

# Energy Footprint Tool 2023

When completing your online Energy Footprint Tool entry for your church, please use your energy bills from 2023.

Here is a guide for what to expect when completing the Energy Footprint Tool in the Parish Returns Portal. Do ensure that you have all your information before starting, as some fields need answering in order to click 'next' and move on.

## Page 1:

You will need to complete a return for each building you have. If you have a shared meter for your Church and Church Hall, please specify on this page and only complete one return for the shared amount.

**Buildings & Fuels Used**

Total  
0% complete

For how many buildings would you like to enter data?

1

This question is intended for churches that have multiple blocks/buildings with different meter readings for each (e.g. a church hall that is metered separately). If you are completing returns for multiple churches within a parish/benefice, please enter the data for each church separately against each churches individual entry on the parish returns (the "Select Church" button on the top of the page will allow you to this)

If you do not have any buildings to enter data for click here

Building Name

Main

Type of building

Church  Church Hall  Church and Church Hall combined (shared meter)

Where you have a building used for a hub, parish meeting room etc, please classify as church hall.

What sources of energy does this building use?

Electricity

Gas

Oil

Other Fuels (LPG, Pellets or Wood Chips)

Green heating technologies (e.g. Solar Hot Water, Heat Pumps or Combined Heat and Power)

On-site Solar PV

No energy is used in this building

Delete this building

---

Next Add a building

## Page 2:

Buildings & Fuels Used

Main - Energy Usage  
0 of 7 complete 0%

Work Related Travel  
0 of 1 complete 0%

Total  
0 of 8 complete 0%

Primary heating fuel

Electricity

The fuel that is mainly used to heat the building

Electricity supplier ?

- Ecotricity
- Good Energy
- Green Energy Basket from Parish Buying / Total
- Green Energy UK
- Green Journey/SSE
- Green Journey/Other Supplier
- Octopus
- Opus Energy - Advance Plus Tariff
- SSE Solutions
- Other

Please specify

Please specify

Is your electricity tariff a green tariff?

- Yes
- No
- Unsure

Electricity purchased (kWh)

Electricity purchased (kWh)

Enter total units for the year (kilowatt-hours) in this field, or total spend in the next field, or both. Include only electricity purchased from the grid, not generated on site.

Cost of electricity (£)

Cost of electricity (£)

Enter total spend (inclusive of any standing charges, VAT, etc) in the year in this field, and/or kWh in the previous field - only purchased electricity, not generated on site.

Are you on single or 3 phase electricity? ?

- Single
- 3 Phase
- Not known

please don't guess - if you are unsure please select not known

Please estimate the age of your heating system in years

Please estimate the age of your heating system in years

An exact figure is not required

Notes

Notes

Use this field if you need to add context to any of the information provided in this form - for example to note if your church was closed for a period during the year or you have changed your heating system.

Back

Next

Page 3:

Buildings & Fuels Used

Main - Energy Usage  
5 of 5 complete 100%

Work Related Travel  
0 of 1 complete 0%

Total  
5 of 6 complete 83%

Were there any work-related travel expenses claimed in this year?  Yes  
 No  
 Unsure

---

Car

Total number of miles claimed

Total money claimed for car travel (£)

Percentage of claims made for electric vehicles (If known)

---

Train and Bus

Total money claimed for rail travel

Total money claimed for bus travel

---

Notes

Use this field if you need to add context to any of the values provided in this form

[Back](#) [Next](#)

Once you have input your data for all three pages, it will take you through to a holding page.  
You must press 'Submit' in order for your data to confirm on the portal.  
Once you have done this, you will receive your energy rating for 2023.

**100% complete** **Not Submitted**

[Print / Download Report](#)

[Enter Data](#)

[Submit](#)

[Reset Data Entry](#)