



SWIMBRIDGE JUBILEE HALL

Electric Vehicle Charging Policy

Policy Approval Date: April 2025

Next Review Date: April 2026

1. Purpose

This policy sets out how Electric Vehicles ("EV") should be charged while at Swimbridge Jubilee Hall. It is subject to approval and review by the Jubilee Hall Committee ("Committee") on the above dates, and sets out the responsibilities of anyone using an EV on the Swimbridge Jubilee Hall premises ("EV Users") in respect of safe charging.

2. Definitions

An EV is any vehicle that uses electric motors, either fully or partially, to drive its wheels. It will drive some or all its power from rechargeable batteries which requires connection to the electricity grid (plug-in). This includes fully chargeable and plug-in hybrid cars, motorbikes, buggies, scooters, mopeds, bicycles, utility vehicles and tracked vehicles.

3. Charging Equipment

The Committee has installed an untethered, three-phase, single-outlet 22kW Rolec Securicharge EV charge point ("EV Charge Point") on an external wall by the designated disabled bays adjacent to the entrance to the village hall car park.

No charging cable is provided by the Committee and all EV Users are required to provide their own suitable (Type 2) connection cable for their vehicles.

This is the only location and equipment that may be used by EV Users: Domestic chargers (which can recharge the EV using a domestic power source via a 3-pin wall socket) are not permitted. Domestic chargers are not suitable for use at Swimbridge Jubilee Hall and could create a fire hazard. The Committee retains the right to carry out reasonable inspection, on a without notice basis, to ensure that such chargers are not in use in the property. EV Users are solely liable for any damage or loss suffered by the Committee as a result of their unauthorised use of domestic chargers.

4. Operating Instructions

The latest version of the operating instructions for the EV Charge Point is provided at this weblink: [Rolec Securicharge 3ph 22kW EV Charger Operation Instructions](#).

Charging must be carried out in accordance with the instructions for use.

5. Parking

Priority for the two parking spaces adjacent to the EV Charge Point is provided as follows:

- 1st: Disabled drivers (i.e: those holding a valid "Blue Badge" issued in accordance with the [UK GOV Blue Badge Permit Scheme](#))
- 2nd: Any EV User (during the period of charging their EV) irrespective of their status (see clause 6)
- 3rd: Other users of the Swimbridge Jubilee Hall (during the period of their use only) who are unable to park elsewhere in the car park

EV Users and other users of the designated parking spaces must immediately vacate their space in the event of a request from a driver with a higher priority (such a request may be made either directly or via a member of the Committee).

EV Users must remove their vehicle from the designated parking area immediately after they have finished charging their EV. The maximum period of use is the duration of charge selected by the EV User, up to the capacity of their EV. Drivers "queuing" to use the EV Charge Point may use the remainder of the Swimbridge Jubilee Hall car park while waiting.

Vehicles must be parked safely within the designated area for each bay. Charging cables must be arranged to minimise the trip hazard.

6. Availability

The Committee will inspect and service the EV Charge Point and use reasonable endeavours to make this available to EV Users. However, the Committee makes no guarantee of availability and may suspend any or all the levels of access set out in this clause at any time without notice.

The Committee will use a suitable proprietary software system to manage and control use of the EV Charge Point and to facilitate any payment by EV Users. The Committee shall ensure that the QR code and ID number for users to access the EV Charge Point software are displayed on the EV Charge Point. No-one will be able to use the EV Charge Point without some level of authorisation through this software. The Committee reserves the right to change the software system at any time without notice.

The current operating software system is MontaCharge and details can be found here: [The EV charging platform powering your business - Monta](#)

The EV Charge Point may be set to Private (pre-approved individuals only) or Public (accessible "on-demand" by means of the EV Charge Point operating software). The

Administrators will set and maintain the configuration of the EV Charge Point as instructed by the Committee from time to time. The current default setting is **PUBLIC**.

6.1 PUBLIC Setting

When activated by the Committee, this level of availability will permit any member of the public to use the EV Charge Point. The location of the EV Charge Point will be promoted via the management software and will appear on maps and other navigational devices that display public EV charging locations.

The Committee will ensure that appropriate details are provided on the public-facing information in relation to the correct use of the EV Charge Point.

Some user details will be retained by the operation software in accordance with the proprietary data protection and privacy agreements, but the Committee will not maintain any log of public users.

6.2 PRIVATE Setting: Swimbridge Jubilee Hall EV Charger Users Team

When activated by the Committee, this will restrict availability of the EV Charge Point to only the "Team" of authorised users. These could be local residents, other people who provide a positive contribution to the local community or people who have booked the hall and requested exclusive access to the EV Charge Point.

The Committee will consider requests in writing (email is acceptable) from anyone wishing to join this Team. All such applications should set out the basis of entitlement, duration of membership requested, and confirm the car registration of the associated EV.

Membership of the Swimbridge Jubilee Hall EV Charger Users Team must be approved by 2 members of the Committee. The Committee will maintain a log of all Swimbridge Jubilee Hall EV Charger Users.

Individuals who are members of this Team must not share their credentials with anyone else, or allow them to be used for charging other EVs.

The Committee reserves the right to remove anyone from this Team at any time without notice. In general users who have not used the EV Charge Point over a 6-month period will be removed and required to reapply.

The EV Charge Point may be available publicly even during periods when the hall is hired out by private groups. Where a group hiring the hall requires exclusive use of the EV Charge Point during their booking, this should be requested by the hirer to the Booking Clerk at the time of booking. The Booking Clerk will notify the Administrators and the Committee will endeavour to meet this request.

7. Charges

The Committee is responsible for the cost of electricity supply, operation and maintenance of the EV Charge Point, EV charging operation software and all associated administrative fees, and shall recover these through user charges.

The charges are reviewed and set by the Committee. They may be changed at any time without notice, by the Committee.

The current charges per kWh of electricity used, payable by all EV Users are as follows:

1. Swimbridge Jubilee Hall EV Charger Users: 45p
2. Public: 45p

Electric vehicles used for the commissioning, testing and maintenance of the EV Charge Point and associated operating software shall be exempt from any charges.

The Committee reserves the right to apply penalty charges for misuse of the EV Charge Point. The operating software can detect if someone is plugged in but not using the charger (e.g: the person left their car to charge, it reached the target value, but they're elsewhere when the session finished) - and charge a penalty per minute that this happens. This is known as an "idling charge" and is currently set as follows:

3. Idling charge: nil

8. Commercial vehicles

Due to the limitations of space in the designated area around the EV Charge Point, the charging of electric commercial vehicles (i.e: any vehicle larger than the car parking space provided) is prohibited.

9. Delegation and Authority

The following people are hereby appointed as Administrators of the EV Charge Point, and may complete actions assigned to the Committee in this Policy (other than those actions requiring agreement of more than one Committee member), on an individual basis, at any time:

- Ted Picken
- Lee Wadsworth

- Julie Whitton

The Administrators shall provide an update to the Committee (at routine meetings) on important decisions taken.

10. Liability

The Committee accepts no liability for damage to vehicles, property or person in relation to the charging or attempted charging of EVs at Swimbridge Jubilee Hall.

11. Disputes

Any complaints or disputes in relation to this Policy should be addressed to the Chair of the Jubilee Hall Committee, whose decision shall be final.