

Electric Vehicle Charging Infrastructure Operational Policy



**Requirements for installation of electric
vehicle charging infrastructure on ACT
Government land and car parking areas**



ACT
Government

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Transport Canberra and City Services Directorate, ACT
Government GPO Box 158, Canberra ACT 2601

Telephone: 13 22 81. Website: www.cityservices.act.gov.au

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We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.



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Acknowledgement of Country

The Australian Capital Territory is Ngunnawal country. The ACT Government acknowledges the Ngunnawal people as the traditional custodians of the Canberra region and recognises any other people or families with connection to the lands of the ACT and region.

The region is a significant meeting place to the Ngunnawal people and other people and families who have gathered here for thousands of years.

Transport Canberra and City Services acknowledges and respects the Aboriginal and Torres Strait Islander peoples, their continuing culture and the contribution they make to the life of this city and this region, and their historic and ongoing connection to our lands, waters, and sacred sites.

We pay our respects to their Elders past, present and emerging.

GENERAL

Application

This policy applies to proposed electric vehicle (EV) charging infrastructure and associated works on ACT Government land and in ACT Government public car parking areas.

It does not apply to the provision of EV charging infrastructure on private or National Capital Authority land.

Where this document is inconsistent with the Territory Plan or **TCCS Design Standards, TCCS Codes and TCCS guidelines** those documents take precedence to the extent of that inconsistency.

Purpose

The purpose of this document is to provide guidance on the requirements for proposals seeking to locate EV charging infrastructure on ACT Government land.

Definitions

ACT Government public car parking area means ACT Government public unleased land used for the purposes of public car parking.

Electric vehicle (EV) means a vehicle that is powered by one or more electric motors or traction motors, regardless of whether the vehicle is also powered by another form of propulsion and can be recharged from an external source of electricity.

EPSDD means Environment, Planning and Sustainable Development Directorate or future equivalent.

EV charging infrastructure means the equipment used to charge an electric vehicle, including but not limited to charging units, rectifier units, transformers, connectors, poles, cables, feeder boxes and any applicable batteries and ancillary power equipment.

EV charging bay means parking bays for EV charging use allocated to EV charging infrastructure.

TCCS means Transport Canberra and City Services or future equivalent.

Uptime means in good working order.



Background

In July 2022, the ACT Government published the [ACT's Zero Emissions Vehicles Strategy 2022 – 2030](#). The Strategy sets out a vision for the ACT to be a leading jurisdiction in the adoption of zero emissions vehicle technologies by 2030. The Strategy includes actions to encourage uptake, greater industry support and development, and advocacy for national reforms to better enable this shift, as well as setting an ambitious zero emissions vehicle sales target of 80-90% by 2030.

This policy supports actions 9-11 of the Strategy which is to expand the EV charging network, including through developing streamlined license applications for EV charging bays on public land. This policy is intended to guide proposals for EV charging infrastructure within ACT Government car parking areas and facilitate the rollout of charging infrastructure in the ACT as we transition towards our target of net zero emissions by 2045.

Acknowledgements

The applicant acknowledges that:

- the ACT Government will bear no cost or responsibility for the installation, operation, relocation, maintenance and removal of the works proposed in the application
- these requirements are to be met to the satisfaction of **TCCS**
- the requirements within this policy are subject to change over time, particularly as technology changes – in terms of the charging infrastructure and makeup of the EV fleet
- the applicant may need to consider further requirements outside of this document depending on the nature of the application;
- the onus is on the applicant to demonstrate compliance with the requirements of this document; and
- 10-year licences shall be issued under Section 378 of the [Planning Act 2023](#), with a one-off standard licence application fee to apply (\$3,631.75 as at July 2023, to be increased by Wage Price Index annually on 1 July). Payment can be deferred for the first two years of the licence and then paid in instalments over the remaining eight years. A nominal licence fee of \$1.00 may be requested by the Authority.



Policy

This section provides detail on the requirements that are considered when assessing EV charging infrastructure proposals.

The proposal must not be inconsistent with the 'Requirement'.

1. Community benefit

Requirement 1: EV charging infrastructure must deliver benefits to the surrounding community.

Proposals should demonstrate they would deliver benefits to the surrounding community and key stakeholders, such as through improved security for the local community and increased foot traffic to local businesses.

2. Charging technology and accessibility

Requirement 2: EV charging infrastructure must be inclusive, accessible, and provide technical support for users.

Proposals should demonstrate:

- public access to all users, regardless of smart phone/vehicle operating system, company or association
- open payment options platforms (credit/debit cards), and that payment is not solely through smart phone applications or subscription models. However, payment through smart phone applications may be considered if payment can easily be made with credit/debit cards without requiring subscriptions
- open charge point protocol (OCPP), widely accepted international standards such as International Electrotechnical Commission Standards IEC 63110, or flexibility in EV charging systems provider

- provision of Level 3 and Level 4 fast, super-fast/rapid or ultra-fast DC charging using 'CCS2', 'CHAdeMO' or future universal equivalents, or level 2 fast AC charging is provided with Type 2 'Mennekes' or future universal equivalents. Heavy vehicle DC charging should be provided with 'MCS' or 'CCS2' or future universal equivalents
- the applicant's agreement to enter into a data sharing arrangement with the ACT Government to provide aggregate usage information for government research and reporting purposes
- that the chargers will be reliable and in good working order with a minimum of 97% uptime. The operator will need to provide data on the charger's reliability including uptime and downtime on a quarterly basis to the ACT Government for monitoring. Penalties may be issued by the Territory for non-compliance.

3. Site selection considerations

Requirement 3: EV charging infrastructure must be located on suitable sites with sufficient demand.

Proposals should demonstrate that:

- the site is not listed in the Indicative Land Release Program or the subject of an ACT Government redevelopment proposal
- the site is where there is likely to be regular demand for EV charging, such as in high activity areas and near amenities
- that potential safety hazards for users, and other motorists, cyclists and pedestrians have been considered in the site selection
- there are strong indications of sufficient power to support usage of the chargers, or that the applicant can fund and deliver the required power supply
- that environmental factors such as established trees, stormwater overflow and pedestrian walkways have been considered, along with local amenity.

4. Parking configuration and design

Requirement 4: EV charging infrastructure and EV charging bay must be fit for purpose and consider accessibility needs.

Proposals should demonstrate that:

- they will be designed and constructed in accordance with relevant Australian Standards
- they will not be located in parking bays that have other dedicated uses, such as accessible parking, loading zones and permit parking, unless such other dedicated bays can be accommodated elsewhere with no detriment to their users
- they do not displace standard parking bays that have the highest demand or turnover in an area, typically parking bays with time limits of an hour or less
- disabled access has been considered including the width and length of EV charging bays, the height and access to use screens and the useability of digital and physical infrastructure for people with various types of disabilities
- the chargers clearly identify when a vehicle is charging or not, and connectors lock while charging so that only the driver can unplug the charger
- infrastructure or cables do not impede footpaths, bike paths, roads, carparks or recreation space, or pedestrian and cyclist access in any way
- bollards will be used to protect EV charging infrastructure from vehicles, particularly where they are a pedestal design, and must not impede disabled access
- EV charging bays have sufficient length and width to allow for larger EVs which have front, side and rear charging points
- The design does not create known safety hazards for users, and other motorists, cyclists and pedestrians

- adequate lighting is provided
- high value trees are not removed
- impacts on existing landscaping are minimised
- there will be no known major impacts on underground utilities
- efficient use of space has been considered in the layout of chargers and bays.

5. Signage, visibility and identification

Requirement 5: EV charging infrastructure signage, pavement treatments and line-markings must be clear and meet signage and line-marking requirements.

Proposals should demonstrate that:

- branding can be used on charging infrastructure and signage, however, advertising, including electronic billboards, is prohibited
- signage must be erected and pavement line-markings and treatments must be made in accordance with [Municipal Infrastructure Standard 13 – Traffic Control Devices](#) and its accompanying [standard drawings](#) ACTSD-3512 – Pavement markings – Electric vehicle parking, ACTSD-3715 – ACT Standard parking signs – electric vehicle parking and ACTSD-3751 – Directional signage – Electric Vehicle Charging Service.

6. Fees and land use permits/licenses

- Land tenure will be provided via ten-year licences issued under Section 378 of the [Planning Act 2023](#). A one-off standard licence application fee will apply (\$3,631.75 as at July 2023, to be increased by Wage Price Index annually on 1 July). Payment can be deferred for the first two years of the licence and then paid in instalments over the remaining eight years. A nominal licence fee of \$1.00 may be requested by the Authority.



Approval process and documentation requirements

Overview of the approval process

Step 1: Confirmation of Development Application Status

Determine whether the proposal is on ACT Government land and exempt from a development application (DA)

Proposals on ACT Government land

EV charging infrastructure is generally exempt from DA approval under section 1.113 of the [Planning \(exempt development\) Regulation 2023](#) (the Regulation). Advice about DA exemptions can be sought from **EPSDD**.

If the proposal is DA exempt, proceed to Step 2.

If the proposal requires DA approval, submit a DA to **EPSDD**. **EPSDD** will assess the proposal against the provisions of the Planning Act 2023 and the Territory Plan, and consult with the public and relevant ACT Government agencies, including TCCS.

It is the applicant's responsibility to identify which approvals are required and to obtain them.

Proposals not on ACT Government land

If the proposal is not on ACT Government land, different processes apply. The custodian of the proposed site can be determined via the [Planning and Land Authority custodianship](#) map.

If the proposal is on designated land, contact the National Capital Authority (NCA) about the proposal. A NCA works approval may be required.

If the proposal is on private land, contact the lessee to seek their agreement and authorisation to undertake the works. It will also need to be determined whether the proposal requires a DA and/or building approval (BA). A BA or an exemption can be sought through a building certifier.

More information is available at the below links.

- DA: <https://www.planning.act.gov.au/build-buy-renovate/build-buy-or-renovate/approvals/development-applications>
- DA and Building Application exemptions: <https://www.planning.act.gov.au/build-buy-renovate/build-buy-or-renovate/approvals/exempt-work>
- Building approval: <https://www.planning.act.gov.au/build-buy-renovate/build-buy-or-renovate/approvals/building-approval>

Step 2: Apply for Licence

Prepare and submit the proposal

If the proposal is on ACT Government land and is exempt from development approval, the next step is to prepare documents in accordance with the checklist of requirements at the end of this document. Along with design endorsement, applicants will also need to obtain a licence to occupy unleased Territory land. Tenure will initially be for 10 years, with an option to extend.

Step 3: Circulation of licence applications

ACT Government assessment

ACT Government will assess the proposal against relevant technical standards and the requirements outlined in this operational policy. Other agencies may be consulted if required. This will generally result in an approval, refusal or request for further information. Allow 20 business days for processing.

Step 4: TCCS works approval (Letter of Design Review)

If your application is approved, you must prepare and submit detailed documentation to TCCS and obtain a Letter of Design Review.

Consult with **TCCS** to coordinate site access, signage installation and changes to parking arrangements, and Access Canberra if changes are required to pay parking machines.

More information is available at the below links.

- DA and Building Application exemptions: <https://www.planning.act.gov.au/build-buy-renovate/build-buy-or-renovate/approvals/exempt-work>

Required supporting documentation is identified in the 'Documentation Guidance' Checklist below and at <https://www.cityservices.act.gov.au/public-land/use/electric-vehicle-charging-infrastructure/electric-vehicle-charging-infrastructure-licence>.

Step 5: Granting of Licence

If your design is approved, you will receive a Letter of Design Review.

You will need to provide your Letter of Design Review to the territory planning authority who will then prepare a draft licence for you to review and sign.

Once you have signed and returned the draft licence to the territory planning authority, they will execute the licence. A copy of the final licence will be provided to you via email for your records.

Step 6: Construction and installation of equipment

Construction can commence once a Letter of Design Review is received and agreement with relevant ACT Government agencies is reached on works installation and signage. Continue to engage with TCCS on matters such as site access and coordination of works until construction is complete.

If amendments to pay parking machines are required, you will also need to liaise with Access Canberra Parking Operations via email at parking.operations@act.gov.au.

Step 7: Operational acceptance

Once the approved EV charging infrastructure is constructed on site, as per approved drawings, an Operational Acceptance certificate will be issued to you commissioning the operation of the EV charging stations. A Final Acceptance certificate will be issued after a 12 month defects liability period.

Other requirements

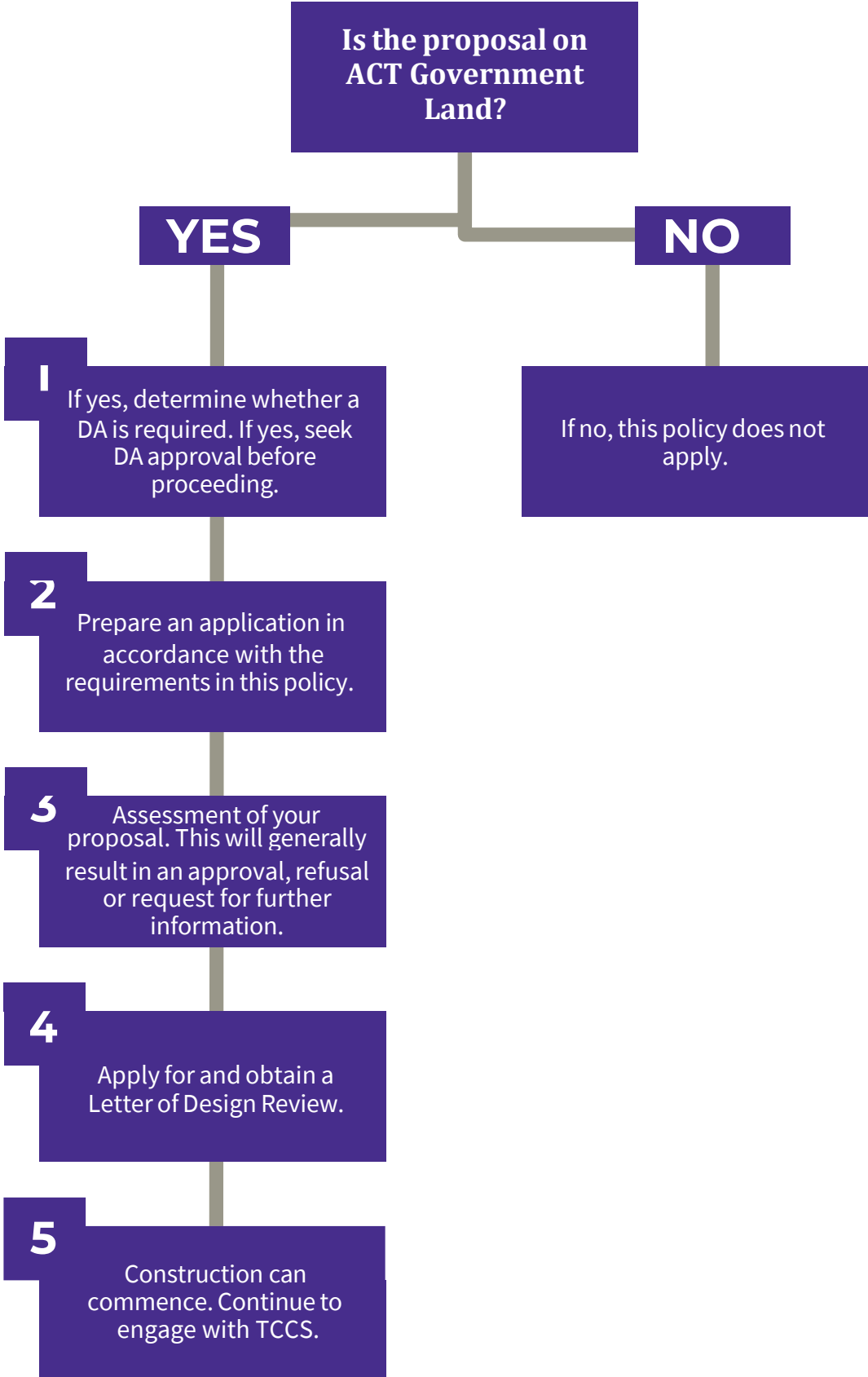
Other requirements, in addition to this operational policy, may apply such as the National Construction Code, Australian Standards and the Territory Plan. The applicant should be aware of these prior to submitting an application.

Relevant TCCS technical documents, such as the Municipal Infrastructure Standards and the Engineering Advisory, will also need to be complied with and can be found on the TCCS website <https://www.cityservices.act.gov.au/plan-and-build/standards-codes-and-guidelines>.

For further information about **TCCS** process and requirements please contact Access Canberra (13 22 81) or TCCS.DCDevelopmentCoordination@act.gov.au.

For further information about **EPSDD** DA processes please contact Access Canberra (13 22 81) or view information online at <https://www.planning.act.gov.au/development-applications-assessments>.

Figure 1: Application process



Documentation requirements

All applications for EV charging infrastructure require the following documentation.

All documents should be consistent with [EPSDD's minimum documentation requirements checklist](#), and [TCCS Reference documents](#) unless specified below.

Document content requirements

Document Name	Additional content
Design and Siting	
Statement against the Requirements	Contained in the policy section of this document
Evidence of DA approval from EPSDD or being DA exempt from either EPSDD or a private building certifier	
Indicative Location Plan	Marked-up satellite imagery showing surrounding context, including public and private parking in the area with approximate electrical supply.
Indicative Site Plan	Showing the boundaries of the car park or subject site. Identify current parking restrictions and special use bays (e.g. accessible bays).
Indicative Area Plan	Details of the area proposed to be occupied contextual layout required for the surrounding area.
Indicative elevations or photographs	Example elevations or photographs of installations similar to the proposed build.
Proposed Traffic Control Devices Plan	Including colour, design and material of line marking (etc) in accordance with relevant requirements, including the Municipal Infrastructure Standards. This should include proposed locations based on any displaced specialised bays like accessible parking.
Evidence of communications (e.g. letters) to inform relevant surrounding businesses, relevant bodies and stakeholders within 100 metres of the site about the proposal	Including details of who was informed, which activities were undertaken.
Asset management and maintenance plan	The applicant must demonstrate how the EV charging infrastructure will be maintained, serviced, and repaired to ensure reliability for customers. This can be provided at network level as opposed to detailed individual asset level for each site.

Document Name	Additional content
Other Documents	
Site compound / material storage plan	That identifies the location of all stored material during construction.
Temporary Traffic Management Plan (TTM)	TTM must be approved by Roads ACT.
Landscape Management and Protection Plan (LMPP)	That shows protection fencing during construction. Must be approved TCCS Design Acceptance.
Dilapidation	Showing all pre-existing damage to the area. Must be approved TCCS Design Acceptance.
Risk Assessment Plan	Must contain all predictable hazard and control measures.
Certificate of currency for Insurance of the licensee	With minimum Public Liability Insurance of \$20 000 000 (\$20 million).
Certificate of Registration of Business	Asic company search for the licensee.
Receipt of payment* of application fee and/or proof of entering instalment arrangement	<p>*You can use the link below to pay application fee online – This will generate a receipt straight away.</p> <p>Fee Advice Payments - EPSDD (act.gov.au).</p> <p>Select ‘application for grant of licence’ – 3rd on dropdown list.</p> <p>- Or, you call Access Canberra shopfront and make the payment over telephone – (02) 6207 1923.</p>

Due to the nature of these applications, amendments or additional documents may be required during or after assessment on a case-by-case basis.

