

# Electric Vehicle Charging Scheme Application Form

## Instructions - Filling out the form

1. Read through the application form and the terms and conditions provided before you complete this form.
2. Please ensure that you fill in all sections of the form and sign it. You must enclose the necessary documents with full payment. If you do not do this then your application will be returned to you which will cause a delay in the issuing of your permit.
3. We aim to process your application within 5 working days but please allow sufficient time for postage. If you have any questions regarding your application please call Elektromotive on **01273 704 775** or email **users@elektromotive.com**.
4. Please write clearly and in BLOCK CAPITALS

What type of Permit are you applying for?  New  Renewal  Replacement  Transfer

## Your Vehicle

Registration No.  Make  Model  Colour

## Your Details

Title  Forename  Surname/Family Name

Full Address

Postcode

Email Address  Telephone

Do you owe Haringey Council money for unpaid penalty notices? Yes  No



## Proof of residence / Vehicle ownership / Driving licence

You must enclose copies of: one proof of residence in the UK from the list below, the vehicle registration documents showing your name and address in the UK, and a copy of your valid driving licence. These provide proof that you reside in the UK, have a driving licence and are the owner/keeper of the vehicle. (Failure to provide documents or payment as requested may result in your application being returned)

- |   |   |
|---|---|
| <input type="checkbox"/> Current council or housing association rent book showing your name and address                       | <input type="checkbox"/> A recent statutory declaration, typed, dated and properly worded. Made in the presence of a commissioner of oaths, a solicitor or a justice of the peace |
| <input type="checkbox"/> Your latest Council Tax bill or letter about your council tax account                                | <input type="checkbox"/> A letter from HM Revenues about your benefit   |
| <input type="checkbox"/> Your tenancy or mortgage agreement which shows your name, address and the tenancy or mortgage period | <input type="checkbox"/> Letter from DWP (Department of Works and Pensions) about your pension or disability claims entitlement or benefit you may claim                          |
| <input type="checkbox"/> Your medical card  |   |

**Bank statements, credit card bills, passports and utility bills are not acceptable as proof of residence.**

## My Payment (Please note that Credit/Debit Card Payments cannot be accepted by post)

The scheme will cost £50 and will include a yellow coiled cable, access tags and a permit valid for one year, and a user instruction leaflet. Elektromotive is administrating the scheme on the council's behalf and will contact you by email or letter one month before the access tags and permit expire. The renewal fee will be £50.

Please send all postal applications to: **Elektromotive Ltd**  
**The Sussex Innovation Centre**  
**Science Park Square**  
**Falmer**  
**Brighton**  
**East Sussex**  
**BN1 9SB**

To make payment by credit/debit card please contact Elektromotive on **01273 704 775** (lines open weekdays 9:30am to 5:00pm). Payment by credit card/debit card will incur an extra charge of £2.50. Please note that Elektromotive is unable to accept AMEX Cards.

## Terms and Conditions – for Electric Vehicle Charging Scheme

To apply for the Electric Vehicle Charging Scheme you must agree to the terms and conditions shown below. **Please read them carefully and sign where shown.**

- 1) It is your responsibility to follow the instructions in the user instruction leaflet.
- 2) Your vehicle must be either 100% electric or plug-in hybrid.
- 3) You must live or work in the UK.
- 4) Upon being admitted to the Scheme you will be issued with a permit, access tags and a yellow coiled cable. You will be responsible for ownership of these items once they are in your possession. In the event of damage to or loss of these items you will be required to pay for replacement costs as follows: £10 for the permit, £75 for the cable and £25 for the access keys. It is your responsibility to ensure that the yellow coiled cable is checked annually by a qualified electrician to 17th Edition B. S. 7671.
- 5) This permit will be valid for a period of 1 year from the date of your application. Elektromotive will write to you 1 month prior to the expiration of this permit, inviting you to apply for renewal. If you decide to renew the permit you must return your access tags and you will be issued with replacement access tags together with your renewed permit. You may not continue to participate in the Scheme unless and until your permit has been renewed and you have been issued with replacement access tags. The renewal fee is currently £50 but this is subject to review.
- 6) Once the permit has been purchased, no refunds will be offered.

- 7) It is your responsibility to ensure that re-charging is carried out safely so as to avoid injury to any person or damage to property. In particular you must ensure that:
  - The cable is safely plugged into your vehicle and that the positioning of the cable does not create a tripping hazard to passers-by;
  - You never unplug the cable from the vehicle before removing the plug from the recharging column;
  - You never drive off with the cable still attached to the electric vehicle recharging column.
- 8) You must only use the yellow cable provided by Elektromotive.
- 9) It is your responsibility to ensure the yellow cable is stored safely and maintained in good condition. You must never use a cut or damaged cable. You must never repair the cable yourself.
- 10) You may only recharge your vehicle while correctly parked in a designated Electric Vehicle Charging Permit Bay ("an EVCP Bay").
- 11) London Borough of Haringey (LBH) offers no warranty as to the availability or operability of the recharging columns or the power supplied from them.
- 12) LBH cannot guarantee that the Scheme will be maintained or continued for any period of time.
- 13) LBH reserves the right to remove the recharging column without prior notice.
- 14) If Electric Vehicle Charging Permit holders are found to be misusing the recharging columns they will held liable for any damage caused and shall be permanently barred from the EVCP scheme.
- 15) The vehicle should not exceed 2.27 meters in height and 5.25 meters in length.
- 16) You may only park in an EVCP Bay for the purpose of recharging your vehicle and then only for a maximum period of 4 hours. After recharging do not return to the same recharging point on the same day. If you park your vehicle in an EVCP Bay in contravention of this condition you will be liable to incur a Penalty Charge Notice and have your vehicle removed by the Council.
- 17) In Shopping City car park East and Shopping City car park West you will be required to pay the car park tariffs for charging vehicles in the EVCP Bays. These parking tariffs are set and enforced by the Mall, Wood Green.
- 18) You agree to pay an annual administration charge of £50 for participating in the scheme. LBH reserves the right to adjust the administration fee from time to time on giving prior notice in writing. You will be expected to pay such fees if you wish to continue in the Scheme. If you continue to participate in the Scheme for 21 days after having been notified of any adjustment of the fee then you will be deemed to have accepted liability to pay the fee. Alternatively, you may discontinue your participation in the Scheme by returning (undamaged and in good condition) the Permit, Access Tag and Cable.

## Declaration

I confirm that the information I have given on this form is true and accurate. I have read all of the Terms and Conditions outlined above and agree with them.

Signature:

Date:

Please send the completed form to: **Elektromotive Ltd**  
**The Sussex Innovation Centre**  
**Science Park Square**  
**Falmer**  
**Brighton**  
**East Sussex**  
**BN1 9SB**

Telephone: **01273 704 775**  
 Email address: **users@elektromotive.com**

## Checklist (Please tick)

- |   |  |
|---|--|
| <input type="checkbox"/> Completed Electric Vehicle Charging Scheme Permit application form         | <input type="checkbox"/> Attached copy of residence            |
| <input type="checkbox"/> Attach cheque of £50 or phone through credit card details to Elektromotive | <input type="checkbox"/> Attached copy of vehicle owner/keeper |
|   | <input type="checkbox"/> Attached copy of driving licence      |
|   | <input type="checkbox"/> Signed and dated in all places        |

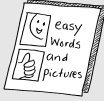
## Important

**It is an offence for any person knowingly to give false information for the purpose of getting a parking permit. Haringey Council will prosecute anyone who commits permit fraud. Conviction will result in heavy penalties**

**Data Protection:** Haringey Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information contact the Data Protection Officer, Feedback & Information Team, Haringey Council, River Park House, High Road, Wood Green, London N22 8HQ or [dataprotection@haringey.gov.uk](mailto:dataprotection@haringey.gov.uk)



<p>Shqip</p> <p>Nëse ju duhet në gjuhën tuaj ky formular aplikimi për skemën e Karikimit të Makinave Elektrike, ju lutem shënjoni ✓ kutinë, plotësoni formularin dhe dërgojeni tek adresa e mëposhtme me postim falas.</p>	<p>Français</p> <p>Si vous souhaitez obtenir ce formulaire du programme de Chargement de véhicule électrique dans votre langue, veuillez cocher la case, compléter le formulaire et le renvoyer à l'adresse en port payé ci-dessous</p>	<p>Kurdî Kurmancî</p> <p>Ev forma serîlêdanê ya Biha Dayina Wesiteyên Elektrîkî ye. Heke hun wê bi zimanê xwe dixwazin, ji kerema xwe qutîkê îşaret bikin, formê tije bikin û ji navnîşana posta bêpere ya jêrîn re bişînin.</p>	<p>Please tell us if you would like a copy of this Parking Permit Application Form in another language that is not listed above or in any of the following formats, and send the form to the Freepost address below.</p> <p><input type="checkbox"/> In large print</p> <p><input type="checkbox"/> On audio tape</p> <p><input type="checkbox"/> In Braille</p> <p><input type="checkbox"/> </p> <p><input type="checkbox"/> In another language, please state:</p> <p><input type="text"/></p> <p>Name: <input type="text"/></p> <p>Tel: <input type="text"/></p> <p>Address: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Polski</p> <p>Aby otrzymania polską wersję podania o udział w programie ładowania akumulatorów pojazdów elektrycznych, Electric Vehicle Charging, zaznacz odpowiednią opcję, wypełnij formularz i prześlij go na podany poniżej bezpłatny adres.</p>	<p>Soomaali</p> <p>Haddii aad u baahantahay foomkan ah barnaamijka cabbaynta baytariyada gaadhiga laydhiriigga ku shaqeeya oo luqaddaada ku qoran, fadlan calaamadi sanduuqa, buuxi foomka oo ku soo jawaab cinwaanka boostiisu lacag la'aanta yahay ee hoose</p>	<p>Türkçe</p> <p>Eğer bu Elektrikli Araç Şarj programı başvuru formunu Türkçe olarak edinmek isterseniz, lütfen uygun kutucuğu işaretleyin, formu doldurun ve aşağıdaki ücretsiz posta adresine gönderin.</p>	

Please return to: Freepost RLXS-XZGT-UGRJ, Haringey Council, Translation and Interpretation Services, 8th Floor, River Park House, 225 High Road, London N22 8HQ

Haringey Council offers this translating and interpreting service to Haringey residents. We can translate this document into one language per resident ONLY.

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