



## Energy Footprint Tool: January to December 2023

Church name:	Parish name:
Deanery:	Diocese:

**Reminder: Please complete this form online if possible**

<https://parishreturns.churchofengland.org/>

The online returns system includes existing information about your church. It automatically checks for typographical errors and minor mistakes and gives you the opportunity to revise your figures before final submission. You can see the data for your church over time and download copies for your records.

- ✓ This tool will help to identify your carbon footprint as well as your energy efficiency.
- ✓ To fill in this form for your church building, you will need your energy bills for 2023.
- ✓ You will also have the opportunity to provide data for buildings that are not the main church building (e.g. church halls, community centres). If you would like to enter data for these, please note that you will need to know the approximate size of the building (in square metres), and some attendance figures alongside the energy data. Guidance to aid these estimations will be given.
- ✓ This tool incorporates both church buildings and “other buildings” in separate sections online. If you are providing information for a building other than your main church building, you will also need all of the same information for the other building.

### Section I: Church Building Fuel

#### 1. What is the Building Name?

#### 2. Type of Building?

- ✓ Please only enter buildings for which the parish is responsible for paying the bills. For example, if you occasionally rent a meeting room and pay an hourly rent, it should not be included here. Any clergy houses owned by the parish should be entered on the housing screen.
- ✓ Options: Church, Church Hall, Church and Hall combined (shared meter)

**3. What is your church building's primary heating fuel? (Please tick)**

- ✓ Please tick only one box
- ✓ If you have multiple ways of heating your building (e.g. a gas boiler and a couple of electric heaters), please tick the fuel that is used most to heat the building.

Electricity	Mains Gas	Oil	On-site Solar PV	LPG	Wood Chips	Green heating technologies (e.g. Solar Hot Water, Heat Pumps or Combined Heat and Power)	Pellets
If your building does not use any energy, please tick here: (you may proceed to the optional section 2 if you wish)							

**4a. If you use electricity, please could you provide the name of the supplier below:**

- ✓ If you do not use electricity, please leave this section blank.

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**4b. Please provide the following electricity figures for 2023 below:**

- ✓ If you do not use electricity, please leave this section blank.

Electricity Purchased (kWh)	
Cost of Electricity (£ - inclusive of standing charges, VAT etc)	

**4c. Are you on single or 3 phase electricity?**

- ✓ The best way to tell if a property has a three-phase supply is by looking at the electrical fuse. Check your electrical meter, meters are sometimes labelled "Single-Phase," "Mono-Phase," or "I-Phase" for single phase. 3-phase supplies sometimes say "3-Phase," "Tri-Phase," or "Polyphase". Count the fuses - there will be 3 fuses for 3-phase or 1 fuse for single-phase. Or your utility bill may say what type of power you have.

Single	3 Phase	Not known

**5a. If you use gas, please could you provide the name of the supplier below:**

✓ If you do not use gas, please leave this section blank.

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**5b. Please provide the following gas figures for 2023 below:**

✓ If you do not use gas, please leave this section blank.

Gas Purchased	Unit of Gas (please circle or delete as appropriate)	Cost of Gas (£ - inclusive of standing charges, VAT etc)
	kWh/cu metres/100s cu feet	

**6. Is your electricity or gas supplier a 'green tariff'? (Please tick)**

✓ If you do not use gas or electricity, please leave this section blank.

Energy	Yes	No
Electricity		
Gas		

**7. Please provide the following oil figures for 2023 below.**

✓ If you do not use oil, please leave this section blank.

Oil Purchased (litres)	
Cost of Oil (£ - inclusive of standing charges, VAT etc)	

**8. Please estimate the age of your heating system in years?**

✓ An exact figure is not required

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**9. If you use any of the following fuels, please fill in the quantity purchased in 2023**

✓ If you do not use any of these fuels, please leave this section blank.

LPG (litres)	
Wood Chips (kg)	
Pellets (kg)	

**10a. If you use any of the following alternative heating technologies, please tick the appropriate boxes**

✓ If you do not use any of these alternative heating technologies, please leave this section blank.

Solar Hot Water	
Heat Pumps	
Combined Heat and Power	
Solar Panels	
Other (please comment)	

**10b. If you have solar panels, please fill in system capacity (in kWp) or, if known, the total electricity generation in kWh for the year (generation, not use or export).**

✓ If you do not have solar panels, please leave this section blank.

Capacity (kWp)	
Elec units generated (kWh)	

**11. Work-Related Travel Expenses**

✓ An estimate for this would be appreciated.

Were work-related travel expenses claimed in 2023?	
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**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**

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