OZEV Grant Application Guide for Renters and Flat Owners (Single Household)

This guide walks a customer through the OZEV home chargepoint grant application from start to finish. Each document upload point is clearly flagged so nothing is missed and the application isn't delayed.

Section 1: Eligibility

The applicant confirms their organisation/household meets the basic eligibility criteria for the grant.

1. Answer: Does your organisation meet the eligibility criteria?

   (Yes/No) *No documents are required at this stage.*

Section 2: Your Details

Basic applicant and property information.

1. Select the type of application.
2. Enter your full name.
3. Enter your address.

   No documents are required at this stage.

Section 3: Funding

Details of the grant amount requested and how it will be used.

1. State how much you require as a grant.
2. Confirm where this funding will be spent.

The grant covers 75% of the purchase and installation cost, capped at £500 per socket. This is limited to 1 chargepoint socket per eligible applicant/household.

No documents are required at this stage.

Section 4: Eligibility Checks

This is the main section of the application and includes most of the required document uploads. Work through each question in order.

7. Enter your phone number.
8. Confirm whether you have had a home chargepoint grant before.

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1. Confirm the chargepoint will be installed at your own home.
2. Confirm whether you own or rent your home.
    a. *This scheme is for tenants in residential properties or owner-occupiers of flats/apartments. Outright homeowners of detached/semi-detached houses do not qualify.*
3. Confirm whether your home has its own private off-street parking.
    a. *Must be dedicated, private off-street parking — e.g. a private driveway, an assigned bay, or an allocated garage.*
4. Select the type of property you live in.
    a. *Eligible property types for this scheme: rented residential properties and owner-occupied flats/apartments.*
5. Upload proof of address.
    a. 📎 **DOCUMENT UPLOAD REQUIRED: Utility bill - Gas and electricity (dated within the last 3 months)**
6. If renting, or a flat owner-occupier, upload proof of tenancy or ownership.
    a. 📎 **DOCUMENT UPLOAD REQUIRED: Tenancy agreement (AST), written landlord/freeholder consent letter, or leasehold title (for flat owner-occupiers)**
7. Enter the installation address: *Building and street name/number*
    a. *Town, city or village*
    b. *County*
    c. *Postcode*
8. Enter your OZEV-authorised installer's details:
    a. *Installer business name:* ***Nison Limited***
    b. *Installer's OZEV number:* ***13528***
    c. *Installer's email address:* ***nisonenergy@gmail.com***
    d. *Installer's secondary email address:* ***info@ocunioenergy.com***
9. Upload the installer's quote for the chargepoint installation.
    a. *The quote should be itemised and clearly show the £500 grant deduction.*
    b. 📎 **DOCUMENT UPLOAD REQUIRED: Installer quote for chargepoint installation**
10. Confirm whether you are responsible for an electric vehicle.
    a. *Eligible vehicles: owned, leased, accessed via a salary sacrifice scheme, an eligible company EV held for at least 6 months, or an eligible plug-in vehicle on order.*

11. Enter the vehicle's registration number, if known.
    a. *If the vehicle is already in your possession, evidence can be the V5C logbook, a lease agreement, or the registration number.*
12. If the registration number is not yet known (vehicle on order), upload the vehicle order form.
    a. 📎 **DOCUMENT UPLOAD REQUIRED: V5C, vehicle order form (only if registration number is not yet known). If uploading an order form or V5C, merge it with a clear photograph of your off-street parking space/driveway into a single file.**
13. Enter the vehicle manufacturer's name.
14. Enter the vehicle model.
15. Complete the Declaration by selecting 'Yes' to confirm the required statements.

Document Upload Checklist

Have these ready before starting the application to avoid delays:

Document	When needed
Utility bill	Always required — proof of address (dated within the last 3 months)
Tenancy Agreement / Landlord Consent / Leasehold Title	If renting (AST or written landlord/freeholder consent) or a flat owner-occupier (leasehold title)
Installer's quote	Always required — itemised quote, showing the £500 grant deduction
Vehicle order form	Only if your vehicle's registration number is not yet known — merge with a photo of your off-street parking space
V5C Logbook / Lease Agreement	If your vehicle is already in your possession, as evidence of ownership/lease