

EV ready buildings - stage 1 application form

Form Preview

Before you begin

Drive electric NSW EV ready building grants - feasibility assessment application

Background information

The [Net Zero Plan Stage 1: 2020-2030](#) sets out the state's ambitions to protect our future by growing the economy, growing jobs and reducing emissions over the next decade. The shift to electric vehicles (EV) will play an important part in reducing transport emissions.

In June 2021, the NSW Government launched the [NSW Electric Vehicle Strategy](#) to make NSW the easiest and most affordable place to buy and operate an electric vehicle (EV) in Australia.

The Drive electric NSW EV ready building grants are a \$10 million investment to co-fund the installation of EV charging infrastructure upgrades in apartment buildings.

The grants aim to:

- provide examples of EV charging infrastructure in strata-managed apartments
- lead the residential building sector to transitioning to an electric vehicle future
- further increase and improve the mix of charging options across NSW

Before you begin

Before applying for grants funding, you must complete the following steps:

1. Read the Drive electric EV ready building grants guidelines on the [NSW Government EV ready buildings website](#) to ensure you understand the eligibility requirements and essential information required to support your application
2. Read the Pre-application checklist on the [NSW Government EV ready buildings website](#) to assist you prepare your application

You can also read the frequently asked questions on the [NSW Government EV ready buildings website](#) for further information.

Contact the EV ready building team for any queries about your application at tevrub@environment.nsw.gov.au and quote your application number.

Starting your application form

Progressing through the form in page order is suggested to reduce missing information and mathematical calculation errors. Please ensure you save as you go.

To progress forward or backward through the application, click 'next page' or 'previous page' on the top or bottom of the screen.

Use the form navigation box on the left-hand side to navigate and move around pages of the application.

Most importantly, **ensure you save your progress** at the bottom of each page before proceeding.

Download the SmartyGrants [help guide for applicants](#) or the SmartyGrants [FAQs](#) for more help.

Saving your draft application form

EV ready buildings - stage 1 application form

Form Preview

To leave a partially completed application, press 'save and close' and log out. You can reopen your draft application later and start where you left off.

Your application can be found under the 'My Submissions' link.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download PDF' button located at the bottom of the last page of the application form.

Submitting your application

Once reviewed, submit your application by clicking on 'submit' at the top or bottom of the screen or on the navigation panel.

You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors. The system will point these out to you.

Once your application is submitted, no further editing or uploading of support materials is possible.

Once submitted, you will receive a confirmation email, to the email address used to register, with an attached copy of your submitted application.

If you do not receive a confirmation of submission email, and have checked your spam or junk email folder, then presume that your submission has NOT been submitted.

Attachments and support documents

Attachments are required to be uploaded and submitted to support your application. Ensure documents are saved on your computer or on a storage device to assist this process.

Allow time for each file to upload before attaching another file. Files can be up to 25MB each; however, it is recommended to keep files to a maximum of 5MB.

Completing an application as a group or team

Applicants who have created a SmartyFile organisation profile can now set up multiple team members as users for your organisation with different access levels and collaborate with other team members on SmartyGrants submissions. Smartyfile also allows applicants to pre-fill information into forms and manage, view, search and sort submissions across multiple funders in one spot. For more information on setting up your organisation's SmartyFile profile, visit the [SmartyFile Help Page](#).

Applicants who choose not to set up a SmartyFile profile can work on an application using the same login details as long as only one person is working in the application form at a time. Ensure you save as you go.

Privacy statement:

This privacy statement sets out the Office of Energy and Climate Change's practices relating to the privacy of your personal information. The Office's privacy practices are regulated by the [Privacy and Personal Information Protection Act 1988 \(NSW\)](#) (PPIP Act) and the Office's [Privacy management plan](#).

When you complete your Drive electric NSW EV ready building feasibility assessment application form you will be asked to provide information to the Office. The information provided relates to you personally and includes any information or opinion made about you. Personal information includes your name, address, phone number, email address or any information from which your identity can be reasonably ascertained.

The Office will only collect your personal information for the purpose of administering the Drive electric NSW EV ready building grants.

The Office may only use your personal information in a way that is consistent with this purpose, which could include contacting you in relation to your application or project.

EV ready buildings - stage 1 application form

Form Preview

We will hold information you have provided for a period that is appropriate for the purpose for which it was provided. Your information will be archived and disposed of in accordance with the Office's policies, legislative requirements and guidelines based on the [NSW State Records Act 1998](#).

We will not disclose your personal details for any other purpose unless the disclosure is authorised by the PPIP Act and Regulations. Your consent to disclose information for particular purposes may be sought by us or given by yourself for a specific purpose. If appropriate consent is not provided, we may not be able to provide certain products and services to you or your agents.

Under the PPIP Act you have the right to access your personal information held by the Office without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is incorrect).

Should you wish to access or correct your personal information contact the Office's designated privacy team:

Information Access & Privacy Unit 4 Parramatta Square, Locked Bag 5022 Parramatta NSW 2124

Email: privacy@dpie.nsw.gov.au

Confidentiality and disclosure information

Any information provided by you that is clearly identified as commercial in confidence will be treated and disclosed by the Office in accordance with the EV ready building grants guidelines.

Limitations: The Office and its employees, agents and officers (Office representatives) do not give any representation, warranty or guarantee, whether express or implied, in relation to the information contained in this application or the guidelines. This includes their completeness, accuracy, currency or reliability or the process by which they were prepared.

None of the Office representatives give opinions regarding, legal, accounting, regulatory, taxation or any other matters. Without limiting the foregoing, nothing in the guidelines is or should be regarded as advice in relation to those matters. Nothing contained in the guidelines or application form may be relied upon as a promise, guarantee, representation or warranty.

Applicant details

* indicates a required field

Owners corporation and Strata Scheme details

Is your EV ready building project site located in New South Wales (NSW)? *

You will not be able to proceed if the site is not registered and located in NSW

If you require assistance with filling in your strata information you can either check your details at [NSW strata search](#) or get in touch with your Strata Manager.

Strata Plan Number *

EV ready buildings - stage 1 application form

Form Preview

Must be registered and located within NSW

Registered strata address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
State must be NSW

Number of lots *

Must be a number.

Date strata scheme was registered *

Must be a date.

Owners corporation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Authorised representative

Please provide the details of the individual who has been authorised by the owners corporation to lead the application, represent the strata (the applicant) and enter into a commitment with the Office on behalf of the applicant, if the application is successful. Evidence of such approval will be requested later in the application.

Authorised representative *

Title First Name Last Name

EV ready buildings - stage 1 application form

Form Preview

Authorised representative position title *

The position title held in the strata e.g. Strata Manager, Chairperson, Secretary, Treasurer

Authorised representative postal address *

Address

Provide the postal address of the authorised person. If it is the same as the strata postal address, then tick the Same as strata postal address box.

Authorised representative primary phone number *

Must be an Australian phone number.

Authorised representative secondary phone number

Must be an Australian phone number.

Authorised representative email *

Must be an email address.

Attach evidence of strata committee approval to permit the authorised representative to complete the grant application. A template meeting motion can be found on the [electric vehicle ready buildings grants webpage](#)

Strata committee approval evidence *

Attach a file:

A minimum of 1 file and a maximum of 3 files may be attached.

Is the Strata Manager the same as the authorised representative? *

Strata Manager

Please provide the details of the Scheme's Strata Manager. If the Scheme is self-managed, please provide the contact details for the Secretary of the Owners Corporation.

Strata Manager contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

EV ready buildings - stage 1 application form

Form Preview

Strata Manager postal address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Strata Manager primary phone number *

Must be an Australian phone number.

Strata Manager secondary phone number

Must be an Australian phone number.

Strata Manager email *

Must be an email address.

Will somebody else other than the authorised contact (above) or strata manager (above) be responsible for the coordination of the feasibility assessment? *

Site contact details

Please provide the details of the individual who is responsible for the coordination and liaison of the feasibility assessment, if the application is successful.

Site contact name *

Title First Name Last Name

Organisation name (if relevant)

Site contact position title *

The position title held by the site contact does not need to be a registered member of the strata committee (i.e. the site contact could be an external project manager that has been hired by the building)

Site contact primary phone number *

Must be an Australian phone number.

Site contact secondary phone number

EV ready buildings - stage 1 application form

Form Preview

Must be an Australian phone number.

Site contact email *

Must be an email address.

Applicant Checklist

Please confirm that the **authorised representative** has completed the following steps outlined before continuing with this application:

- I have read the EV ready buildings guidelines on the [NSW Government EV ready buildings website](#) and checked the eligibility requirements to apply for the grants using the guidelines
- I have read the stage one application checklist on the [NSW Government EV ready buildings website](#)
- I understand which approach I will be using for stage one of the grants (i.e. applying for a feasibility assessment, or submitting a previously completed feasibility assessment)
- I have approval to undertake a feasibility assessment from the strata committee via a meeting motion (see example motion template on the [NSW Government EV ready buildings website](#))
- I will provide clear photos of our car park in the submission
- I will provide clear photos of the proposed site building

I confirm that I have read and understood all of the above checklist items *

Yes

Eligible site requirements

* indicates a required field

Your proposed project site: *

- Is a registered strata scheme under the Strata Schemes Development Act 2015
- Is classified as a class 2 building under the National Building Code with 10 or more units
- Has private and/or common property visitor (or shared) off-street parking as part of the strata scheme
- Has no more than 4 existing EV chargers installed for buildings with less than 40 parking spaces. Otherwise, the number of existing installed chargers may not exceed 10% of the number of parking spaces
- Is able to implement EV charging infrastructure that can be accessed by all residents equitably

At least 5 choices must be selected.

Must meet all requirements in order to proceed

Please upload a copy of your scheme's registered strata plan *

Attach a file:

EV ready buildings - stage 1 application form

Form Preview

Please upload a recent common area electricity bill

Attach a file:

Please upload clear photos of the off-street parking at the proposed site (i.e. the car park) *

Attach a file:

A minimum of 1 file must be attached.

The photos will be for internal use only and will not be used for promotional content.

Please provide clear photos of the proposed site building *

Attach a file:

A minimum of 1 file must be attached.

Provide a photo of the exterior of the building and any other relevant photos of the property. The photos will be for internal use only and will not be used for promotional content.

If your application is successful, you agree to work with the NSW Government to document and promote your EV ready building experience. This work may include, but is not limited to: the development of case studies on your experience, the opportunity for official announcements from your site, the inclusion of your site in photos or videos used to promote the program and/or EV charging in general. *

Proposed site details

* indicates a required field

Site name *

Must be no more than 65 characters and no more than 10 words.

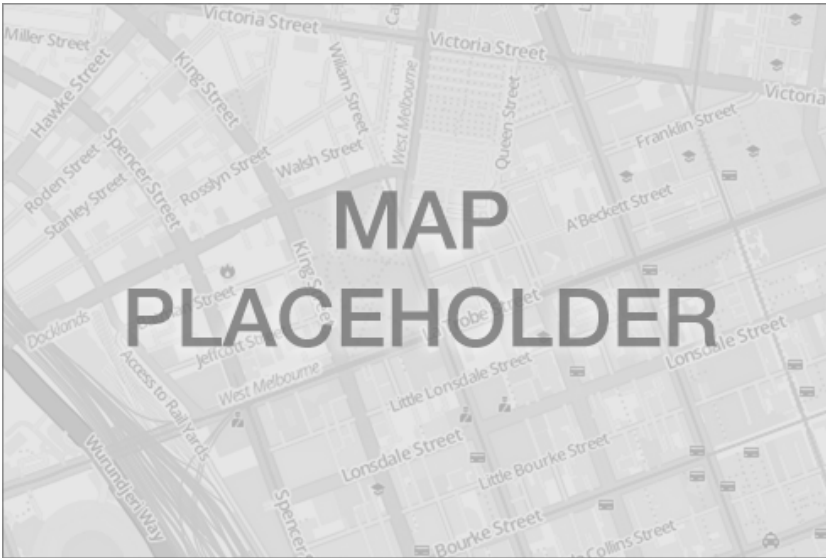
Choose a name for your site that is easy to understand. It could be a building name, a street name, or a business name.

Site street address *

Address

EV ready buildings - stage 1 application form

Form Preview



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
Must be in NSW.

When was the building built? *

Must be a number.
Please make sure to add the year the building was built rather than the year the strata plan was registered.

How many total floors are in your building? Excluding basement and car parking floors *

Must be a number.

How many residential floors are in your building? *

Must be a number.

How many residential apartment lots are in your building? *

Must be a number and at least 10.
Please cross-reference the number of lots mentioned in your strata plan number. In some cases, the amount of lots mentioned in the strata plan number is higher as it may take into account non-residential lots (i.e. commercial lots)

Does your building have commercial lots? *

If yes, how many commercial lots are in your building? *

EV ready buildings - stage 1 application form

Form Preview

Must be a number and at least 1.

How many commercial car parking spots are available in the building? *

Must be a number.

Do any residents currently own an EV? *

If yes, how many? *

Must be a number.

Do any residents plan on buying an EV in the next five years? *

How many private residential car parking spots are available in the building? *

Must be a number.

Do all apartments have a private car parking spot? *

How many apartments have more than one car parking spot? *

Must be a number.

How many visitor / shared car parking spots are available? *

Must be a number.

How many floors are there in the car park? *

Must be a number.

If your car park is one level (i.e. outside on ground level), please just say one floor

Do you have any EV charging infrastructure in place currently? *

If yes, what infrastructure works have been undertaken? *

Word count:

Must be no more than 250 words.

Infrastructure upgrades could include: - Switchboard upgrades - Distribution board installation - Cabling installation - Load management systems - Electrical capacity upgrades - Billing data upgrades - Metering upgrades - EV charger installation (including locations and charger types) - Smart charging options - Software subscriptions

EV ready buildings - stage 1 application form

Form Preview

How many existing EV chargers have been installed in the building? *

Must be a number.

Buildings must have no more than 4 existing EV chargers installed for buildings with less than 40 parking spaces. Otherwise, the number of existing installed chargers may not exceed 10% of number of parking spaces

How many apartment residents are owner occupiers? (%) *

Must be a number and no more than 100.

Is the car park: *

Which best describes the surface of your off-street parking area? *

Application route

* indicates a required field

Determining the route for application

Please select which route you will be applying for *

Route 1 - Applying for co-funding to complete a feasibility assessment

Does the authorised representative from the applicant organisation agree to the following declaration? *

I understand my responsibilities for the completion of the feasibility assessment on our proposed EV ready building project site

If your application is successful: *

I agree (on behalf of the Owners Corporation) to co-fund the feasibility assessment and pay \$2,000 (ex GST) to the independent consultant prior to them coming out to the site.

I agree (on behalf of the Owners Corporation) to organise the timing, details, and logistics for the site visit with the government-provided assessor and to provide access to the Strata to complete the feasibility assessment, which in all case must be completed within 8 weeks from the date the Office of Energy and Climate Change confirms it has engaged the nominated assessor (unless otherwise agreed in writing from OECC)

At least 2 choices must be selected.

Route 2 - Applying for a review of an already completed feasibility assessment

Prior to completing the following section, please ensure that you have reviewed the feasibility assessment checklist found on the [NSW Government EV ready buildings website](#) to ensure your completed feasibility assessment meets the requirements set out under these grants.

EV ready buildings - stage 1 application form

Form Preview

Feasibility assessment consultant details *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Consultant organisation name (if relevant)

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Consultant primary phone number *

Must be an Australian phone number.

Consultant secondary phone number

Must be an Australian phone number.

Consultant email address *

Must be an email address.

Date feasibility assessment was completed *

Must be a date.

Route 2 - declarations

EV ready buildings - stage 1 application form

Form Preview

Please ensure you have read the feasibility assessment checklist found on the [NSW Government EV ready buildings website](#) prior to completing this section.

If your report requires minor amendments, an independent consultant will create a supplementary report which will be communicated back to you.

If your report is deemed unsatisfactory, you will be contacted by the program team. If you wish to continue with your journey, you will be required to submit a revised application in which you will select route 1 rather than route 2.

Does the authorised representative from the applicant organisation agree to the following declarations? *

I understand my responsibilities for the completion of the feasibility assessment on our proposed EV ready building project site

I have ensured the feasibility assessment report includes: *

- An assessment of the building, including detail of specific electrical requirements (such as recommended distribution switchboard upgrades, space for additional cabling, and smart charging/load management system requirements);
- a suitability examination of the building that highlights potential challenges that may be faced during installation (such as capacity limitation of existing distribution switchboards, physical space limitations of distribution boards, physical separation of apartments and their car spaces, cabling distances, and access);
- documentation of any anticipated impact on electrical supply to site and/or impact on peak demand charges;
- user pay options;
- visitor parking considerations;
- options for upgrading EV chargers, including estimated costs and timings; and,
- photos of key areas (e.g. distribution boards, car spaces and cable pathways).

At least 7 choices must be selected.

Attach your existing feasibility assessment report *

Attach a file:

Upload file (pdf, word)

Submit supporting documentation for your feasibility assessment report

Attach a file:

Supporting documents could include: electrical usage data, additional photos not added to the report, or billing data

Declaration

* indicates a required field

Declaration statement

I am the authorised representative of the organisation making this application. As the authorised representative for my organisation, I agree that: *

I have read and understood the EV ready building guidelines;

EV ready buildings - stage 1 application form

Form Preview

- to the best of my knowledge the statements made in this application are true;
- all necessary approvals have been obtained prior to submitting this application;
- if the NSW Government is satisfied that any statement made in the application is incorrect, incomplete, false or misleading, the NSW Government may take appropriate action. I note that such action may include excluding an application from further consideration, withdrawing an offer of funding, and/ or terminating any funding;
- all relevant workplace health and safety standards will be met when providing on-site work in this application; and,
- the NSW Government has no responsibility or liability for any on-site work being completed for this application.

At least 6 choices must be selected.

Questionnaire

* indicates a required field

How did you hear about the EV ready buildings program? *

- From another applicant
- Your local council
- Radio
- Newspaper
- NSW government website
- An industry association (please specify)
- Other:

Can you tell us in a few sentences why you are applying for the EV ready buildings program? *

Word count:

Must be no more than 150 words.