Department of Planning  
and Environment

Drive electric NSW

EV fast charging grants

Two-stage bid checklist

February 2022

# Application checklist

This document has been prepared to assist potential applicants with their two-stage bid development and should be read in conjunction with the EV fast charging grants guidelines.

This checklist aims to help you:

* collect the required information required at each stage of the application process
* understand the evidence that is acceptable to the department
* have the relevant information ready if invited to apply for stage two.

In addition to what is listed below, the stage two application also requires updates on all amendments, change in scope or site details that may have occurred to any of the stage one requirements.

| Eligibility and merit criteria | Application stage | Required information |
| --- | --- | --- |
| Eligibility criterion A: Minimum applicant requirements | Stage one | The ABN of the applicant organisation and any other partner organisations.  Details of any partner organisations or consortium.  Business contact details, including a primary contact for all communication regarding a bid.  Accountant declaration.  Verification of funding contributions from partner organisations.  Agreement to participate in knowledge sharing activities related to applicant’s project, as defined in the knowledge sharing plan.  Evidence of ownership rights or access to intellectual property related to stations included within your bid. |
| Stage two | The data capturing capabilities for the project during installation and operation and how data will be made available to the department.  How the proposed data sharing systems could be used in interoperability protocols in the future.  Timeline for knowledge sharing activities and sharing with the department, including intervals for data sharing.  Other entities with access to station data. |
| Eligibility criterion B: Eligible charging infrastructure projects | Stage one | Station design, which includes:   * number of charging bays * any driver amenities that will be constructed as part of the project.   Site capacity and electrical equipment, including:   * the total connection required (in kVA) for each proposed charging station * the electric vehicle service equipment (EVSE) technology to be used, including EVSE level, EVSE Mode, EVSE Type, hardware, software, and any capacity for future upgradability of the EVSE * the rated capacity and proposed operational capacity of each charging bay in kW.   Details on how the site will be powered by renewable energy, including:   * the generation source/s of renewable energy to supply electricity for the project * if multiple renewable energy generation sources are used, the expected percentages of annual demand to be covered by each generation source * any existing organisational policies or commitments to sourcing electricity from renewable energy.   If available, applicants should provide the following attachments:  project design drawings or blueprints of the charging station  any available electrical diagrams for the charging station  any available electrical diagrams or designs for a new renewable generator  evidence of any existing agreements with renewable energy providers in Australia. |
| Stage two | Technology and electrical equipment details, including:   * the manufacturer of any proposed EVSE technology * the distance of the EVSE from its electrical source * any existing electrical infrastructure to be included in the station.   Station design - how the design complies with relevant Australian safety and quality standards.  Renewable energy details including:   * the location of any renewable energy generator and/or source of Large-scale Generation Certificates (LGCs) that supplies electricity for the project * the capacity in kW of any behind the meter renewable energy generator, including expected annual generation (kWh or MWh) and expected daily generation profiles * the public visibility of any renewable energy generator co-located with charging infrastructure * how LGCs will be purchased and how they will be surrendered to the Clean Energy Regulator * the approach to ongoing reporting and auditing processes for renewable energy.   If available, applicants should provide the following attachments:  any available electrical diagrams for the charging station  a site layout drawing outlining the footprint of any on-site renewable energy generator. |
| Eligibility criterion C: Payment interoperability and public accessibility | Stage one | The number of charging bays accessible to drivers with a disability  How many hours a day the charging station will be accessible to the public.  How the proposed charger technology will ensure payment interoperability and what payment options/gateways will be available to drivers.  Outline payment options that will be provided to EV drivers on site.  Describe which payment options do not require a subscription, membership or smartphone application.  If any, conditions of access to the charging station imposed by other businesses or circumstances. |
| Stage two | N/A - no further information required |
| Merit criterion A: Cost and sizing of charging infrastructure and the value for money offered by your project | Stage one | A proposal outlining the design of each charging station included within a bid (or, if all charging stations will be built with the same specifications, one proposal for the design of all charging stations included within a bid).  The rationale for the number of charging bays, kVA connected to site and the total charging capacity at each charging station.  The total capital cost estimates for the construction of each of the proposed charging stations included within a bid. |
| Stage two | A detailed business case for a project, including revenue assumptions under multiple usage scenarios.  The total operational cost estimates, including maintenance, customer support and other relevant costs.  The ownership model for ongoing operations of the station, including details of who is responsible for maintenance, customer support and other location specific services. |
| Merit criterion B: Proposed charging station locations | Stage one | The location of proposed charging stations.  The rationale for selecting each charging station site and why it is suitable to host ultra-fast public charging infrastructure.  Distance of the charging station to major roads.  The status of any permission to occupy and develop sites from the landowner.  Details of the landowner(s) of proposed charging station sites.  If available, applicants can provide:  site layout drawings including proposed charging station location(s) and footprint as attachments. |
| Stage two | The distance to and type of local businesses and amenities near each proposed charging station.  The details of any existing public infrastructure or buildings at the site.  The visibility of the charging station to the public  If available, applicants can provide:  evidence to verify the status of any permission to occupy or develop a site, such as a letter of support, or agreement documentation from landowners. |
| Merit Criterion C: Charging Station design and project delivery | Stage one | Project plan that includes:  expected timeframes for each stage and workstream of project development  project budget and assumptions, including contingency plans to manage cost overruns  total capital cost estimates, including, but not limited to, equipment, hardware, site lease, network upgrades, site security and construction / installation  the expected timeframes for maintenance and customer service at each charging station. |
| Stage two | Project development plan including comprehensive information for each delivery stage across all charging stations proposed in the bid.  An overview of any charging management systems in place and how they work.  Overview of key supplier agreements.  Status and approach to development approval processes, including engagement with local councils and other regulatory bodies.  Risk management plan, including detailed assessment of project risks and mitigation strategies.  Stakeholder engagement plan.  Work health and safety management system plan.  Evidence of station accessibility, public accessibility per day, and accessibility to heavy vehicles.  The anticipated hardware to be used in the construction of chargers and their warranty conditions. |
| Merit criterion D: Network access | Stage one | The expected annual station load across the next 5 years, including expected load profiles and any correlation with onsite electricity sources such as battery storage or renewable generators.  The status of a project’s new connection or connection alteration approval from the local DNSP. |
| Stage two | The distance to nearest substation and the proposed connection point to the network.  The available network capacity in the proposed location.  Any existing working relationship an applicant might have with local DNSP.  Applicants may provide:  evidence of engagement status with DNSPs, such as a letter verifying the connection status from a DNSP or copies of correspondence with the DNSP. |
| Merit criterion E: Renewable energy and battery storage | Stage one | If included within the application, applicants are required to provide a clear description of the following:  the capacity of any proposed renewable energy or battery storage system  how the battery system(s) will be used to provide load management and grid support (if any). |
| Stage two | **Renewable energy**  The capacity and the power output of renewable energy sources proposed.  The manufacturer of the renewable energy system/s.  The location of the renewable energy system/s.  A proposal outlining the installation of renewable energy sources on site.  If available, applicants must attach the following:  any available electrical diagrams or technical specifications for the renewable energy system/s  a map outlining the footprint of any proposed renewable energy system/s.  **Battery storage**  Details relating to how installation is expected to comply with the battery install standard AS/NZS 5139.  The manufacturer of the battery storage system.  The location of the battery storage system.  If available, applicants must attach the following:  any available electrical diagrams or technical specifications for the battery storage system  a site layout drawing outlining the footprint of the battery storage system. |
| Merit criterion F: Applicant capabilities and capacity | Stage one | **Previous performance**  Overviews of similar projects by the lead organisation in the bid, including whether timeframes and budget expectations were realised.  Overviews of similar projects by supporting organisations in the bid, including whether timeframes and budget expectations were realised.  **Funding strategy**  A statement of applicants and/or partner organisations financial capacity to meet expected project budget and costs during development and operation.  The financing strategy for all capital funds required for the project.  Sources of capital funding.  **Skills and experience**  CVs of key personnel that will manage the design and construction of the charging stations.  Details of key supplier agreements for operational services.  Information relating to how these projects will be managed to be delivered on time and to budget.  Details of, or the ability to procure, relevant staff associated with key project stages. This can be demonstrated through either providing evidence of previously conducted procurement processes of a similar nature or previous projects completed with key internal staff. This evidence could include their:   * project planning and management skills and capabilities * financial management skills and capabilities * technical and engineering experience in charging infrastructure or other major electrical infrastructure projects * risk management skills and capabilities * experience in charging network coordination, or coordination of other network-based customer services * capacity for delivering charging network maintenance. * capacity and experience in offering customer support services. |
| Stage two | Details of key supplier agreements for operational services.  evidence of financial capacity, or plan to meet expected project budget and costs  evidence of proposed project costs. |
| Merit criterion G: Support jobs and economic growth | Stage one | Applicants may provide a response on any anticipated economic benefits arising from their proposed project. |
| Stage two | The expected number of jobs that will be created over the lifetime of all stations proposed within a bid.  Outline anticipated suppliers that will be engaged in the construction of charging stations.  Outline all activities planned to take place in regional NSW.  Provide anticipated investment in NSW and investment in regional NSW. |

Table 1: Round one - application checklist for two-stage bid process

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For more information

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

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