# Electric Vehicle Charging Points

## Electric Cars - Upper Car Park

The NI Assembly has 6 Electric Vehicle Charging points located at the rear of the building.



Building users who have an electric vehicle are welcome to use the charging points during working hours.

- **How to use Plug Charge mode on the Project EV Car Charge**

To use this service please follow the instructions below:-

- Please **book in your electric vehicle using the booking system**. You will be required to book a timeslot 3 hours maximum usage (AM/PM)
- To activate the charger point, collect the charging card from the west door. Once the card has been used please return it immediately back to the west door
- Once your timeslot has expired please return and move your vehicle to another parking space in order to facilitate other users

If you have any further queries please contact Building Services helpdesk on 25999.

Please note that normal upper car park rules will apply and that arrangements will need to be made in advance with Usher Services if you do not hold an upper car park pass. The car parking policy has been revised to incorporate the use of the charging points; please refer to the link below:

- **Security Policy**

## Electric Cars - Lower Car Park

Two electric car charging points are now up and running in the lower east car park.



### Getting Started

To get started download the **Monta** application to your device:-

Select your charge point:

- UKEV17730-1
- UKEV17730-2

When the light on the charge point flashes green your charge session has started and you can plug in your car.

**Please note that there is a charge to using the lower car park charger. Details on costs can be found in the app.**

**Please be considerate to other users who may need to use this facility during the day.**

## E-bikes - Lower Car Park

There is one e-bike charger in the lower east car park.



### Getting Started

The e-bike charger has the capacity to charge two bikes.

It is simply a case of plugging in and connecting the battery. The e-bike charger is free to use.

**Please be considerate to other users who may need to use this facility during the day.**

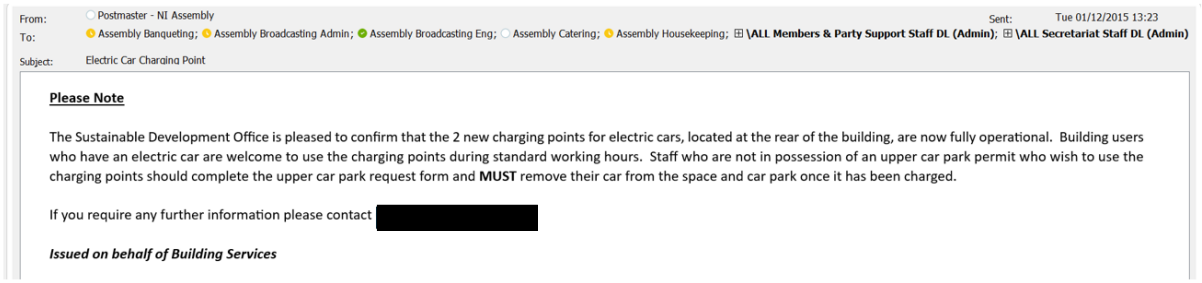
# 50.0 ACCESS TO ELECTRIC VEHICLE CHARGING POINTS

50.1 Access to the electric vehicles charging points in the West Car Park is managed by Facilities Management office, with access permitted for up to a maximum of 3 hours at a time.

50.2 Persons seeking to use the charging points should submit an Electric Vehicle Charging Upper Car Park Request specifying either a morning or afternoon slot. Once charging has been approved, users must go straight to the charging point where they will be permitted to charge their cars for a maximum of three hours after which their cars MUST be removed.

50.3 The Facilities Management Office (ext. 25999) is available to address any queries as regards the electric charging points.

## Below – postmaster email 01.12.2015



From: Postmaster - NI Assembly
Sent: Tue 01/12/2015 13:23
To: Assembly Banqueting; Assembly Broadcasting Admin; Assembly Broadcasting Eng; Assembly Catering; Assembly Housekeeping; \ALL Members & Party Support Staff DL (Admin); \ALL Secretariat Staff DL (Admin)
Subject: Electric Car Charging Point

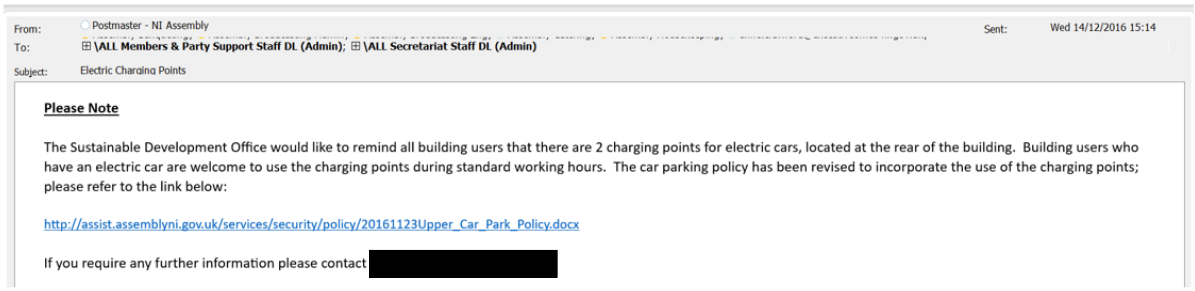
**Please Note**

The Sustainable Development Office is pleased to confirm that the 2 new charging points for electric cars, located at the rear of the building, are now fully operational. Building users who have an electric car are welcome to use the charging points during standard working hours. Staff who are not in possession of an upper car park permit who wish to use the charging points should complete the upper car park request form and **MUST** remove their car from the space and car park once it has been charged.

If you require any further information please contact [redacted]

***Issued on behalf of Building Services***

## Below – postmaster email 14.12.2016



From: Postmaster - NI Assembly
Sent: Wed 14/12/2016 15:14
To: \ALL Members & Party Support Staff DL (Admin); \ALL Secretariat Staff DL (Admin)
Subject: Electric Charging Points

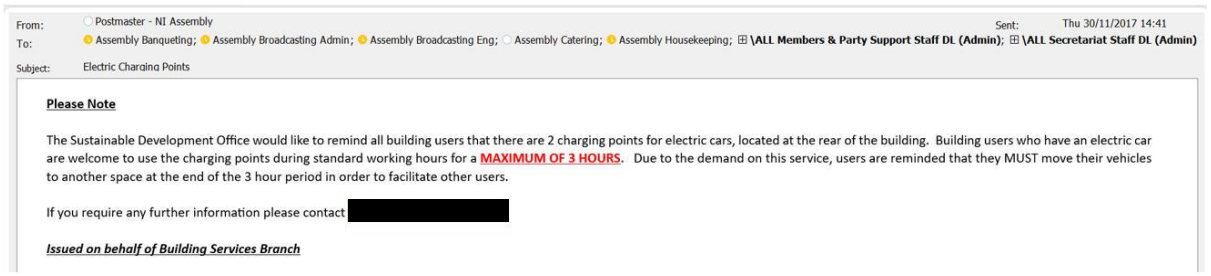
**Please Note**

The Sustainable Development Office would like to remind all building users that there are 2 charging points for electric cars, located at the rear of the building. Building users who have an electric car are welcome to use the charging points during standard working hours. The car parking policy has been revised to incorporate the use of the charging points; please refer to the link below:

http://assist.assemblyni.gov.uk/services/security/policy/20161123Upper_Car_Park_Policy.docx

If you require any further information please contact [redacted]

## Below - postmaster email 30.11.2017



From: Postmaster - NI Assembly
Sent: Thu 30/11/2017 14:41
To: Assembly Banqueting; Assembly Broadcasting Admin; Assembly Broadcasting Eng; Assembly Catering; Assembly Housekeeping; \ALL Members & Party Support Staff DL (Admin); \ALL Secretariat Staff DL (Admin)
Subject: Electric Charging Points

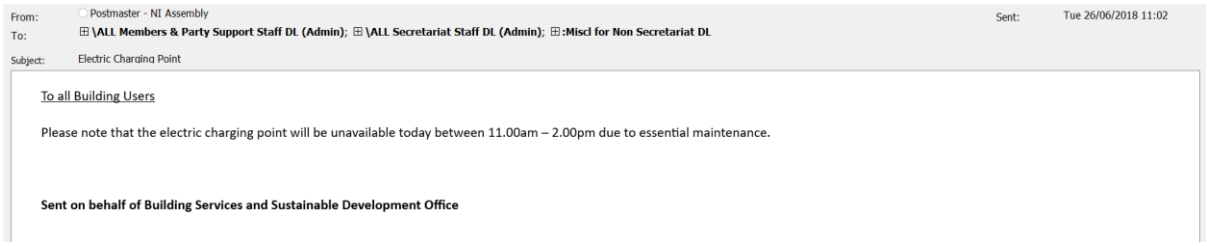
**Please Note**

The Sustainable Development Office would like to remind all building users that there are 2 charging points for electric cars, located at the rear of the building. Building users who have an electric car are welcome to use the charging points during standard working hours for a MAXIMUM OF 3 HOURS. Due to the demand on this service, users are reminded that they MUST move their vehicles to another space at the end of the 3 hour period in order to facilitate other users.

If you require any further information please contact [redacted]

***Issued on behalf of Building Services Branch***

## Below - postmaster email 26.06.2018



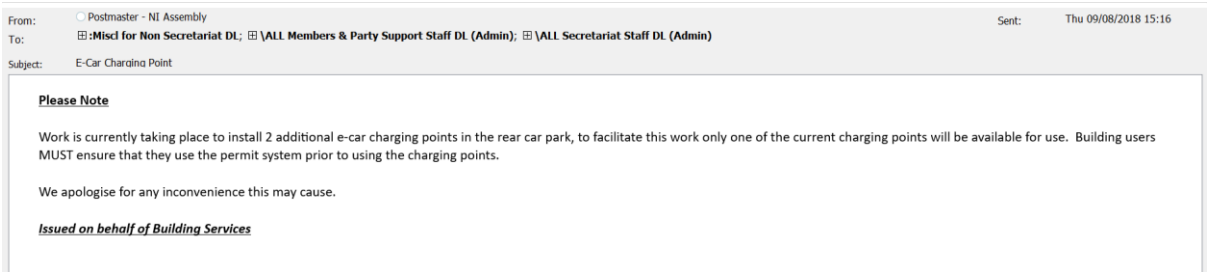
From: Postmaster - NI Assembly
Sent: Tue 26/06/2018 11:02
To: \ALL Members & Party Support Staff DL (Admin); \ALL Secretariat Staff DL (Admin); :Miscl for Non Secretariat DL
Subject: Electric Charging Point

To all Building Users

Please note that the electric charging point will be unavailable today between 11.00am – 2.00pm due to essential maintenance.

**Sent on behalf of Building Services and Sustainable Development Office**

## Below - postmaster email 09.08.2018



From: Postmaster - NI Assembly
Sent: Thu 09/08/2018 15:16
To: :Miscl for Non Secretariat DL; \ALL Members & Party Support Staff DL (Admin); \ALL Secretariat Staff DL (Admin)
Subject: E-Car Charging Point

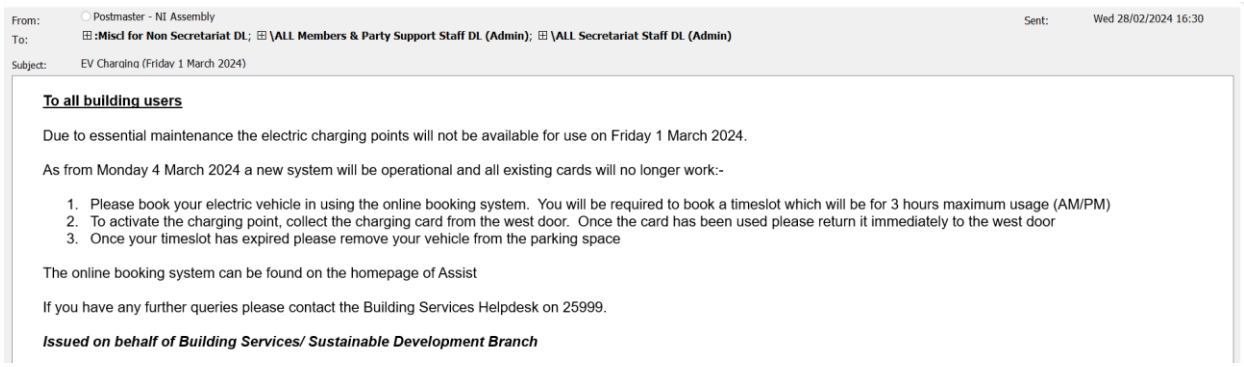
**Please Note**

Work is currently taking place to install 2 additional e-car charging points in the rear car park, to facilitate this work only one of the current charging points will be available for use. Building users MUST ensure that they use the permit system prior to using the charging points.

We apologise for any inconvenience this may cause.

***Issued on behalf of Building Services***

## Below - postmaster email 28.02.24



From: Postmaster - NI Assembly
Sent: Wed 28/02/2024 16:30
To: :Miscl for Non Secretariat DL; \ALL Members & Party Support Staff DL (Admin); \ALL Secretariat Staff DL (Admin)
Subject: EV Charging (Friday 1 March 2024)

**To all building users**

Due to essential maintenance the electric charging points will not be available for use on Friday 1 March 2024.

As from Monday 4 March 2024 a new system will be operational and all existing cards will no longer work:-

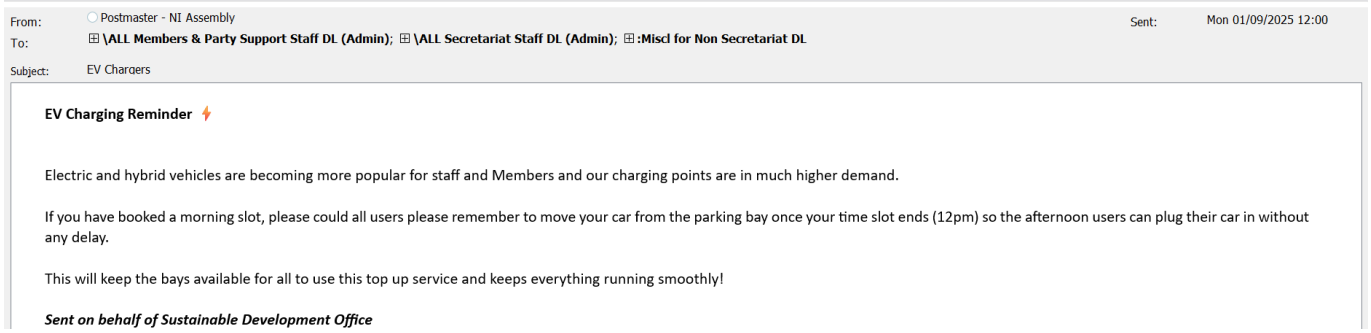
1. Please book your electric vehicle in using the online booking system. You will be required to book a timeslot which will be for 3 hours maximum usage (AM/PM)
2. To activate the charging point, collect the charging card from the west door. Once the card has been used please return it immediately to the west door
3. Once your timeslot has expired please remove your vehicle from the parking space

The online booking system can be found on the homepage of Assist

If you have any further queries please contact the Building Services Helpdesk on 25999.

***Issued on behalf of Building Services/ Sustainable Development Branch***

## Below – postmaster email 01.09.2025



From: Postmaster - NI Assembly
Sent: Mon 01/09/2025 12:00
To: \ALL Members & Party Support Staff DL (Admin); \ALL Secretariat Staff DL (Admin); :Miscl for Non Secretariat DL
Subject: EV Chargers

**EV Charging Reminder**

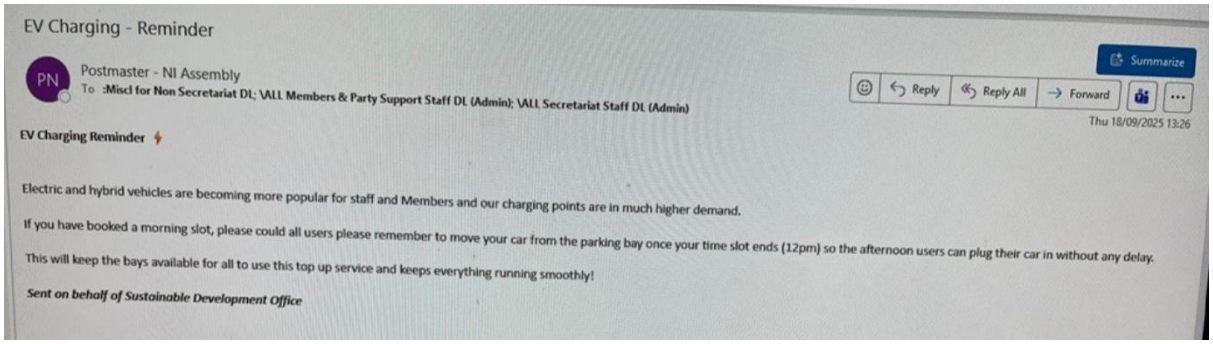
Electric and hybrid vehicles are becoming more popular for staff and Members and our charging points are in much higher demand.

If you have booked a morning slot, please could all users please remember to move your car from the parking bay once your time slot ends (12pm) so the afternoon users can plug their car in without any delay.

This will keep the bays available for all to use this top up service and keeps everything running smoothly!

***Sent on behalf of Sustainable Development Office***

## Below - postmaster email 18.09.2025



EV Charging - Reminder

PN Postmaster - NI Assembly
To :Miscl for Non Secretariat DL; \ALL Members & Party Support Staff DL (Admin); \ALL Secretariat Staff DL (Admin)

Summarize
Reply | Reply All | Forward
Thu 18/09/2025 13:26

**EV Charging Reminder**

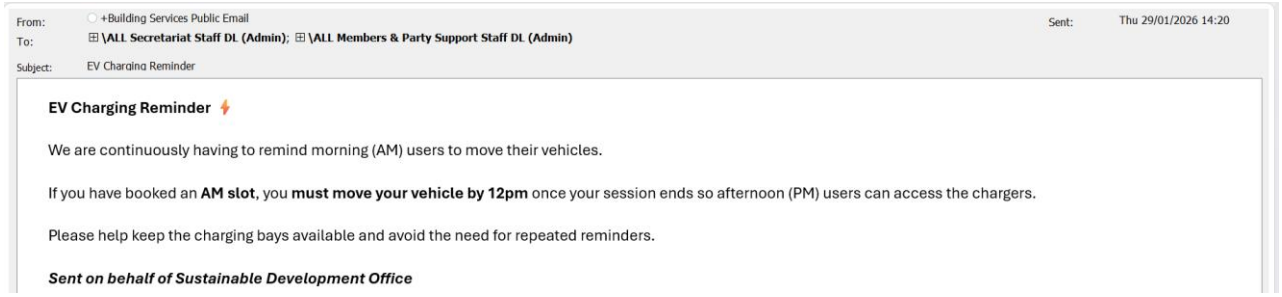
Electric and hybrid vehicles are becoming more popular for staff and Members and our charging points are in much higher demand.

If you have booked a morning slot, please could all users please remember to move your car from the parking bay once your time slot ends (12pm) so the afternoon users can plug their car in without any delay.

This will keep the bays available for all to use this top up service and keeps everything running smoothly!

***Sent on behalf of Sustainable Development Office***

## Below - postmaster email 29.01.26



From: +Building Services Public Email
Sent: Thu 29/01/2026 14:20
To: \ALL Secretariat Staff DL (Admin); \ALL Members & Party Support Staff DL (Admin)
Subject: EV Charging Reminder

**EV Charging Reminder**

We are continuously having to remind morning (AM) users to move their vehicles.

If you have booked an **AM slot**, you **must move your vehicle by 12pm** once your session ends so afternoon (PM) users can access the chargers.

Please help keep the charging bays available and avoid the need for repeated reminders.

***Sent on behalf of Sustainable Development Office***

**From:** Postmaster - NI Assembly <Postmaster@niassembly.gov.uk>
**Sent:** 05 April 2024 10:55
**To:** \ALL Members & Party Support Staff DL (Admin); \ALL Secretariat Staff DL (Admin); :Miscl for Non Secretariat DL
**Subject:** EV Charging Points

## To all Building Users



Exciting news about the EV charging points! We've made some updates to the booking process for your convenience. Now, all building users can reserve slots for the entire day, but only on days when the Assembly is sitting. On other days, a maximum 3-hour timeslot will be available.

Here's what you need to do:

1. Reserve a timeslot for your electric vehicle using our online booking system.
2. Activate the charging point by picking up the charging card from the west door. Don't forget to return the card immediately after use.
3. Once your booked timeslot is up, please be sure to move your vehicle from the parking space.

Access the online booking system through the Assist homepage. Click here

If you need any assistance with the system, feel free to contact the Building Services Helpdesk at 028 90 (5)[redacted]

We hope these updates make your EV charging experience even better!

***Issued on behalf of Building Services/ Sustainable Development Branch***