

### What is the CCCA Annual Reporting?

CCCA's energy data reporting takes place on an annual basis. Data can be submitted throughout the year however to be included in the collaborative report the **closing date is 31 December 2018**. By reporting your data, you will be contributing to this year's CCCA annual report, where we collectively disclose members' carbon emissions and reductions. This makes the CCCA, and its members, accountable and more importantly, it provides members with the evidence to continue building their business case towards their environmental commitments.

### Benefits of annual reporting include:

- ✓ Reaffirming your organisation's on-going commitment to improving performance to stakeholders and clients
- ✓ Identify areas where further energy efficiency improvements can be made in your organisation
- ✓ Track progress and access the **CCCA Carbon Certification Scheme**

### How do I report?

This year reporting can be made through the CCCA [carbon reporting form online](#). This enables more efficiency and accuracy in dealing with submissions. Alternatively, the form is available in word format from our website. To apply you will need to have your annual electricity, gas, and potentially other fuel consumption such as petrol/diesel. A breakdown of data required is below. Organisations submitting their annual energy consumption data will automatically be assessed for [CCCA Carbon Certification](#).

### What do I report?

You are able to save the online form at any point however prior to starting data input it would be useful to have the following key information available:

<b>Contact details</b>	<ul style="list-style-type: none"> <li>• Your details</li> <li>• Organisation details</li> </ul>
<b>Organisation information</b>	<p>For buildings within the borough of Camden:</p> <ul style="list-style-type: none"> <li>• Floor area in metres squared</li> <li>• Full-time employees</li> <li>• Ownership – property owner or tenant</li> </ul>
<b>Energy Consumption of report year</b>	<ul style="list-style-type: none"> <li>• Energy report period (this can vary as long as it is consistent with the previous year)</li> <li>• Electricity Consumption (kwh) and Gas Consumption (kwh)</li> <li>• Electricity supplier/tariff</li> <li>• Any other fuel uses (e.g. petrol/diesel (litres) from your own fleet or generators)</li> </ul>
<b>Baseline data</b>	<ul style="list-style-type: none"> <li>• Data from baseline year (if available)</li> </ul>
<b>Carbon certification</b>	<p>Please state which level of carbon certification you would like to apply for:</p> <ul style="list-style-type: none"> <li>• Going Green</li> <li>• Cutting Carbon</li> <li>• Carbon Champion</li> </ul> <p>You can also apply for the separate engagement certification Team Green. We will be in touch if further evidence is required for your chosen certification level. See more information on our website: <a href="http://www.camdencca.org/services-and-products/certification/">http://www.camdencca.org/services-and-products/certification/</a></p>