

Approval Process Flowcharts Guide

Use the approval process flowcharts in conjunction with this guide to help you provide the council or relevant authority with the right information when seeking approval for a charging station installation.

The approval process will depend on the land use, ownership and scale of the electric vehicle charging station.

Step #	Step Description	Step Details
Preliminary pathway		
1	Site identified for electric vehicle charging station installation	<p>The address of the charging site.</p> <p>Note: the energy authority will require a physical street address (not just Lot and DP) which may not exist for a road reserve or roadside car park. In this instance, the adjacent address may be appropriate as long as it is under the control of the charge station owner.</p>
2	Determine scale and situation of proposed electric vehicle charging station	<p>The scale of the charging site will include:</p> <ul style="list-style-type: none"> ● The number of car spaces dedicated to electric vehicle charging, ● The design of the electric vehicle charger ● Plans of additional or modified structures ● Height of structures <p>The situation of the charging structure on the site:</p> <ul style="list-style-type: none"> ● Relation to boundaries ● Relation to building lines
3	Identify site ownership status	<p>Charge station site can be any of the following:</p> <ul style="list-style-type: none"> ● Private (owned) ● Private (leased) ● Public <ul style="list-style-type: none"> ○ Crown (NSW State) ○ Council

4	Is the electric vehicle charge station site on public land?	<p>The planning process has been split into two pathways:</p> <ul style="list-style-type: none"> ● Pathway A - Private land ● Pathway B - Public land
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Pathway A: Private land		
A1	Formal permission from landowner required	The consent of the landowner must be obtained. An "Owner authorisation" form can be downloaded from the council website.
A2	Provide information to council	The form must be provided to the council, cosigned by the landholder and tenant.
A3.1	Will the electric vehicle charging station change the "use" of the land?	A commercial charge station, if the primary activity on the land may constitute a change in the use of land. This will require planning consent.
A3.2	Does the electric vehicle charge station trigger the provisions of an overlay (e.g. Heritage)?	If the charge station is to be installed on a heritage listed property, planning consent is required.
A3.3	Do other structures require planning consent? <ul style="list-style-type: none"> ● Carpark ● Signage ● canopies 	Other structures that are part of the charge station will need planning consent according to their classification under the <i>Building Code of Australia</i> .

Pathway B: Public land		
B1	Information and consent received by external authorities, including: <ul style="list-style-type: none"> ● Council ● NSW Government ● Essential Energy 	<p>The authority responsible for the public land must be identified.</p> <p>Obtain an Application for Consent for Works and Structures in/on a Public Road from the council website. Terms are stipulated under <i>The Roads Act 1993</i>.</p>
B2	Impact on existing infrastructure understood, including; <ul style="list-style-type: none"> ● Car parking ● Electricity network 	An impact statement must be provided to the council.

	<ul style="list-style-type: none"> • Adjacent road network 	
B3	Installation on behalf of a private entity?	Commercial electric vehicle charge station installers who are project managers for a third party (the business) must answer “yes”.
B4	Agreements in place including: licensing/lease arrangements, and Maintenance agreements	This agreement must be in place to ensure that the asset is not abandoned or does not fall into disrepair.
B5	Formal approval from landowner i.e. Council required	The consent of the landowner must be obtained. An “Owner authorisation” form can be downloaded from the council website.
B6	Does the infrastructure fit into the exemptions of the Planning Scheme?	State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Determination Pathway		
5	Planning consent required	A development application must be submitted to the council. On receiving a development consent, the charge station installation can begin.
6	No electric vehicle charging station installation	The development application must be reviewed.
7	Install electric vehicle charging station	The installation now proceeds to the next step, “Switchboard upgrade and network connection”.