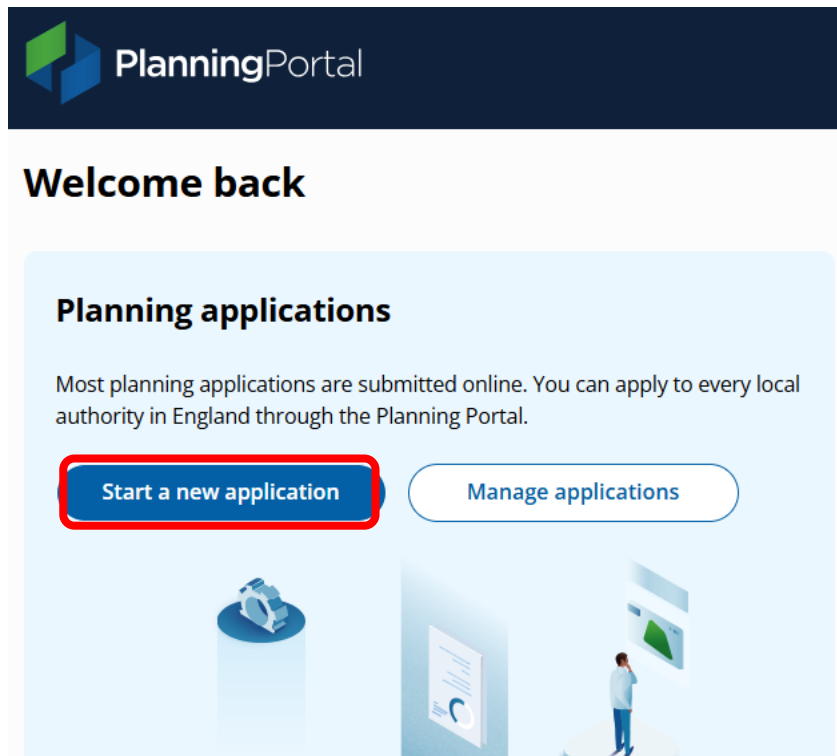


# How to apply for Planning Permission for an EV charger:

1. Go to the Planning Portal - [Planning Portal](#)
2. The homepage will offer two options. 'Start a new application' or 'Manage applications'. Click on the left button to Start a new application.



3. On the following screen, name your application and find your address using the search for address tool.
4. Then choose your application type, the correct type is **Householder planning permission**
5. Draw your site boundary  
**Important:** Make sure the red line includes the entire property—this means the house, front garden, and rear garden.

Below are examples:

- Image in red is **Incorrect**. Only part of the property is outlined.
- Image in Green is **Correct**: The entire property is outlined
- The image shows a house on a street map. The left side highlighted in red shows the incorrect boundary as only the house is outlined. The image on the right shows the correct boundary as the house and front and back areas are also outlined.



6. Press 'Create Application' and complete application questions 1-12 accordingly.
7. Next, you need to upload plans and documents and photographs –
  - **Photographs** will need to show the front of the property, and the proposed charger location marked on the image.



- **Charger specification document** – the provided document must show charger measurements and KWh output – Charger manufacturers have specification PDF's on their website for download.
- **Location Plan** – This can be done through the portal, using the site boundary you created earlier. On the location plan screen select the 'yes' option at the bottom right of the screen.

### Review your Location plan

Please review your location plan to ensure that the site can be clearly identified.

To increase the chances of a location plan that meets requirements, you should:

- 1 Ensure entire site boundary is visible
- 2 Show two different road names or a road name and a landmark
- 3 Show properties adjacent, to the rear and opposite your site

More information on location plans can be found [here](#).

Does your location plan meet these recommendations?


☐ No

☒ Yes

[Expand preview](#)

Location Plan  
Site Address: 14, Church Street, Manchester, M4 7EQ  
Date Produced: 20-Apr-2022

Planning Portal  
Scale: 1:1000 @ A4



Planning Portal Reference: PP-14080201

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Continue

### 8. Calculate Fee:

The next screen will be the Calculate Fee page. Select one of the following options:

- 'For an existing flat or single dwellinghouse' - The correct fee is £347.
- 'Fee Exemption' - Fees are exempt if you are a blue badge holder disabled resident. Select this option to bypass payment. Following this the Planning Department will request proof of eligibility later.