

# MAYOR OF LONDON

## 'BE SEEN' REPORTING SPREADSHEET

### INSTRUCTIONS

The 'be seen' webform should be completed by planning applicants, development reporting stage (planning stage, as-built stage and in-use stage) in order to 2021 Policy SI 2.

Before completing and submitting this spreadsheet to the GLA, applicants should visit [\[https://www.london.gov.uk/what-we-do/planning/implementing-london-plan\]](https://www.london.gov.uk/what-we-do/planning/implementing-london-plan) and ensure that they have fully understood the process necessary to complete the form.

Please note that at each reporting stage the form cannot be saved midway through a reporting stage they are reporting against in order to submit the webform. The 'be seen' data should be saved offline before this is submitted via the webform.

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

#### 1. Planning stage

The applicant is required to provide accurate and verified estimates of each 'be seen' webform, during the planning application determination period. All the data should be entered in the "All\_Inputs" tab, click current reporting stage and select 'planning' from the dropdown menu. Please refer to 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 occupied, the applicant should provide a final and verified update of the estimated performance indicators submitted at the planning stage in the "All\_Inputs" tab. This will include a number of additional indicators and a greater level of detail. Reporting from this point on will be for individual Reportable Buildings (EnergyMonitoringLPG@london.gov.uk) along with any other relevant material 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 data for the 'be seen' spreadsheet for at least five years once the defects liability period has ended. Reporting should be submitted at the reporting stage of the "All\_Inputs" tab, depending on the in-use reporting stage. Reporting should be submitted to the GLA (EnergyMonitoringLPG@london.gov.uk) along with any other relevant material made available. This section will be updated accordingly.

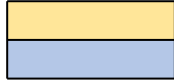
## OTHER INSTRUCTIONS

### Please enable macros when using this spreadsheet.

Macros are used to show/hide sections of the spreadsheet, depending on the user's settings. 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 number of characters)

<- Drop down selection (these may take up to ~30 seconds to load)

#### Background Cells



<- Result of an internal calculation

+

<- Hide/show button (click away from the cell and back)

\*

<- Required data

## QUERIES / FEEDBACK

Any queries or feedback on this spreadsheet should be submitted to:

[EnergyMonitoringLPG@london.gov.uk](mailto:EnergyMonitoringLPG@london.gov.uk)

operators and building owners to submit energy performance data at each stage to fulfil the requirements of the Mayor's 'be seen' policy set out in London Plan

Users should read the **'Be seen' energy monitoring guidance** ([london-plan-guidance-and-spgs/be-seen-energy-monitoring-guidance](#)) in conjunction with the policy.

A 'be seen' spreadsheet has been developed to enable development teams to capture

data if they are fully authorised by the legal owner to submit data for this

Select from List

of the planning stage performance indicators through the planning stage 'be seen' spreadsheet. Select the reporting stage from the dropdown list. Applicants should submit the 'be seen' spreadsheet along with

any other relevant material (e.g. DEC certificates etc.) or uploaded to the 'be seen' portal, when this is handed over (if applicable), the developer is required to provide an accurate 'be seen' spreadsheet by selecting the "As-built" reporting stage of the "All\_Inputs" reporting stage of detail compared to the planning stage, along with some additional contextual information for the Units (RUs). The 'be seen' spreadsheet should be submitted to the GLA along with any other relevant material (e.g. DEC certificates etc.) or uploaded to the 'be seen' portal, when this is

submitted and verified annual energy performance data for each qualifying RU via the 'be seen' portal (DLP) is complete. Owners are required to select the "Operational Year xxx" reporting stage, and complete the necessary information. The 'be seen' spreadsheet should be submitted along with any other relevant material (e.g. DEC certificates etc.) or uploaded to the 'be seen' portal accordingly.

he stage in the 'be seen' process and the type of development. If you are

format, e.g. numbers)  
nds to run)

(again to activate).

# MAYOR OF LONDON

OVERALL PROGRESS

100%

CURRENT REPORTING STAGE ----- >>

CONTEXTUAL DATA

Progress: 100%

+ ORGANISATION & CONTACT DETAILS

ORGANISATION DETAILS

Organisation Name

Organisation Address

CONTACT DETAILS

Contact Name

Email

Additional Email(s)

Telephone No.

Mobile No.

+ DEVELOPMENT INFORMATION

OVERALL DEVELOPMENT DETAILS

Planning Reference Number

Name of Whole Development

DEVELOPMENT LOCATION

**Development Address**

Address Line 1

Address Line 2

Address Line 3

---

Address Line 4

---

London Borough

---

Postcode

---

**Ordnance Survey Reference**

---

Development UPRN (if available)

---

*Please add if available ->*

---

**Geo-Location Coordinates**

---

Latitude (to 6 decimal places)

---

*Please add if available ->*

---

Longitude (to 6 decimal places, +ve or -ve)

---

*Please add if available ->*

---

**DEVELOPMENT TOTAL AREA BREAKDOWN**

---

**Residential**

---

Total Residential Floor Area

---

GIA m2

---

Dwelling Counts

---

Flats

---

number

---

House

---

number

---

**Non-Residential**

---

Non-Residential Floor Area Breakdown

---

Landlord Circulation (in Residential Blocks)

---

GIA m2

---

General office (A2, B1, B8, D1 planning classes)

---

GIA m2

---

High street agency (A2 planning classes)

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GIA m2

---

General retail (A1, SG planning classes)

---

GIA m2

---

Large non-food shop (A1 planning classes)

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GIA m2

---

Small food store

---

GIA m2

---

Large food store

---

GIA m2

---

Restaurant (A3, A5 planning classes)

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GIA m2

---

Bar, pub or licensed club (A4 planning classes)

---

GIA m2

---

Hotel (C1 planning classes)

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GIA m2

---

Cultural Activities

---

GIA m2

---

Entertainment halls (D2 planning classes)

---

GIA m2

---

Swimming pool centre

---

GIA m2

---

Fitness and health centre

---

GIA m2

---

Dry sports and leisure facility (D2 planning classes)

---

GIA m2

---

Covered car park

---

GIA m2

Public buildings with light usage (D1, SG planning classes)	GIA m2
Schools and seasonal public buildings (D1, D2 planning classes)	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 (SG planning classes)	GIA m2
Laboratory or operating theatre	GIA m2
Public waiting or circulation (SG planning classes)	GIA m2
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

**Overall Development Summary**

Total Development Floor Area	
Residential	GIA m2
Non-Residential	GIA m2
Total	GIA m2
Total Non-Residential Uses	

+ SUPPLEMENTARY FILES AND UPCOMING REPORTING STAGES

SUPPLEMENTARY FILES

**Site Plan**

Does the development have a site plan?
What is the site plan filename?

**Best Practice Documents**

Does the development have a predicted DEC?
Is there a base building energy rating (in line with DFP)?

ANTICIPATED DATES FOR UPCOMING REPORTING STAGES

As-Built Stage

Operational Year 1 End

DEVELOPMENT PERFORMANCE AND EMISSIONS

Progress: 100%

+ DEVELOPMENT PERFORMANCE

DEVELOPMENT OVERALL PREDICTED PERFORMANCE

Predicted Performance Calculation Details

Fuel Carbon Intensity Source (aligned with planning energy statement)

Residential Elements of the development

Predicted Annual Energy Use

Annual Electricity Use kWh/yr

Annual Gas Use kWh/yr

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

Solar Thermal Generation (if applicable) kWh/yr

Predicted Annual Carbon Emissions tCO2/yr

Non-Residential Elements of the development (Part L Calculation)

Predicted Annual Energy Use

Annual Electricity Use kWh/yr

Annual Gas Use kWh/yr

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

Solar Thermal Generation (if applicable) kWh/yr

Predicted Annual Carbon Emissions tCO2/yr



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**Non-Residential Elements of the development (TM54 Calculation)**

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**Predicted Annual Energy Use**

Annual Electricity Use	kWh/yr
Annual Gas Use	kWh/yr
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
Solar Thermal Generation (if applicable)	kWh/yr
Predicted Annual Carbon Emissions	tCO2/yr

**CARBON OFFSETTING**

Predicted Carbon Shortfall (aligned with planning energy statement)	tCO2
Total Committed Carbon Offset	£

**END**



Planning \*



Macar Living (City House) Ltd \*  
Sutton Park Road \*



Natalie Gentry \*  
natalie.gentry@macar.co.uk \*  
020 7145 4545 \*



TBC \*  
City House \*



City House \*  
Sutton Park Road





1 Jan 2026	*
1 Jan 2027	*



SAP 10.2	*
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*Fill in all applicable fuels below*

412,230	*
0	*
0	*
0	*
0	*
0	*
0	*
0	*
56	*

*Fill in all applicable fuels below*

10,587	*
0	*
0	*
0	*
0	*
0	*
5,533	*
0	*
1	*

*Fill in all applicable fuels below*

12,726	*
0	*
0	*
0	*
0	*
0	*
5,533	*
0	*
2	*

708	*
67,260	*

