

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

Yes

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) 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) 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.

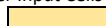

OTHER INSTRUCTIONS

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

