scheme is a government-funded scheme to support the roll-out of home charging equipment for plug-in vehicles at domestic properties.

Please note that the scheme is funded by tax payers' money.

You are the beneficiary of this grant which will be claimed on your behalf by your installer

Please be sure that costs are not being exaggerated or inflated by your chosen chargepoint installer.

OLEV will run audit checks and if any claim is found to be false, payment will be refused or will have to be repaid.

The contents of this form must not be altered without prior permission from OLEV under any circumstance.

Your personal information will be safeguarded and processed in accordance with data protection legislation. The Department for Transport is the 'Controller' for personal data processed as part of the Electric Vehicle Homecharge Scheme (EVHS) and the Workplace Charging Scheme (WCS). A copy of the full Privacy Policy, which includes the information we collect, how we use it and under what circumstances, if any, we will share it with other parties, is available at: <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>.

PART A – REGISTERED KEEPER/PRIMARY USER DECLARATION

Section 1 – Customer Details

1	Name of Primary Vehicle User as it appears on their/your driving license ("the customer")	
2	Installation address	
3	Customer phone number	
4	Customer email address	
5	Vehicle Make and Model	
6	Confirmation that the vehicle is listed on the OLEV Electric Vehicle Homecharge Scheme eligible vehicles list ¹	
7	Vehicle Registration Number (VRN) (if the vehicle is on order, please enter N/A)	

Section 2 – Proof of ownership of a qualifying vehicle

Please put a tick in one of the boxes in the right-hand column to confirm your customer type and that you have at least one of the matching pieces of evidence.

All documents provided must reference your name, address and vehicle make and model.

Ownership status	Accepted Evidence	Please tick
I am the registered keeper of the vehicle	Vehicle Registration Number	
I have ordered the vehicle	Order Confirmation	
	Other proof of purchase	
	Leasing Confirmation	

¹ <https://www.gov.uk/government/publications/electric-vehicle-homecharge-scheme-eligible-vehicles>

<p>I am leasing or have a finance agreement for this vehicle</p> <p>Official headed documentation providing evidence that you are the user of an eligible electric vehicle for a minimum of 6 months.</p>	Hire Purchase Agreement	
	Personal Contract Hire Agreement	
	Personal Contract Purchase Agreement	
	Motability Order or Contract	
	Letter from Leasing Company or other appropriate party providing use of the vehicle (must include a Company Registration Number)	
<p>I am the nominated user of an employer vehicle</p> <p>Official headed documentation providing evidence that you are the user of an eligible electric vehicle for a minimum of 6 months is required</p>	<p>Letter from Employer (Please see section 2.2 for a template letter. Your letter must include either your employer's: Company Registration Number, VAT-registration number, or a separate letter evidencing HMRC registration confirmation)</p>	
<p>I have leased the vehicle as part of a salary-sacrifice scheme.</p>	<p>Letter from Employer (Please see section 2.2 for a template letter. Your letter must include either your employer's: Company Registration Number, VAT-registration number, or a separate letter evidencing HMRC registration confirmation)</p> <hr/> <p>Order Confirmation</p>	

Section 3 – Customer declaration

I confirm that each of the below statements applies to me:

(Please tick each of the boxes below to confirm you have read and understood all of the terms and conditions below.)

I am the registered keeper, lessee or the nominated user of the vehicle, or have the vehicle on order	
I have use of this eligible vehicle for a minimum of 6 months beginning on the date I take keepership or control of the vehicle.	
I acknowledge that I am required to inform the installer if, before installation of the chargepoint, my circumstances change and I am therefore no longer eligible for the grant.	
The address specified above is a residential address and is owned or rented by me.	
Where the property is a leasehold or is rented, I have consent from the landlord/freeholder for a domestic EV chargepoint to be installed.	
<p>A grant has not previously been claimed at this property by myself or spouse/partner/family member residing at the same address under the Domestic Recharging Scheme (which ran from February 2013 to August 2014) or EVHS.</p> <p>OR</p> <p>My household has 2 eligible vehicles and I am therefore claiming a second chargepoint grant for the second vehicle. In this case please state:</p> <ul style="list-style-type: none"> - The VRN for the existing eligible vehicle (which is not the vehicle being claimed for in this application) is - The existing eligible vehicle (which is not the vehicle being claimed for in this application) is a leased/company vehicle or is currently on order, and I will provide additional evidence for this vehicle as listed in Section 2. 	
I have not previously claimed under the Domestic Recharging Scheme or Electric Vehicle Homecharge Scheme for this vehicle	
I am having this chargepoint installed as a private individual and will not be claiming the VAT back from HMRC.	
The installation address has designated private off-street parking with good access for an eligible vehicle to be charged safely.	

Section 4 – Details of Chargepoint

Chargepoint make	
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Chargepoint model	
Unique chargepoint serial number	
Smart-hub serial number if separate to the main chargepoint	
Chargepoint ID (if different to serial number)	
I confirm that the chargepoint is on the OLEV EVHS approved chargepoint model list ²	
I confirm that the chargepoint has been installed in an appropriate location	
Installation date	

Section 5 - Cost of installation

The price provided should be the price charged by the installer. Please ensure that the costs add up correctly, otherwise the claim will be rejected.

Description	Price
Hardware	
Chargepoint unit price (ex. VAT):	£
Other equipment costs, please list equipment and their costs (ex. VAT):	£
Labour	
Total labour cost (ex. VAT):	£
Totals	
Total Price - before VAT	£
VAT	£
TOTAL PRICE - including VAT	£
EVHS Grant claimed (This should be 75% of the Total incl VAT- capped at a maximum of £350):	£
Total Install Price - Charged to Customer	£

The correct accounting treatment is that the customer should be invoiced for the total (including VAT - irrespective of rate) for their installation and that the OLEV grant be treated

² <https://www.gov.uk/government/publications/electric-vehicle-homecharge-scheme-approved-chargepoint-model-list>

as an offset leaving a reduced balance for the customer to pay. Installers who are not registered for VAT should enter zero in the VAT box above

Section 6 - Conditions for use of chargepoint

I confirm I agree with the following conditions of use:

I am content for: South West Electrotechnical Services Ltd[name of your chargepoint installer], to claim the Electric Vehicle Homecharge grant on my behalf	
I agree to be contacted by the Office for Low Emission Vehicles (OLEV) or its agents for audit purposes, should my installation be chosen for an audit (your personal information will be safeguarded and processed in accordance with the requirements of data protection law).	
I understand that I am responsible for paying the costs associated with electricity usage for the chargepoint.	

Section 7 - Customer Declaration

I have read and understood the information outlined in sections 2 - 5. I declare that the information I have given on this form is correct and complete. I understand that OLEV will use all of the information provided on this form and all supporting evidence to assess the claim for the Electric Vehicle Homecharge Grant Scheme.

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 customer any benefit received in accordance with the EVHS grant and any other associated recovery costs.

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Signed..... Date.....

Name..... ("the customer")