

Station Road
Heckington
Sleaford
NG34 9JH

Office for Zero Emission Vehicles
Great Minster House
33 Horseferry Road
London
SW1P 4DR

chargepointgrants@ozev.gov.uk

25/04/2024

Authorised company name: **Sleaford Building Services Limited**
Installer number: **EVHS/WCS12629**

Dear Guy Longhurst,

Approval to install chargepoints under the Office for Zero Emission Vehicles (OZEV) residential and commercial chargepoint grant schemes:

- EV chargepoint grant for flat owner-occupiers and people living in rented properties
 - EV chargepoint grant for residential landlords
 - EV infrastructure grant for residential car parks
 - Workplace Charging Scheme
- EV chargepoint grant for commercial landlords
 - EV infrastructure grant for staff and fleets

1. We are pleased to inform you that your application to become an authorised installer under OZEV's residential and commercial chargepoint grant schemes has been successful. You are now eligible to submit grant claims under the scheme.

2. A list of all authorised installers under the OZEV's residential chargepoint grant schemes can be found at the following link:

<https://www.gov.uk/government/publications/residential-chargepoints-authorised-installers>

3. A list of all authorised installers under the OZEV's commercial chargepoint grant schemes can be found at the following link:

<https://www.gov.uk/government/publications/commercial-chargepoints-authorised-installers>

4. Your authorisation will be reflected on these lists within five working days. Please ensure that your details are up to date, to ensure that you receive important communications from OZEV.
5. **Your responsibilities as an authorised installer**
6. Your responsibilities as an authorised installer are set out in the guidance for each scheme, which can be found at the following link:
<https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>
7. You must have a sound administration and audit process, including internal financial controls to safeguard against fraud and error. You must ensure that any information provided is true and that nothing which is required has been omitted (to the best of your knowledge)
8. The Department adopts a 'zero-tolerance' culture in relation to acts of fraud, bribery, and corruption. We do not permit it under any circumstances - any such acts will be investigated fully and where appropriate, disciplinary and / or legal action will be taken, in line with Cabinet Office guidelines. You may become ineligible for Grant support and may be required to repay all or part of the Grant if you engage in fraud or activity perceived to mislead the department
9. OZEV conducts audits of installations as a counter-fraud measure and to verify that installations meet legal requirements. Please note that failure to meet the requirements may lead to you being removed from the scheme
10. Please note that funding for these schemes is limited. OZEV 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. OZEV will honour any unique identification voucher codes or approvals that have been issued ahead of any changes to the grant or during any notice period given following the announcement of the scheme closure
11. We look forward to working with you to ensure that these schemes are a success. If you have any questions at all, please do not hesitate to get in touch with the team.

Yours sincerely,

Stephen Rippon and Lizzie Culwick and Nick Shaw
Joint Heads of the Office for Zero Emission Vehicles

How to get in touch

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

Email: chargepointgrantapps@dvla.gov.uk for EV chargepoint grant for flat owner-occupiers and people living in rented properties scheme
LandlordGrantEnq@dvla.gov.uk for EV Chargepoint grant for Residential and Commercial Landlords schemes
CarparkGrantEnq@dvla.gov.uk for EV Infrastructure grant for residential car parks scheme and EV Infrastructure grant for staff and fleets scheme

workplacechargingscheme@dvla.gov.uk for Workplace Charging scheme

Phone: 0300 123 1343

If you want to remove your organisation from the list of authorised installers, please let us know by emailing: installer.authorisations@dvla.gov.uk.