Carbon Reduction Plan

Example only: a made-up company with made-up figures, produced to show the layout.

Supplier name: Larchfield Facilities Ltd
Publication date: 1 April 2026

Commitment to achieving net zero

Larchfield Facilities Ltd is committed to achieving net zero emissions by 2045.

This covers our UK operations: our Scope 1 and Scope 2 emissions and the Scope 3 categories required by PPN 006.

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: 2023 (January to December)

Additional details relating to the baseline emissions calculations:
Emissions are calculated for the sources over which we have operational control, using the UK Government GHG conversion factors for company reporting (DESNZ 2023). Scope 3 covers the five categories PPN 006 asks for: upstream transportation and distribution (category 4), waste generated in operations (5), business travel (6), employee commuting (7) and downstream transportation and distribution (9). Category 9: downstream transport and distribution: no emissions reported. We provide cleaning and maintenance services on our clients' sites and sell no physical goods, so there is no downstream transport of sold products.

Baseline year emissions:

Emissions	Total (tCO2e)
Scope 1	25.14
Scope 2	4.43
Scope 3 (included sources)	13.35
Total emissions	**42.92**

Current emissions reporting

Reporting year: 2025 (January to December)

Emissions	Total (tCO2e)
Scope 1	15.83
Scope 2	4.74
Scope 3 (included sources)	12.15
Total emissions	**32.72**

Total emissions are 24% lower than in our 2023 baseline. That is 19.83 tCO2e per £1 million of turnover and 2.73 tCO2e per full-time employee. Scope 2 above is location-based (UK grid average). On a market basis, using our electricity suppliers' published fuel mix, Scope 2 was 0 tCO2e.

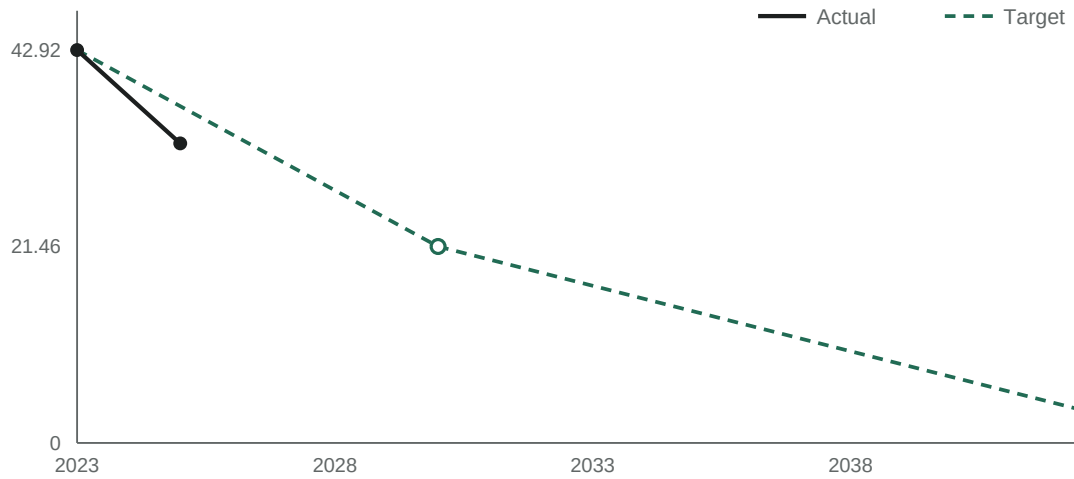
Emissions reduction targets

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

- Reduce total emissions by 50% against our 2023 baseline by 2030.
- Reach net zero by 2045.

We project that carbon emissions will decrease over the next five years to 21.46 tCO2e by 2030. This is a reduction of 50% against our 2023 baseline.

Progress against our target (tCO2e)



Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equate to 8.30 tCO2e, a 19% reduction against the 2023 baseline and the measures will be in effect when performing the contract.

- LED lighting with motion sensors fitted throughout our office and store (2024) (saving about 1.10 tCO2e a year).
- Two of our four diesel vans replaced with electric vans, charged at our depot (2025) (saving about 7.20 tCO2e a year).
- Moved our office electricity to a renewable tariff backed by REGO certificates (2025).

Future carbon reduction initiatives

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

- Replace our last two diesel vans with electric vans by the end of 2027 (estimated saving 6.50 tCO2e a year).
- Replace the office gas boiler with an air source heat pump in 2028 (estimated saving 5.00 tCO2e a year).
- A travel policy that puts rail before car for any trip over 50 miles (estimated saving 0.40 tCO2e a year).

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 standard and uses the appropriate government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors on 20 March 2026.

Signed on behalf of the supplier:

	20 March 2026
Signature	Date

Name: Sam Example
Job title: Managing Director

Annex: how these figures were calculated

Each line is the quantity from our records multiplied by the UK Government conversion factor shown (kilograms of CO2e per unit, covering the seven Kyoto gases), divided by 1,000 to give tonnes. Factor rows refer to the "Factors by Category" sheet of the DESNZ flat file for that year, so each figure can be checked against the published spreadsheet.

2023 (January to December): 42.92 tCO2e (DESNZ 2023, ghg-conversion-factors-2023-flat-file-update.xlsx)

Source (and your note)	Quantity	Unit	kg CO2e per unit	DESNZ row	tCO2e
Scope 1: fuel, company vehicles and refrigerant · 25.14 tCO2e					
Natural gas *Office and store gas bills*	38,500	kWh (gross CV)	0.18293	83	7.04
Van, Class II (1.305 to 1.74 tonnes), diesel *4 vans, mileage log*	52,000	miles	0.28013	1760	14.57
Company car, average car, petrol *1 pool car*	9,000	miles	0.26379	1616	2.37
Refrigerant R410A *Air conditioning top-up, engineer's report*	0.60	kg topped up	1,924	686	1.15
Scope 2: electricity and heat you buy · 4.43 tCO2e					
Electricity from the grid (UK) *Electricity bills*	21,400	kWh	0.20707	2850	4.43
Category 4: upstream transport and distribution · 1.83 tCO2e					
Van (up to 3.5 t), diesel *Courier deliveries of cleaning supplies*	3,200	tonne-km	0.5706	5471	1.83
Category 5: waste generated in operations · 1.14 tCO2e					
General waste (commercial), sent to landfill *General waste, contractor's annual report*	2.10	tonnes	520.33	4045	1.09
Paper and cardboard (mixed), recycled	0.80	tonnes	21.2808	4182	0.02
Plastics (mixed), recycled	0.30	tonnes	21.2808	4112	0.01
Water sent to the sewer (wastewater treatment)	140	cubic metres	0.20132	3730	0.03
Category 6: business travel · 1.59 tCO2e					
National rail	6,800	passenger-km	0.035463	5029	0.24
Car, medium car, fuel not known *Staff mileage claims*	4,200	miles	0.27754	4825	1.17
Hotel night, UK	18	room-nights	10.4	6909	0.19
Category 7: employee commuting · 8.79 tCO2e					
Car, average car, fuel not known *Commuting helper: 12 staff × 60% × 220 days × 2 × 14 km*	44,352	km	0.16664	4921	7.39
Local bus (average) *Commuting helper: 12 staff × 15% × 220 days × 2 × 14 km*	11,088	passenger-km	0.10215	5021	1.13
National rail *Commuting helper: 12 staff × 10% × 220 days × 2 × 14 km*	7,392	passenger-km	0.035463	5029	0.26

2025 (January to December): 32.72 tCO2e (DESNZ 2025, ghg-conversion-factors-2025-flat-format.xlsx)

Source (and your note)	Quantity	Unit	kg CO2e per unit	DESNZ row	tCO2e
Scope 1: fuel, company vehicles and refrigerant · 15.83 tCO2e					
Natural gas *Office and store gas bills*	31,200	kWh (gross CV)	0.18296	83	5.71
Van, Class II (1.305 to 1.74 tonnes), diesel *2 diesel vans*	27,000	miles	0.30996	1976	8.37
Van, Class II (1.305 to 1.74 tonnes), battery electric *2 electric vans (charging is in Scope 2)*	25,500	miles	0	2000	0
Company car, average car, hybrid *Pool car, now a hybrid*	8,500	miles	0.20639	1836	1.75
Scope 2: electricity and heat you buy · 4.74 tCO2e					
Electricity from the grid (UK) *Electricity bills, including van charging*	26,800	kWh	0.177	3066	4.74
Category 4: upstream transport and distribution · 1.89 tCO2e					
Van (up to 3.5 t), diesel	3,000	tonne-km	0.6313	5957	1.89
Category 5: waste generated in operations · 0.65 tCO2e					
General waste (commercial), sent to landfill	1.20	tonnes	520.53	4261	0.62
General waste (commercial), burned for energy (incineration)	0.60	tonnes	4.68568	4259	<0.01
Paper and cardboard (mixed), recycled	0.90	tonnes	4.68568	4398	<0.01
Plastics (mixed), recycled	0.40	tonnes	4.68568	4328	<0.01
Water sent to the sewer (wastewater treatment)	120	cubic metres	0.17088	3946	0.02
Category 6: business travel · 1.22 tCO2e					
National rail	7,400	passenger-km	0.03546	5461	0.26
Car, medium car, fuel not known	2,900	miles	0.27877	5257	0.81
Hotel night, UK	14	room-nights	10.4	7395	0.15
Category 7: employee commuting · 8.38 tCO2e					
Car, average car, fuel not known *Commuting helper: 12 staff × 50% × 215 days × 2 × 14 km*	36,120	km	0.16725	5353	6.04
Car, average car, battery electric *Commuting helper: 12 staff × 10% × 215 days × 2 × 14 km*	7,224	km	0.04047	5361	0.29
Local bus (average) *Commuting helper: 12 staff × 15% × 215 days × 2 × 14 km*	10,836	passenger-km	0.10385	5453	1.13
National rail *Commuting helper: 12 staff × 10% × 215 days × 2 × 14 km*	7,224	passenger-km	0.03546	5461	0.26
Working from home (office equipment and heating) *Office staff working from home*	2,000	FTE working hours	0.33378	8688	0.67

Scope 3 categories with no emissions

- Category 9: downstream transport and distribution: no emissions reported. We provide cleaning and maintenance services on our clients' sites and sell no physical goods, so there is no downstream transport of sold products.

Conversion factors: UK Government GHG Conversion Factors for Company Reporting (Department for Energy Security and Net Zero), sets 2023, 2025. Contains public sector information licensed under the Open Government Licence v3.0. Plan structure follows the PPN 006 Carbon Reduction Plan template (Crown copyright, Open Government Licence v3.0).