



Hampshire
County Council

Universal Services Directorate

Technical Guidance Note

TG16-1 - Electric Vehicle Charge Points (delivered through the Hampshire County Council Concession Agreement)

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1. Policy / approach

- 1.1. This Technical Guidance note details the requirements for installation of publicly accessible electric vehicle charge points (EVCPs) within Hampshire County Council's local Highway network and associated mobility hubs / local centres / car parks through the Hampshire County Council's concession Agreement for the Provision of Electric Vehicle Charging Points. It does not cover the provision of EV charging points provided by Charge Point Operators outside of the concession agreement.
- 1.2. Hampshire County Council is committed to creating a carbon neutral, resilient Hampshire as detailed in the [Local Transport Plan \(LTP4\)](#). As part of Policy FM2 in the LTP4, Hampshire County Council is committed to accelerate the transition to low and zero emission vehicle use by providing a Hampshire-wide approach to EV charging provision, working closely with the district, borough, town and parish councils. This will also support residents without off-street parking to charge EV's near to their home in a safe manner which does not impede those walking or cycling in the vicinity.
- 1.3. The LTP establishes a 'Healthy Streets' approach, that puts people and places at the heart of transport decisions. All installations should not worsen the Healthy Streets score for the street it is in and contribute to improving the score where possible (for example by widening the available footway in the vicinity of the EVCPs).
- 1.4. All EVCPs installed shall be in accordance with the requirements of the Hampshire County Council Concession Agreement for the Provision of Electric Vehicle Charging Points and the Public Charge Point Regulations 2023.
- 1.5. The charge points covered by this guidance are for use by cars and light goods vehicles only; it does not cover charging by heavy goods vehicles, buses, electric bikes or scooters.
- 1.6. This guidance does not cover private EVCPs installed within private property or home charging infrastructure. Nor does it cover wireless charging or mobile charging.

2. Definitions and abbreviations

CPO	Charge point operator - the owner of a charge point or any person operating a charge point on behalf of the owner
Concession Agreement	Agreement between Hampshire County Council and a Concessionaire for the Provision of Electric Vehicle Charging Points
Distribution board	An electrical supply system that divides an electrical power feed into subsidiary circuits or isolation devices
DNO	Distribution network operator
EV	Electric vehicle - a vehicle that is capable of being propelled by electric power derived from a storage battery
EVCP	Electric vehicle charge point. An EVCP unit may have dual socket.
Fast charge point	An EVCP that provides power between 8kW and 50kW
Healthy Streets	An approach that puts people and places at the heart of decision making. This is usually assessed through a Healthy Streets audit.
Highway	An area of land which the public have the right to pass and repass which is maintainable at public expense. This includes the footway, verge and any other areas between the Highway boundaries.
IET	Institution of Engineering and Technology
Isolation device	A piece of equipment that separates two circuits, providing a barrier using a mechanical switch or protective device
LGV	Light goods vehicle (with a total gross weight of 3,500 kg or less)
MPAN	Meter point administration number
PFI	Private Finance Initiative

Protective device	Equipment applied to electric power systems to detect abnormal and intolerable conditions and to initiate appropriate corrective actions. These devices include fuses and relays with associated circuit breakers.
Public charge point	A charge point which is intended for use primarily by members of the general public, and includes a charge point described in The Public Charge Point Regulations 2023 regulation 3(1), but excludes a charge point described in regulation 3(2) of those regulations.
Rapid charge point	An EVCP that provides between 50kW and 150kW charging power
RFID	Radio frequency identification
Standard charge point	An EVCP that provides power between 3.7kW and 8kW
SSEN	Scottish and Southern Electricity Network
TSRGD	Traffic Signs Regulations and General Directions 2016
TEV	Hampshire County Council's Transition to Electric Vehicles team
TT	Terre Terre Earthing - A system having one point of the source of energy directly earthed, the exposed-conductive parts of the installation being connected to earth electrodes electrically independent of the earth electrodes of the source
TTM	Temporary traffic management
Ultra-rapid charge point	An EVCP that provides power greater than 150kW

3. General requirements

3.1. Layout requirements

- 3.1.1. All EVCP installations, and subsequent decommissioning, must comply with current standards and regulations, including the current edition of the IET Wiring Regulations BS 7671, the Electrical Equipment Safety Regulations and the Public Charge Point Regulations.
- 3.1.2. All EVCP installations should also follow best practice set out by the IET in the latest 'Code of Practice for Electric Vehicle Charging Equipment' document.
- 3.1.3. Where charge points are designed to serve designated disabled parking spaces, the design and layout shall comply with the PAS 1899:22, BS8300-1 and Inclusive Mobility. Where the charge points are serving parking spaces not designated as disabled parking spaces, designers should make every effort to ensure their designs comply as closely as possible with PAS 1899:2022, BS8300-1 and Inclusive Mobility given any existing site constraints.
- 3.1.4. To comply with IET regulations EVCPs shall be installed with the charging socket positioned between 750mm and 1400mm from the adjacent ground level. However, in terms of PAS 1899:2022 and Inclusive Mobility, the connection centreline should be between 800mm to 950mm above the adjacent ground level. Therefore, 800mm to 950mm shall be achieved for all charge points serving designated disabled parking spaces and should be achieved where possible for other parking spaces.
- 3.1.5. Figure 1 illustrates the offset required for EVCPs from the kerblines.

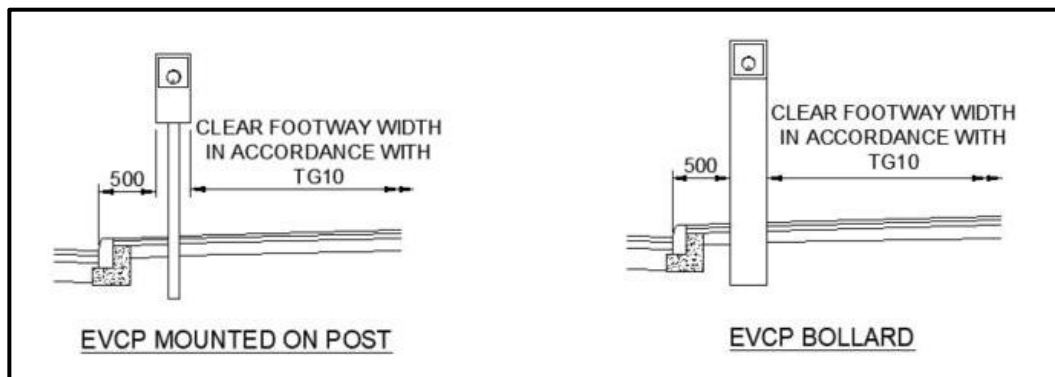


Figure 1 - Positioning of EVCPs relative to the kerb line

- 3.1.6. Site selection should be based on:
 - locations where households predominantly have no off-street parking, or where there is no realistic opportunity for residents to provide power to off-street parking locations such as remote garage blocks
 - current and future demand

- proximity of existing charge point provision to ensure good geographical spread
- availability and capacity of the local electricity network
- availability of space in terms of street furniture and suitable & inclusive parking provision
- availability of space to ensure adequate space for other existing road users, particularly people walking, wheeling and cycling – Refer to the Healthy Streets policies in the LTP and sections 4.2 and 5.2 regarding minimum acceptable footway and cycle track widths required. See also Technical Guidance Note [TG10 – Pedestrian and Cycle Facilities](#).
- consideration of the existing underground utility provision – whether there is space underground to install the necessary infrastructure
- **proximity to other electrical street furniture** (see 3.2)

When selecting sites for EVCPs, the designers need to ensure the EVCPs are positioned so they are easy and safe to use but also do not negatively impact on other Highway users in the area.

Refer also to <https://www.ssen.co.uk/our-services/new-supplies/ev-connections/>

- 3.1.7. EVCP parking spaces and any associated feeder pillars shall not be located within the visibility splays for junctions, formal/informal crossing locations or accesses. Refer to [Technical Guidance Note TG3 – Stopping Sight Distances and Visibility Splays](#).
- 3.1.8. EVCPs should not be installed where the installation or associated infrastructure would have a detrimental impact on trees (particularly their roots).
- 3.1.9. EVCPs should:
 - be safe for users to access at all times of day with adequate street lighting (in line with the hours of operation of the existing street lighting) to enable safe access and personal safety
 - be located and orientated to prevent cables causing an obstruction, trip or road safety hazard to users or the area, whether they are walking, wheeling, cycling, driving, or accessing the EVCP
 - as far as reasonably possible, be located and orientated laterally to avoid sun glare of the EVCP faceplate
 - not negatively impact any walking, wheeling or movement around the charge point – Refer to the Healthy Streets policies in the LTP and Technical Guidance Note [TG10 – Pedestrian and Cycle Facilities](#)
 - be easily identifiable so people can see where they can access EV charging
 - not clutter the local street environment, particularly in heritage and/or conservation areas

- be designed and located to enable safe future maintenance.

3.1.10. All signs and road markings installed within the adopted Highway must comply with the Traffic Signs Regulations and General Directions (TSRGD) 2016. For taxi charging bays, yellow lines are included and are marked as 'E-TAXIS'. For other vehicles, bays have white lines and are marked as 'ELECTRIC VEHICLES' or 'ELECTRIC VEHS'. Refer also to [Technical Guidance Note TG12 – Signs and Bollards](#).

3.2. Exclusion zones between electrical street furniture

- 3.2.1. All EVCPs must be at least 2.5m from any other electrically earthed equipment using a different type of earthing system, in accordance with the IET Code of Practice for Electric Vehicle Charging Equipment Installations. This is to prevent the risk of electric shock from touching two items of electrical street furniture that are on different types of earthing systems. The 2.5m minimum distance around each electrical item (including a charging EV) is called the TT Earthing Exclusion Zone. Refer to Figure 2 below which shows the earthing exclusion zones required.
- 3.2.2. Where the exclusion zone extends beyond the Highway boundary, the risk assessment undertaken by the CPO shall also account for equipment mounted outside of the boundary. The on-site risk assessment should record if such equipment is present and what potential mitigation might be made. Consideration should also be given to the risk of other equipment being installed beyond the Highway boundary but within the exclusion zone in the future.

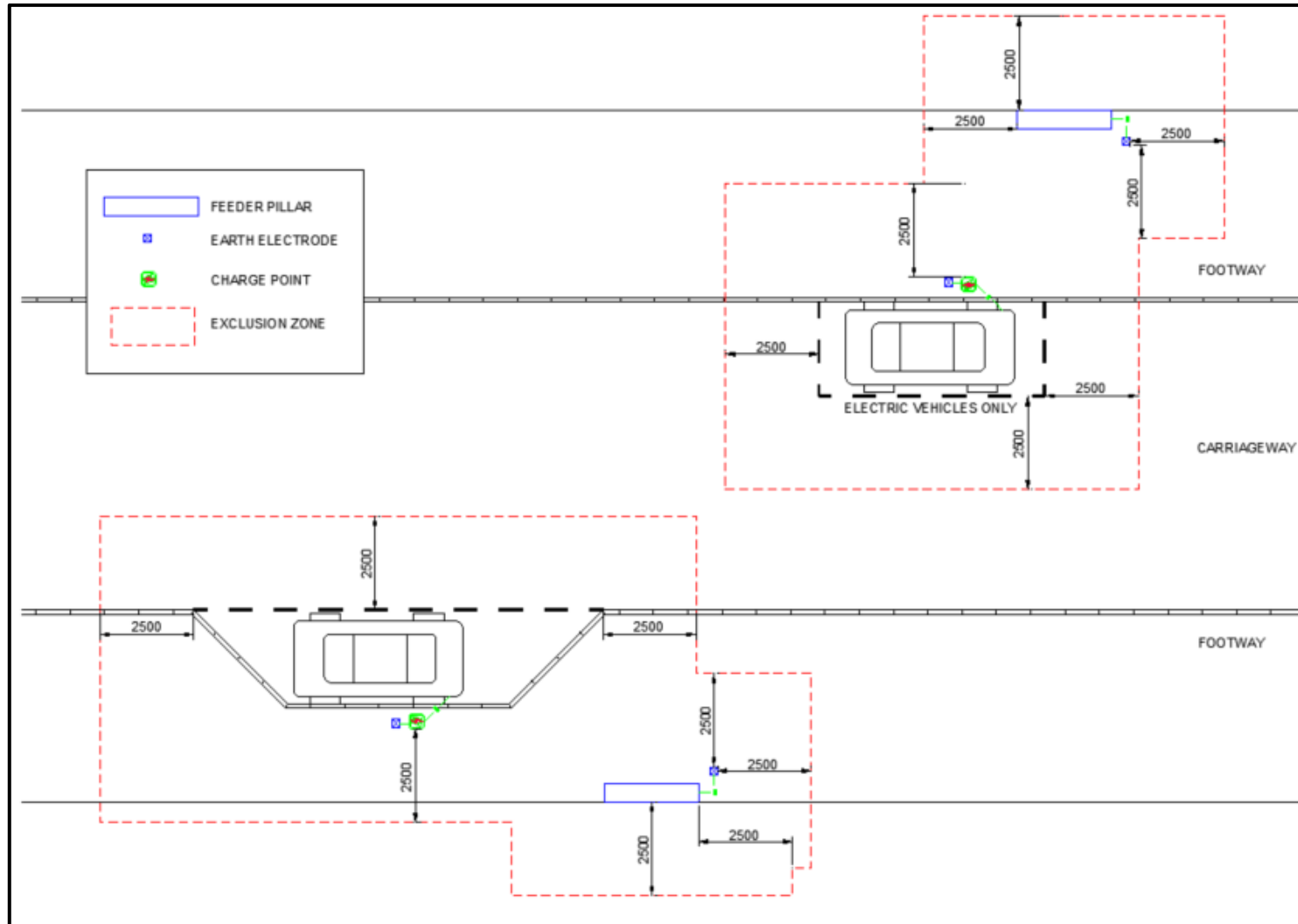


Figure 2 - TT earthing electrical exclusion zones for equipment on another type of earthing system

3.3. Notifications

3.3.1. Refer also to Section 6 regarding planning and other consents required.

DNO notification

- 3.3.2. The CPO shall make an application to the DNO (Scottish & Southern Energy) for EVCP installations **before** the installation is made. The DNO will check if the supply is adequate, and if not, a quote will be provided with the costs required to upgrade the connection. It is important that the DNO assesses the network is fit for purpose and can accommodate the increased demand from the new charging equipment. Refer to [SSEN EV Connections webpage](#). For a pre-application meeting to establish the most efficient connection point for a new **metered** connection, contact connections@sse.co.uk)
- 3.3.3. Register and apply using the online application form at [EV Connections - SSEN](#) or by using the [Energy Networks Association form](#), sending it to connections@ssen.com. The application form shall be reviewed before installation. Where the notification criteria detailed in Section B of the form are met, the installation can proceed provided the CPO informs the DNO within 28 days of the connection.
- 3.3.4. It is the CPO's responsibility to ensure all installations meet the requirements of the DNO. Any that do not must be rectified by the CPO at their cost. Should there be any discrepancy between the requirements of the DNO and this guidance and associated drawing HCC11/E/020, the requirements of the DNO take precedence. Where this occurs, the CPO shall inform the TEV Team as soon as practicable and before installation takes place.
- 3.3.5. Refer also to the [Energy Networks Association webpages](#).

4. On-Highway charge point location and layout

4.1. Charge point type

4.1.1. On-Highway charge points will tend to be either of the following:

- up to 7kW standard charge point units with NAL socket foundations (or similar approved) and power supply from an adjacent feeder pillar.
- up to 22kW fast charge point units with NAL socket foundations (or similar approved) and power supply from an adjacent feeder pillar.

4.1.2. Refer to Standard Detail HCC11/E/020. EVCPs shall be installed with a NAL socket (or similar approved) in accordance with HCC11/E/020. Electrical disconnection system to be NAL SIS system or similar approved. The impact sensor to be installed in each item of passively safe apparatus and the monitoring unit to be fitted in an above-ground location (wide-base signpost or feeder pillar) located outside the clearance zone.

4.1.3. Mains DNO/IDNO supply shall not be provided with passively safe equipment. Refer to [Technical Guidance Note TG13 – Street Lighting](#), for details of private cable installation.



Passively safe equipment must be supplied by a private cable system. (See - [Technical Guidance Note TG13 – Street Lighting](#))

4.2. Charge point position and parking layout

4.2.1. Feeder pillars should be positioned at the back of the footway/verge to avoid obstruction to any Highway users. They shall be positioned such that the risk of vehicular impact is minimised.

4.2.2. The clear footway width shall be maintained in accordance with [Technical Guidance Note TG10 – Pedestrian and Cycle Facilities](#). However, all installations should, wherever possible, maintain the minimum Healthy Streets score or contribute to its improvement.

4.2.3. Installation of EVCPs in shared use footway/cycle track should be avoided due to the additional conflicts between people accessing/egressing cars, using the EVCPs and cables. Where furniture is installed within a shared use footway/cycle track, there shall be at least a 500mm margin between parking bays and the cycle track (1.5m where disabled parking is provided). The remaining clear width shared use footway/cycle track shall

be at least 3000mm (Refer to [Technical Guidance Note TG10 – Pedestrian and Cycle Facilities](#)).

- 4.2.4. The electrical exclusion zone must be maintained – refer to section 3.2.
- 4.2.5. Parking bays on the Highway must be in accordance with TSRGD, which details the absolute minimum bay sizes for standard parallel bays (4.5m long by 1.8m wide) and designated disabled bays (6.6m long by 2.7m wide but the width may be less where the overall width of the carriageway cannot accommodate a 2.7m wide bay). However, within Hampshire, standard bays parallel to carriageway in new Highway shall be 2.5m wide by 6m long minimum or 2.7m wide by 6.6m long for disabled parking bays (refer to [Technical Guidance TG1 – Highway Cross-sections](#)). Where associated Traffic Regulation Orders are required, refer to [Technical Guidance Note TG21 – Traffic Regulation Orders](#).
- 4.2.6. EV parking bays should be designed to be accessible for all users, in accordance with BS 8300-1, PAS 1899:2022 and Inclusive Mobility. This ensures the maximum usage of the EV charging bays and is more inclusive. This should include the following:
- EVCP connector height as detailed in 3.1.4
 - a flat area in front of the EVCP to enable safe access – a minimum of 1200mm. Preferably a depth of 1600mm required to enable a wheelchair user to turn 90 degrees, a depth of 1800mm required to turn 180 degrees (within footway this will require the EVCP to face along the footway rather than towards the carriageway)
 - where the EVCP is installed at footway level, a dropped kerb should be provided within 20m
 - from the user position, a maximum of 220mm reach to the front of the EVCP
 - located to ensure cables do not create a trip hazard or obstruction for people using the footway
 - bay sizes to enable movement around the vehicle, particularly at designated accessible bays.
- 4.2.7. Figures 3 and 4 illustrate suggested layouts that meets all of the criteria, with the size of the bays being flexible as detailed in the criteria above. By providing the bays either side of a dropped kerb together with Diag 1026.1, additional space at the end of the vehicle is provided, making the bays more accessible for all users. Provided that the footway immediately adjacent to the bay is free from other street furniture, this also enables movement around the vehicle for the purpose of connecting the charge cable.

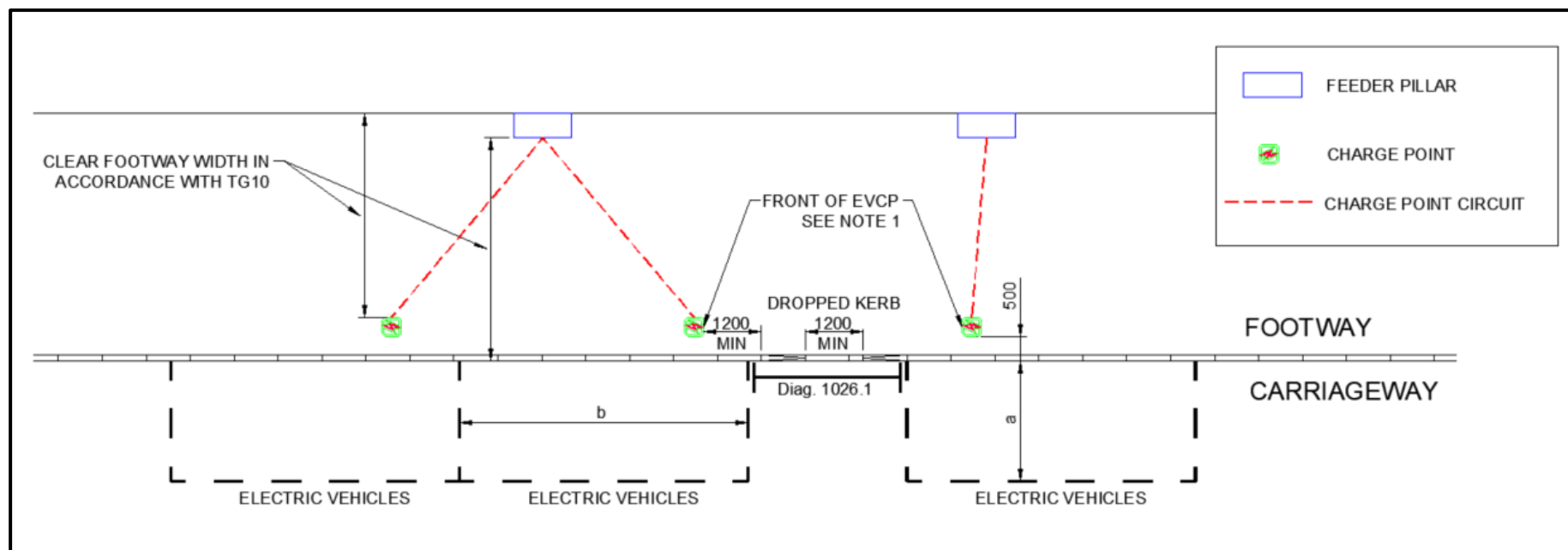


Figure 3 - On-street parking layout (no build-out)

- Note 1: The front of the EVCP should face along the footway and in the direction of the dropped kerb (where a dropped kerb is provided). The area in front of the EVCP should be at least 1200mm clear of the transition kerbs in order to provide a level accessible area for users of the EVCP.
- Note 2: Width 'a' must be a minimum of 1.8m. For new streets, this shall be 2.5m minimum. However, to enable the bay to be accessible for all users 2.7m is desirable. Where the bay is designated as an accessible bay, the width 'a' must be a minimum of 2.7m (except where the existing carriageway width cannot accommodate this) and preferably 3.6m.
- Note 3: Length 'b' must be a minimum of 4.5m. For new streets, this shall be 6.0m minimum. However, to enable the bay to be accessible for all users 6.6m is desirable but where it is positioned with Dia. 1026.1 as shown in Figure 3, 6m is sufficient. Where the bay is designated as an accessible bay, the length 'b' must be a minimum of 6.6m.

- 4.2.8. Where the intention is that the bay is only used by disabled users, the bay marking should be marked with the permitted variant “DISABLED” instead of “ELECTRIC VEHICLES” and preferably be 3.6m wide by 6.6m long to enable movement around the vehicle. At the very least, the bay must 2.7m wide by 6.6 long. Clear signage should be provided to highlight the EVCP facility and where space permits, an additional bay should be provided for general EV charging to avoid the disabled bay being used by others.
- 4.2.9. Where dropped kerbs are provided solely to enable access to/from the EV parking bays (such that there is not a corresponding dropped kerb the other side of the carriageway providing an informal crossing point), blister tactile paving should not be used.
- 4.2.10. Figure 4 illustrates typical layout arrangements where an EVCP is located on a footway build-out. For details of the island construction, refer to Standard Detail HCC11/E/25.

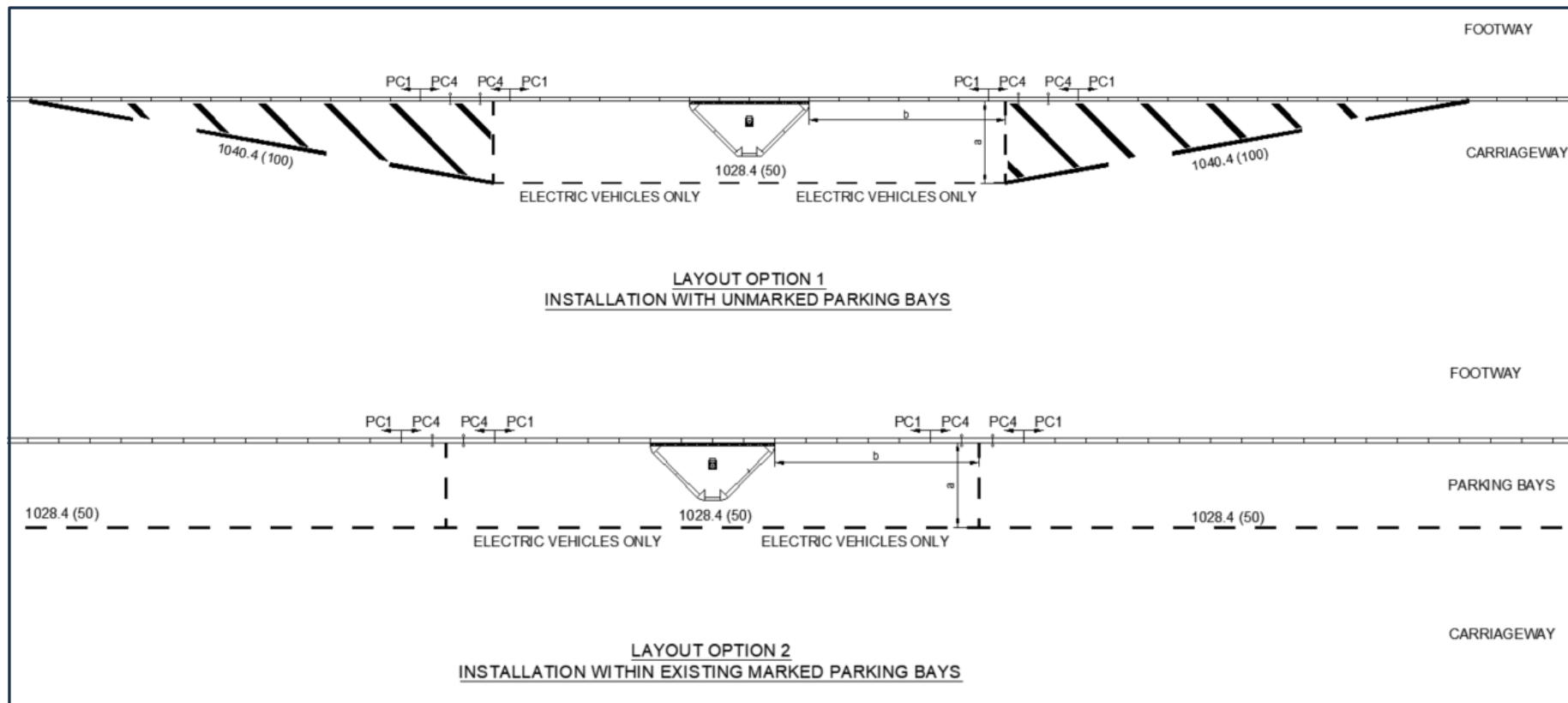


Figure 4 - On-street parking layout (with build-out)

- Note 1: The front of the EVCP should face the footway.
- Note 2: Width 'a' must be a minimum of 1.8m. For new streets, this shall be 2.5m minimum. However, to enable the bay to be accessible for all users 2.7m is desirable. Where the bay is designated as an accessible bay, the width 'a' must be a minimum of 2.7m (except where the existing carriageway width cannot accommodate this) and preferably 3.6m.
- Note 3: Length 'b' must be a minimum of 4.5m. For new streets, this shall be 6.0m minimum. However, to enable the bay to be accessible for all users 6.6m is desirable. Where the bay is designated as an accessible bay, the length 'b' must be a minimum of 6.6

5. Off-Highway charge point location and layout (car parks/hubs)

5.1. Charge point type

5.1.1. Off-Highway charge points will tend to be either of the following:

- 22kW to 50kW fast charge point units with NAL socket foundations (or similar approved) and metered power supply from an adjacent feeder pillar
- 50kW to 150kW rapid charge point units with NAL socket foundations (or similar approved) and a metered power supply from an adjacent feeder pillar/electricity sub-station
- 150kW and greater ultra-rapid charge point units with NAL socket foundations (or similar approved) and a metered power supply from an adjacent feeder pillar/electricity sub-station.

5.1.2. Refer to Standard Detail HCC11/E/020.

5.2. Charge point position and parking layout

5.2.1. Feeder pillars should be positioned at the back of the footway/verge to avoid obstruction to any Highway users. They shall be positioned such that the risk of vehicular impact is minimised.

5.2.2. Where furniture is installed within a footway, there should be a clear footway width remaining of at least 2000mm (Refer to [Technical Guidance Note TG10 – Pedestrian and Cycle Facilities](#)).

5.2.3. The electrical exclusion zone must be maintained – refer to section 3.2.

5.2.4. EV parking bays should be designed to be accessible for all users, in accordance with BS 8300-1, PAS 1899:2022 and Inclusive Mobility. This ensures the maximum usage of the EV charging bays and is more inclusive. This should include the following:

- EVCP connector height as detailed in 3.1.4
- a flat area in front of the EVCP to enable safe access – a minimum of 1200mm. Preferably a depth of 1600mm required to enable a wheelchair user to turn 90 degrees, a depth of 1800mm required to turn 180 degrees
- where the EVCP is installed at footway level, a dropped kerb should be provided within 20m
- from the user position, a maximum of 220mm reach to the front of the EVCP
- located to ensure cables do not create a trip hazard or obstruction for people using the footway

- bay sizes to enable movement around the vehicle, particularly at designated accessible bays
- 5.2.5. Each District/Borough have supplementary planning documents detailing the minimum requirements for parking bays on off-street locations. These tend to vary between Districts/Boroughs. However, to be inclusive and enable all users to easily manoeuvre around the vehicle and to the EVCP, there should be a width of 1200mm around the space. Where the EVCP is located at the end of such an area (as shown in Figure 5), the width of access zone should be a minimum of 1800mm wide to enable a wheelchair user to turn 180 degrees.
- 5.2.6. Figure 5 illustrates a suggested layout that meets all of the criteria.
- 5.2.7. Impact protection bollards should be installed to protect the EVCPs. The bollards should be positioned at least 200mm clear (both in front and to the side) of the EVCP and 1400mm apart to enable clear access to the EVCP by people using a wheelchair. Dropped kerbs should be installed to enable access to the footway, or alternatively the footway area could be at the same level as the parking bays.
- 5.2.8. Where the intention is that the bay is only used by disabled users, the bay marking should be marked “DISABLED” instead of “ELECTRIC VEHICLES”. Clear signage should be provided to highlight the EVCP facility.

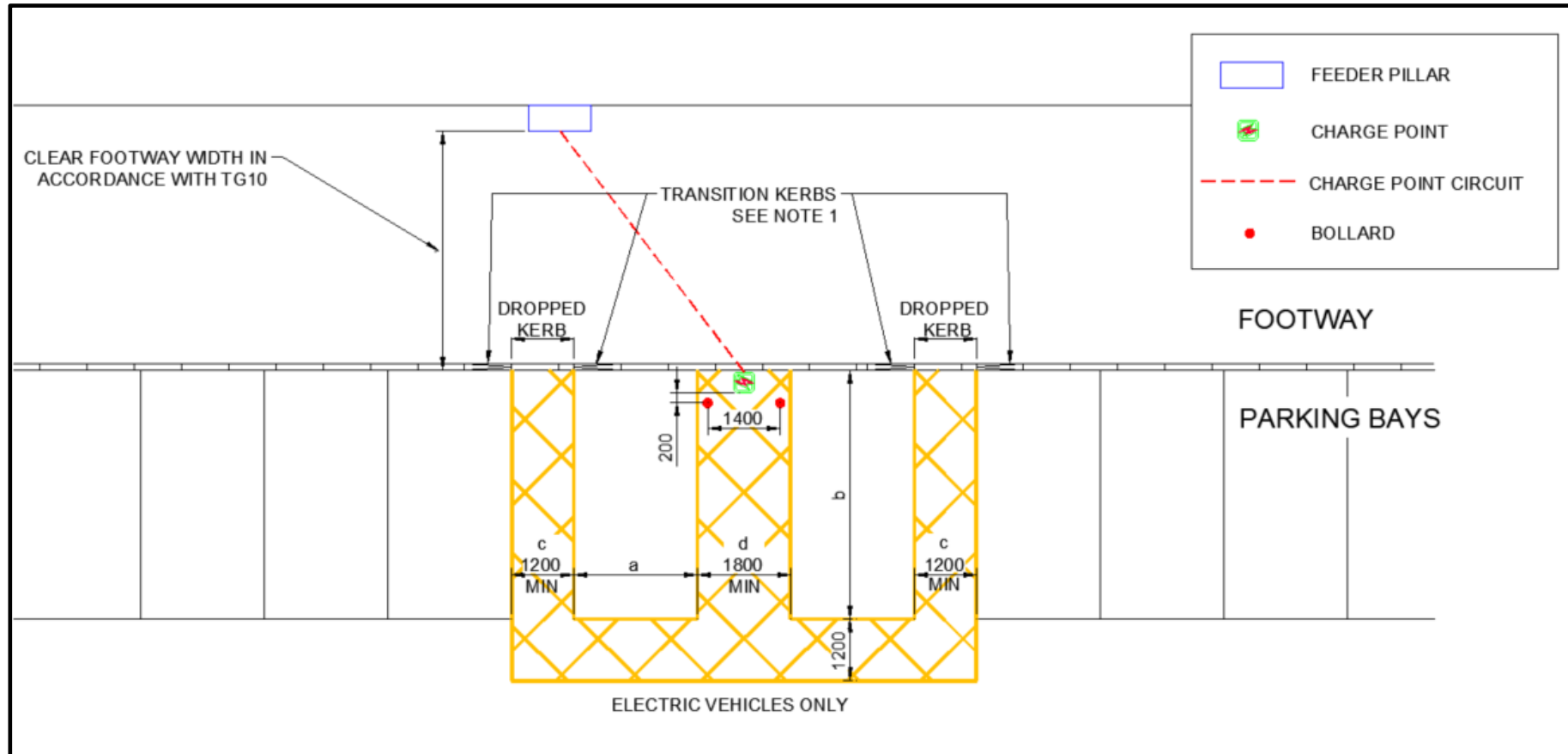


Figure 5 - Off-Highway parking layout that also caters for disabled users

Note 1: Dropped kerbs should be installed to enable access to the footway, or alternatively the footway area could be at the same level as the parking bays.

Note 2: Width 'a' should be a minimum of 2.4m. Length 'b' should be a minimum of 4.8m.

6. Planning and consents

6.1. On-Highway

- 6.1.1. Under the Highways Act 1980 (Part V, Section 62) and the Town and Country Planning (General Permitted Development) Order 2015 (Schedule 2, Part 12, Class A), EVCPs may be installed by the local authority as permitted development within the Highway, which will extend to the CPO that has been appointed as concessionaire on behalf of the local authority). Other parties that are not appointed as a concessionaire and are seeking to install EVCPs within the Highway will need to seek planning permission **AND** also S50 licence from the Highway Authority). The CPO shall always check with the Transition to Electric Vehicle Team (TEV) to confirm the extent of the Highway boundary (note: existing lamp columns may be located in private property with an easement).
- 6.1.2. Where an installation does not meet the standard layouts detailed in this TG, then the CPO shall submit a detailed design to Hampshire County Council for approval by TEV allowing a minimum of 28 calendar days.
- 6.1.3. Traffic Regulation Orders for parking restrictions may be required. Refer to [Technical Guidance Note TG21 – Traffic Regulation Orders](#). Where temporary traffic regulation orders are required, the CPO shall follow the process for external works promoters as detailed in section 3.6 of [Technical Guidance Note TG22 – Temporary Traffic Management](#). Where parking bay suspensions are required whilst undertaking works, the CPO shall [apply for the parking bay suspension](#) **at least 10 days** in advance of the works.
- 6.1.4. Where a district/borough/town/parish council wish to install EVCPs, they should contact TEV to arrange installation through Hampshire County Council's EVCP concession agreement.
- 6.1.5. Refer to [Technical Guidance Note TG22 – Temporary Traffic Management](#) for requirements with regard to working on the Highway and associated street Works qualifications. The CPO installing equipment under Hampshire County Council's EVCP concession agreement would act as an 'External Works Promoter' in terms of the requirements and guidance provided in TG22 but submit details to TEV as opposed to the HDA Engineer. The CPO shall submit appropriate permit requests for the scale of the works required directly through Streetworks Manager in accordance with [Hampshire County Council's Permit Scheme](#) and the Concession Contract. The majority of EVCP installations will only require a Minor Works Permit. TG22 details the timeframes required. Maintenance of units may also require permits where cabinets are opened - refer to [the Code of practice for the co-ordination of street and road works](#).
- 6.1.6. Where the layout of an existing Highway is being amended as a result of a proposed EVCP installation (for example, parking spaces amended, road markings, available carriageway width), a Road Safety Audit with associated designers' response will be required and submitted with the design layout to TEV for approval. The road safety auditors used need to

be approved by Hampshire County Council and the audits undertaken in accordance with [Technical Guidance Note TG18 – Road Safety Audits](#).

6.2. Off-Highway

6.2.1. Under the Town and Country Planning (General Permitted Development Order) (Schedule 2, Part 2, Classes D & E), installation of EVCPs is permitted within an area lawfully used for off-street parking subject to the following:

- EVCPs mounted on a wall must be less than 0.2m³ and not within a designated scheduled monument or the curtilage of a listed building.
- EVCPs mounted on an upstand can be up to 1.6m in height from the level of the surface used for the parking of vehicles within the curtilage of a dwelling or block of flats or up to 2.7m elsewhere. They must not be within a designated scheduled monument or the curtilage of a listed building. No more than one EVCP unit is permitted at each parking space.

It is the responsibility of the installer to ensure compliance with the current regulations.

6.2.2. Planning Permission is required where the conditions detailed in 6.2.1 are not achieved.

7. Implementation

7.1. Qualification requirements

- 7.1.1. Only an approved electrical contractor may install the electrical connection. Refer to <https://www.ssen.co.uk/our-services/new-supplies/find-an-icpidno-you-have-a-choice/>
- 7.1.2. All persons operating under the concession agreement carrying out the installation, commissioning, testing and ongoing operation, maintenance and inspection of the EVCPs shall comply with the qualification and certification requirements detailed in the concession agreement.
- 7.1.3. To protect the quality of the Highway network the Council requires any contractor excavating the highway to hold the appropriate qualifications for the work being undertaken. The concessionaire's contractors must hold the relevant streetworks qualifications as detailed on [Accreditation required for excavating the highway | Transport and roads | Hampshire County Council](#)
- 7.1.4. With respect to any temporary traffic management (TTM) installed on the Highway with a speed limit less than 50mph, it is mandatory for the TTM measures to be installed, maintained and removed by contractors registered to National Highway Sector Schemes (NHSS) 12D or the streetworks qualification for signing, lighting and guarding. Refer to 7.1.3.
- 7.1.5. Multi-phase portable traffic signals must only be installed, maintained and removed by NHSS 12D accredited TTM contractor and LANTRA qualified 12D T5 Operatives on all A and B classified Roads and shall be in accordance with Appendix 12/5, sub-clause 5.5 of Hampshire County Council's Model Contract Specification. Temporary traffic signals (poles in Barrels rather than portable signals) shall only be installed and maintained by Hampshire County Council's third-party traffic signal contractor.

7.2. Roles / responsibilities

- 7.2.1. The following paragraphs detail which parties are responsible for which elements, as numbered in figure 6.
- 7.2.2. Fuse cut-out and mains supply (item 1 in figure 6):
 - Only the DNO or an independent connection provider holding the appropriate accreditations are permitted to work on the cut-out (area inside the dashed black line).
 - The CPO is responsible for liaising with the DNO for installation of the cut-out.
 - When disconnection of the feeder pillar from the main supply is required, the CPO shall liaise with the DNO or an independent connection provider to do so.

7.2.3. Distribution board and meter (item 2 in figure 6):

- The CPO is responsible for ordering MPANS for the EVCP installation.
- The CPO is responsible for the installation of the meter and distribution board (via energy supplier and electrical contractor) and for ensuring their electrical installation complies with BS 7671 - The IET Wiring Regulations.
- The CPO shall provide a means of isolating the charge point equipment in accordance with BS 7671. The isolating device should be positioned in a readily accessible location for maintenance and must be suitably marked/labelled.
- The CPO shall provide the appropriately sized and approved protective devices as part of the charge point installation in line with BS 7671.
- Unless otherwise stated, the CPO is responsible for engaging with the DNO for changes and maintenance.

7.2.4. Earthing arrangements (item 3 in figure 6):

- Both the feeder pillar and the EVCP must have a TT earth system - this can be undertaken by a competent person from the DNO. The CPO is responsible for engaging with the DNO.
- The existing protective multiple earthing link between the fuse cut-out and the main earthing terminal must be removed and not connected to outgoing TT circuits.
- The EVCP must have a separate, dedicated TT Earth system independent of the feeder pillar.
- The CPO is responsible for specifying the earth method used for the EVCP and feeder pillar
- The earth cable cross-sectional area must comply and be designed in accordance with BS 7671.
- The earth method is to be specified by CPO in accordance with the IET's 'Guide to Highway Electrical Street Furniture', as approved by the DNO.

7.2.5. Charge point (item 4 in figure 6):

- CPO is responsible for installation / maintenance / decommissioning of the EVCP.

7.2.6. Feeder Pillar (item 5 in figure 6):

- The CPO is responsible for procuring and installing the feeder pillar and then engaging with the DNO to provide the connection to the electricity grid.
- The CPO is responsible for ensuring the equipment and circuits within the feeder are correctly labelled and appropriate warning labels are displayed.
- The CPO is responsible for engaging with the DNO for changes and maintenance.
- When decommissioning the EVCP, the CPO is responsible for ensuring that all wiring and electrical equipment associated with the EVCP is removed from the feeder pillar. Refer to section 8.3.
- At decommissioning, unless stated otherwise, the CPO is responsible for engaging with the DNO to arrange permanent disconnection of the mains supply from the feeder pillar.

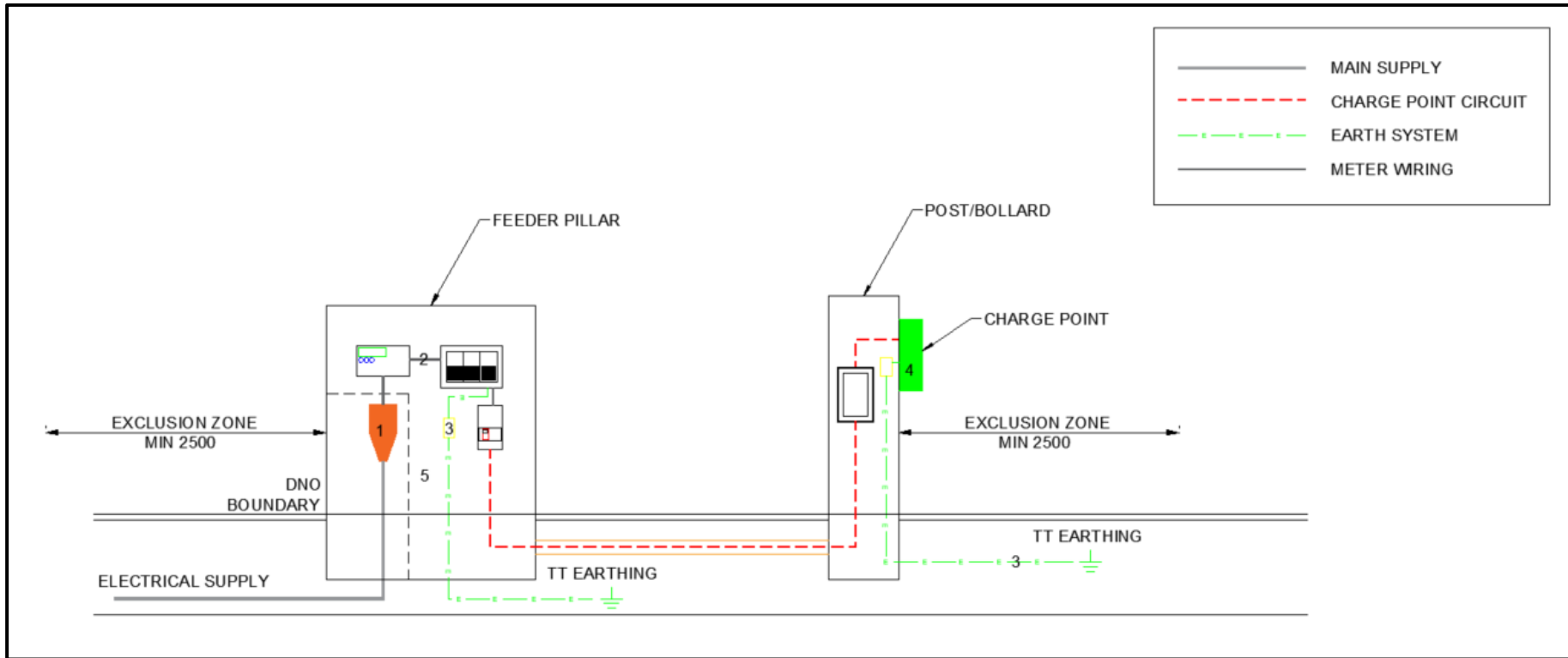


Figure 6 - Roles and responsibilities where the EVCP is a standalone unit powered by a feeder pillar

7.3. Construction / installation

- 7.3.1. Refer to Standard Details HCC11/E/020 and HCC11/E/025.
- 7.3.2. The CPO is responsible for all civils works relating to the installation of the EVCP (unless agreed otherwise with Hampshire County Council). This includes (where applicable): foundations for the feeder pillar(s), foundation for the charge point(s), any ducting between the point of connection and the charge point(s) and the reinstatement of any carriageway/footway impacted by any of these works to the satisfaction of Hampshire County Council.
- 7.3.3. Reinstatements shall be in accordance with the Specification for the Reinstatement of Openings in Highway published by the DfT.
- 7.3.4. Any defects as a result of work undertaken by the CPO, or their contractors, shall be rectified to Hampshire County Councils satisfaction in accordance with Hampshire County Council's Standard Construction Details (where applicable) and the Specification for the Reinstatement of Openings in Highway.
- 7.3.5. The CPO shall supply TEV with the As-built general arrangement drawing and associated Health and Safety File for each site within 1 month of installation in accordance with requirements of the EVCP concession agreement. Refer also to [Technical Guidance Note TG24 – Scheme Handover to Asset Owners](#).

8. Operation and maintenance

8.1. Maintenance

- 8.1.1. EVCPs shall be maintained regularly by the CPO in accordance with Hampshire County Council's EVCP concession agreement requirements. The CPO shall apply for any necessary streetworks permit to do so. Refer to [Technical Guidance Note TG22 – Temporary Traffic Management](#).
- 8.1.2. CPOs shall clearly display who to contact in the event of a fault. A process for the reporting of faulty charge points shall be in place, addressing any faults within a timely fashion and in accordance with the requirements of the Hampshire County Council's EVCP concession agreement.

8.2. Emergency response

- 8.2.1. The CPO shall attend to emergencies and faults on site as specified within Hampshire County Council's EVCP concession agreement. This includes:
- Emergency (poses a threat to life, person or property) - within 2 hours
 - Urgent fault (out of operation & cannot be fixed remotely) - within 24 hours
 - Medium fault (operational but some features not working) - within 3 days
 - Low fault (fully operational but requires cosmetic action, for example Graffiti) - within 10 days

8.3. Decommissioning

- 8.3.1. The CPO shall apply for any necessary streetworks permit to undertake decommissioning of any EVCPs within the Highway. Refer to [Technical Guidance Note TG22 – Temporary Traffic Management](#).
- 8.3.2. The CPO is to agree with Hampshire County Council whether it is necessary to remove any of the ducting, and/or backfill any access chambers, associated with an EVCP that is being decommissioned.
- 8.3.3. Following removal of a charge point, the CPO is responsible for reinstatement of the footway and/or carriageway in accordance with the Specification for the Reinstatement of Openings in Highway.

8.4. Handover

- 8.4.1. Handover from Hampshire County Council's EVCP concessionaire shall be in accordance with the EVCP concession agreement.

9. Further support

- 9.1. Should you have a specific query or feedback about any of the content of this Technical Guidance Note, please send an email to technical.guidance@hants.gov.uk.
- 9.2. Associated Technical Guidance Notes:
- TG1 – Highway Cross Sections
 - TG3 – Stopping Sight Distances and Visibility Splays
 - TG10 – Pedestrian and Cycle Facilities
 - TG12 – Signs and Bollards
 - TG13 – Street Lighting
 - TG18 – Road Safety Audit
 - TG21 – Traffic Regulation Orders
 - TG22 – Temporary Traffic Management