Office of Energy   
and Climate Change

Drive electric NSW

EV ready buildings grants

Stage 1 pre-application checklist

October 2023

# Stage 1 pre-application checklist

This document has been prepared to assist potential applicants with their application development and should be read in conjunction with the Drive electric NSW EV ready buildings grants guidelines.

This checklist aims to help you:

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

When to use this document:

* when preparing to submit a stage 1 application.

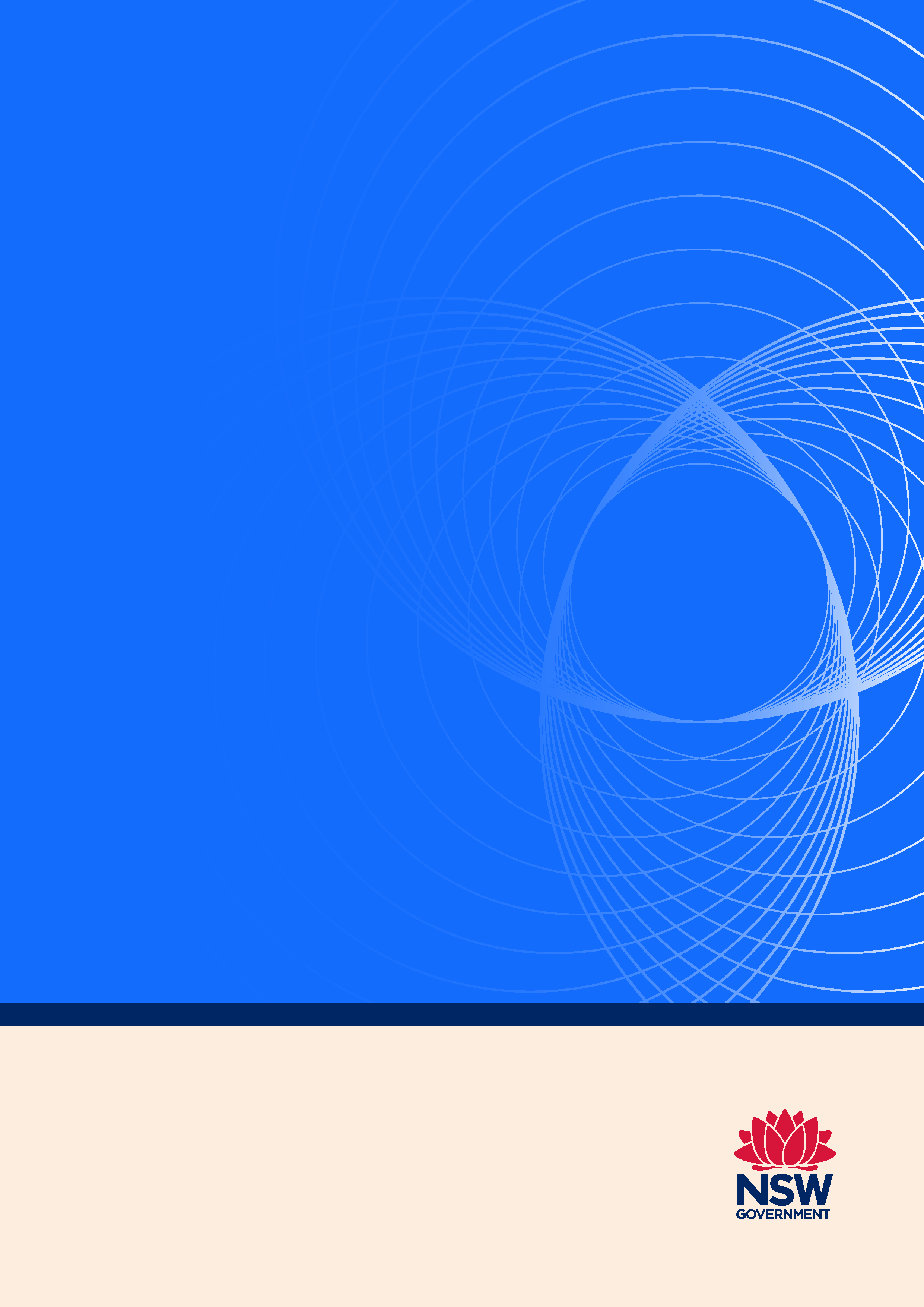
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| Eligibility  *Check your building is eligible to apply for a NSW EV ready buildings Stage 1 grant* | |
| **Grants are only available where the site meets the following conditions:** |  |
| * is located in NSW | ☐ |
| * a registered strata scheme under the *Strata Schemes Development Act 2015* | ☐ |
| * classified as a class 2 building under the National Building Code with 10 or more units | ☐ |
| * has private and/or common property visitor (or shared) off-street parking as part of the strata scheme | ☐ |
| * has no more than 4 existing EV chargers installed for buildings with less than 40 parking spaces. Otherwise, the number of existing installed chargers may not exceed 10% of the number of parking spaces | ☐ |
| * able to implement EV charging infrastructure that can be accessed by all residents equitably | ☐ |

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| Pre-Application Tasks  *Undertake the following actions before beginning your application* | |
| **Determine the route for application**   * **Route 1:** applying for co-funding to complete a feasibility assessment; or, * **Route 2:** applying for a review of an already completed feasibility assessment. | ☐ |
| **Funding**   * **Route 1:** if applying for co-funding to complete a feasibility assessment, ensure the scheme has sufficient funds ($2,000 ex GST) to complete a feasibility assessment. * **Route 2:** if applying for a review of an already completed feasibility assessment, you will not be required to co-fund the review as long as you meet the requirements laid out in the [feasibility assessment checklist](https://environmentnswgov.sharepoint.com/:w:/r/sites/MST_EES_TransportInitiativesforNetZero/Shared%20Documents/EVRB%20Grants/2.%20Program%20Planning/3.%20Guidelines/2.%20Frameworks,%20Templates%20and%20Guidance%20Material/Final%20versions%20for%20website%20upload/Template%20-%20Pre-application%20feasibility%20assessment%20checklist%20(stage%20one)%20(final).docx?d=w8180aa04f7c943dbbfc859fe8c2bb230&csf=1&web=1&e=a6cZZv) found on our [webpage](https://www.energy.nsw.gov.au/business-and-industry/programs-grants-and-schemes/electric-vehicles/electric-vehicle-ready/strata). | ☐ |
| **Assign an authorised representative**   * An authorised representative is an individual who has been authorised by the owners corporation to lead the application, represent the strata (the applicant) and enter into a commitment with the Office on behalf of the applicant, if the application is successful. | ☐ |
| **Ensure the authorised representative has:** |  |
| * read the EV ready buildings guidelines and checked the eligibility requirements | ☐ |
| * read this stage 1 application checklist | ☐ |
| * understands which approach the scheme will be using for stage one of the grants (i.e. applying for a feasibility assessment, or submitting a previously completed feasibility assessment. | ☐ |
| **Obtain approval**   * hold a strata committee meeting to approve the authorised representative to apply for the grant (use our template motion found on our [webpage](https://www.energy.nsw.gov.au/business-and-industry/programs-grants-and-schemes/electric-vehicles/electric-vehicle-ready/strata)). | ☐ |
| **Assign a site contact**   * the person who will be responsible for the coordination and liaison of the feasibility assessment (e.g. building manager, strata committee member). | ☐ |

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| Strata Scheme Information & Contact Details  *Ensure you have the following information as it must be entered into the SmartyGrants online grant management system before your application can be submitted* | |
| **Strata plan:** |  |
| * strata plan number | ☐ |
| * registered strata address | ☐ |
| * number of lots | ☐ |
| * date strata scheme was registered | ☐ |
| * owner's corporation ABN (if applicable). | ☐ |
| **Contact details - authorised representative**  This individual will be authorised by the owners corporation to lead the application, represent the strata (the applicant) and enter into a commitment with the office on behalf of the applicant, if the application is successful.   * title, first & last name, position title, postal address, phone, mobile, email. | ☐ |
| **Contact details - strata manager** ***(or secretary if scheme is self-managed.)***   * title, first & last name, postal address, phone, mobile & email | ☐ |
| **Contact details - site contact**   * title, first & last name, position title, phone, mobile & email * site contact company (if relevant) | ☐  ☐ |
| **Site details** |  |
| * site name (eg: building name) & street address | ☐ |
| * year building was built | ☐ |
| * number of floors in building (excluding basement and carpark) | ☐ |
| * number of residential floors | ☐ |
| * number of residential apartment lots | ☐ |
| * number of commercial lots | ☐ |
| * percentage of apartment residents owner/occupied. | ☐ |
| **Parking information** |  |
| * number of private residential parking spots | ☐ |
| * do all apartments have a private residential parking spot (yes/no) | ☐ |
| * number of commercial parking spots | ☐ |
| * number of apartments with more than one private parking spots | ☐ |
| * number of visitor/shared parking spots | ☐ |
| * which best describes the surface of your off-street parking area? (sealed bitumen or concrete, loose gravel, dirt, other). | ☐ |
| **EV ownership** |  |
| * do any residents own an EV and if so, how many (yes/no/unsure) | ☐ |
| * do any residents plan on buying an EV in next 5 years (yes/no/unsure). | ☐ |
| **Existing EV charging** |  |
| * is there existing EV charging infrastructure in place? (provide a description) | ☐ |
| * if so, how many existing chargers are in the building. | ☐ |

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| Documents required  *These documents must be uploaded into the SmartyGrants online grant management system before your application can be submitted* | |
| **Evidence of approval**   * minutes of the strata committee meeting where a motion to participate in the grant was resolved. Templates and sample motions can be found [here](http://www.energy.nsw.gov.au/electric-vehicle-ready-buildings). | ☐ |
| **Strata scheme information**   * a copy of the scheme’s registered strata plan | ☐ |
| * a recent common area electricity bill | ☐ |
| **Photographs** |  |
| * clear photos of the proposed site building | ☐ |
| * clear photos of off-street parking at the proposed site (i.e. the car park). | ☐ |
| *Note: the photos will be for internal use only and will not be used for promotional content.* |  |

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| Additional Information for a route 2 application  *If applying for a review of an already completed feasibility assessment the following information and documents must be entered into the SmartyGrants online grant management system before your application can be submitted* | |
| **Feasibility assessment consultant details**   * title, first name, last name, company / organisation, position title, phone, mobile, email and date feasibility assessment was completed. | ☐ |
| **Documents required**   * your existing feasibility assessment report and supporting documents (max 5). These could include electrical usage data, additional photos not added to the report, billing data. | ☐ |



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For more information

To access the guidelines and additional supplementary information visit [Electric vehicle ready buildings grants webpage](https://www.energy.nsw.gov.au/business-and-industry/programs-grants-and-schemes/electric-vehicles/electric-vehicle-ready/strata).

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