

Shared Island Sports Club EV Charging Scheme

Scheme Guidelines

January 2023

**Closing date and time for Expressions of Interest
is 5pm Tuesday 28 February 2023**

**Expressions of Interest must be submitted via
National Governing Bodies for Sport**

Table of Contents

1.	Introduction	3
2.	Who can apply to the Scheme?	4
3.	Application and Selection Process	5
4.	What the Funding Will Cover	7
5.	Terms & Conditions for the Scheme	9
6.	Provisional Timelines	12
7.	Further Information and Supports	13
8.	GDPR Requirements	14
9.	Frequently Asked Questions	15

1. Introduction

This document contains the guidelines for the **Shared Island Sports Club EV Charging Scheme**. These guidelines provide the reader with clear and practical information on the Scheme including:

- the purpose and objectives of this funding scheme
- who can apply to the scheme
- the application and selection process
- what the funding under this scheme will cover
- the terms & conditions that will apply to successful applicants
- provisional timelines for the administration of the scheme in 2023 and 2024

Overview of the Shared Island Sports Club EV Charging Scheme

The Government's Shared Island initiative was launched in October 2020 and engages with all communities and political traditions to build consensus around a shared future and delivering tangible benefits for the island, underpinned by the Good Friday Agreement. The Shared Island Fund was established by the Government in Budget 2021, with €500m in capital funding ring-fenced for investment in North/South projects that deliver cross-border initiatives. The Shared Island Sports Club EV Charging Scheme will receive €15m from the Shared Island Fund for the period 2023-2024.

The purpose of this Scheme is to support the roll out of **publicly accessible electrical vehicle charging points at sports club facilities across the island of Ireland** and is one of the key actions in the Department of Transport's recently launched Electrical Vehicle Charging Infrastructure Strategy 2022-2025.

The Strategic Objectives of the Shared Island Sports Club EV Charging Scheme are:

- To contribute to developing a sustainable and accessible EV charging infrastructure network across the island
- To assist the transition to electric vehicle use across the island
- To make a positive contribution to local and national climate change actions

The Shared Island Sports Club EV Charging Scheme has been developed in partnership with sports organisations across the island including Sports Ireland and the National Governing Bodies of Sport (NGB's). The Scheme has been designed with a view to making it easy and straightforward for NGB's and their affiliated clubs to engage with and participate in the Scheme. The overall approach involves an initial Expression of Interest by sports clubs followed by an assessment and selection process based on the eligibility, suitability and feasibility of each sports facility applying to the scheme. The application and selection process is clearly outlined in Section 3 of these guidelines.

The Shared Island Sports Club EV Charging Scheme is an initiative of the Department of Transport and will be managed by ZEVI (Zero Emission Vehicles Ireland). The scheme will be administered on behalf of the Department and ZEVI by Pobal.

2. Who can apply to the Scheme?

The Expression of Interest process requires that sports clubs must firstly express their interest in the scheme via their relevant National Governing Body (NGB). As such the Eligibility Criteria for the Shared Island Sports Club EV Charging Scheme apply to both NGB's and individual sports clubs.

Eligibility Criteria for NGB's:

To be eligible to submit an Expression of Interest List, the National Governing Body must:

1. Be a Sports Ireland recognised National Governing Body for Sport and have a legal status on the island of Ireland or a Northern Ireland Sport Governing Body.

And

2. Operate on an all-island basis

Or

If a Governing Body for Sport does not operate on an all-island basis it must have a partnership in place with its equivalent body in the other jurisdiction.

Eligibility Criteria for Sports Clubs

For a Sports Club to be included on their NGBs (National Governing Body) Expression of Interest List, the Sports Club must be:

1. Affiliated to an NGB recognised by Sport Ireland or a Northern Ireland Sport Governing Body **and** which operates on an all-island basis

Or

2. Affiliated with a Governing Body for Sport, which has a partnership in place with its equivalent body in the other jurisdiction.

Minimum Requirements for Potential Sites

In addition to meeting the eligibility criteria set out above, applicant clubs must meet the following minimum requirements for their facility to be considered as a potential site for investment under the scheme:

- Have a 3 phase electricity connection¹
- Be the owner of the site, **or** hold a current long term lease with a minimum of 15 years to run
- Where leasing, have the permission of the owner of the property to install EV charging points
- Have suitable car-park spaces – a minimum of 2 car-parking spaces per EV charging point
- Be open to the public - the EV charging points must be available to the public for a minimum of 10 hours per day, 5 days a week, all year round (subject to normal public holidays)
- Provide reasonable facilities such as publicly accessible toilets, seating area, food/drink available for purchase on site or within 500m of the Sports Club

Further detail on the Minimum Requirements is provided in Section 9. Frequently Asked Questions.

¹ **Note:** in exceptional circumstances the Department of Transport/ ZEVl may at its **sole discretion** consider a site that does not have a 3-phase electrical connection. Exceptional circumstances can include where 3-phase electricity is in the process of being installed and will be installed before any site visit and/or where the strategic objectives of the Scheme cannot otherwise be met or there is a lack of suitable sites.

Please note the following:

- NGB's are eligible to apply for their own facilities that meet the Minimum Requirements.
- Sports Clubs cannot submit an Expression of Interest or apply to Pobal directly for this Scheme.
- Sports Clubs that are not affiliated to an NGB for Sport, recognised by Sports Ireland, or equivalent governing body in Northern Ireland are not eligible to apply to the Scheme.

3. Application and Selection Process

The application process to the Shared Island Sports Club EV Charging Scheme involves an initial Expression of Interest stage followed by a thorough assessment and selection process based on the eligibility, suitability and feasibility of each sports facility included in the Expression of Interests to the Scheme.

The Scheme officially opens on **30 January 2023** and Expressions of Interest must be submitted via NGB's for Sport, by **5pm on 28 February 2023**.

Overview of Application Process



Stage 1: Expression of Interest

- Following a period of engagement between NGB's for Sport and their membership, NGB's submit an Expression of Interest List to Pobal by 5pm on 28 February 2023. This list will contain potentially suitable sports club facilities based on the minimum requirements for sites as outlined.
- Pobal will register all sports clubs coming through the Expression of Interest process on its online application system. Each club will then be issued a Minimum Requirements Checklist which they must complete, sign, and return to Pobal via the online application portal.
- Pobal will undertake a comprehensive mapping and data analysis exercise to assist in determining the suitability and feasibility of all sites submitted based on the following criteria:
 - The sports club have submitted a Minimum Requirements Check List, signed by their Board or Management Committee of the Club.
 - The location of the site in respect of connecting to the relevant National Electric Supply Grid.
 - The proximity of the site to other local EV Charging Point(s). Priority will be given to areas where there are currently no other EV Charging Point(s).

- The carpark and associated facilities available at the site. Priority will be given to sites which are safe and with on-site facilities.
 - Ownership of the site. Priority will be given to sites which are owned by the Club, in their own right, or in very long term leases.
 - The geographical location of the site in relation to meeting the strategic objectives of the Scheme and achieving a balance of sites and allocation of funding across the island of Ireland.
- d. Based on the mapping and data analysis work ZEVl will generate an initial Shortlist and a Reserve List of sites to be progressed to Stage 2.

Stage 2: Verification of Potential Sites

- e. Each club identified from Stage 1 as a potential site will be required to submit evidence to Pobal to support their Minimum Requirements Checklist. The following information will be required:
- Photograph of the proposed site and car-parking spaces
 - Copy of a recent bill/invoice from their energy provider to confirm MPRN (Meter Point Reference Number)
 - Signed “Letter of Undertaking” by Board/Management Committee of the Club or NGB
 - Where applicable, written permission from the property owner
 - Where applicable, a copy of the lease agreement confirming the duration of the lease for the location of the EV Charging Point(s)
- f. Once satisfactory evidence of minimum requirements has been provided, applicants will receive a technical site visit which represents the final and most critical step in establishing the feasibility of each proposed sites in terms of site preparation works required and subsequent costs.
- Note:** A number of sites which receive a technical site visit may no longer be considered due to the costs being prohibitive or technical issues with connection to the grid or the development of the site itself. In such cases, a number of sites from the reserve list, at phase 1, may progress to having to stage 2 and receive a technical site visit.
- g. Following the technical site visits all applicants will be informed as to whether they have been approved or rejected for the scheme.

Stage 3: Installation of EV Charging Points

For the Shared Island Sports Club EV Charging Scheme, ZEVl will manage a centralised procurement system where they will contract with several suppliers to provide all the work required to prepare the sites and install the EV charging points at the selected sports club sites.

Pobal, on behalf of ZEVl, will pay the suppliers directly. **Please note:** No funding will be administered to applicant sports clubs or NGB's.

- h. Successful applicants at this point will be required to sign a “Deed of Novation.” The Deed of Novation effectively commits the applicant body to taking over the contract between the Department of Transport/ZEVl and the supplier at the point of completion of the installation of the EV Charging Point(s). The Deed of Novation will commit the applicant to entering into an

agreement with the supplier for the management and maintenance of the EV Charging Point(s) for a period of 10 years.

- i. Following the signing of the Deed of Novation by the applicant, the civil and electrical works will commence followed by installation of the new EV Charging Point(s).

Stage 4: Completion and Payment

- j. Pobal will liaise directly and regularly with the suppliers and sports clubs to ensure that all requirements of the scheme are being met and works are being progressed in a timely manner.
- k. On completion of the installation works the following documentation must be submitted to Pobal by the supplier prior to final payment:
 - Certificate of Confirmation that the works have been completed to the required standard.
 - Confirmation of connection to the relevant grid from ESB Networks or NIE Networks.
 - Copy of the agreement between the Charge Point Operator and Sports Clubs confirming supply, maintenance and repair responsibilities for the next ten years.

4. What the Funding Will Cover

Under the Shared Island Sports Club EV Charging Scheme funding is being made available to fund the significant civil and electric works associated with preparing a site for the installation EV Charging Points. Scheme funding will not cover the cost associated with the ongoing maintenance and operation of the EV Charging Point(s) installed, which will be subject to a licencing agreement between the sports club and the Charge Point Operator.

Eligible Costs

Under Regulation (EU) No 651/2014 General Block Exemption Regulation eligible costs for the Scheme must be:

- Directly related to the project being applied for
- Incurred by the end of the project delivery date
- Must not have occurred prior to the approval date of the application

Therefore, upgrades to existing charge points will not be considered by this Scheme.

Below is a list of eligible costs. This is not an exhaustive list.

- **Preparing sites:** Funding is to be used to prepare sites for the installation of one or more of the following:
 - Single charger - 50KW DC; or
 - Bundle A – 1 x 50KW DC plus 22KW AC

- The scheme will fund the **civil and electrical works** for the installation for a maximum of **two EV Charging Points** per club. Each affiliated club can only nominate one site. Any professional fees (for example, independent legal advice or survey, or electrical expertise) incurred by the Club or NGB associated with the civil and electrical works prior to the commencement of the installation are not eligible, including the installation of 3 phase electricity at the site prior to the commencement of the Scheme.
- **Certain necessary additional civil and electric works.** The Department of Transport/ZEVI reserve the right to reconsider the cost of including Phase 3 installation where it may be necessary for the Department of Transport to achieve the overall strategic objectives and purpose of the Scheme.

Ineligible Costs

Below is a list of ineligible costs. This is not an exhaustive list.

- Ongoing maintenance and operation costs of the EV Charging Points
- Any costs associated with the property owner or owner of a property providing consent to the installation of the EV Charging Point(s).
- Publicity costs
- VAT (Value Added Tax) where applicants are registered for VAT
- Insurance costs associated with the installation and public use of the Electric Vehicle Charging Points
- Charges such as bank interest costs, fines, financial penalties, and legal
- Dispute costs
- Depreciation
- Retrospective costs - activity that has already been undertaken prior to date of approval
- Costs which are incurred after the end of the contract period
- Purchase of land or buildings
- Sponsorship and charitable donations

5. Terms & Conditions of the Scheme

Applicant clubs progressing from Stage 1 to Stage 2 as outlined under the Application and Selection process are required to submit a “Letter of Undertaking” confirming that they understand the Terms and Conditions outlined below and that their organisation is willing and, in a position, to comply.

The Terms and Conditions for Sports Clubs and NGB’s progressing beyond the Expression of Interest stage of the Shared Island Sports Club EV Charging Scheme are set out here. (**Note:** The Department reserves the right to amend these Terms and Conditions in line with achieving the stated objectives of the Scheme).

1. That the board/management committee of the applicant body will submit a “Letter of Undertaking” confirming that they understand the Terms and Conditions of the Scheme and are in a position to comply with same.
2. The board/management committee of the applicant body understand that there is no guarantee of funding where their site is deemed eligible, selected to participate in the Scheme, and has received a Technical Site visit.
3. That the applicant body will, as a condition precedent to its participation in the Scheme, enter into a deed of novation in respect of the installation, operation and maintenance agreement that the Department of Transport/ZEVI will initially enter into with the installer of the EV Charge Point(s) and that the board/management committee of the applicant body agrees to ensure that the EV Charging Point(s) installed under the Scheme are available for use by the public for minimum period of 10 years from the date of installation (“Deed of Novation”).

A template will be provided for the Sports Clubs to sign. The Board/Management Committee of the applicant Sports Club must retain evidence in their board/committee minutes that the Terms and Conditions of the Scheme were discussed and approved by the Board/Management Committee. The minutes and approval must be retained by the Board/Management Committee and made available for inspection or submitted to Pobal/ Department of Transport /ZEVI or one of its agents

4. That the Board/Committee of the applicant body are required to enter a contract with the CPO (Charge Point Operator) to cover the costs of all maintenance and repair works necessary for the EV Charging Point(s) from the point of installation and for a minimum period of 10 years from the date of installation.
5. That the applicant body at all times maintains an electricity supply contract with an electricity supplier licensed by the Commission for Regulation of Utilities for the duration of the lifespan of the EV Charging Point(s). **Note:** The cost of electricity is not an eligible cost under this Scheme.
6. That the applicant body provides confirmation of adequate insurance levels in relation to installing EV Charging Point(s) and public use of same. **Note:** The cost of insurance is not eligible under this Scheme.

7. That the EV Charging Point(s) at the applicant body's premises will be accessible to the public in accordance with Universal Design Guidelines for external environments – [Building for Everyone: A Universal Design Approach](#).
8. That the applicant body will ensure that its facilities are maintained to the standard required pursuant to the Scheme and that ZEVl or its agent will have a right of access to the site to inspect the facilities for 10 years post installation.
9. That the Board/Management Committee of the applicant body agrees that Pobal/Department of Transport /ZEVl shall have a right to request financial information from it for 10 years post installation and shall have a right to audit the applicant body if it believes it is necessary for it to do so.
10. That the Department of Transport/ZEVl/Pobal can immediately cancel the further performance of the Scheme where the Department of Transport /ZEVl/Pobal becomes aware, or has reasonable grounds to suspect, that anything provided in the application process was inaccurate, fraudulently provided, or illegal and the Department of Transport /ZEVl/Pobal shall be entitled to require an applicant body to repay all monies expended pursuant to participation in the Scheme.
11. That the Department of Transport /ZEVl/Pobal shall have no liability in respect of any aspect of the applicant Sports Club's participation in the Scheme and the applicant body shall agree to hold the Department of Transport /ZEVl/Pobal harmless in this regard.
12. That the Board/Management Committee of the applicant body must ensure that the EV Charging Point(s) installed must be available to the public and not solely for the use of the applicant body's members and/or staff.
13. That the applicant body's facilities will be open for reasonable hours (a minimum of 10 hours per day, for 5 days per week, on an all-year-round basis (subject to normal public holidays).
14. That where the location of the EV Charging Point(s) is leased by the Board/Management Committee of the applicant body, the applicant body must ensure it has written permission of the property owner for each of the locations to install the EV Charging Point(s). The Board/Management Committee of the applicant body is responsible for the cost of removing any EV Charging Point(s) at the end of the lease or other rental agreements.
15. That where there are lease arrangements in place for the location of the EV Charging Points, the Board/Management Committee of the applicant body must confirm that the lease agreement has at least 15 years to run from the date of installation (with no unilateral right to terminate).
16. That the site of the applicant Sports Clubs may be assessed as to whether planning permission is required and whether planning permission is obtained in advance of any EV Charging Point installations.

17. That the applicant body confirms that its Board/Committee will participate in in any Shared Island events as requested by Pobal/Department of Transport/ZEVI or the Department of Taoiseach.
18. That the applicant body agrees to retain all project-related documentation for 10-year period.
19. That the applicant body agrees to be compliant with Data Protection Law and GDPR. Applicant bodies are required to have their own internal systems and procedures in place to ensure compliance with GDPR.
20. That the applicant body agrees to provide data and information on the actions funded as requested by Pobal/Department of Transport /ZEVI.
21. That the applicant body must ensure that publicity documentation, press releases, website and other media should include acknowledgement and logos of Government of Ireland, Shared Island, the Department of Transport and ZEVI as required. Successful applicants must also include an acknowledgement of the source of the funding i.e., Department of Transport/ ZEVI as required.

6. Provisional Timelines

The table below sets out the key dates for the delivery of the Shared Island Sports Club Scheme across 2023 and 2024. Please note that all dates are provision and may be subject to change.

Milestones		Provisional Dates
1	Launch of Shared Island Sports Club EV Charging Scheme	30 January 2023
2	Online Information Event for NGB's and Sports Clubs	9 February 2023
3	Closing Date for Submission of Expressions of Interest	28 February @ 5pm
4	Pobal Registers Sports Clubs on Application Portal	6 to 24 March 2023
5	Closing Date for Submission of Minimum Requirements Checklist	24 March 2023
6	Mapping and Data Analysis of all EOI (Expression of Interest) sites	April and May 2023
7	Agreement of Approved Site Shortlist and Reserve Site List	June 2023
8	Technical Site Visits Completed	July and August 2023
9	Finalisation of Approved Site List	September 2023
10	Installation Works Commence	October 2023
11	Shared Island Sports Club EV Charing Scheme National Event	November 2023
12	Installation Works Across All Sites Completed	October 2024

7. Further Information and Supports

As the administrators of the scheme, Pobal will provide a range of information and supports to assist all interested parties to engage with and participate in the Shared Island Sports Club EV Charging Scheme. This information and support will include the following:

Scheme Webpage

Pobal will provide a dedicated webpage on its website for the Shared Island Sports Club EV Charging Scheme - pobal.ie/programmes/ZEVISchemes. Up-to-date information on the scheme will be available on this page along with the Scheme Guidelines, Terms & Conditions, FAQs (Frequently Asked Questions), and all other relevant resources for this scheme.

Scheme Helpdesk

Pobal will operate a dedicated Helpdesk for the Shared Island Sports Club EV Charging Scheme. This Helpdesk will be open from 9am to 5pm Monday to Friday to respond to information requests about the scheme. The Shared Island Sports Club EV Charging Scheme Helpdesk can be contacted at zevischemes@pobal.ie and 01 511 7222.

Scheme Information Event, 9 February 2023

The Department of Transport/ ZEV and Pobal will host an information event on the Shared Island Sports Club EV Charging Scheme on **Thursday 9 February 2023 at 10am**. This will be an online event open to NGB's and Sports Clubs and will provide a full overview of the Scheme, the Application and Selection Process and practical information on all other aspects of the Scheme. Interested NGB's and Sports Clubs are strongly advised to attend this event. To register to attend please follow this link [Information Event for Shared Island Sports Club EV Charging Scheme](#).

For more information about Pobal please visit our website www.pobal.ie

8. General Data Protection Regulations (GDPR)



All organisations participating in the Shared Island Sports Club EV Charging Scheme are required to have their own internal systems and procedures in place to ensure compliance with GDPR.

The Department of Transport/ZEVI will act as the “data controller” for this scheme. Pobal is the designated “data processor” on behalf of the Department. Scheme beneficiaries will be “data processors.”

Participating organisations must ensure that they are fully aware and comply with their obligations and responsibilities in relation to processing personal data within their organisations and services and supports that they provide.

Please refer to the Data Protection Commission for additional information in relation obligations in relation to GDPR. Here is a link to their website: [Data Protection Commission Guidance](#)

Appendix 1. Frequently Asked Questions

Where can I get the NGB Expression of Interest template?	Pobal will email the Expression of Interest template to each National Governing Body for Sport (NGB). If you are an NGB for Sport, recognised by Sport Ireland, and have not received a template, please contact Pobal immediately at zevischemes@pobal.ie
Our Sports Club is affiliated to a National Governing Body, can we submit an Expression of Interest directly to Pobal?	No. You must contact the National Governing Body for your Sport. The National Governing Body must be recognised by Sport Ireland, to be eligible to submit an Expression of Interest. The NGB will discuss the minimum requirements for the Scheme with you. Should you meet the minimum requirements then they can include your club on their Expression of Interest List. Your NGB may also refer you to Pobal to discuss your eligibility for the Scheme. Please read all the information provided in the Scheme Guidelines to decide if your site is suitable for this Scheme.
I am a Leisure Centre/Sports Club, but we are not a member of or affiliated to any National Governing Body for Sport, are we eligible to apply?	No. Your organisation is not suitable for this Scheme. The Department or Transport/ZEVI will be launching two further destination charging schemes later in 2023. Your organisation may be more suited to one of these Schemes. Please refer to this webpage for updates on these Schemes as they become available.
The minimum requirements state that we must have 3 phase electricity connection. We are in the process of adding new floodlights to our grounds and three phase electricity will be installed by end of August 2023. Are we eligible to apply?	Yes. If works have already commenced to provide 3 phase electricity and your site meets all other minimum requirements, you club may be included in the NGB Expression of Interest template. Confirmation and evidence of 3 phase electricity is required as part of phase 2 of our application process. Please note any costs prior to full approval of your site into the Scheme are not eligible. If the 3 phase is not available onsite by August 2023, then your application may no longer be considered.
Do we (NGB or Sport Club) need to pay for the technical site visit?	No. Pobal will organise the technical site visit. There will be no cost to the Sport Club or National Governing Body. A member of your Sport Club will need to be available on the day of the technical site visit to answer any questions. Pobal will provide advance notice of the technical site visit.

As a National Governing Body of Sport, can we include one of our head offices or premises in the Expression of Interest Template?	Yes. A National Governing Body can include their own premises in the Expression of Interest template, provided the site meets the minimum requirements for sites for this Scheme.
Where can I access the Sports Club Minimum Requirements Checklist?	The Minimum Requirements Checklist will be e-mailed to you once the Expression of Interest Lists have been submitted and Pobal commences registering all Sports Clubs on its application portal. The Minimum Requirements Checklist will require Sports Club to declare that they meet the Minimum Requirements outlined on Pg.4 of the Guidelines.
What is meant by minimum opening hours?	The site for the EV Charging Point(s) must be open to the public for a minimum of 10 hours per day, 5 days per week, all year round, subject to normal public holidays. In signing the terms and conditions of the Scheme, your board and/or management committee is confirming that this will be the case.
What is meant by access to facilities? A local petrol station is located 400m from the place where the EV Chargers will be located. The petrol station offers tea/coffee and food; it also has a small seating area outside and public toilets. Is this acceptable?	<p>Sites which can offer the following types of facilities at their premises or within 500m of their proposed EV Charging Point location will be prioritised. The types of facilities are:</p> <ul style="list-style-type: none"> ○ Publicly accessible toilets ○ Drink/food available for purchase from shop or vending machine ○ Seating area <p>Facilities offsite may include amongst others: a local petrol/shop, or other commercial or community business which is open in line with Charging Point hours of operation, safe and accessible by the public.</p>
Can you explain what is meant by easily accessible and safe car-parking spaces?	There must be a minimum of 2 car-parking spaces per Charging Point. The car-parking must have good lighting and be a safe place to park day or night. The spaces should comply with universal design standards for public car-parking and public safety. Here are accessibility guidelines to help you. You will be required to provide a photograph of your location with your Minimum Requirements Checklist. Our technical site visit will also consider overall suitability. The cost of improving or providing car-parking is not eligible under this Scheme.
In terms of insurance for the EV Charging Points, what is expected?	<p>The NGB or Sports Club must check with their insurance provider to ensure that the installation and usage of the EV Charging Points is adequately covered in each of their relevant insurance policies.</p> <p>Please note that the cost of any additional insurance required is not eligible under this Scheme.</p>

<p>Our club leases the premises from a private landlord. Our lease agreement is currently under negotiation. We will have the negotiations concluded by end of June 2023. Are we eligible for the Scheme and is there any implications for our landlord?</p>	<p>In the case of leasehold interest, the Sport Club or NGB must hold a current lease with a minimum of 15 years to run (with no unilateral right to terminate). In addition, the owner of the land/building must fill out a supplied template stating that he/she has no intention of taking the facility away from the organisation for a minimum of 5 years. No other evidence of title such as deeds, leases or printouts of folios will be considered.</p> <p>In this case, it is acceptable that the Club is included in the Expression of Interest, however evidence of the 15-year leasehold will be required before the site is approved for inclusion in the Scheme.</p>
<p>How do we source a supplier for the installation of the ground works i.e., civil, and electrical works prior to the installation of the actual Charging Points? Will we have to pay for this in advance?</p>	<p>NGBs or Sports Clubs will not need to pay any supplier as part of this Scheme. NGBs or Sports Clubs do not need to source a supplier for the ground works prior to installation of the EV Charging Point(s).</p> <p>Suppliers will be procured by the Department of Transport/ZEVl. Each NGB or Sports Club will have an assigned supplier. Pobal will co-ordinate and liaise with suppliers and the NGB/Club in terms of arranging technical site visits and arranging installation dates, timeframes and costs. The supplier will be paid by Pobal on behalf of the Department/ZEVl.</p>
<p>Is there specific information or a template that the landowner must complete to give permission for the installation of the EV Charging Points?</p>	<p>Yes. A template will be made available to Sports Clubs and NGBs with the Minimum Requirements Checklist. This will be sent to Sports Clubs and NGBs via e-mail by Pobal, when it is required.</p>
<p>Is the NGB or Club expected to enter into an agreement with a Charge Point Operator? How long must that agreement be in place for?</p>	<p>Yes. The Terms and Conditions of the Scheme, which an NGB or Sport Club must sign and agree prior to the commencement of the ground works and installation of the Charging Point(s) requires the Board of the NGB or Sport Club to enter into at least a 10-year agreement with a Charge Point Operator.</p>
<p>If planning permission is required for our site, does that need to be in place before the Expression of Interest is submitted?</p>	<p>No. Planning permission does not have to be in place for a site to be included in the NGB Expression of Interest.</p>

If planning permission is required, who is responsible for obtaining planning permission?	<p>The Charge Point Operator (Supplier) will be responsible for applying and gaining planning permission for the installation of the EV Charging Point(s).</p> <p>If planning permission is required, evidence of planning permission being agreed will be required prior to the commencement of the installation of the EV Charging Points, should your site be selected for the Scheme.</p>
What happens if the EV Charging Point requires maintenance and repairs post installation. Who is responsible for this cost?	<p>The Board/Management Committee of the Sports Club or NGB is responsible for ensuring that their facilities are maintained to standard expected. The costs for this are not eligible as part of this Scheme.</p> <p>The Board/Management Committee of the Sports Club or NGB is required to enter into an agreement with a Charge Point Operator for 10 years post the date of installation.</p> <p>This agreement should include details in relation to the responsibilities and associated costs for repair and maintenance. The costs for repairs and maintenance of the EV Charging Point site or EV Charging Points are not eligible under this Scheme.</p> <p>Please refer to the Terms and Conditions of the Scheme which the Board/Management Committee of NGBs and Sport Clubs are required to agree to prior to installation of the EV Charging Point(s).</p>
What is a “Deed of Novation”? What are we required to commit to under a Deed of Novation?	<p>A deed of novation is an agreement that is used to transfer one party's rights and obligations under a contract or agreement to a new third party.</p> <p>In the case of this Scheme what this effectively means is that the Department of Transport/ZEVI will enter a contract with suppliers (Charge Point Operators) to carry out the site works, install the EV Charging Points and ensure the charging points are available for public use for 10 years. The Deed of Novation will see the Sports Clubs take over this contract at the point where installation is complete and the new Charging Points are ready to be put into service for public use.</p>
If we require advice or clarification on any aspects of this Scheme, who do we contact?	<p>Please contact Pobal at this e-mail zevischemes@pobal.ie</p>

The Department of Transport/ZEVI reserves the right to update these Guidelines including terms and conditions and if updated the details will be published on the Pobal website.