

Plug In Norfolk Community Electric Vehicle Charging Points Grant Terms and Conditions – Community Installs

Norfolk County Council are progressing a community-focused electric vehicle chargepoint (EVCP) network around the county under the 'Plug In Norfolk' initiative. This initiative aims to facilitate the rollout of chargepoints to primarily rural locations, particularly those with a tourism draw or with a lack of off-street parking such as driveways. Parish Councils and other community groups such as village hall associations and registered charities (hereafter referred to as 'Hosts') can opt to be part of this initiative, which takes funding from a number of sources, including but not limited to central government grant funding and Norfolk County Council-based funding. The following terms and conditions must be adhered to in order to satisfy funding requirements imposed on this scheme:

1. Norfolk County Council will allocate funding and facilitate the procurement of the EVCPs on behalf of community organisation using its Dynamic Purchasing System framework. Allocated funding will cover all installation costs as well as associated works such as the provision of signage and protectors such as barriers and bump stops where this is deemed necessary. By participating in the Plug In Norfolk initiative, the Host agrees to Norfolk County Council acting on their behalf in respect to sourcing quotes and arranging surveys of the premises by suppliers on our Dynamic Purchasing System.
2. Norfolk County Council will endeavour to fund ongoing routine maintenance of the EVCPs as long as these devices are within the Plug In Norfolk initiative. This ongoing maintenance coverage will not apply to any indirect costs such as increased use of the premises due to the EVCPs such as wear and tear of car parks, standby electricity costs or insurance payments associated to the EVCPs.
3. External funding can be used to supplement installation costs and is encouraged, as the grant funding is provided to Norfolk County Council on the basis that third-party contributions will be made.
4. Once installation is completed, the Host will be responsible for notifying Norfolk County Council that they accept the completed work as satisfactory and will, upon acceptance, become the de-facto owner of the installed asset(s) and will be responsible for them on a day-to-day basis. The resolution of any issues relating to the installation will be between the Host and the assigned installer. EVCPs installed as part of this project will need to remain operational for a minimum period of 7 years in accordance with grant funding terms and conditions from central government and operated through the Plug In Norfolk initiative. Any issues such as vandalism, misuse or damage not covered by the maintenance contract will be the responsibility of the host. Norfolk County Council will consider funding repairs and replacements where budgets allow. All hosts must take all reasonable steps to mitigate accidental or intentional damage to chargepoints, including adding units to existing insurance policies where possible.
5. The running and maintenance costs of the EVCPs will be funded by Norfolk County Council until 31 July 2030 through the Plug In Norfolk initiative. This arrangement is subject to available funding and this support may be subject to early termination. This arrangement

will be in exchange for the County Council claiming all revenue made by the EVCPs so that this can be reinvested into the Plug In Norfolk network to ensure the ongoing provision of EV charging points within local communities or other local sustainable transport initiatives as required.

6. An assessment of the performance of all sites and a financial evaluation of the project will be undertaken by Norfolk County Council at regular intervals in order to assess performance against funding objectives. Norfolk County Council reserve the right to decommission and/or remove EVCPs where funding objectives are not being met. If this clause is activated then the County Council will be responsible for decommissioning and/or removal costs. If equipment is removed, any drilled holes will be sealed and all reasonable endeavours will be taken to return the site to a reasonable condition. It will not be possible to remove any road markings however these may be patched/painted over.
7. As the EVCPs will be run from existing supplies at host premises, the County Council will initially reimburse electricity used by the EVCPs at a rate of 34p/kWh. It is the responsibility of the host premises to ensure as competitive a tariff as possible is sought to avoid the host being at a deficit. This rate will be reviewed annually and adjusted as required by the market. Assessments for appropriate energy reimbursements will be made using quarterly report information from the Department for Energy Security & Net Zero.
8. Usage tariffs are to be determined and set by Norfolk County Council. The Plug In Norfolk system aims to create a standardised user experience at all locations. Usage tariffs will be adjusted as dictated by the cost of electricity, operating costs and usage demand. Assessments will be made by the County Council using data available from central government and from local market research. Any changes to the tariff or deviations from the standard tariff will be the decision of Norfolk County Council.
9. EVCPs must be accessible to all members of the public to use, without the requirement to use the services of the host premises. 24/7 public access to EVCPs is required to support the overnight charging needs of local residents, unless otherwise agreed with the EV Infrastructure team at Norfolk County Council.
10. EVCP specification will be as determined by Norfolk County Council's Dynamic Purchasing System.
11. All installations will be registered on the National Chargepoint Registry UK at <https://chargepoints.dft.gov.uk/login> and ZapMap. This will be managed by Norfolk County Council and our delivery partners.
12. Any wish to withdraw from the Plug In Norfolk project must be submitted to Norfolk County Council in writing at evehicles@norfolk.gov.uk with 3 months' notice. The cost of removal and decommissioning of devices before the end of the project will be borne by the landowner/lease holder unless by mutual agreement with Norfolk County Council. Ownership of the devices will immediately transfer to Norfolk County Council once decommissioned, and arrangements must be made for the safe return of all devices. The Host will be responsible for any damage/loss caused to chargers caused as a result of decommissioning initiated under this clause.

13. Plug In Norfolk is a collective electric vehicle charging model intended to expand EV charging across Norfolk with the involvement of Parish Councils, community groups, businesses and Tier 2 (Borough, District, City) authorities. For the Community model, Norfolk County Council's responsibilities will be: facilitating the operation of the EVCPs on behalf of all hosts under a consortium arrangement, monitoring the back-office system along with the appointed operator, ensuring proactive maintenance is undertaken to agreed service levels, ensuring faults are escalated for rectification, providing a central point of support for all onboarded hosts, undertaking countywide promotion of the EVCP network, ensuring a customer support line is provided for users of the EVCPs, and funding the back-office and maintenance functions for the agreed period (see point 5).
14. In the event that an EVCP is rendered unusable and is beyond economic repair, Norfolk County Council reserve the right to decommission the asset without replacement. We will ensure that any adjustments made to the premises (such as drilling or chasing in walls for cabling) are made good as far as reasonably practicable.