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Carbon Emissions Reporting Form - 2022/23 Quick Guide

To capture carbon emissions from your organisation produced in delivering goods and services to Denbighshire County Council, we request the completion of the **Carbon Emissions Reporting Form**. This report is expected to be provided annually, preferably at the end of the financial year in which your contract was initiated.

*\*This reporting methodology is currently being trialled in multiple Welsh Authorities and is expected to be adopted as the standard tool advised by Welsh Government and provided to Local Authority suppliers.*

Step 1: Complete first tab – Carbon Emissions Reporting Form.

* Answer all numbered questions, as applicable. Note additional questions (10a, 10b) for:
  + Care/Nursing Homes
  + Temporary accommodation properties
  + Hotel/B&Bs
* The response to Question 11 will determine which of the following tabs to complete with organisation data.

Step 2: Review Additional Background Information, if applicable.

Step 3: Follow instruction in row 27 advising which of the following tabs to complete (appears once Question 11 has been answered). (*For organisations that do not have access to their total consumption data, you can use the Monthly Reporting tab*.)

If you require additional support, please contact: [roberta.bailey@denbighshire.gov.uk](mailto:roberta.bailey@denbighshire.gov.uk).

THANK YOU!