**The Electrification of Council Depots Competition Round 2**

**Guidance Notes**

**Introduction**

As part of our ongoing commitment to supporting Local Authorities across the Midlands in delivering their Net Zero ambitions, the Midlands Net Zero Hub (MNZH) is launching the second round of its electric depot programme due to its overwhelming success in the first round held in December 2023. This funding is intended to enable councils to procure consultancy services to develop detailed depot designs moving on from a desk-based fleet review.

This stage is focused on translating the findings from a previously conducted fleet review into actionable plans, including the integration of renewable energy infrastructure. The aim is to support Local Authorities in progressing from strategic feasibility to investable, design-ready projects that will enable the transition to fully electric fleets and supporting infrastructure at the council’s depots.

Local Authorities will be responsible for procuring their own consultants, with support and guidance provided by the Hub throughout the process. The resulting designs will ensure that depot upgrades are futureproofed, cost-effective, and aligned with long-term fleet electrification strategies.

**Scope**

Local Authorities are invited to apply for funding to commission consultancy services that will deliver comprehensive depot design packages. These packages must build directly on the feasibility work completed in a fleet review and include:

* Detailed electrical and civil infrastructure designs (e.g. RIBA Stage 3), including drawings and specifications.
* Integration of renewable energy infrastructure, such as solar PV and battery storage, where appropriate.
* Robust costings and financial modelling to support investment decisions.
* Clear project timelines and delivery milestones.
* Risk assessments covering technical, financial, and operational aspects of depot development.

**Exclusions**

This funding is intended to support the development of depot designs and business cases only. It is expected that participating authorities will have already completed their fleet reviews and determined the vehicle types and numbers to be accommodated at each depot. Fleet assessments will not be funded under this stage, although they may be conducted in parallel if required at the expense of the applicant.

**Essential eligibility criteria**

This competition is only open to Local Authorities within the Midlands Net Zero Hub region who have previously conducted a fleet review either through the hub’s funded fleet reviews or a self funded review. This review must be provided with your application to check that the study has been conducted by a competent person and the outputs of the study are deemed satisfactory to build a business case from. If you are unsure as to whether you fall within this criterion, please email [MidlandsNetZeroHub@Nottinghamcity.gov.uk](mailto:MidlandsNetZeroHub@Nottinghamcity.gov.uk).

The study will include an essential element of renewable energy system integration for the project, such as, solar PV, battery storage and energy management systems. Applicants should therefore ensure funding availability for the implementation of such technologies.

It will be a requirement of the funding that findings will be put in the public domain (this may be in the form of anonymised final reports with where necessary anything of a particularly commercially sensitive nature removed). Applicants should therefore ensure any external consultants procured to deliver work funded by this scheme are aware of this requirement.

**Application Guidance**

Applicants must complete: The Electrification of Council Depots Service Competition Application Form by the Friday 17th October and will be notified of the outcome by Friday 31st October 2025.

**Applicant and Depot details**

The information in **Sections A, B and C** will be used:

* To confirm that the applicant is an eligible local authority in the Midlands Net Zero Hub Region.
* Determine the ‘depot archetype’ that will be the focus of the study
* Ensure a previously conducted fleet review has been undertaken by a competent consultant with information that will enable a business case and depot design to be undertaken from (fleet review to be attached to the application for review).

**About your electric-depot project**

**Section D** **and E** aim to give the MNZH a comprehensive understanding of your electric-depot project and provide evidence that any funding awarded will move your electric-depot project forward. In your response, please include details:

* How the project fits with your council’s wider decarbonisation strategy,
* The type of and purpose of the proposed study (e.g. techno-economic feasibility study, outline business case, full business case).
* Your medium and longer-term fleet decarbonisation plans.
* How the project will be successfully delivered including key personnel that will drive the project forward within the council and wider partners where appropriate.

(Documents may be appended as evidence of prior work)

**Information sharing**

It is the mission of the MNZH to share knowledge and good practice across the Midlands to assist our partner local authorities deliver decarbonisation projects. Your response to **Section F** will be used to assess the quality of information that will be shared.

**Costs and Funding requirements**

Please specify any funding available to delivery the results of the study in **Sections G**. MNZH will be looking for evidence that the project will be delivered.

**Timelines**

Please see below the application/ project timeline with key actions and outcomes. These timelines are subject to change.

* The competition will be launched **Tuesday 2nd September 2025.**
* Application will need to be receive by **17:00 on Friday 17th October 2025.**
* Winning bidders notified **by 17:00 on Friday 31st October 2025.**
* All studies commissioned using funding from this competition will need to be completed by **Monday 1st December 2026.**

**Scoring**

All proposals will be appraised, by the MNZH, for eligibility, strategic fit, and value for money. Please see below the scoring methodology. Each question will be given a score of 1 (not satisfactory) to 5 (excellent). Should any proposal score 1, in any of the criteria, they will be excluded from the competition. The scoring methodology is outlined below:

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| **Score** | **Description** |
| 1 | Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard |
| 2 | Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps |
| 3 | Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. |
| 4 | Good: Proposal meets the required standard, with moderate levels of assurance |
| 5 | Excellent: Proposal fully meets the required standard with high levels of assurance |

Applicants will be informed by the MNZH of the outcome of their submission via email, along with feedback and a total score. We cannot provide feedback or a score for each individual question, but we will be able to provide general feedback on the strengths and weaknesses of an application.

**If successful, organisations should note:**

* Grant agreements (full details listed in contract, below is not exhaustive of the conditions of the funding): The Hub will sign a Grant Funding Agreement (GFA) with the successful local authorities. KPIs specific to the project (e.g. milestones, outputs) will form part of the GFA.
* You must not start your project until we have received, checked, and approved the signed offer letter and any other additional documents we may request. Work commenced prior to the signing of the GFA will not be funded.
* The project officer in your region will be responsible for feeding back to our funders (DESNZ) on the progress of the project, where appropriate you may want to include this officer as part of the project team, or the minimum provide monthly updates on the progress of the project.
* The hub has a right to request the funding back if the project is deemed to not fit or be satisfactory of the minimum requirement listed in the scope section of this document.