

# SUSTAINABLE CITY CHARTER

A stylized graphic on the right side of the main title. It features two white building silhouettes with grid patterns for windows, set against a green background. Below the buildings is a white silhouette of a plant with three leaves.

# FOREWORD – THE SUSTAINABLE CITY CHARTER

Westminster is a fantastic city; the businesses and institutions that operate here, and the buildings they occupy, are renowned across the world and have been pivotal in establishing the culture and vibrancy of the place it is today.

However, these commercial and institutional buildings also contribute about 70% – by far the largest proportion – of the city’s greenhouse gas emissions. As the city looks to the future, building owners and occupiers will need to sustainably re-imagine the way that Westminster’s built environment operates; to tackle carbon emissions, adapt to climate change and enable the city to remain a world-class destination for many years to come.

This will not be easy; Westminster’s buildings are diverse and rich in heritage. By working together, we have the best opportunity to meet these challenges. This is why we have jointly created the Sustainable City Charter, in collaboration with businesses and industry leaders.

The Charter is a common collaborative framework for decarbonising and driving the sustainability of Westminster’s buildings. Covering themes such as energy, procurement, transportation and waste, it offers valuable support and guidance and aims to promote local knowledge-sharing and transparency around climate action. This is the start of the journey. The Charter will continue to be reviewed and updated, evolving to reflect the changing landscape and needs of participating businesses and Westminster communities.

It is open to any organisation with a stake in a non-residential building in Westminster, whether through owning, leasing, managing or occupying. Given the scale of the challenge it is clear our best hope of success is through public and private sector collaboration, and the Charter forms an innovative and important step towards decarbonising the city.

Charter participants will be part of a growing network of local organisations leading the way on climate and sustainability action across Westminster, with the opportunity to help shape and develop the Charter in the years to come.

By working together, through our collective commitment to the Charter and everything it represents, we can make real progress on the journey to a net zero carbon Westminster by 2040 and with it, a greener, healthier and more resilient built environment for all.



*Adam Hug*

**Cllr Adam Hug**

**Leader of Westminster City Council**



*Paul Williams*

**Paul Williams**

**WPA Chair & CEO of Derwent London**

# INTRODUCTION – BUILDING A PARTNERSHIP ON CLIMATE ACTION

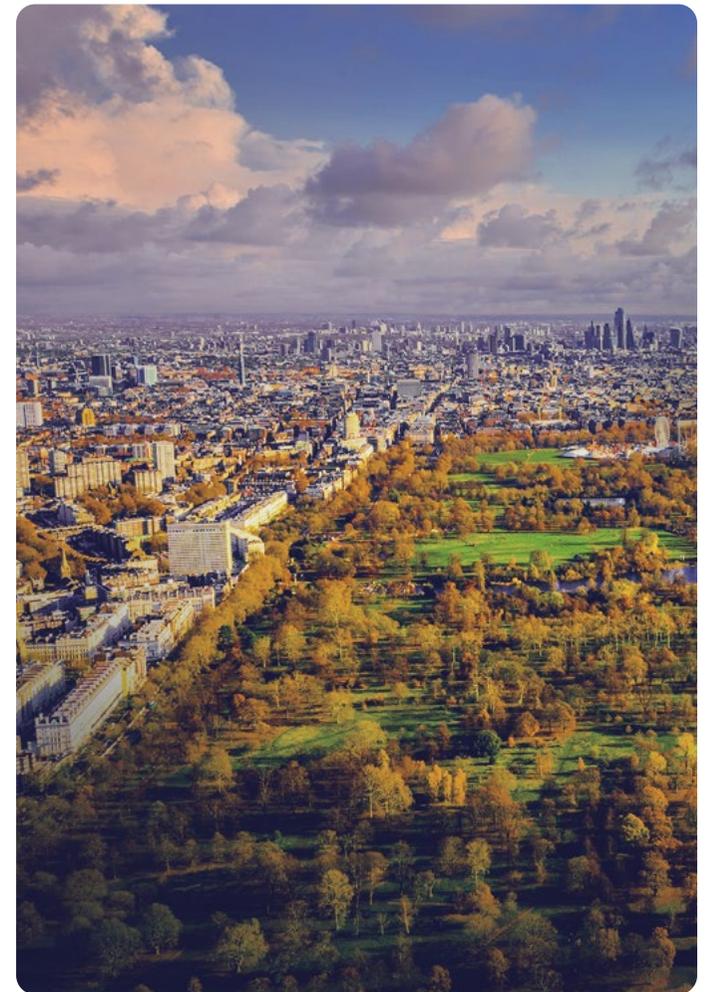
Our city is facing an unparalleled crisis as we reach a critical point in addressing the climate emergency. There is an imperative on all of us to act, to reduce our carbon footprint, to improve our natural environment, and to ensure our businesses and buildings are resilient to the impacts of climate change, now and into the future.

The Sustainable City Charter aims to build a broad network of forward-thinking businesses and organisations of all sizes and from all sectors, committed to harnessing our collective effort to drive progress towards a net zero carbon city by 2040.

By working together in an impactful collaboration of building owners, developers, occupiers, and users, we can help tackle the single biggest source of emissions in Westminster – our buildings – and the wider sustainability and climate impacts associated with their use.

The Sustainable City Charter will create a strong business partnership on climate change, establish a guiding framework for coordinated local action, and the sharing of knowledge and expertise. To underpin all of this, the partnership will continue to develop a toolkit of consolidated advice, guidance and support to assist participants in successfully meeting their commitments. This will ensure the Charter delivers meaningful sustainability benefits for our fantastic city and beyond.

# ZERO CARBON 2040





# **THEMES AND COMMITMENTS**

# A FRAMEWORK FOR LOCAL ACTION

The Sustainable City Charter is a voluntary business and public sector partnership and puts in place a framework for climate and sustainability action relating to buildings across Westminster. In joining the Charter, participants will be making a public commitment to delivering improvements to their buildings across a range of key environmental themes. The Charter will evolve over time and may expand to cover wider topics such as social impact, air quality and biodiversity to support a sustainable low carbon city.

Participants will be supported to do this via the Charter network; through knowledge-sharing, events and an evolving toolkit of advice and guidance developed by leading businesses facing similar challenges as part of this city-wide partnership. Annual progress updates will enable the partnership to track and share progress, challenges, innovations and insights, helping to provide relevant and up to date guidance to participants.

**1 Collaboration, partnership working and transparency**

**2 Baselineing, planning and reducing emissions from energy**

**3 Procurement and purchasing**

**4 Construction works**

**5 Deliveries to buildings**

**6 Transport and fleet**

**7 Waste**

**8 Implementation**

# AS CHARTER PARTICIPANTS, ORGANISATIONS WILL COMMIT TO:



1

## Collaboration, partnership working and transparency

Establishing positive relationships with any other relevant parties who have a stake in their building(s) in Westminster, and working with them towards achieving building decarbonisation and sustainability.

Where the participant has control over setting any building leases and rental agreements, incorporating some or all the Charter commitments into those leases at the point of renewal and/or of new rental agreements being drawn up. Participants are encouraged to share knowledge and data where feasible across the Charter network and to promote its broader take up. Further guidance is available in the [Technical FAQs](#).



2

## Baselining, planning and reducing emissions from energy

- A Setting the scope:** Identifying the scope of responsibility for the building(s), for example the building fabric and operating systems.
- B Baselining emissions:** Undertaking an energy use assessment or audit of the building(s) in collaboration with other relevant stakeholders, such as tenants/occupiers. Energy audits should be carried out for all buildings within two years of signing up to the Charter and reviewed at least every three years thereafter. Participants should report on progress with energy audits as part of their annual progress updates.
- C Action planning:** Identifying the actions required to achieve net zero operational energy emissions for these buildings by 2040 at the latest. A suggested template is provided in the Toolkit to support this if required.
- D Delivering energy improvements:** Carrying out any energy emissions reduction actions that participants are assigned for any buildings, for example improving energy efficiency, installing renewables, or buying green electricity. Improvements that also deliver air quality and wellbeing benefits should be prioritised, for example, switching to electric heating or cooking.

Further guidance is available in the [Technical FAQs](#).



3

### **Procurement and purchasing**

Introducing sustainable procurement policies where participants have control over the purchase and procurement of materials and goods within their buildings, for example, building fabric, mechanical systems and plant, IT facilities or soft furnishings.

Further guidance is available in the [Technical FAQs](#)



4

### **Construction works**

When commissioning any construction works and/or fit outs, ensuring that:

Any replacement technology delivers emissions reductions in line with the building's net zero pathway.

Materials used during construction works and/or fit-out follow the sustainable procurement policies set out in [Commitment 3](#), in order to reduce embodied emissions.



5

### **Deliveries to buildings**

Working with relevant partners to ensure that full use is made of local consolidated delivery services where they are available.

Where a consolidation offer is not currently available, supporting members of staff to use any local locker, or parcel pick up or drop off points for personal deliveries rather than the workplace.



6

## **Transport and fleet**

Encouraging staff and building users to commute and travel sustainably. This should include, as a minimum, sharing information on different ways to travel, and where feasible, providing shower facilities and a Cycle to Work scheme.

Reducing the number of vehicles used (through for example car sharing) and the total number of miles driven. For essential vehicles, participants commit to replace all diesel/petrol/hybrid vehicles with zero tailpipe emission vehicles by 2040 or earlier.



7

## **Waste**

Reviewing the amount of waste generated in the building and developing a waste reduction plan (including food waste and single use materials). Of what's left, separating out recyclable waste for recycling or reuse (for example, leftover food that's safe to give away should be).

For all waste collections, making use of consolidation or preferred supplier schemes if they are available locally, in order to reduce associated transport emissions.



8

## **Implementation**

Participants agree that their participation in the Charter will be public information and can be publicised.

Participants agree to sharing an update of their progress on delivering the pledges on an annual basis. The results of the progress update will be used to track the Charter's overall effectiveness and this may be publicised to promote the positive progress made by participants and share learning with others. Organisational level data will not be made public without participants' consent. For further details around implementation of the Charter, please refer to the [FAQ](#) provided.



# **FREQUENTLY ASKED QUESTIONS**

## GENERAL FAQs

- 1 Who is the Sustainable City Charter for?
- 2 Why should organisations sign up to the Charter?
- 3 How will the Charter work?
- 4 How do you sign up to the Sustainable City Charter?
- 5 How does the concept of 'green leases' fit with the Charter?
- 6 How will the Charter be governed and reviewed?
- 7 Who will be on the Charter Steering Group and Technical Working Group?
- 8 How will progress be recorded and shared?
- 9 How will performance be managed?
- 10 Will you name participants that do not make the progress they had hoped for in their outlined actions?
- 11 Is there specific support for smaller businesses?
- 12 Is there a fee to sign up to the Sustainable City Charter?
- 13 Are any organisations legally required to sign up to the Charter?
- 14 How does the Charter relate to the planning system?
- 15 How does the Charter relate to wider environmental and social issues such as biodiversity, greening, air quality and positive health and wellbeing?
- 16 How can participants promote their participation in the Charter?
- 17 Will the Charter evolve over time?

## TECHNICAL FAQs

- 1 Guidance on Commitment 1: Collaboration, partnership working and transparency
- 2 Guidance on Commitment 2: Baselineing, Planning and Reducing Emissions from Energy
- 3 Guidance on Commitment 3: Procurement and Purchasing
- 4 Guidance on reporting progress
- 5 Are there any requirements in the Charter around what level of carbon offsetting can be used to achieve net zero operational energy for buildings?
- 6 Does the Charter set any requirements around the embodied emissions or whole-life carbon emissions of buildings?
- 7 Are Charter participants required to achieve a certain level of certification for their buildings (e.g. a BREEAM rating, a NABERS rating)?
- 8 Are Charter participants required to achieve a target Energy Use Intensity (EUI) for their buildings?

# GENERAL FAQs: WHAT DOES IT ALL MEAN IN PRACTICE?

1

## Who is the Sustainable City Charter for?

- 1.1 The Charter comprises a coalition of businesses, supported by the City Council, committed to leading efforts to reduce carbon emissions and promote the sustainability of Westminster's built environment.
- 1.2 It is open to any business and organisation of any size from any sector with commercial premises or buildings in development in the city. This could include organisations just starting their sustainability journey and keen to benefit from advice and shared intelligence on how best to act, or those with an existing corporate social responsibility strategy to build on, who are able to contribute expertise and share learning for a common goal.

2

## Why should organisations sign up to the Charter?

- 2.1 By signing up to the Charter, organisations will be part of a collaborative partnership and framework that provides a credible way to demonstrate climate and environmental commitment to partners, shareholders and customers. Participants will also have access to a group of like-minded building owners and occupiers who are facing similar challenges around creating a sustainable built environment – they will be able to promote knowledge sharing and best practice within this group and evolve the Charter over time.
- 2.2 Benefits of participating in the Charter include:
  - Play a **pivotal role in ensuring your business and/or building is climate resilient**, safeguarding it from the impacts of climate change
  - Play a leading role in **delivering a greener, cleaner Westminster for your local community**, including residents, visitors, customers and your workforce
  - **Enhance and demonstrate your sustainability credentials** and commitment to your communities by using the Charter branding and logo in buildings and promotional materials
  - Gain **meaningful insight and guidance** by participating in exclusive networking and knowledge sharing events with Charter participants and **industry thought leaders and innovators**
  - Benefit from **access to a toolkit, materials, research and insights** to help inform your net zero journey

- By raising the organisational profile of climate action, companies can benefit from **lower energy bills** and creating low carbon buildings that will be **commercially viable** long into the future. Tackling carbon emissions through investing in capital schemes can result in **ongoing revenue savings**
- **Future proof your Westminster portfolio and business** by getting ahead of future Government legislation around building efficiency and carbon emissions

3

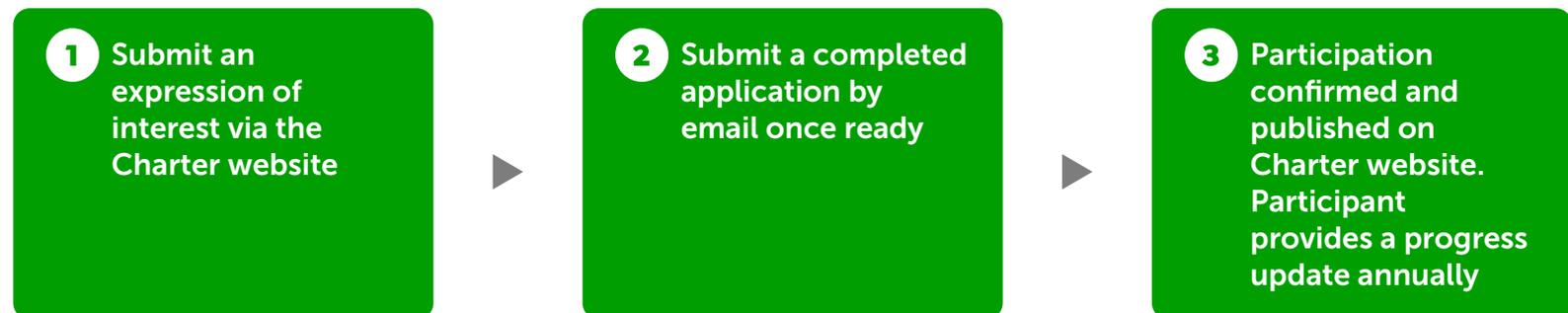
### How will the Charter work?

- 3.1** The Sustainable City Charter is a voluntary framework for climate and sustainability action relating to the running of buildings across Westminster. It is free to sign up to and by doing so, you will be part of a network of leading businesses and organisations, supported by the council, publicly committed to taking coordinated action to reduce carbon emissions from commercial and institutional buildings across the city.
- 3.2** This partnership will support businesses in their efforts by offering the opportunity for knowledge-sharing, insights and guidance as part of an evolving toolkit, programme of events, research and content.

4

### How do you sign up to the Sustainable City Charter?

There are three steps to participation:



- 4.1** Organisations who wish to sign the Charter can submit an Expression of Interest form via the Charter website. They will then be listed as a prospective participant. They will not be listed as an official Charter participant until they have submitted the Charter application form and this has been approved.

**4.2** Approved participants will be supported to make progress towards reducing their organisation's contribution to climate change and depending on the type of sector, this can be achieved across the following Charter commitments:

1. Collaboration, Partnership Working and Transparency
2. Baseline, Planning and Reducing Emissions from Energy
3. Procurement and Purchasing
4. Construction Works
5. Deliveries to Buildings
6. Transport and Fleet
7. Waste
8. Implementation

**4.3** Participants commit to making progress against these action areas and to provide an annual update on their progress. This should set out progress against the baseline energy data and any activity undertaken over the past year to deliver improvements against the Charter commitments. This information may be reviewed by the Charter Steering Group and Technical Working Group to inform and shape the programme of support, toolkits, research and events delivered.

5

## **How does the concept of 'green leases' fit with the Charter?**

- 5.1** A green lease is a standard form lease with additional clauses which provide for the management and improvement of the environmental performance of a building by both owner and occupier(s). Some participants will have influential roles with others that share the building, including freeholders, managing agents, head leaseholders, tenants and/or other occupiers. This opportunity to leverage climate action by others, for example by incorporating the Charter commitments into any new lease arrangements or rental agreements, is strongly encouraged.
- 5.2** Charter participants are expected to commit to include elements of the Charter within their building leases at key opportunities such as at lease renewals, change of occupancy or when a building is first let out. However, the exact wording of the lease is the responsibility of the relevant landowners(s), occupiers(s) and their legal advisors and building managers. In general, green lease clauses should be developed in consultation with occupiers and should promote the overall objective of achieving a net zero carbon building, with flexibility built in to allow for the contexts of different organisations and buildings.

6

## How will the Charter be governed and reviewed?

- 6.1** The Charter will be governed and supported by two bodies: a Steering Group and Technical Working Group. The Steering Group will be responsible for reviewing new and existing participants and their activity, Charter membership numbers and composition, the evolution of the Charter and the communications approach. The Steering Group will also foster collaboration through events to bring relevant stakeholders together, promotion of the Charter and supporting shared learning.
- 6.2** The Technical Working Group will be responsible for reviewing the technical elements of the Charter including specific developments, advice and guidance relating to climate and sustainability commitment themes. It will periodically review overall implementation and progress and help to develop the support offered to participants including via the Toolkit. This group will also monitor legislative and policy changes that could result in the Charter needing to be updated.

7

## Who will be on the Charter Steering Group and Technical Working Group?

- 7.1** The Charter Steering Group will comprise of senior representatives from a group of organisations who have signed up to the Charter and who are invested in monitoring its impact and delivering improvements. Any Charter participant organisation may express interest in having a representative on the Steering Group. We want to ensure this Steering Group is representative of the wider Charter network and will establish a mechanism to identify candidates for the group.
- 7.2** The Technical Working Group will comprise of individuals selected by the Steering Group who have technical expertise relating to sustainable buildings and the topics addressed by the Charter. Recognising the breadth of capabilities required to support Charter implementation, the Technical Working Group may include external experts, including property industry, non-property industry and sustainability experts.
- 7.3** Administrative support for the Charter will be provided initially by the Westminster Property Association and Westminster City Council alongside any voluntary business contributions. Any subsequent changes to the Charter or its process must be agreed by the Steering Group.

8

## How will progress be recorded and shared?

- 8.1** Participants will provide a progress update on their action commitments and activities each year. Ideally this will be aligned with the financial year (April to March). However, participants can use a different reporting timeline (e.g. calendar year) for ease if they wish to align with existing reporting arrangements.
- 8.2** Participating organisations may also signpost to their own corporate annual report/annual sustainability report, if applicable, in support of their Charter progress updates.

- 8.3 Information provided by participants within their progress updates will be reviewed and analysed by the Charter Steering Group. Information on the overall performance of the Charter may be made public. Organisational data will not be made public without participants' consent. The exact format of publication is yet to be determined but may be via the Charter website, or in the form of an online Charter annual report.
- 8.4 The information provided will be used to help analyse the collective progress of Charter participants towards the 2040 net zero carbon target, and to help identify areas for further action or support. The information will also be used to review the effectiveness of the Charter and to understand where the Charter may need to be reviewed or strengthened in future.
- 8.5 Where progress is not as expected, this will not be used to publicly 'shame' organisations. The Charter is designed to help understand barriers to progress and find ways to collectively move forward as a group of like minded, supportive organisations and the spirit of the Charter is always to be a positive and learning space to work within.

9

### **How will performance be managed?**

- 9.1 By signing up to the Charter, participants are fully expected to take meaningful time-specific actions to reduce their carbon emissions and environmental impact, in line with the Charter commitments.
- 9.2 The Steering Group will ensure the Charter remains meaningful by encouraging progress on the pledges contained within the Charter to protect the Charter's reputation (this would be decided collectively by the Steering Group). Participants who consistently fail to engage with the Charter's ethos or provide annual progress updates may be removed from the list of Charter participants as a last resort.
- 9.3 By signing up, we hope participants will play an active role in the Charter's ongoing development, including helping to refine and grow the Toolkit where possible, and sharing experience with others, particularly smaller organisations.

10

### **Will you name participants that do not make the progress they had hoped for in their outlined actions?**

- 10.1 No. As a partnership, the Charter aims to support participating businesses in undertaking the actions outlined to meet the Charter commitments in a positive and constructive way. Members of the governing committees will seek to understand why participants have not been able to make the actions they outlined and work with businesses to help them meet their commitments. Those that consistently fail to engage in this process maybe removed from the list of Charter participants as a last resort.

11

## **Is there specific support for smaller businesses?**

**11.1** Westminster-based SMEs<sup>1</sup> who sign up to the Charter and/or who participate in Westminster City Council's free Business Energy Audit Scheme will be offered a free one-year licence and one-to-one support for **Climate Essentials** (a digital carbon monitoring platform). This will also include free, tailored support on how to use the platform.

12

## **Is there a fee to sign up to the Sustainable City Charter?**

**12.1** There are currently no plans to charge a fee to join. Administrative support will be provided by Westminster Property Association and Westminster City Council, supplemented by voluntary business contributions. Any future changes to this position will be put to the membership for consultation.

13

## **Are any organisations legally required to sign up to the Charter?**

**13.1** No, signing up to the Charter is entirely voluntary and participants can withdraw from the Charter at any time if they wish. The Charter is a partnership approach and a statement of joint intent and ambition on climate action. However, the climate and sustainability actions may sit alongside or be appended to lease agreements where viable. The Charter is not intended to provide legal wording, or similar, within a lease.

14

## **How does the Charter relate to the planning system?**

**13.1** The Charter deals with the operation of existing buildings and has no planning weight - it is not intended to be incorporated in planning conditions or planning obligations under Section 106 of the Town and Country Planning Act, when planning permissions for new developments are granted.

15

## **How does the Charter relate to wider environmental and social issues such as biodiversity, greening, air quality and positive health and wellbeing?**

**15.1** The Charter's initial primary focus is on carbon emissions but there are a number of wider sustainability co-benefits to climate action. For example, building retrofit measures can actively contribute towards better climate adaptation and improved air quality. The Charter will evolve over time and may expand to cover wider topics such as social impact, air quality and biodiversity to support a sustainable low carbon city.

16

## How can participants promote their participation in the Charter?

- 16.1** Participants will have the right to publicise their commitment to the Charter, progress against their commitments and any commentary on the scope of their commitment but should seek consent of any other party involved prior to publishing.
- 16.2** Participants are encouraged to instruct their agents and brokers to match them with an owner or occupier who has also signed the Charter or are otherwise willing to adhere to the objectives outlined in the Charter as appropriate.

17

## Will the Charter evolve over time?

- 17.1** The Sustainable City Charter is a living partnership based on collaboration and a shared goal to reduce operational carbon emissions to ensure Westminster becomes a net zero city by 2040. This is the start of the journey. The Charter will continue to be reviewed and updated, evolving to reflect the changing landscape and needs of participating businesses and Westminster communities. These changes will be steered and driven by the Charter's Steering Group and Technical Working Group and may cover areas such as commitments and their goals and metrics, the tools and support available to businesses, and the opportunities for incorporating wider sustainability and social value themes.
- 17.2** Should any element of the Charter change significantly after the first version is launched, existing participants may be invited to re-confirm their commitment.

# TECHNICAL FAQs

1

## **Guidance on Commitment 1: Collaboration, partnership working and transparency**

Depending on the building, parties who have a stake in buildings may include freeholders, managing agents, head leaseholders, tenants and/or other occupiers if any of these are separate to the participants.

Sharing easily obtainable building energy information such as gas, electricity and water use can help identify efficient ways to reduce consumption and emissions. Participants should therefore commit to working with other building stakeholders to develop and share a consistent and open-source data monitoring approach in proportion to the building's size and complexity.

As a minimum, this should include monitoring energy data that is easily obtainable (gas and electricity) and water consumption and sharing this data with the landlord or owner as requested (at least annually, with consumption data broken down by month). Where the signatory has control over the installation of building energy meters, they should support occupiers to collect energy data by installing any necessary sub-meters as soon as possible after signing up to the Charter.

2

## **Guidance on Commitment 2: Baselineing, Planning and Reducing Emissions from Energy**

### **A Setting the Scope**

When setting their scope, participants should include all buildings within the boundaries of the City of Westminster where they have control over key elements of the building such as fabric, electricity purchasing and operating systems. Participants are encouraged to take forward the Charter's principles across entire portfolios (progress data should be segregated to only include Westminster emissions).

The Charter is currently intended for buildings with non-domestic uses, whether commercial (e.g. office blocks, hotels, restaurants), or institutional (e.g. schools, museums, theatres). If a landowner's building portfolio contains a mixture of domestic and non-domestic buildings, only the buildings used for non-domestic purposes will be expected to be included within the scope of the Charter.

## **B** Baseline Emissions and **C** Action Planning

There is no prescribed method for carrying out the building audits, the aim is to create a feasible action plan for getting the building to net zero operational energy emissions by 2040. Participants can tailor their approach to auditing and planning carbon saving actions, but we recommend any actions should include timescales and should clearly identify which stakeholder has primary responsibility for each action, including financial responsibility.

To support this, a template is provided in the Toolkit to help guide the emissions reduction action planning process for buildings.

## **C** Delivering Energy Reductions

Actions here could include (not exhaustive):

- Implementing energy efficiency measures
- Implementing measures to reduce overheating
- Implementing measures to phase out fossil fuel-powered heating
- Installing on-site renewable energy systems
- Purchasing green electricity

Wherever possible, green electricity should meet the quality principles set out in the Green Building Council's **Renewable Energy and Carbon Offsetting Guidance**.

Participants should note that a net zero operational energy building is here defined according to the UK Green Building Council's **Framework Definition for Net Zero Carbon Buildings**:

*"When the amount of carbon emissions associated with the building's operational energy on an annual basis is zero or negative. A net zero carbon building is highly energy efficient and powered from on-site and/or off-site renewable energy sources, with any remaining carbon balance offset."*

## **3**

## **Guidance on Commitment 3: Procurement and Purchasing**

Participants should set clear minimum sustainability criteria based on industry best practice standards for materials and goods that have the highest environmental impact and are purchased most regularly.

Higher priority should be given to suppliers who are making active efforts to improve their sustainability performance via general supplier evaluation criteria which encourage:

- Greenhouse gas emissions reduction actions, including energy and fuel efficiency
- Internal and external air quality improvement actions (i.e. levels of Volatile Organic Compounds, Particulate Matter and Nitrogen Dioxide)
- Resource efficiency and waste minimisation actions
- Use of local suppliers, to minimise transport emissions
- Sustainable sourcing actions

4

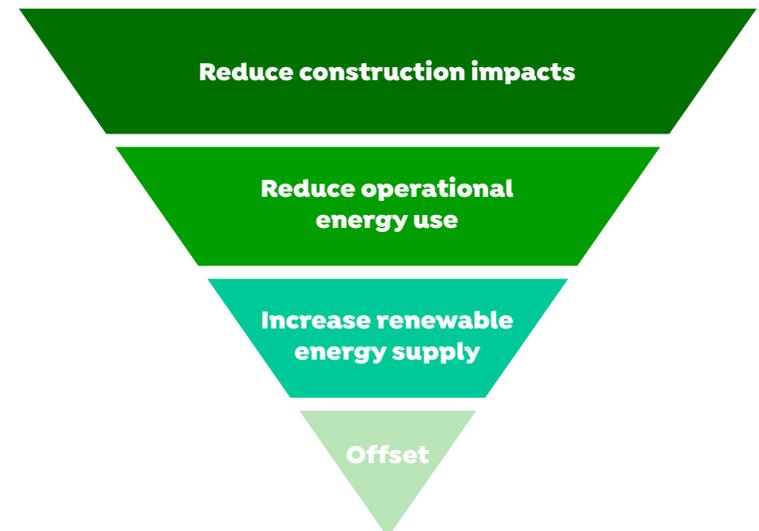
### Guidance on reporting progress

For annual progress updates energy consumption should be as accurate as possible, however we recognise that figures may need to initially be an approximation. Consumption data should be gathered from meter readings rather than from energy bills wherever possible. Electricity consumption must include any electricity used by these buildings, whether used for appliances/machinery, space heating/cooling or water heating, and regardless of how the electricity has been generated. Other fuel consumption must include any other fuels consumed by your buildings (e.g. natural gas, hydrogen, biomass, oil), whether used for appliances/machinery, space heating/cooling or water heating.

5

### Are there any requirements in the Charter around what level of carbon offsetting can be used to achieve net zero operational energy for buildings?

No, the Charter does not set any specific requirements around the level of carbon offsetting that can be used to achieve a 'net zero' building. However, when addressing carbon in buildings, participants are recommended, for national consistency, to follow the steps to achieving a **Net Zero Carbon Building** as set out by the UK Green Building Council. The framework recommends that feasible reductions in construction impacts and operational energy use take place before the remaining energy supply is decarbonised. Carbon offsetting is only recommended as the final step once all other options have been exhausted, as in the accompanying diagram.



Industry best practice is available for the first two steps of the diagram. There are different frameworks recommending embodied carbon and energy intensity targets for various asset classes but many of these frameworks are new or in development and often only apply to office buildings. As these frameworks develop, best practice recommendations will be highlighted in the Toolkit. With regards to renewable energy supply, on-site renewable energy should be prioritised, where feasible. Where that is not an option or on-site supply does not cover the full energy use of the building, off-site renewables that demonstrate additionality should be used. As this area matures, best practice for off-site renewables requirements will be covered in the Toolkit.

6

### **Does the Charter set any requirements around the embodied emissions or whole-life carbon emissions of buildings?**

The Charter is not related to planning legislation and Commitment 2 of the Charter focuses on reducing operational emissions from existing buildings. For this reason, the Charter does not set any requirements around embodied emissions, whether arising from the initial construction of a building or from any later renovations or demolition of the building. However, Charter participants will still need to adhere to any council planning requirements that are in place around embodied emissions and whole-life carbon. For further details on this area, please refer to Westminster City Council's [Environmental Supplementary Planning Document](#).

7

### **Are Charter participants required to achieve a certain level of certification for their buildings (e.g. a BREEAM rating, a NABERS rating)?**

This is not a requirement of signing up to the Charter, although participants are encouraged to pursue certification under a recognised scheme if they wish.

8

### **Are Charter participants required to achieve a target Energy Use Intensity (EUI) for their buildings?**

At present there are no widely agreed EUI targets for different types of non-domestic buildings, so this is not a requirement of the Charter, so long as participants are achieving net zero buildings by 2040 or earlier. However, participants who own or occupy office blocks may wish to use the guidance provided by the [UK Green Building Council on Energy Performance Targets for Offices](#). This guidance proposes that office buildings should aim for an EUI of 55 kWh/m<sup>2</sup>/year for the whole building by 2040, in order to be aligned with a 1.5 degree pathway. This issue will be reviewed should accepted EUI targets for a wider range of building typologies become available in the near future.



# **PARTICIPANT FORMS**

# PARTICIPANT APPLICATION



This application must be completed, submitted and approved in order to be confirmed as a Charter participant.

**1** Participating organisation:

**2** Please provide a high-level plan/brief overview of how your organisation will implement the commitments of the Charter. You may wish to include the following information within your plan:

- Any high-level organisational goals and vision for tackling the climate emergency, including links to any relevant documents.
- Any existing climate and/or sustainability commitments or targets that your organisation has adopted
- How the Charter commitments and your planned actions to achieve them will be integrated with any existing sustainability/climate commitments you have made.

3

Please provide the following information covering the past 12 months, to inform your baseline. If you have existing baseline data for a different year (e.g. from a Government reporting scheme), you may submit that data instead.

Time Period Covered by Data:  to

Total Annual Electricity Consumption:  kWh

Total Annual Other Fuel (Gas, Oil, Biomass etc) Consumption:  kWh

Electricity Tariff Type:  (Standard / Green / Other)

Total Annual On-Site Renewable Generation:  kWh

**Note:** Please state the total electricity and fuel (in kWh) consumed in the last year across any **Westminster buildings** where you are responsible for purchasing the energy. For landlords, this consumption figure should include any energy purchased on behalf of your tenants. Please also provide the type of electricity tariff type used and any on-site renewable generation, if possible/relevant.

4

Please provide an intensity metric for the buildings that were included in your energy calculation for **Question 3**.

Total floorspace:  m2 (preferred metric) **OR**

Total Full Time Equivalent Staff:  **OR**

Annual Turnover:  £m

5

I confirm that my organisation will implement the commitments of the Sustainable City Charter to the best of its ability, that it will participate in the annual reporting process, and that the information it provides through these checks may be published as part of overall Charter performance reporting\*.

Signature:

Position:

\* Organisational-level data will not be published or shared without prior consent.

# PARTICIPANT ANNUAL PROGRESS UPDATES



To be completed annually by participants.

**1** Participating organisation:

**2** Time period covered by this report (all reporting should cover a period of 12 months in total)

Start date:  End date:

**3** Please provide a high-level progress update of how you have implemented the commitments of the Sustainable City Charter across your buildings in Westminster during the past year, with reference back to the high-level plan provided as part of your original Charter Application. Please include details of:

- Any building energy audits you have carried out (see Commitment 2)
- Any recent changes to your building(s) (e.g. re-developments) if these are relevant to the Charter.

You may also include details of any future or longer-term sustainability plans you have including links to any relevant documents.

**4** Please provide the following information covering the past 12 months.

Total Annual Electricity Consumption:  kWh

Total Annual Other Fuel (Gas, Oil, Biomass etc) Consumption:  kWh

Electricity Tariff Type:  (Standard / Green / Other)

Total Annual On-Site Renewable Generation:  kWh

**Note:** Please state the total electricity and fuel (in kWh) consumed in the last year across any **Westminster buildings** where you are responsible for purchasing the energy. For landlords, this consumption figure should include any energy purchased on behalf of your tenants. Please also provide the type of electricity tariff type used and any on-site renewable generation, if possible/relevant.

**5** Please provide an intensity metric for the buildings that were included in your energy calculation for **Question 4**.

Total floorspace:  m<sup>2</sup> (preferred metric) OR

Total Full Time Equivalent Staff:  OR

Annual Turnover:  £m

**6** Optional supplementary information. You may use this section to include any additional information relevant to your report that you wish to share, for example:

- Additional data that demonstrates your progress against the Charter commitments
- Anything around wider sustainability themes, if you wish
- Sustainability certifications that your Westminster buildings have recently received (e.g. BREEAM, Passivhaus, NABERS etc)
- Issues with the energy data that you have provided in this year's reporting and how those issues are being addressed
- Challenges you are facing with implementing the Charter across your buildings
- General points of feedback to help inform the future work of the Charter and its network