

On street residential chargepoint scheme (ORCS) guidance

FY 24/25



ORCS claims guidance

You will need to provide the following documents to submit the ORCS claim:

- Grant claim form
- Monitoring Log (a separate tab on the grant claim form spreadsheet)
- Invoices with a detailed breakdown of costs

Invoices

If an invoice includes more than one 'Type of Cost', individual costs must be itemised.

EXAMPLE INVOICE

DNO Connections 'R US
10 Another Rd.
City
WX1 2YZ
02468 135790

DATE
05/10/23

INVOICE NO.
ABC123

INVOICE TO
Midshire Council
1 A street
Town
AB1 2CD

DESCRIPTION	VAT RATE %	AMOUNT EXCL. VAT £
Grid connection for "A car park" Ref: ORCS phase 1	20.00	£1800
Subtotal		£1800
VAT		£360
Total		£2160

Example invoice A

**A chargepoint operator**

2 Some Road
City
EF1 2GH
Phone: 01234 56789

TO:
Local Authority Name
1 A street
Town
AB1 2CD

INVOICE

INVOICE #
123456

INVOICE DATE
01/10/2023

Reference
Installation of EVCPs in A Car Park



QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2	7kW dual headed chargepoints	£2500	£5000
2	Twin guard rails	£500	£1000
1	Ground works and chargepoint installation	£8000	£8000
2	Commissioning	£250	£500
1	Bay markings	£750	£750
2	EVCP signage	£150	£300
1	Feeder pillar	£1800	£1800
SUBTOTAL			£17,350
VAT			£3,470
TOTAL DUE			£20,820

➤ Chargepoint Hardware

➤ Labour and installation

➤ Signs and lines

— Chargepoint Hardware

Example invoice B

As you can see in the examples above, the DNO invoice (A) is for one type of cost. However, the second invoice (B) includes multiple types of costs (hardware, installation etc.), which must be itemised.

Grant claim form

Each invoice must be broken down into 'Type of Cost' on Section D of the grant claim form. The 'Type of Cost' section includes: Chargepoint hardware, labour and installation, electrical connection costs, signs and lines, surveys and other.

If an invoice has multiple lines of costs for one 'Type of Cost', as invoice B has for 'Chargepoint hardware' and 'Labour and installation', these figures can be combined into one row on the grant claim form, as follows:

Invoice number (where possible, please embed the invoice within this cell)	Name of company providing the invoice	Type of cost	Item description	Invoice amount	Eligible amount
123456	A Chargepoint operator	Chargepoint Hardware (incl associated hardware eg. barriers)	Twin 7kW chargepoints, twin guard rails, feeder pillar	£7,800.00	£5,850.00
123456	A Chargepoint operator	Labour and Installation of the Hardware	Groundworks, installation and commissioning	£8,500.00	£6,375.00
123456	A Chargepoint operator	Signs and Lines	Bay markings, EVCP signage	£1,050.00	£787.50
ABC123	DNO Connections R Us	Electrical Connection Costs and Associated Labour	Grid connection - ORCS phase 1.	£1,800.00	£1,350.00

Monitoring log

One row of the monitoring log should be completed for each chargepoint (not socket).

Midshire Council				ORCS grant reference: ORCS XXX									
Joe Bloggs				Number of chargepoints in application: 2									
30 June 2023				Number of chargepoints installed: 2									
				Number of sockets installed: 4									
a line for every chargepoint installed													
General Chargepoint Information										Location Information			
Chargepoint ID on NCR	Name of grant recipient	Project Reference	Chargepoint installed and commissioned? (Y/N)	Asset and Location Description	Type of Location	Number of sockets at this chargepoint	Power of chargepoint (kW)	Chargepoint Manufacturer	Chargepoint installation date (dd/mm/yyyy)	Latitude (must provide)	Longitude (must provide)	Post Code	On NCR
452556	LA Council	LR056	Yes	Full Address	Car park	2	7	Chargepoint R Us	20/06/2023	54.46789	-2.58645	AA12BB	Yes
452558	LA Council	LR056	Yes	100 High Rd, Town, County, AA12BB	On-Street	2	7	Chargepoint R Us	20/06/2023	53.369771	-2.725226	AA12BB	Yes