

Application for Membership

Part 1



This Application Form must be completed by a director, partner or owner of the Applicant. It includes a number of important legal declarations. References to “you” or “your” are to the Applicant. References to “us” or “we” are to REAL and its staff who administer the Electric Vehicle Consumer Code for Home Chargepoints (EVCC). All terms defined in the Terms of Membership shall have the same meaning in this Application Form unless otherwise stated.

1. Your business details

Business name (legal entity ¹)			
Trading name (if different)			
Entity type ²		Company number ³	
Address			
Telephone number		Main Email	

2. Individual contact details

Primary contact			
Name		Position	
Email			
Billing contact (if different)			
Name		Email	

3. Website and social media

If you advertise your business online please provide the username(s) for all social media platforms you use:

Website		LinkedIn	
Facebook		Instagram	
Twitter		Other	

4. Declarations

4.1. In the past 5 years, has the Applicant or any individual(s) closely associated with it⁴, been involved with any business that has:

Yes No

- been the subject of the appointment of a receiver, liquidator or administrator?
- been the subject of an arrangement with creditors, or of a resolution for winding up?
- become insolvent (including bankruptcy)
- been dissolved?
- had a complaint upheld against it, in part or in full, by the Advertising Standards Authority?
- had any Telephone Preference Service/cold calling complaints upheld against it by the Information Commissioner's Office?
- otherwise engaged in any activity which could cause the EVCC to fall into disrepute?

¹ Please indicate your legal entity name. e.g. ABC Ltd.

² Please indicate the entity type. e.g. limited company, sole trader, partnership &c.

³ Please provide your Companies House registration number if you are a limited company.

⁴ In these declarations, “individuals closely associated” with the Applicant include its directors, partners, shareholders, senior staff (regardless of job title), any other individuals closely associated with it and close family members. Where the Applicant is a sole trader, this includes the Applicant itself.

4.2. Are there any Court judgment(s) against the Applicant, any individual(s) closely associated with it or any business with which those individuals have been involved? Yes No

4.3. Have any individual(s) closely associated with the Applicant:

- previously been disqualified from acting as a company director?
- been required to give undertakings under the Enterprise Act 2002 with reference to the Applicant or another business, whether or not in a related sector?

4.4. Does the Applicant currently, or in the future, intend to appoint any person as director, partner or senior staff member which would have resulted in you answering Yes to any of the above declarations in section 4.1, 4.2 or 4.3?

4.5. In the past 5 years, has the Applicant or any individual(s) closely associated with it, been a Connected Contractor⁵ to a current and/or former EVCC Member?

4.6. Have any consumers been adversely affected by the Applicant, any individual(s) closely associated with it, or by any business with which they have been involved?

If you have answered Yes to any of the above declarations on this form you must send us relevant supporting information, including the name and company number of any other businesses, and administrator's/ liquidator's report and statement of affairs, or claim numbers in respect of Court judgments.

4.7. Have you read and understood the EVCC and Terms of Membership and do you agree to comply with them at all times? Yes No

4.8. Is the information provided in this form true, accurate and not misleading?

4.9. Do you agree to inform us immediately should any change in circumstances mean that any of the above declarations are no longer valid?

5. Confirm Declarations

I understand that providing any false or misleading information in any part of this Application Form or during the application process is a serious matter which may result in the rejection of this application or the immediate termination of EVCC membership.

Signature: _____

Full name: _____

Position/Business Title: _____

Date: _____

If you are a sole trader or in a partnership you are required to provide photographic ID for all owners/ partners i.e. passport of driving licence with your application.

⁵ "Connected Contractor" can incorporated or unincorporated business which has a director (including a de facto or shadow director), partner, shareholder, senior manager, member or owner who has previously been or is currently a director (including a de facto or shadow director), partner, shareholder, senior manager, member or owner of a current or former.

Application for Membership

Part 2

1. Document checklist

With your application, you are required to provide us with copies of the following documentation: Included

- Public Liability insurance
- Professional Indemnity insurance
- any promotional material, including hard-copy materials, sales presenter, and e-marketing, that will be seen by your Consumers
- evidence that all relevant installers have been trained to install EV chargepoints
- evidence of approval from OLEV approved EV chargepoint manufacturers (if already OLEV authorised, we will accept your listing with OLEV as evidence)

2. Finance agreements

If you offer finance to your Consumers, please provide your FCA authorisation number, or the name and FCA authorisation number of your Principal if you are an Appointed Representative, here.

3. Quotations, Contracts and Cancellation rights

EVCC Members must use the EVCC model quotation, contract and cancellation form. These documents have been approved by our Primary Authority and ensure your paperwork complies with the requirements of EVCC and relevant consumer protection legislation. These will be provided to you in an editable medium once your application has been approved.

- | | Yes | No |
|---|--------------------------|--------------------------|
| Do you intend to enter direct contracts with Consumers? | <input type="checkbox"/> | <input type="checkbox"/> |
| When you contract with a Consumer will they be asked to sign a contract or order form in their home in the presence of your company representative? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you complete a site survey and/or check the adequacy of the Consumer's premises for an EV Chargepoint before providing the Consumer with a contract? | <input type="checkbox"/> | <input type="checkbox"/> |

4. Deposits and workmanship warranties

- | Deposits | Yes | No |
|---|--------------------------|--------------------------|
| Do you take or intend to take deposits from your consumers? | <input type="checkbox"/> | <input type="checkbox"/> |
| If so, do you confirm that any deposit taken will not exceed 15% of the contract value? | <input type="checkbox"/> | <input type="checkbox"/> |

Workmanship Warranty

How long is the workmanship warranty that you offer or intend to offer consumers?

Deposit and Workmanship Warranty Protection

Yes No

Please confirm that you have read and understood the EVCC requirements for protecting deposits and protecting workmanship warranties.

5. Eligibility requirements

Are you authorised by the Office for Low Emission Vehicles (OLEV) under its Electric Vehicle Homecharge Scheme?

Yes No

If you use sub-contractors to install EV Chargepoints are they authorised by OLEV under its Electric Vehicle Homecharge Scheme?

Do you have membership of the Electrician Associations e.g. NICEIC/NAPIT/ECA?

If yes, please indicate which association your membership is with:

Have all of your relevant installers been trained to install EV Chargepoints, e.g. have achieved City & Guilds 2919-01 or 2919-02?

Do you undertake to comply with the IET Code of Practice?

Do you undertake to only install EV Chargepoints that are 'smart' and meet all appropriate standards (as set out in Section 6 of the Code)?

Are you approved by EST Scotland under its Domestic Chargepoint Funding scheme?

6. Confirmation

I understand that providing any false or misleading information in any part of this Application Form or during the application process is a serious matter which may result in the rejection of this application or the immediate termination of EVCC membership.

Signature: _____

Full name: _____

Position/Business Title: _____

Date: _____