



**CITY OF  
PARRAMATTA**

# **GUIDELINES FOR ELECTRIC VEHICLE CHARGING INFRASTRUCTURE ON COUNCIL LAND**

October 2022

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# 1. Purpose

The purpose of this document is to provide conditions for the provision, installation, management, maintenance, and removal of Electric Vehicle (EV) charging infrastructure on public land in the City of Parramatta Local Government Area (LGA). This is to allow for consistency in approach and execution and ensure that providers are aware of Council's requirements and expectations. The Guidelines outline the principles for planning EV charging infrastructure on public land and to support the selection of the correct type of infrastructure at the right location.

## 2. Principles

This Guideline will:

- Support the delivery of EV charging infrastructure on public land that integrates effectively with the transport network and local environment
- Consider all electric transport charging infrastructure
- Ensure a fair and equitable selection of providers that supports current EVs and all charging types where possible
- Increase the availability of EV charging infrastructure to support growth in the uptake of EVs, locally and nationally
- Provide direction for providers of EV infrastructure in the allocation of suitable locations on public land and Council requirements.
- Be reviewed and endorsed by Council yearly to ensure relevant industry standards and regulations are addressed.

# 3. Scope

This document applies to all publicly accessible Electric Vehicle Charging Infrastructure installed on public land, whether installed by Council or Third-Party Private operators. It provides the overriding direction for the provision of Public Electric Vehicle Charging Infrastructure across the City of Parramatta for Residents, Businesses and Visitors.

# 4. Design Considerations

## 4.1. Site Selection

A site may be considered suitable for EV charging infrastructure where the proposal demonstrates to Council's satisfaction that:

- a) The land is 'public land' or 'public road', as defined in the Local Government Act 1993
- b) The land classification has been considered; land classified as operational land is preferred, however community land may be considered suitable where the proposal is in accordance with the Local Government Act 1993, Crown Land Management Act 2016, applicable land category core objectives and is expressly authorised in the relevant Plan of Management for that land.
- c) Electric Vehicle charging stations are permissible under the relevant legislation at the proposed location. This includes but not limited to:
  - Parramatta Local Environmental Plan 2011
  - Auburn Local Environmental Plan 2010
  - Holroyd Local Environmental Plan 2013
  - Hornsby Local Environmental Plan 2010
  - Parramatta (former The Hills) Local Environmental Plan 2012
  - State Environment Planning Policy (Infrastructure) 2007
  - The Roads Act 1993
  - Local Government Act 1993
  - Crown Land Management Act 2016
  - Disability Discrimination Act 1992

Note: There is a Planning Proposal for a new Local Environmental Plan (LEP) for the City of Parramatta Local Government Area (LGA). The new LEP will replace the existing LEPs that currently apply to land in the LGA and will be the primary planning document for guiding development and land use decisions made by Council. Should this new LEP be adopted, this will supersede the other LEPs mentioned above.

Note: the provider is responsible for securing development consent or approval, where applicable from City of Parramatta Council.

- d) Environmental constraints, characteristics and amenity have been considered.
- e) The electricity supply infrastructure capacity of the existing supply network is suitable (or can be reasonably upgraded). Note: Council will bear no cost or responsibility for the provision of, or upgrade to, electrical supply infrastructure to service an EV charging site, unless by prior agreement.
- f) The land has reasonable connection to the wider road network.
- g) The facility and its operation will not adversely impact upon the amenity of surrounding development or access to and enjoyment of the public domain.
- h) The facility is safe with adequate lighting, and pedestrian, vehicle and bicycle access is available at all times of the day and night.
- i) The facility is compliant with relevant Australian Standards and Regulations for workplace health and safety. Charging station hardware must be located a safe distance away from hazards (e.g. dangerous goods and fuels).

- j) Consultation with the local community and relevant stakeholders is satisfactorily undertaken in conjunction with site selection.

Note that the provision of EV charging infrastructure within retail areas will be considered by Council, however, the EV parking spaces will need to have a time limit applied that is to be consistent with existing restrictions in the area.

Permission granted by Council for the provision of a charging station on Council managed land will not preclude Council from allowing other providers including Council to offer charging facilities on nearby land or through the use of 'Smart Poles' or similar infrastructure.

#### 4.2. Visibility and Identification

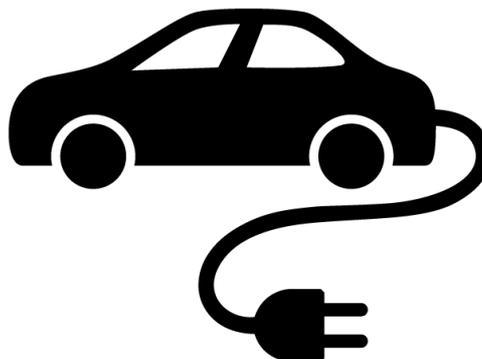
The facility and all ancillary infrastructure (including signage, parking bays and charging infrastructure) shall be easily visible and accessible for users to find, with consideration of the following:

- All EV car parking spaces / charging bays are to incorporate 'No Parking Electric Vehicles Excepted Only While Charging' (Transport for NSW Sign No. R5-41-5) signage unless otherwise directed by Council. An additional plate to restrict the maximum duration of stay is to be installed where the existing parking in the location is time restricted. The maximum duration of stay within an EV parking space is to be consistent with the restrictions in the area.



*Figure 1: An example of signage to be installed on EV parking spaces / charging bays (source: Transport for NSW Traffic Signs Database)*

- All EV car parking spaces / charging bays are to incorporate a white 'Electric-Powered Vehicle Charging' pavement symbol that is to be consistent with the requirements of current standards and any legislation. In the absence of standardised pavement markings for Electric Vehicles, the markings within the Parramatta LGA are to be consistent with Figure 2 below. Note: Non-compliance with this provision may be considered in areas where it is inappropriate, provided sufficient alternative identification can be provided to the satisfaction of Council or where the infrastructure is provided in a manner that allows for more widespread charging including the use of 'Smart Poles' or other similar infrastructure.



*Figure 2: Pavement Symbol to be installed on EV parking spaces / charging bays in Parramatta LGA until a standard*

*symbol is adopted within NSW (Source: Austroads Standardised Signage and Pavement Symbols for Low and Zero Emission Vehicles)*

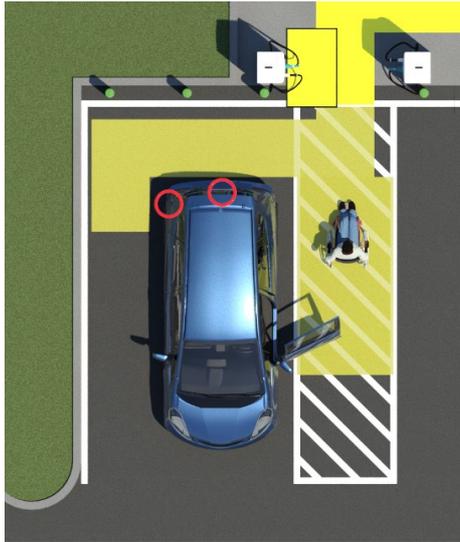
- Adequate lighting must be provided for the safety and security of drivers, passengers, vehicles and associated infrastructure. Lighting must be sufficient to easily read associated signs, instructions, controls on vehicles / EV infrastructure and identify all possible EV charging inlet locations and for charging cable visibility.
- Parking spaces shall be located to ensure safe sight distances for pedestrians, vehicles and bicycles are provided.
- The use of advertising by any provider is to be disclosed to Council in the initial application process and disclosed as part of the community engagement process. Separate planning approvals will be required for the presence of advertising in accordance with the State Environmental Planning Policy (industry and Employment) 2021. Advertising must comply with relevant standards. Advertising that contains tobacco, nicotine, alcohol, and gambling will be prohibited on any EV charging infrastructure.

Note that liability of on-street charging infrastructure is the responsibility of the provider and Council will not be held liable under any circumstances.

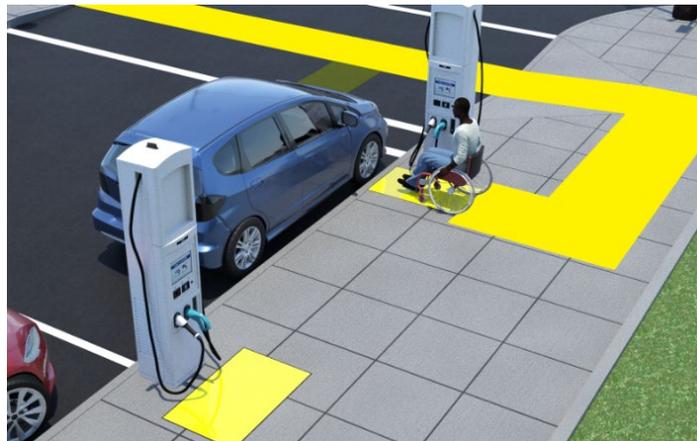
#### **4.3. Parking Configuration**

The following must be considered at a minimum:

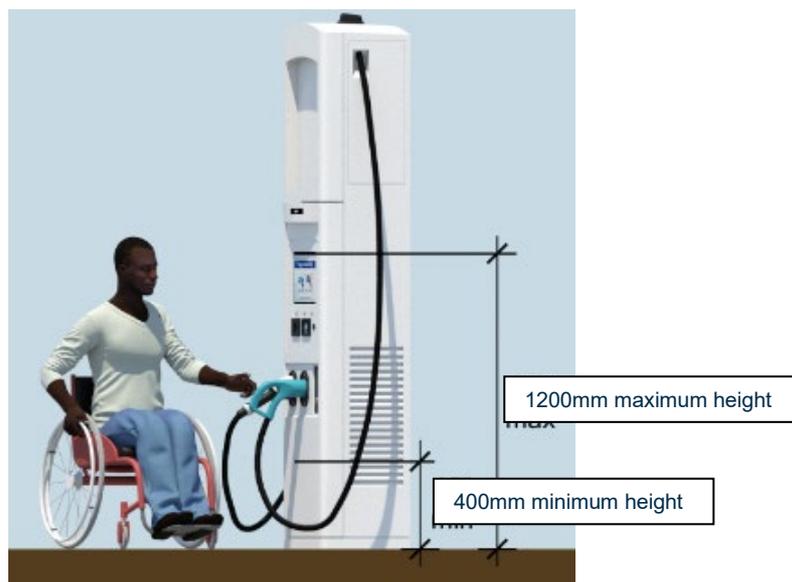
- All aspects of EV car parking spaces / charging bays are to be designed and constructed in accordance with relevant standards and guidelines which include but are not limited to:
  - AS 2890 (Set) Parking Facilities
  - AS 1158 Lighting of Public Roads and Public Spaces
  - Austroads Guidelines for Low and Zero Emission Vehicle Charging Infrastructure Installation
  - U.S. Access Board – Design Recommendations for Accessible Electric Vehicle Charging Stations
- The design of an EV car parking space / charging bay must be such that there will be easy and safe pedestrian access space around a parked vehicle in order to connect the vehicle to the charging station. Angle parking spaces are to allow for an additional 400mm in width on top of the requirements in AS 2890 set to ensure access to vehicles with a side charging port. This applies to parking spaces being designed with an accessible shared space required for disability parking spaces.
- All new EV car parking spaces / charging bay pavements shall be constructed to Council's specifications including sealing, kerb and guttering, kerb ramps, signage and line marking.
- Preference is given to the provision of EV charging infrastructure at a minimum of two related (e.g. adjoining / adjacent) carparking spaces in any given location.
- All EV car parking spaces / charging bays are to be compliant with the Disability Discrimination Act 1992 which includes compliance with current standards for access (AS2890.5/AS2890.6). Consideration must be given to the placement of the station to ensure that it does not obstruct any shared spaces required for wheelchair access in accordance with AS 2890.5 and AS 2890.6 and that all operable parts of a charging station are easily useable by those with accessibility needs. In this regard, consideration must be given to U.S. Access Boards publication "Design Recommendations for Accessible Electric Vehicle Charging Stations" and Figures 3 to 5 below.



*Figure 3: The design of EV parking spaces must consider the route pedestrians, particularly those with accessible needs, will be taking to access the charging ports in their vehicles as demonstrated in the above image (source: U.S Access Board)*



*Figure 4: Accessible route considerations for parallel parking configurations (source: U.S Access Board)*



*Figure 5: All operable parts of an EV charging station are be between 400mm and 1200mm in height in order to ensure wheelchair access (source: U.S Access Board)*

- The location of the charging station must be such that it allows for vehicles with a front, back or side charging port to park wholly within a parking bay to charge their vehicles without obstructing the travel lane. Restrictions such as 'Front to kerb Only' or 'Rear to Kerb Only' are to be avoided on any EV parking spaces.
- Detailed civil engineering plans are to be provided with any applications for on-street EV Charging Infrastructure to Council's Traffic and Transport Services for review of the Parramatta Traffic Committee and approval by Council. The plans must include all dimensions, signage and linemarking and must demonstrate compliance to relevant standards and guidelines.

#### **4.4. Charging Technology**

Council's objective is to facilitate the provision of EV charging infrastructure in an efficient, inclusive and accessible manner.

All EV charging stations on Public Land in the City of Parramatta LGA are to provide fast charging capabilities. The installation of EV charging on Public Land in the City of Parramatta LGA shall be consistent with the State Government Policy Future Transport 2056 – NSW Electric and Hybrid Vehicle Plan and at a minimum include:

- Consistent standards for charging connections based on European CCS2 and CHAdeMo for DC fast chargers, and Type 2 for AC charging.
- Preference for connected and smart chargers, to allow the most efficient energy use for both consumers and network operators.
- Public access and open payment options platforms (credit/debit cards).
- Preference for all EV charging infrastructure to have a minimum input power capacity of 25kW.
- The charging cable shall have the capacity to reach all points of the carparking space, to cater for EVs with front, rear or side charging points where possible and in accordance with current industry practices and guidelines. Cables should not be a hazard for pedestrians or other vehicles at any given time.

The provider may be required to upgrade existing EV charging infrastructure to meet new industry standards and requirements. Council will bear no cost or responsibility for this upgrade.

Note: Provision may be altered where future EV charging infrastructure supersedes that which is written in this Guideline, if an alternative is demonstrated to be suitable, to the satisfaction of Council.

#### **4.5. Environmental**

Preference for the use of renewable energy for the EV charging station energy source such as accredited GreenPower, solar panels/storage battery, etc., where practical.

# 5. Leasing Arrangements

- Any provision of EV charging stations on public land will be subject to licensing / leasing arrangements, or similar, with Council and where appropriate, the relevant Minister as it relates to Crown Land.
- Licence and/or lease terms shall be in accordance with Council's Property Lease and Licence Policy and where appropriate, those terms and conditions required by the relevant Minister as it relates to Crown Land.
- Council reserves the right to require appropriate remuneration for use of Public Land for the purposes of EV charging stations. This may be in the form of a lease / licence fee, apportionment of user fees, or other. This is to be determined on a case-by-case basis as part of any licence / lease (or other) agreement.
- A maintenance schedule including regular inspections shall be implemented by the Provider. All maintenance and works are to be carried out in a timely manner to avoid delays to service. Information on the maintenance response times is to be provided to Council to demonstrate compliance. Further requirements will be specified as part of any licence / lease agreement.
- Information on the levels of use of the car spaces and charging are to be provided to Council every 6 months to assist Council in determining the demand for such parking spaces.
- Entering into a lease or licence agreement with Council to utilise public land for installation and operation of an EV charging station in no way guarantees development consent or approval. All risk, public safety and legal liability issues will be specified via any condition of any development consent and where applicable, the licence / lease agreement. Costs associated with the negotiation and finalisation of any lease or licence agreement will be at the cost of the Provider.
- Non-compliance with the Policy may lead to the termination of any agreement between the provider and Council and may result in the forced removal of EV charging and ancillary infrastructure, at the cost and responsibility of the provider. The specific terms are to be determined as part of any licence / lease agreement.
- If, for any reason, a lease is not applicable to a specific proposal, an alternative fee arrangement is to be considered and, prior to any approval, the alternative arrangement is to be reported to Council with the processes to be followed being similar to Council's Fees and Charges.