Central NSW JOINT ORGANISATION

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Approval Process Flowcharts Guide

Use the approval process flowcharts in conjunction with this guide to help you provide the council or relevant authority with the right information when seeking approval for a charging station installation.

The approval process will depend on the land use, ownership and scale of the electric vehicle charging station.

Step #	Step Description	Step Details
Preliminary pathway		
1	Site identified for EV charging station installation	The address of the charging site
2	Determine scale and situation of proposed EV charging station	The scale of the charging site will include: ● The number of car spaces dedicated to EV charging, ● the design of the EV charger ● Plans of additional or modified structures ● Height of structures The situation of the charging structure on the site: ● Relation to boundaries ● Relation to building lines
3	Identify site ownership status	Charge station site can be any of the following: ● Private (owned) ● Private (leased) ● Public ○ Crown (NSW State) ○ Council
4	Is the EV charge station site on public land?	The planning process has been split into two pathways: ● Pathway A - Private land ● Pathway B - Public land

Pathway A: Private land		
A1	Formal permission from landowner required	The consent of the landowner must be obtained. An “Owner authorisation” form can be downloaded from the council website.
A2	Provide information to council	The form must be provided to the council, cosigned by the landholder and tennant.
A3.1	Will the EV charging station change the “use” of the land?	A commercial charge station, if the primary activity on the land may constitute a change in the use of land. This will require a planning permit.
A3.2	Does the EV charge station trigger the provisions of an overlay (e.g. Heritage)?	If the charge station is to be installed on a heritage listed property, a planning permit is required.
A3.3	Do other structures require a planning permit? ● Carpark ● Signage ● canopies	Other structures that are part of the charge station will need a planning permit according to their classification under the *Building Code of Australia.*

Pathway B: Public land		
B1	Information and consent received by external authorities, including: ● Council ● NSW Government ● Essential Energy	The authority responsible for the public land must be identified. Obtain an Application for Consent for Works and Structures in/on a Public Road from the council website. Terms are stipulated under *The Roads Act 1993*.
B2	Impact on existing infrastructure understood, including; ● Car parking ● Electricity network ● Adjacent road network	An impact statement must be provided to the council.
B3	Installation on behalf of a private entity?	Commercial EV charge station installers who are project managers for a third party (the business) must answer “yes”.
B4	Agreements in place including:	This agreement must be in place to ensure

	licensing/lease arrangements, and Maintenance agreements	that the asset is not abandoned or does not fall into disrepair.
B5	Formal approval from landowner i.e. Council required	The consent of the landowner must be obtained. An “Owner authorisation” form can be downloaded from the council website.
B6	Does the infrastructure fit into the exemptions of the Planning Scheme?	State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Determination Pathway		
5	Planning Permit required	A development application must be submitted to the council. On receiving a development consent, the charge station installation can begin.
6	No EV charging station installation	The development application must be reviewed.
7	Install EV charging station	The installation now proceeds to the next step, “Switchboard upgrade and network connection”.