Office of Energy   
and Climate Change

Drive electric NSW

EV fast charging grants

Bid checklist

December 2022

# Application checklist

This document has been prepared to assist potential applicants with their bid development and should be read in conjunction with the electric vehicle (EV) fast charging grants guidelines.

This checklist aims to help you:

* collect the required information for the application process
* understand the evidence that is acceptable to the department
* ensure relevant information is submitted.

Please note there are several key changes between this round (round two) and the first funding round. Ensure you are familiar with the Round 2 guidelines before submitting your application.

| Eligibility and merit criteria | Required information |
| --- | --- |
| Eligibility criterion A: Minimum applicant requirements | Applicants must:  have and provide the ABN of their organisation and any other partner organisations  have relevant insurances (public liability, workers compensation, etc)  be one of the following:   * an entity incorporated under the Corporations Act 2001(Cth) * a state-owned corporation or subsidiary of an Australian state or territory owned corporation; or * a local government or council in NSW.   provide a project funding strategy, including an accountant declaration, that confirms the applicant’s ability to fund its share of the project costs. The accountant declaration must be in the form stipulated in Appendix 6  agree to participate in knowledge sharing activities related to the project, as defined in the knowledge sharing plan. This plan is available for applicants review at the opening of round 2 applications. |
| Eligibility criterion B: Eligible charging infrastructure projects | To be eligible your project must:  construct new fast and/or ultra-fast charging stations. Increasing the scale or making additions to existing stations, will not be eligible.  Meet the following minimum requirements:  for standard stream stations:   * + a minimum of 2 chargers to service a minimum of 4 bays concurrently (i.e., 4 charging plugs)   + a minimum of 2 charging bays rated at a minimum of 175kW per bay (+/- 20%)   + a minimum of 2 charging bays rated at a minimum of 350kW per bay (+/-15%)   + have 4 designated car parks for 4 (or more) BEVs with lane markings   + commit to install and commission all *standard stream* fast charging stations within 2 years of executing the funding agreement with the NSW Government   + includes redundancy in the system (for example, an additional 22kW AC plug)   + that charging units can be dynamically managed   + has a minimum connection of 500kVA to site (where applicable)   + evidence where a proposed station connection capacity of 500kVA is not possible (including evidence for rationale behind reduced connection size), and the proposed new total site connection capacity.   for fast-track stream stations:   * + a minimum of 4 chargers to service a minimum of 8 bays concurrently (that is, 8 charging plugs)   + a minimum of 6 charging bays rated at a minimum of 175kW per bay (+/- 20%)   + a minimum of 2 charging bays rated at a minimum of 350kW per bay (+/-15%)   + have 8 designated car parks for 8 (or more) BEVs with lane markings   + commit to install and commission all fast-track stream fast charging stations within 18 months of executing the funding agreement with the NSW Government.   + includes redundancy in the system (for example, an additional 22kW AC plug)   + that the site can be dynamically managed   + has a minimum connection of 750kVA to site (which may be met through either grid connection or via a combination of grid connection and battery storage).   include at least one plug type at each fast charging station which are in accordance with the Federal Chamber of Automotive Industries (FCAI) technical statements and / or codes of practice.  Be either:  located within an optimal zone identified in the [NSW Fast Charging Master Plan](https://www.energysaver.nsw.gov.au/reducing-emissions-nsw/electric-vehicles/electric-vehicle-fast-charging-master-plan), and further detailed in Appendix 4  or  demonstrate an alternative proposed charging station within NSW that meets the NSW Government’s objectives listed on page 2.  source renewable energy to cover the electricity usage of all charging stations in perpetuity. Renewable energy sources must be either on-site renewable energy generators, off-site renewable energy generators, Greenpower, large-scale generation certificates (LGCs), or a combination of sources  not restrict public access to the fast charging stations (such as by providing priority, reserved or exclusive access). |
| Eligibility criterion C: Payment interoperability and public accessibility | To be eligible your project must also:  include commonly accepted payment options that can be reasonably expected by EV drivers, such as EFTPOS or using a bank card. Payment options must not be restricted by any form of business-related prioritisation, such as memberships, subscriptions or smart phone applications  provide the option to pay for EV Charging using an Opal Digital Card by ensuring the payment terminal provided at the EV charging site is:   * a certified EMV terminal functioning in unattended mode * configured with a merchant ID that is used only for EV charging (i.e not used for any other services).   show that charging bays for use by people with a disability will be provided, to the degree necessary, to give equitable access for charging  ensure these parking bays be clearly marked and easy to find  show that charging stations can be accessed daily with minimum hours of availability set between 6:00 am – 9:00 pm  show that no other fees from co-located businesses can be asked of drivers to access a location (such as a shopping centre carpark fee)  be able to publicly show the availability status of a charging station’s charging bays via an online platform and that live charging station data can be used by the Office. |
| Merit criterion A: Cost and sizing of charging infrastructure and the value for money offered by your project | Charging infrastructure will be given merit in line with the following parameters per zone:  the efficiency of the cost-to-kW charger capacity delivered  the total kVA connected to the charging station  the total amount of charging capacity (kW) across all chargers proposed at all stations within a bid  the number of charging bays at each charging station.  the expected return on investment for the project  the extent to which the project leverages additional partnerships, cash or in-kind contributions from other organisations  the rationale for the number of charging bays, kVA connected to site and the total charging capacity at each charging station.  Project cost will be assessed based on the following information:  the quality and detail in project budget and assumptions, including contingency plans to manage cost overruns  the level of detail and credibility in capital cost estimates, including equipment, network upgrades and station security  the level of detail and credibility in operational cost estimates, including maintenance, customer support and other relevant costs. |
| Merit criterion B: Proposed charging station locations | The NSW Government wants to see how your project will deliver a diverse array of stations across NSW. Greater merit will be given to bids that propose charging stations in multiple regions across NSW.  Bids will be assessed for merit in relation to the project location with consideration to the following priority ranking:  the justification and rationale behind choosing a location within an optimal zone, or justification for a location outside of a zone, for both standard and fast track sites  the diversity of sites included across the 8 geographic regions in NSW  what level of support or permission has been given by the landowner to occupy or build at a location (a letter of support or contractual agreement signed by the landowner will be required to verify).  You may provide a rationale for your project locations and demonstrate the strengths and features such as whether a site:  is co-located with local amenities or attractions  has a high level of public visibility and is easily identifiable  is safe and has good public lighting  is close to major roads  can be accessed easily and is available for access 24 hours a day. |
| Merit Criterion C: Charging Station design and project delivery | The NSW Government wants to see how your project will be planned and delivered, including station design and layout.  Bids will be assessed for merit in relation to the project design and strength of methodology for construction and management of the charging stations proposed within each bid. Consideration will be given to the following:  the proposed timeframes for projects to become operational  the comprehensiveness of the project plan and breakdown of key project stages  the readiness of projects to commence construction  how applicants plan on managing charging across each site, particularly during peak hours  the assessment and proposed mitigation of project risks and comprehensiveness of the project’s risk management framework/plan, including the management of safety issues  the quality of the project design, including:   * + the number of charging bays accessible to disabled drivers   + amenities that are included in the design to enhance the consumer experience and ensure a safe consumer experience during all hours of operation   + how many hours a day the charging station will be accessible to the public   + the convenience of access to the charging station   + whether the stations will have land available for charging Heavy Vehicles, and if so, the space available of each charging bay in square metres   + any innovative approaches to creating a positive and enjoyable driver experience   + how much parking space is available nearby to allow for the safe queuing of other EV drivers.   the use of hardware solutions that provide high reliability and have a proven track record  the proposed maintenance and customer service timeframes for each charging station during operation. |
| Merit criterion D: Network access | Importance will be placed on the validity and feasibility of the proposed site network connections, and how progressed they are.  The NSW Government will assess bids based on the status of their network connection at each proposed site, in line with the following 5 network connection stages, listed highest to lowest priority:  new connection or connection alteration approval is already granted  applicants have an agreement with distribution network service providers (DNSPs) for streamlined approval process  new connection or connection alteration process has begun and there is excess network capacity at the chosen location (if known or available publicly)  new connection or connection alteration process has begun.  no connection investigations have occurred  You can find out more information about your local DNSP’s network connection process on their website:   * Ausgrid: <https://www.ausgrid.com.au/Connections> * Endeavour Energy: <https://www.endeavourenergy.com.au/connections> * Essential Energy: <https://www.essentialenergy.com.au/connections> |
| Merit criterion E: Renewable energy and battery storage | Bids can display additional merit with charging sites that have renewable energy and/or battery storage systems included. Consideration for renewable energy sources will be given to the following:  the use of on-site renewable energy generators and their capacity to support the electricity needs of the project, including any planned future upgrades  the total capacity of renewable energy added to the National Energy Market (NEM) as a result of the project  the use of GreenPower for purchasing LGCs, or the annual compliance process for the surrendering of LGCs  applicants that can demonstrate they are 100% renewable across their organisation/s.  If a bid proposes to use battery storage systems, they will be assessed for merit with consideration of the following:  the total kWh of battery storage proposed per charging station  the total kWh of battery storage proposed per bid  innovative solutions to promote new revenue models from battery storage and plans to use battery storage to provide grid support  the proximity of the battery storage system to the charging station. |
| Merit criterion F: Applicant capabilities and capacity | Applicants can show their organisation and their partner’s organisation’s capabilities and capacity to undertake the project by identifying:  a track record with similar projects such as delivering and managing public charging infrastructure or other large electrical installation projects which further demonstrate experience in:   * + planning and design of the infrastructure   + the installation of electrical infrastructure and engineering works   + managing grid connection approval processes   + ongoing site operations   + managing scheduled and unplanned maintenance   + financial and/or risk management   + network coordination   + infrastructure maintenance and customer support.   access to personnel with the right skills and experience  details in the project plan which may include:   * + key risks   + identifying key milestones   + project budget   + how you will manage project dependencies for example sourcing key resources and approvals from the issuing authorities. |
| Merit criterion G: Support jobs and economic growth | Applicants can demonstrate how their projects support jobs and economic growth through identifying:  the impact of the project on jobs in NSW  the total project investment in NSW and in the local region  how the project supports additional economic development in NSW, for example, through sourcing products and suppliers from NSW or encouraging travellers to regional NSW  increased opportunities for Indigenous economic participation  expected benefits for other organisations using the infrastructure – for example local businesses and community groups. |

Table 1: Round two- application checklist for bid process

Drive electric NSW

For more information

To access the round one guidelines and additional supplementary information visit [www.energy.nsw.gov.au/EVfastcharging](http://www.energysaver.nsw.gov.au/EVfastcharging)

Questions can be emailed to [electric.vehicles@environment.nsw.gov.au](mailto:electric.vehicles@environment.nsw.gov.au)