



Office for Low Emission Vehicles

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chargepoint.grants@olev.gsi.gov.uk
www.gov.uk/olev

12/03/2020

Authorised company name: **CJ Electrical Contracting Services Ltd**
Installer number: **WCS3042**

Dear Kailey Michael,

Approval to install chargepoints under the Workplace Charging Scheme

1. We are pleased to inform you that your application to become an authorised installer under the Workplace Charging Scheme (WCS) has been successful. You are now eligible to submit grant claims under the scheme.
2. This approval does not permit you claim grants for chargepoints installed under the Electric Vehicle Homecharge Scheme (EVHS). You will need to obtain approval for this separately.

Chargepoints that you are now eligible to install

3. In your application you confirmed the chargepoints that you would like to install under the WCS. A list of all authorised installers and the chargepoints that they are currently authorised to install under the WCS can be found at the following link:

<https://www.gov.uk/government/publications/workplace-charging-scheme-authorised-installers>

4. Your authorisation will be reflected on this list within five working days.

Your responsibilities as an authorised installer

5. Your responsibilities as an authorised installer of approved chargepoints are set out in 'Workplace Charging Scheme, Guidance for Applicants, Chargepoint Installers and Manufacturers' which can be found at the following link:

<https://www.gov.uk/government/publications/workplace-charging-scheme-guidance-for-applicants-installers-and-manufacturers>

6. Annex 1 contains a summary of these responsibilities and other useful information for new installers.
7. Please note that funding for the WCS is limited. The Office for Low Emission Vehicles (OLEV) reserves the right to terminate or change the grant at any time, though we aim to provide up to 4 weeks' notice of any such change. OLEV will honour any unique identification voucher codes that have been issued ahead of any changes to the grant or during any notice period given following the announcement of the scheme closure.
8. We look forward to working with you to ensure that the WCS is a success. If you have any questions at all, please don't hesitate to get in touch with the team.

Yours sincerely,



Natasha Robinson and Vicky Edmonds
Joint Heads of the Office for Low Emission Vehicles

How to get in touch:

The grant is administered on behalf of OLEV by the **Driver and Vehicle Licencing Agency (DVLA)**. The DVLA are responsible for approving grant claims and responding to queries from chargepoint installers. They can be contacted at:

Email: workplacechargingscheme@dvla.gsi.gov.uk

Phone: 0300 083 0082

(Mon-Thurs 08:00 – 16:30; Fri 08:00 – 16:00)

To add units to this authorisation:

If you would like to be authorised to install additional chargepoints on top of those you have been approved with this authorisation, please email the necessary documentation to installer.authorisations@dvla.gsi.gov.uk. You will need to include confirmation from the relevant chargepoint manufacturer that you have been approved to install the units you would like to add.

You must have been approved by OLEV to install a chargepoint model **before** the installation takes place.