NisonEnergy (trading as Nison Limited)
OZEV Installer No. EVHS/WCS 13528 | Company Reg. No. 16371062 | VAT No. 495472057

Chargepoint Grant Guide for the Workplace Charging Scheme (WCS)

This scheme is for businesses, charities, and public sector organisations installing EV chargepoints for staff and fleet vehicles, including eligible home-based workplaces. Unlike the residential schemes, WCS support is issued as a voucher that must be obtained before installation begins.

1. Scheme Rules & Grant Value

- Funding Amount: Covers 75% of the total purchase and installation cost, capped at £500 per socket.
- Portfolio Allocation: Up to 40 chargepoint sockets, or £20,000 of grant funding, per applicant.
- Eligible Entities: UK businesses, charities, and public sector organisations. Home workers may also apply where they have a registered place of business.
- Entity Verification: Must hold a Companies House registration, HMRC VAT number, or recognised charity/public sector registration number.
- Parking Requirement: Dedicated off-street parking must be available for staff and/or fleet vehicles at the installation site.
- Site Authority: Applicant must own the site or hold written consent from the landlord/property owner to install chargepoints.
- Home Workers: Eligible with a registered place of business and a dual use chargepoint (business and personal vehicle charging).

2. Portal Step-by-Step Instructions (apply-workplace-chargepoint-grant.service.gov.uk)

Section 1: Organisation & Identity Verification

- Log in using your registered business, charity, or public sector identity.
- Enter your Companies House Registration Number, HMRC VAT Number, or charity/public sector registration number.
- Confirm primary contact and registered organisation address.

Section 2: Site Classification & Socket Declaration

- Select the installation type: Workplace Site or Home-Based Business.
- Enter the full site installation address.
- Declare the total quantity of sockets being applied for, up to the 40-socket / £20,000 cap.

Section 3: Installer Assignment

Enter the approved installer credentials:

- Installer Business Name: Nison Limited
- Installer OZEV Number: 13528
- Primary Email: nisonenergy@gmail.com

- Secondary Email: support@nisonenergy.com

Section 4: Evidence & Document Uploads

Upload the necessary compliance and site documentation:

- 📎 Proof of Site Ownership / Landlord Consent: Land Registry Title Deed, lease, or signed landlord/property owner consent confirming authority to install at the site.
- 📎 Itemised Installer Quotation: Formal scope of works and quotation from Nison Limited detailing the full installation cost with the £500 per socket grant discount clearly applied.
- 📎 Site Plan & Parking Verification: Site layout map or clear photographs identifying dedicated staff/fleet parking bays and chargepoint mounting positions.

3. Voucher Process — Key Rules

- Apply First: The voucher application must be submitted and approved before any installation work begins.
- Processing Time: Vouchers are typically issued within 5 working days of a valid application.
- Share With Installer: Once issued, the voucher number must be shared with Nison Limited before work is scheduled.
- Do Not Install Early: Installing before the voucher is issued makes the site ineligible for the grant.
- Completion Window: Installation must be completed within 180 days of the voucher being issued.
- Claim & Deduction: Nison Limited claims the grant directly with OZEV and deducts it from the final invoice; the discount cannot be passed on until the grant claim has been paid.

Document Checklist (Workplace Charging Scheme)

Document	Standard Workplace	Home-Based Business
Business / Entity Proof	Companies House / VAT / charity number	Companies House / VAT / charity number
Property Authorisation	Title Deed, lease, or landlord consent for the site	Proof of registered place of business; landlord consent if renting
Installer Quote	Itemised quote showing socket deductions (£500/socket)	Itemised quote showing socket deductions (£500/socket)
Parking Verification	Site plan or photos of dedicated staff/fleet parking bays	Photo of dedicated off-street space, confirming dual business/personal use
Voucher Confirmation	Voucher number shared with installer before install	Voucher number shared with installer before install