

# MAYOR OF LONDON

## 'BE SEEN' REPORTING SPREADSHEET

### INSTRUCTIONS

The 'be seen' spreadsheet should be used by planning applicants, developers and London Plan Policy SI 2.

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

The 'be seen' spreadsheet is the single route of compliance with the 'be seen' planning stage, as-built stage and in-use stage. An outline of the submission process

#### 1. Planning stage

Once planning approval has been granted, and within four weeks, the applicant must provide the following information relevant to the planning stage. Applicants are required to select the "Planning" information (i.e. applicant and development contextual information and the development details) also required to submit evidence from best practice methodologies (if applicable) at the 'as-built' stage and 'Operational Year 1'. The 'be seen' spreadsheet should then be submitted with the relevant material.

#### 2. As-built stage

Once the as-built design has been completed and prior to the building being handed over, the applicant must provide a verified update of the estimated performance indicators submitted at planning stage. This update should include a number of additional indicators and a greater level of detail compared to the original 'be seen' spreadsheet. Reporting from this point on will be for individual Reportable Units (RUs). The details should be submitted to the original 'be seen' spreadsheet that was submitted at planning stage. The 'be seen' spreadsheet should be submitted to (ZeroCarbonPlanning@london.gov.uk) along with any other relevant material (if available). This section will be updated accordingly.

#### 3. In-use stage

During the in-use stage, the owner is required to monitor and report accurate data to the 'be seen' spreadsheet for at least five years once the defects liability period (DLP) is completed. The data should be submitted to 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 'be seen' portal the original 'be seen' spreadsheet that was submitted at planning stage. The 'be seen' spreadsheet should be submitted to (ZeroCarbonPlanning@london.gov.uk) along with any other relevant material (if available). This section will be updated accordingly.

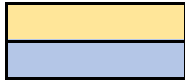
### OTHER INSTRUCTIONS

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

Macros are used to show/hide sections of the spreadsheet, depending on the status of the project. If you have disabled macros, please hide/show rows manually.

#### Key

### User Input Cells



- <- Free input (some cells are restricted in terms of the format)
- <- 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 again)

<- Required data

## QUERIES / FEEDBACK

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

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

building owners to fulfil the requirements of the Mayor's 'be seen' policy set out in

and read the '**Be seen' energy monitoring guidance**

[\[1/1/2024/1/1/2024/planning-guidance/be-seen-energy-monitoring-guidance-pre-consultation-draft\]](#)

of the policy.

Developers and applicants are required to submit it to the GLA at the following three stages:

The process at each stage is provided below.

Developers are required to provide accurate and verified estimates of each of the performance metrics for the "Planning" reporting stage of the "All\_Inputs" tab and complete the necessary data for development energy and carbon performance estimates). At this stage, applicants are required to provide details of the development and confirm the anticipated dates for the upcoming reporting stages (i.e. 'As-built', 'Operational Year xxx'). This information should be submitted to the GLA ([ZeroCarbonPlanning@london.gov.uk](mailto:ZeroCarbonPlanning@london.gov.uk)) along with any other

Documents provided over (if applicable), the developer is required to provide an accurate and verified estimate of the energy performance of the development by selecting the "As-built" reporting stage of the "All\_Inputs" tab. This will be submitted to the planning stage, along with some additional contextual information. The developer will either be sent or will be able to download from the 'be seen' portal the 'be seen' spreadsheet should be submitted to the GLA (e.g. DEC certificates etc.) or uploaded to the 'be seen' portal, when this is made

Developers should provide accurate and verified annual energy performance data for each qualifying RU via the 'be seen' portal. Owners are required to select the "Operational Year xxx" reporting stage of the "All\_Inputs" tab and provide the necessary information. The owner will either be sent or will be able to download from the 'be seen' portal the 'be seen' spreadsheet should be submitted to the GLA (e.g. DEC certificates etc.) or uploaded to the 'be seen' portal, when this is made

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at, e.g. numbers)  
to run)

in to activate).

