



Horley Town Council

Electric Vehicle Charging Policy

This policy can be adopted by a Town Council operating EV charging points under the General Power of Competence (Localism Act 2011). Horley Town Council ("the Council") is an eligible authority with the General Power of Competence and is providing charging on a cost-recovery basis rather than for commercial profit. Under the Localism Act, eligible councils may charge for discretionary services provided under the General Power of Competence, subject to legislative restrictions.

1. Policy Statement

The Council is committed to supporting the transition to low-emission transport and reducing carbon emissions within the community. The Council has installed electric vehicle (EV) charging infrastructure to provide a convenient charging facility for residents, visitors, businesses and council users.

The Council will operate the charging points under its General Power of Competence as contained within Sections 1 to 8 of the Localism Act 2011. The charging service shall be operated primarily to support community needs and environmental objectives and not for commercial profit unless otherwise authorised by law.

2. Purpose

The purpose of this policy is to:

- Establish a transparent framework for charging users of Council-owned EV charging points.
- Ensure the Council recovers the costs associated with providing and maintaining the service.
- Promote fair access to EV charging facilities.
- Support the Council's environmental and sustainability objectives.
- Ensure compliance with applicable legislation and financial regulations.

3. Scope

This policy applies to:

- All Council-owned EV charging points.
- All users of Council-operated charging facilities.
- Council staff, members, contractors and members of the public using the facilities.

4. Legal Authority

The Council relies upon:

- The General Power of Competence contained within the Localism Act 2011.
- The Council's powers to provide facilities that benefit the local community.
- Any applicable regulations governing the supply of electricity, consumer protection, payment processing and parking management.

Where the charging service is provided under the General Power of Competence, charges shall ordinarily be set to recover the reasonable costs of provision, operation, maintenance, administration, electricity supply and future replacement of equipment.

5. Charging Principles

The Council will:

5.1 Cost Recovery

To charge users at a level designed to recover:

- Electricity costs.
- Back-office management costs.
- Software and payment system costs.
- Maintenance and repair costs.
- Insurance costs.
- Administrative costs.
- Future replacement and depreciation costs of charging infrastructure.

5.2 Transparency

Charging tariffs shall be clearly displayed:

- On charging equipment.
- Through any charging app or payment platform.
- On the Council's website.

5.3 Fairness

Charges will apply equally to all users except where concessions are formally approved by the Council.

5.4 Review

Tariffs will be reviewed at least annually and may be adjusted to reflect:

- Changes in electricity prices.
- Changes in operating costs.
- Usage patterns.
- Financial sustainability.

6. Charging Structure

The Council may apply one or more of the following charges:

Energy Usage Charge: A charge based on electricity consumed (pence per kWh).

Connection Fee: A fixed charge for commencing a charging session.

Parking or Overstay Charge: Where charging bays are located in Council-owned car parks, users may also be subject to parking charges or overstay fees if a vehicle remains connected after charging has been completed.

Penalties for Misuse: The Council may impose penalties or restrictions where users:

- Obstruct charging bays.
- Leave vehicles for excessive periods.
- Damage equipment.
- Breach published terms and conditions.

7. Setting of Tariffs

The Chief Executive Officer, in consultation with the Responsible Financial Officer and relevant committee, shall periodically recommend charging tariffs for Council approval.

Tariffs should be set having regard to:

- Market rates for comparable charging facilities.
- Electricity procurement costs.
- Maintenance requirements.
- Community benefit considerations.
- Financial sustainability.

All tariffs shall be formally approved by the Council or under delegated authority.

8. Access and Usage

Users must:

- Follow the manufacturer's operating instructions.
- Comply with any posted parking restrictions.
- Use the charging equipment responsibly.
- Report faults or damage immediately.

The Council reserves the right to suspend access to charging facilities for maintenance, repair, safety reasons or operational requirements.

9. Health and Safety

The Council will:

- Ensure equipment is regularly inspected and maintained.
- Comply with all relevant health and safety requirements.

- Maintain adequate public liability insurance.
- Users are responsible for ensuring:
- Their vehicle is compatible with the charging equipment.
- Their charging cables and equipment are safe and serviceable.

10. Data Protection

Personal data collected through charging networks, payment systems or Council administration shall be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

11. Monitoring and Reporting

The Council will monitor:

- Usage levels.
- Income and expenditure.
- Carbon reduction benefits where practicable.
- Maintenance requirements and reliability.

Performance information may be reported annually to the Council.

12. Review of Policy

This policy shall be reviewed every two years or sooner if required by:

- Legislative changes.
- Changes to the Council's powers.
- Operational experience.
- Significant changes in electricity markets or charging infrastructure.

**This Electric Vehicle Charging Policy was approved by Horley Town Council on
8 September 2026.**

Next Review Date: 2028