

## **APPENDIX C**

# MAYOR OF LONDON

## 'BE SEEN' REPORTING SPREADSHEET

### INSTRUCTIONS

The 'be seen' webform should be completed by planning applicants, developers and building owners to submit energy performance data at each reporting stage (planning stage, as-built stage and in-use stage) in order to fulfil the requirements of the Mayor's 'be seen' policy set out in London Plan 2021 Policy SI 2.

Before completing and submitting this spreadsheet to the GLA, applicants should read the '**Be seen' energy monitoring guidance** [<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance-and-spgs/be-seen-energy-monitoring-guidance>] and ensure that they have fully understood the process necessary to comply with the policy.

Please note that at each reporting stage the form cannot be saved midway and so users will need to have all the relevant information to hand for the stage they are reporting against in order to submit the webform. The 'be seen' spreadsheet has been developed to enable development teams to capture all data offline before this is submitted via the webform.

By ticking the below box, the person submitting this webform confirms that they are fully authorised by the legal owner to submit data for this **I am fully authorised by the legal owner to submit data for this development**

Select from List

#### 1. Planning stage

The applicant is required to provide accurate and verified estimates of each of the planning stage performance indicators through the planning stage 'be seen' webform, during the planning application determination period. All the required information can be viewed in the 'be seen' spreadsheet. Select the "All\_Inputs" tab, click current reporting stage and select 'planning' from the dropdown list. Applicants should submit the 'be seen' spreadsheet along with any other relevant material as part of the webform submission.

#### 2. As-built stage Final process to be confirmed

Once the as-built design has been completed and prior to the building being handed over (if applicable), the developer is required to provide an accurate and verified update of the estimated performance indicators submitted at planning stage by selecting the "As-built" reporting stage of the "All\_Inputs" tab. This will include a number of additional indicators and a greater level of detail compared to the planning stage, along with some additional contextual information. Reporting from this point on will be for individual Reportable Units (RUs). The 'be seen' spreadsheet should be submitted to the GLA ([EnergyMonitoringLPG@london.gov.uk](mailto:EnergyMonitoringLPG@london.gov.uk)) along with any other relevant material (e.g. DEC certificates etc.) or uploaded to the 'be seen' portal, when this is made available. This section will be updated accordingly.

#### 3. In-use stage Final process to be confirmed

During the in-use stage, the owner is required to monitor and report accurate and verified annual energy performance data for each qualifying RU via the 'be seen' spreadsheet for at least five years once the defects liability period (DLP) is complete. Owners are required to select the "Operational Year xxx" reporting stage of the "All\_Inputs" tab, depending on the in-use reporting year, and complete the necessary information. The 'be seen' spreadsheet should be submitted to the GLA ([EnergyMonitoringLPG@london.gov.uk](mailto:EnergyMonitoringLPG@london.gov.uk)) along with any other relevant material (e.g. DEC certificates etc.) or uploaded to the 'be seen' portal, when this is made available. This section will be updated accordingly.

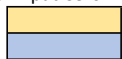
### OTHER INSTRUCTIONS

#### Please enable macros when using this spreadsheet.

Macros are used to show/hide sections of the spreadsheet, depending on the stage in the 'be seen' process and the type of development. If you are unable to use macros, please hide/show rows manually.

#### Key

##### User Input Cells



- <- Free input (some cells are restricted in terms of the format, e.g. numbers)
- <- Drop down selection (these may take up to ~30 seconds to run)

##### Background Cells



- <- Result of an internal calculation
- <- Hide/show button (click away from the cell and back again to activate).
- <- Required data

### QUERIES / FEEDBACK

Any queries of feedback on this spreadsheet should be submitted to:  
[EnergyMonitoringLPG@london.gov.uk](mailto:EnergyMonitoringLPG@london.gov.uk)

OVERALL PROGRESS		97%
CURRENT REPORTING STAGE		Planning
CONTEXTUAL DATA		Progress: 94%
<b>ORGANISATION &amp; CONTACT DETAILS</b>		
<b>ORGANISATION DETAILS</b>		
Organisation Name	80 George Street Limited	
Organisation Address	14 Berkeley Street, Mayfair, London W1J 8DX	
<b>CONTACT DETAILS</b>		
Contact Name	C/O Philip Boyce	
Email	pboyce@sheenlane.co.uk	
Additional Email(s)		
Telephone No.	2035982398	
Mobile No.		
<b>DEVELOPMENT INFORMATION</b>		
<b>OVERALL DEVELOPMENT DETAILS</b>		
Planning Reference Number	22/2333/FUL	
Name of Whole Development	HOF 80 George Street	
<b>DEVELOPMENT LOCATION</b>		
<b>Development Address</b>		
Address Line 1	80 George Street and Nos 2, 4, 8 and 12 Paved Cou	
Address Line 2		
Address Line 3		
Address Line 4		
London Borough	Richmond upon Thames	
Postcode	TW9 1HA	
<b>Ordnance Survey Reference</b>		
Development UPRN (if available)	Please add if available ->	
<b>Geo-Location Coordinates</b>		
Latitude (to 6 decimal places)	Please add if available ->	
Longitude (to 6 decimal places, +ve or -ve)	Please add if available ->	
<b>DEVELOPMENT TOTAL AREA BREAKDOWN</b>		
<b>Residential</b>		
Total Residential Floor Area	GIA m2	0
<b>Dwelling Counts</b>		
Flats	number	0
House	number	0
<b>Non-Residential</b>		
<b>Non-Residential Floor Area Breakdown</b>		
Please include complete non-resi details below		
Landlord Circulation (in Residential Blocks)	GIA m2	
General office (A2, B1, B8, D1 planning classes)	GIA m2	2,377
High street agency (A2 planning classes)	GIA m2	
General retail (A1, S6 planning classes)	GIA m2	
Large non-food shop (A1 planning classes)	GIA m2	
Small food store	GIA m2	
Large food store	GIA m2	
Restaurant (A3, A5 planning classes)	GIA m2	1,576
Bar, pub or licensed club (A4 planning classes)	GIA m2	
Hotel (C1 planning classes)	GIA m2	
Cultural Activities	GIA m2	
Entertainment halls (D2 planning classes)	GIA m2	
Swimming pool centre	GIA m2	151
Fitness and health centre	GIA m2	2,440
Dry sports and leisure facility (D2 planning classes)	GIA m2	
Covered car park	GIA m2	
Public buildings with light usage (D1, S6 planning clas	GIA m2	
Schools and seasonal public buildings (D1, D2 plannin	GIA m2	
University campus	GIA m2	
Clinic (D1 planning classes)	GIA m2	
Hospital (clinical and research)	GIA m2	
Long term residential (C1, C2, C2A planning classes)	GIA m2	
General accommodation (C1, C2, C3 planning classes)	GIA m2	
Emergency services (S6 planning classes)	GIA m2	
Laboratory or operating theatre	GIA m2	
Public waiting or circulation (S6 planning classes)	GIA m2	1,837
Terminal (B8 planning classes)	GIA m2	
Workshop (B1, B2 planning classes)	GIA m2	
Storage Facility (B8 planning classes)	GIA m2	
Cold Storage (B8 planning classes)	GIA m2	
<b>Overall Development Summary</b>		
Total Development Floor Area		
Residential	GIA m2	0
Non-Residential	GIA m2	8,381
Total	GIA m2	8,381
Total Non-Residential Uses		General office; Restaurant; Swimming pool centre; Fitness and health centre; Public waiting or circulation
<b>SUPPLEMENTARY FILES AND UPCOMING REPORTING STAGES</b>		
<b>SUPPLEMENTARY FILES</b>		
<b>Site Plan</b>		
Does the development have a site plan?		Yes
What is the site plan filename?	Must complete ->	
<b>Best Practice Documents</b>		
Does the development have a predicted DEC?		No
Is there a base building energy rating (in line with DFP)?		No
<b>ANTICIPATED DATES FOR UPCOMING REPORTING STAGES</b>		
As-Built Stage		1 Mar 2024
Operational Year 1 End		1 Mar 2025
DEVELOPMENT PERFORMANCE AND EMISSIONS		Progress: 100%
<b>DEVELOPMENT PERFORMANCE</b>		
<b>DEVELOPMENT OVERALL PREDICTED PERFORMANCE</b>		
<b>Predicted Performance Calculation Details</b>		
Fuel Carbon Intensity Source (aligned with planning energy statemen		SAP 10.0
<b>Residential Elements of the development</b>		
Predicted Annual Energy Use		
Fill in all applicable fuels below		
Annual Electricity Use	kWh/yr	0
Annual Gas Use	kWh/yr	0
Annual Oil Use (if applicable)	kWh/yr	0
Annual Biomass Use (if applicable)	kWh/yr	0
Annual District Htg Use (if applicable)	kWh/yr	0
Annual District Clg Use (if applicable)	kWh/yr	0
Elec Generation, Gross (if applicable)	kWh/yr	0
Solar Thermal Generation (if applicable)	kWh/yr	0
Predicted Annual Carbon Emissions	tCO2/yr	0
<b>Non-Residential Elements of the development (Part L Calculation)</b>		
Predicted Annual Energy Use		
Fill in all applicable fuels below		
Annual Electricity Use	kWh/yr	855,847
Annual Gas Use	kWh/yr	903
Annual Oil Use (if applicable)	kWh/yr	0
Annual Biomass Use (if applicable)	kWh/yr	0
Annual District Htg Use (if applicable)	kWh/yr	0
Annual District Clg Use (if applicable)	kWh/yr	0
Elec Generation, Gross (if applicable)	kWh/yr	27,796
Solar Thermal Generation (if applicable)	kWh/yr	0
Predicted Annual Carbon Emissions	tCO2/yr	78
<b>Non-Residential Elements of the development (TMS4 Calculation)</b>		
Predicted Annual Energy Use		
Fill in all applicable fuels below		
Annual Electricity Use	kWh/yr	1,658,285
Annual Gas Use	kWh/yr	26,220
Annual Oil Use (if applicable)	kWh/yr	
Annual Biomass Use (if applicable)	kWh/yr	
Annual District Htg Use (if applicable)	kWh/yr	
Annual District Clg Use (if applicable)	kWh/yr	
Elec Generation, Gross (if applicable)	kWh/yr	20,745
Solar Thermal Generation (if applicable)	kWh/yr	0
Predicted Annual Carbon Emissions	tCO2/yr	392
<b>CARBON OFFSETTING</b>		
Predicted Carbon Shortfall (aligned with planning energy st	tCO2	42
Total Committed Carbon Offset	£	118,275