



Carbon reduction plan Guidance

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier¹ and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance, and all of the following criteria are met:

- the bidding entity is wholly owned by the parent
- the commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity
- the environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract
- the CRP is published on the bidding entity's website

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure to satisfy this particular condition of participation.

¹ Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

² Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

Carbon Reduction Plan Template

Supplier name: Carter Gregson Gray Ltd

Publication date: 24th October 2025

Commitment to achieving Net Zero

Carter Gregson Gray is committed to achieving Net Zero emissions by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: October 2024 - 2025
Additional Details relating to the Baseline Emissions calculations.
Carter Gregson Gray is a young SME Architectural Practice based in London wholly owned by its Directors, and this baseline period coincides with a move to our first independent studio space. Prior to this, our operations were incubated within offices where energy usage and waste data were not independently metered or visible to CGG.
Therefore, this inaugural baseline (October 2024 to October 2025) has been established through a robust methodology combining direct data where available, specific trip data, our employee commuting survey, and benchmarking against industry best practice from comparably sized London architectural practices. This hope that this provides a solid foundation for tracking our progress towards our 2050 Net Zero target. We have now implemented rigorous internal data collection processes for all future reporting periods.

Methodology for baseline estimation:

- **Scope 1 (Direct combustion & company vehicles):** Estimated based on scaled data from comparably sized London architectural practices, reflecting energy use for heating and potential direct combustion activities.
 - Estimated Scope 1: $=15.90 \text{ tCO}_2\text{e} \times (21/30) = 11.13 \text{ tCO}_2\text{e}$
- **Scope 2 (Purchased electricity):** Our studio now has independently metered electricity, but previous data is not available. Estimated 3.41 tCO₂e, using energy benchmarks for offices of our scale.
- **Scope 3 (Heating, cooling, travel, commuting, etc.):**
 - **Business travel:** Total emissions calculated using measured data and UK Government GHG Conversion Factors: 0.518 tCO₂e.
 - **Employee commuting:** Calculated from internal employee commuting survey and average London commutes: approximately 1.080 tCO₂e.
 - **Waste generated in operations:** Estimated by scaling reported data from comparably sized practices: 0.062 tCO₂e.
 - **Work from home:** Reflects a scale-adjusted 1.516 tCO₂e based on comparable practices.
 - **Purchased goods:** Reflecting spend-based carbon accounting from comparably sized practices, utilising UK Government carbon conversion factors: =10.09 tCO₂e

Baseline year emissions:

EMISSIONS	TOTAL (tCO₂e)
Scope 1	11.13
Scope 2	3.41
Scope 3 (Included Sources)	0.518 (Business Travel) + 1.080 (Commuting) + 0.062 (Waste) + 1.516 (Work from Home) + 10.09 (Purchased Goods) = 13.269
Total Emissions	27.809

Current Emissions Reporting

Reporting Year: October 2024 - 2025

EMISSIONS

TOTAL (tCO₂e)

Additional Details relating to the Baseline Emissions calculations.

As this is our first Carbon Reduction Plan, our current reporting year is the same as our baseline year. Future annual reports will show progress against this baseline. We are actively collecting actual metered data from our new studio and tracking all business travel and procurement to establish an evidence-based report for our next CRP update.

Scope 1

11.13

Scope 2

3.41

Scope 3 (Included Sources)

0.518 (Business Travel) +
1.080 (Commuting) +
0.062 (Waste) +
1.516 (Work from Home) +
10.09 (Purchased Goods) = **13.269**

Total Emissions

27.809

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to **19.5 tCO₂e** tCO₂e by **2029**. This is a reduction of **30%**.

~~Progress against these targets can be seen in the graph below:~~

Design influence targets (RIBA 2030 Climate Challenge aligned): For all new projects, Carter Gregson Gray aims to:

- **Operational energy:** Achieving a 75% reduction in operational energy demand compared to current building regulations.
- **Embodied carbon:** Achieving a 50-70% reduction in embodied carbon.
- **Potable water use:** Achieving a 40% reduction in potable water use.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the **2024** baseline. ~~The carbon emission reduction achieved by these schemes equate to **XX** tCO₂e, a **XX%**ge reduction against the **20XX** baseline and the measures will be in effect when performing the contract.~~

2024 is our baseline year and as such we cannot measure the impact of environmental management measures that have been put in place over this period. Nonetheless, as a record of our recent activities, and as evidence to our commitment to carbon reduction, our recent projects are detailed below:

- **Studio relocation:** Our move to an independent studio above Smithfield Market in October 2025 provides direct control over our environmental performance.
- **Low-carbon heating & cooling:** Benefits from our studio's connection to Citigen, a low-carbon district energy network.
- **Cycle-to-work scheme & incentives:** Established and actively promoting cycling to work, including an annual £120 contribution to employee bike services.
- **Digital-first approach:** Embedded a digital-first approach in project delivery to reduce reliance on physical materials.
- **Default double-sided printing:** Implemented a standard practice of double-sided printing for all necessary physical outputs.

Future carbon reduction initiatives

In the future we hope to implement further measures such as:

Corporate operations (Scopes 1 & 2):

- Transition to 100% certified renewable electricity tariff by Q1 2026.
- Conduct energy audit of our studio by mid-2026 for efficiency improvements.
- Achieve ISO 14001 Environmental Management System certification by end of 2025.

Design & project delivery (Scope 3 influencing):

- Advocate for mandatory Whole Life Carbon assessments for projects.
- Develop a Sustainable Materials Specification Guide by 2026.
- Launch a CPD programme ensuring staff proficiency in passive design strategies.
- Implement a precise waste audit system by mid-2026.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard³ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁴.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁵.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



Kevin Gray, Director

Date: 24/10/2025

³ <https://ghgprotocol.org/corporate-standard>

⁴ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁵ <https://ghgprotocol.org/standards/scope-3-standard>