

ELECTRIC VEHICLE CHARGING INFRASTRUCTURE PRE-INSTALLATION CHECKLIST

Category	Question	Question	Feedback Comments
Site Selection	1.A	How was this particular site chosen?	
	2.A	Is Planning Permission required to install EV Charging units on this site?	
	3.A	Have EV charge point inquiries been received from members of the public in the locality?	
	4.A	Has an appropriate source of funding been identified?	
	5.A	Does the funding have a time constraint?	
	6.A	Has an EV charge point provider been identified?	
	7.A	Who will ultimately own the apparatus when all warranties expire?	
	8.A	Will there be an ongoing contractual commitment, and if so, to whom?	
	9.A	Is the appropriate insurance cover in place?	
Initial Electrical Installation	1.B	How many EV charge points are proposed and of what type?	
	2.B	Are the characteristics of the electrical supply at each location, suitable?	
	3.B	Is there sufficient electrical capacity on site and in the surrounding area?	
	4.B	Will a new independent electrical supply be needed to power the EV charge points?	
	5.B	Has any additional cost / project time relating to questions 2b to 4b been factored into the proposals?	
	6.B	Is there a supply 'flicker' risk to other users in the area?	
	7.B	Is general Surge Protection in place?	
	8.B	Is local Surge Protection in place?	
	9.B	Will Western Power Distribution (WPD) approval be needed?	
	10.B	If not (in relation to Q9b) have WPD been notified?	

Category	Question	Question	Feedback Comments
Site Design & Accessibility	1.C	Does the proposed site have a level and even surface i.e. Concrete or Tarmac?	
	2.C	Has the proposed site ben assessed against the EV Charging Accessibility Standard BSI PAS:1899 (2022)?	
	3.C	Is there sufficient space within each EV charge point bay for someone to exit their car and navigate around the vehicle using mobility equipment?	
	4.C	Has any consideration been given to users of larger wheel chair accessible vehicles?	
	5.C	Is the charge point going to be installed on a pavement?	
	6.C	If so (in relation to Q4c) accessibility and equality issues should be considered. Wherever possible, the charge point should be located by the curb edge and there should be a clear width of 2m on the pavement for pedestrians to pass the	
	7.C	Is there level access to the charge point unit, e.g. no kerb?	
	8.C	Are there any other obstructions e.g. bollards and is there sufficient space between them to allow for wheelchair access?	
	9.C	Are the charge point bay surface markings clear and understandable?	

Category	Question	Question	Feedback Comments
EV Charging Unit	1.D	Who will be able to use the EV charge point?	
	2.D	How will access be granted to use the EV charge point?	
	3.D	Will users be charged for use of the facility?	
	4.D	If so (in relation to Q3d) how will users be charged (e.g. will RFID cards or Apps be involved)?	
	5.D	How much will users be charged?	
	6.D	Will part of the charge be set aside for future upkeep (i.e. self funding model)?	
	7.D	If relevant, will staff be allowed to use facility and will there be time limits?	
	8.D	Will access be granted 24/7 & 365 days to the public?	
	9.D	Will the charge point instructions be in Welsh and English, with Welsh being the default language?	
	10.D	Is the charge point unit capable of displaying other languages i.e. multi-lingual screen?	
	11.D	Is the charge point low enough for a wheelchair user to reach the screen?	
	12.D	Is there clear colour contrast on the charging unit screen, with large enough text and bright enough lighting? Text should be visible both day and night and during all weather conditions.	
	13.D	Is the cost, speed and time of charging in a clear, consistent and easy to understand language?	
	14.D	Is there sufficient time allowed to set up the apparatus, before the charging unit 'time's out'?	
	15.D	Is there a cable management system for the charge point unit to prevent trailing cables and to take some of the weight of the cables?	
	16.D	Are the cables long enough to accommodate a variety of parking positions and charging port placements?	
	17.D	Is the charge point covered to prevent equipment and users from being affected by poor weather?	
	18.D	How long will the installation take?	
	19.D	Is there sufficient mobile network coverage available from all four major network operators (Vodafone, EE, O2 and Three) in the proposed EVCP area? This will ensure that EV Charging Unit can receive software updates and that all users are able to download the necessary App provisions needed for charging and payment.	

Category	Question	Question	Feedback Comments
Operation & Security	1.E	Is there a way for users to seek help, support and report faults (e.g. Helpline to call) and are those answering able to provide a Welsh language service and trained to provide suitable advice to all users including disabled drivers?	
	2.E	Will onsite staff be expected to provide support for drivers using the charging units?	
	3.E	Will onsite staff require training prior to the first use of the charging units?	
	4.E	Will daily inspection of the equipment and earthing arrangements be undertaken, who will undertake this task and will this be recorded?	
	5.E	Who will be responsible for its long-term maintenance and future upgrading?	
	6.E	Who will be responsible for enforcement for overstays, inappropriate parking, etc?	
	7.E	Is there sufficient lighting available for the charging unit to ensure visibility during poor weather conditions or at night?	
	8.E	Is there CCTV covering the charge point?	
	9.E	Is there adequate security on site?	
	10.E	Within the proposed location, is bilingual (Welsh & English) signage to be provided?	
	11.E	Does the signage clearly indicate any restrictions e.g. time limits, vehicle types?	
	12.E	Is there clear colour contrast, is the text large enough and is the language clear and consistent?	