

MELBOURNE AIRPORT

Electric Vehicle charger installation approvals fact sheet

Context

Australia Pacific Airports Melbourne (APAM) manages approximately 2,700 hectares of land supporting a range of activities from aviation, parking, retail and commercial property development.

APAM supports the transition to Electric Vehicles (EV) while ensuring land is optimally allocated for a variety of uses. The number of EV chargers that can be provided is related to the core, operational or amenity use of the chargers for tenants and/or its customers.

This fact sheet provides a reference on the EV charger installation approvals process within a tenant's leased premises for electric vehicles, electric buses and electric ground services equipment. It does not cover other modes such as electric forklifts, scooters/ e-bikes, as well as installations outside leased premises and parking lots dedicated to EVs parking but with no charging stations.



General Enquiries

APAM (Melbourne Airport) - Property Team property@melair.com.au

APAM (Melbourne Airport) - Planning Team planningpermits@melair.com.au

Tenant approvals process

Please review the following steps prior to applying for approval to have EV chargers installed within your leased premises.

1. Identify your requirements

Identify the projected number, power requirements, preferred supplier (if any) and proposed location of the Electric Vehicle (EV) charger installations required within your leased premises.

2. Contact us

Please speak with your respective APAM Property Manager to discuss your installation plans or email Property@melair.com.au if you are unsure who to contact.

You may then be referred to the following teams if the proposal is appropriate:

- APAM HV Electrical Team at hv@melair.com.au to ascertain if the existing capacity of power supply to your site meets your requirements.
- APAM Planning Team at planningpermits@melair.com.au if you need to clarify whether a **Planning Approval** is required alongside a compulsory **Building Approval**.
- APAM Environment Team at environmentbuildinga@melair.com.au to clarify any environmental constraints or management measures required during the proposed installation/construction works, particularly any required ground disturbance.



Planning Approval



Building Approval

You must also notify the Airport Building Controller (ABC) abcmelb@philipchun.com of your construction and building activities plans and seek advice on whether your building activity requires approval.

3. Understand your contractual obligations*

Please contact the following teams to understand your contractual obligations with APAM:

- Deed of variation from Property@melair.com.au
- Connection & Distribution Agreement (that covers EV charger installations) from hv@melair.com.au

4. Apply for approval*

If you agree to enter into the contractual agreements (i.e. Point 3 above) with APAM, please proceed with the steps (where relevant) shown in the **Planning & Building Approval Application Process** flowchart. It will also be useful to note the following when submitting your application for approval.

- You will be required to appoint independent assessors to submit the following assessments as part of your Permit to Commence Work (PERCOW) application:
 - EV fire safety risk assessment (Please contact firesafetyadviser@melair.com.au if you need further advice).
 - Traffic Impact Assessment
 - Electrical supply assessment
- In addition to any relevant Australian standards, please refer to the relevant **APAM Standards** in your design and construction plans.



Application Process



APAM Standards

If you are agreeable with Points 3 and 4 above, you may start by submitting an **Application For Planning Permit Form** (including an overview of the location plan, layout plan, drawing details, and product specification) to planningpermits@melair.com.au.



Application For Planning Form

5. Permit to Commence Works (PERCOW)

- Please sign and wait to receive countersigned and fully executed copies of contracts (i.e. items under Point 3 above) prior to commencing any works.
- After you are given a PERCOW, you may proceed to commence works to install and connect the EV Chargers to the electrical network.

*Any associated costs (if any) will be borne or passed on to tenants