

## Procurement and installation planning checklist

### Choose a charger type/power

The power of the charger(s) is the most important determining factor in the feasibility of the project.

### Assess the condition and capacity of your switchboard

If the site is older than 30 years old, its switchboard may need replacing.

### Estimate the service room for your EV charging system

Determine whether or not an EV charger be installed without an upgrade to your switchboard. Other loads on the site must be considered at this time.

### Determine the load of your site with charging system(s)

If the additional load of the charging system requires an upgrade to the network connection, then the installer will need to provide assumptions around the load that the charging system will draw at the site to the local distribution company (Essential Energy).

### Assess the location of your charging system(s) in relation to the switchboard.

A long or difficult cable run will add to the cost of the installation.

### Consult the Essential Energy “Connecting to the network information pack” on how to prepare an application

A charge system that requires a network upgrade may set back the installation and may require co-investment by the applicant. It is best to begin this process early.

### Obtain owner authorisation

An authorisation form must be signed by every person who has an interest in the land as an owner or part owner. If the property is in the name of a company, the position held in that company must be stated and company seal (if one exists) affixed.

### Choose an installer, contractors

An authorised electrician can install a simple EV charger, whereas a sophisticated charge system is best left to a specialised EV charging system installer.

## Draw charge station plans

A wiring diagram and site plan must be produced by a draftsman.

## Obtain planning approval from the council

Planning approval will:

- A. be **exempt** if the charger will be installed in an existing car park
- B. be **compliant** if the charger is assessed as such by a certified compliance officer of the Council
- C. **require a planning permit** from the Council:
  - a. if the charge station changes the use of the site
  - b. if the charge station requires addition structure such as canopy
  - c. if the site is heritage listed

## Switchboard upgrade and network connection

The electrical design work, installation and energising of a new connection to the electricity network must be done by a Level 2 Accredited Service Provider (ASP), while an upgrade to an existing connection can be done by a Level 3 ASP with associated civil works best done by a local contractor.

## Installation stage 1: Civil works

For installations with subterranean electrical conduits or a new car park surface that may require trenching, tunnelling/boring, laying new bitumen/asphalt and concrete foundations for EVSE.

## Installation stage 2: Electrical

Electrical installation including conduits, wiring, isolator and circuit breaker.

## Installation stage 3: Charge station equipment

The installation of signage, bollards, tyre stops and the painting of line markings.