



Universal Services Directorate

Technical Guidance Note TG16-2 - Electric Vehicle Charge Points (delivered outside of 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 by operators outside of Hampshire County Council's concession Agreement for the Provision of Electric Vehicle Charging Points.
- 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's Technical Guidance Notes and 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. Refer to TG16-1 section 3.1.

3.2. Exclusion zones between electrical street furniture

3.2.1. Refer to TG16-1 section 3.2.

3.3. Notifications

3.3.1. Refer to section 5 regarding planning and other consents required and TG16-1 section 3.3.

4. On-Highway charge point location and layout

4.1. Charge point type

4.1.1. Refer to TG16-1 section 4.1.

4.2. Charge point position and parking layout

4.2.1. Refer to TG16-1 section 4.2.

5. Planning and consents

5.1. EVCPs being installed on adopted Highway and not associated with an adjacent residential / commercial development S278

- 5.1.1. Parties that are **not** appointed as the Hampshire County Council concessionaire and are seeking to install EVCPs within the adopted Highway will need to seek agreement with Hampshire County Council's Transition to Electric Vehicles team (TEV). They must also check with the local planning authority whether or not their proposed installation requires planning permission. Where the installation impacts the Highway layout the CPO may also need to enter into a Section 278 Agreement with the Highway Authority. TEV will confirm whether a Section 278 Agreement will be required (contact TEV at evchargepoints@hants.gov.uk).
- 5.1.2. The CPO shall always check whether the road is maintained at public expense and the extent of the Highway boundary (note: existing lamp columns may be located in private property with an easement):
- [Search for roads maintained at public expense](#)
 - [Extent of the highway search](#)
- 5.1.3. The CPO shall submit a detailed design to Hampshire County Council for approval by TEV allowing a minimum of 28 calendar days. The proposals shall align with Hampshire County Council's Technical Guidance Notes including:
- Carriageway widths and parking bay geometry – refer to [TG1 – Carriageway Cross Sections](#)
 - Visibility requirements at junctions, direct accesses and crossing points – refer to [TG3 - Stopping Sight Distances and Visibility Splays](#)
 - Footway & cycle track widths – refer to [TG10 - Pedestrian and Cycle Facilities](#)
 - Signing and bollard provision and clearances – refer to [TG12 – Signs & Bollards](#)
 - Lighting provision and clearances – refer to [TG13 – Street Lighting](#)
 - EVCP layout – refer to [TG16-1 - Electric Vehicle Charge Points](#) (delivered through the Hampshire County Council Concession Agreement) and Standard Details [HCC11/E/020 and HCC11/E/025](#)
- 5.1.4. 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](#).
- 5.1.5. 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.

- 5.1.6. 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 would act as an 'External Works Promoter' in terms of the requirements and guidance provided in TG22 but submit details to directly through Streetworks Manager in accordance with [Hampshire County Council's Permit Scheme](#). 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](#).

5.2. EVCPs being installed as part of a residential / commercial development site with a Section 278 or Section 38

- 5.2.1. Details of the proposed EVCP installation should be included within the planning application for the development and shall be in accordance with Hampshire County Council's Technical Guidance Notes.
- 5.2.2. Where the EVCP location is or will become adopted Highway, the Developer must ensure that the CPO installing the equipment has an active Street Works Act (SWA) code which is appropriate for the installation of EVCP (refer to [Street Works Act codes - GOV.UK](#)). Developers may contact Hampshire County Council's EVCP Concessionaire to see if they would be interested in providing the EVCP within the development scheme (contact TEV for details). The CPO will be responsible for the safety and operation of the EVCP in accordance with the New Roads and Street Works Act 1991 and current public EV Charge Point legislation. The CPO will retain ownership/operation of the EVCP upon completion of the Section 278/ Section 38.

6. Implementation

6.1. Qualification requirements

- 6.1.1. Refer to TG16-1 section 7.1.

6.2. Roles / responsibilities

- 6.2.1. Refer to TG16-1 section 7.2.

6.3. Construction / installation

- 6.3.1. Refer to Standard Details [HCC11/E/020 and HCC11/E/025](#).
- 6.3.2. 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.
- 6.3.3. Reinstatements shall be in accordance with the Specification for the Reinstatement of Openings in Highway published by the DfT.
- 6.3.4. 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.
- 6.3.5. 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. Refer also to [Technical Guidance Note TG24 – Scheme Handover to Asset Owners](#).

7. Operation and maintenance

7.1. Maintenance

- 7.1.1. EVCPs shall be maintained regularly by the CPO in accordance with current public EV Charge Point legislation. The CPO shall apply for any necessary streetworks permit to do so. Refer to [Technical Guidance Note TG22 – Temporary Traffic Management](#).
- 7.1.2. 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 current public EV Charge Point legislation.

7.2. Decommissioning

- 7.2.1. 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](#).
- 7.2.2. The CPO is to agree with TEV whether it is necessary to remove any of the ducting, and/or backfill any access chambers, associated with an EVCP that is being decommissioned.
- 7.2.3. 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. Further support

- 8.1. 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.
- 8.2. 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
 - TG16-1 – Electric Vehicle Charge Points (delivered through the Hampshire County Council Concession Agreement)
 - TG18 – Road Safety Audit
 - TG21 – Traffic Regulation Orders
 - TG22 – Temporary Traffic Management
- 8.3. Other guidance:
- [Street works permits for electric vehicle charge point operators - GOV.UK](#)