

APPLICATION AND CONSTRUCTION

Guidelines on requesting and constructing charging stations, e.g. application portal and collision protection.

Sub-category	ID	Subject description	Guideline description	Required; Desired*	Priority**	Comments
Application	AR1	Application portal	The contractor shall provide a secure application portal for applying for a charging station that is suitable for both EV driver and municipality.	Desired	Include	The parties involved, including municipalities, and the EV driver, must be able to gain insight into the status/progress including planning and delivery of the applications by logging in via the digital interface. This includes planning and delivery.
Application	AR2	Offering of a site inspection	For each new location, the contractor must offer a survey to the relevant municipality and suggest two proposed dates for a survey. The survey must take place before the request for the grid connection is submitted to the grid operator.	Desired	Recommended	Policy item for municipal authorities. Future guideline.
Application	AR3	Site inspection deviation from originally desired location	If there is a deviation from the originally desired location during the survey, this must always be agreed with the grid operator and/or its contractor (in connection with the location check). If a new location is too far from the original location, the length of the connection cable may be affected and the connection may have to be requested again.	Desired	Recommended	Policy item for municipal authorities. Future guideline.
Application	AR4	Planning	At least 10 working days before the execution, the implementation planning schedule must be visible to all relevant parties via the digital interface (application portal). Once the planning has been established, it may no longer be deviated from.	Desired	Include	
Application	AR5	Unforeseen circumstances and planning	If, due to unforeseen circumstances, it is necessary to deviate from the planning, this must be communicated to all relevant parties in good time (at least 3 working days before execution) with a well-founded and alternative planning schedule via the digital interface.	Desired	Include	

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Construction	AR6	Distance from the applicant EV driver	The contractor is obliged to construct a charging station if the following conditions are met: - The EV driver is using or owns, or will use or own, an electric vehicle, or the municipality makes a request accompanied by clear reasons showing that the charging station will be used structurally; - The charging station is placed within X metres of the EV driver's address; - If another charging station is already present within a walking distance of X metres, it should be determined on the basis of consumption whether a new charging station is necessary; - The EV driver does not have a private area on which to charge the vehicle. It is possible to deviate from this with clear reasons and in consultation with the municipality.	Required	Include	Based on policy, municipal authorities indicate their own maximum walking distance at X. The recommendation here is approximately 300 m.
Construction	AR7	Construction period for charging station	The contractor may take a maximum of X weeks to submit an application (from receipt of the application to commissioning of the charging station).	Desired	Include	Municipal authorities indicate the maximum term at X on the basis of their policy.
Construction	AR8	Special circumstances	In special situations, such as, for example, contaminated land or network expansion (i.e., things that are outside the contractor's sphere of influence), the maximum term is extended by the additional terms that these special situations demand.	Desired	Include	
Construction	AR9	Permits	As far as construction work for the charging station is concerned (and any moving or removal that may be required), the contractor must be in possession of the required permits and adhere to all implementation rules and guidelines that are in effect in the relevant municipality. The term and costs associated with this must be taken into account. These costs shall be borne by the contractor.	Required	Include	
Construction	AR10	Report to the KLIC cable and pipeline information centre	A KLIC report must be requested prior to the excavation work. A KLIC report can be requested via www.klicmelding.nl .	Required	Include	Please note that in some municipalities, a KLIC report must already have been requested prior to the permit application or notification.

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Construction	AR11	Parking spaces	Parking spaces shall always be clearly marked. The marking of parking spaces will use the same material as surrounding spaces not associated with the charging station.	Desired	Include	
Construction	AR12	Charging station between parking spaces	In the case of perpendicular and parallel parking, the charging station is placed between two parking bays, and in case of two rows of two bays, between four parking bays.	Desired	Include	
Construction	AR13	Road closure	The contractor is responsible for any roadblocks prior to or during the work.	Required	Include	
Construction	AR14	Comply with current conditions and standards	The charging stations must meet at least the requirements set or have been improved in such a way that they meet the conditions and/or standards applicable at that time.	Required	Include	For the most current connection specifications, please refer to the ElaadNL website .
Construction	AR15	1 operation	The grid connection and placement of the charging station(s), as well as the setting up, marking, signage and commissioning of the charging location, must be executed in one day (within 24 hours) and preferably in one working process. This should be arranged with the grid operator.	Desired	Include	
Construction	AR16	1 working process	If the setting up is not completed within 24 hours, the charging station may not yet be put into operation. In this case, a sign must be placed stating: 'Charging station not yet in use'.	Desired	Include	It is important that everything is set up in one day because of maintenance and so on. If this is not possible, a sign will have to be placed to indicate that the charging station is not yet in use.
Construction	AR17	Charge point connection	Connection of the charging station is carried out within the set time limits and as described in the expansion and construction procedure.	Desired	Include	
Construction	AR18	Parking space set-up	Set-up of the parking space (including signage and road markings) must be executed in consultation with the municipality, within the stipulated period of time and as described in the expansion and construction procedure. The contractor is responsible for any roadblocks prior to or during the work.	Desired	Include	

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Construction	AR19	SAT	Before a charging station can be installed, it must successfully pass a SAT (Site Acceptance Test).	Desired	Include	The handover document shall show at least: <ul style="list-style-type: none"> - Organisation details including technician's data; - Applicant's details; - Location details of the charging station (incl. coordinates); - Application and charging station number (ID); - Make and type of charging station (including year of construction); - Construction date; - Detailed photo at a distance of approx. 3 metres from the charging station; - Earth electrode measurement data (if applied); - Road sign, collision protection and/or ground reinforcement installed.
Construction	AR20	Accessible components	The following components of the charging station must always be accessible: <ol style="list-style-type: none"> The service hatch including cylinder lock; The RFID reader; The wall sockets. 	Required	Include	
Construction	AR21	Collision protection	Depending on the location and parking situation at the charging station, collision protection must be placed. This should take place in consultation with the relevant municipality.	Required	Include	
Construction	AR22	Free passage space	If placed on a pavement, there should be at least 90 cm of free passage on the pavement.	Desired	Include	
Construction	AR23	Perpendicular parking	In the case of perpendicular parking behind the curb, the distance between the charging station and the curb must be at least 60 cm.	Desired	Include	Note: if possible, the distance should always be 90 cm.

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Construction	AR24	Collision protection perpendicular parking	If the distance between charging station and curb is less than 60 cm, measures must be taken, such as collision protection.	Required	Include	
Construction	AR25	Parking behind the curb	In the case of parallel parking behind the curb, the distance between the charging station and the curb must be at least 30 cm.	Desired	Include	Note: if possible, the distance should always be 90 cm.
Construction	AR26	Collision protection parking behind the curb	If the distance between charging station and curb is less than 30 cm, measures must be taken, such as collision protection.	Required	Include	
Construction	AR27	As much parking space as possible	In the case of both longitudinal and parallel parking in front of or without a curb, the charging station must be positioned in such a way that as much space as possible remains available for the electric car to be able to park. In these situations, measures must be taken such as, for example, collision protection.	Desired	Include	
Construction	AR28	Unpaved ground	When installing on unpaved ground (for example, grass or sand), ground reinforcement must be applied around the charging station. This ground reinforcement must consist of at least two rows of concrete flags measuring 30x30 cm (or similar, in consultation with the municipality concerned), enclosed in appropriate edging strips.	Desired	Include	
Construction	AR29	Clearance and repair work	The contractor is responsible for clearing and -repairing the environment after the installation of the charging stations.	Desired	Include	
Removal/Relocation	AR30	Relocation	In the event of removal, the aim is always to relocate the charging station to a different location within the municipality concerned.	Desired	Include	
Removal/Relocation	AR31	Conditions	When relocating, the same conditions and requirements apply as when installing/constructing a new charging station.	Desired	Include	

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Removal/Relocation	AR32	Information via the application portal	All relevant parties must be informed (via the digital interface) about any removals and/or relocations (reason, planning, possible new location and progress).	Desired	Include	
Removal/Relocation	AR33	Traffic sign and collision protection	In the event of removal and/or relocation, the contractor is responsible for removing or relocating the traffic sign and any collision protection, unless these have been placed by the client itself.	Desired	Include	
Removal/Relocation	AR34	Relocation period	In the event of replacement and/or relocation, the charging station will be removed and relocated on the same day (within 24 hours), unless agreed otherwise. The contractor is responsible for this and shall submit a proposal to the client as soon as the charging station cannot be removed and relocated on the same day. If it takes more time (for whatever reason), the contractor is responsible for any storage and safekeeping of the charging station.	Desired	Include	
Removal/Relocation	AR35	Connection service in case of disconnection and/or relocation	The switching off and/or relocation of the grid connection is requested by the contractor from the grid operator concerned, either directly or via mijnaansluiting.nl (at the option of the grid operator).	Desired	Include	
Removal/Relocation	AR36	Storage	In the event of removal and/or relocation, the contractor is responsible for any storage and safekeeping of the charging station, unless otherwise agreed with the client.	Desired	Include	
Removal/Relocation	AR37	Fees	If the charging station is removed, the contractor will not be eligible for compensation for any loss of income.	Desired	Include	
Removal/Relocation	AR38	Damage in case of removal or relocation	The contractor is also responsible for any loss or damage resulting from removal or relocation.	Desired	Include	
Change	AR39	Change in connected load	The contractor shall request the relevant grid operator to change a connected load, either directly or via mijnaansluiting.nl (at the option of the the grid operator).	Desired	Include	

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