

**SUSTAINABLE**

**CITY**

**CHARTER**



# **SUMMARY & APPLICATION GUIDANCE**



## CONTEXT



- Westminster has the highest number of businesses per local authority in London.
- Non-domestic buildings contribute 71% of Westminster's greenhouse gas emissions, impacting the quality of life that residents, workers and visitors experience and dictating how far buildings will continue to meet our needs into the future.



- Westminster City Council has set a 2040 net zero target for the city, and has a clear local leadership role in co-ordinating and encouraging efforts in tackling emissions from the built environment.

## KEY INFORMATION



- The Sustainable City Charter is a free voluntary business-led initiative supported by the Westminster Property Association and Westminster City Council, with the aim of encouraging sustainable working practices across the non-domestic building sector.
- It has been running since 2022 and has over 50 signatories so far, which collectively account for more than 14% of Westminster's total non-domestic floorspace.



- Signatories become part of a charter network and benefit from exclusive activities and knowledge-sharing sessions.
- Being a signatory member demonstrates leadership in sustainability, improving your reputation with your clients, customers, employees, investors and other relevant stakeholders.



- The charter is governed by a **Steering Group** and **Technical Working Group**, made up of early signatories.

# HOW TO SIGN UP TO THE SUSTAINABLE CITY CHARTER

**1** Fill out the very quick Expression of Interest form. You will then be sent the full application form by email. Alternatively, please write to [climateemergency@westminster.gov.uk](mailto:climateemergency@westminster.gov.uk) to register your interest.

**2** Return the application form to [climateemergency@westminster.gov.uk](mailto:climateemergency@westminster.gov.uk) explaining how you will take action against each of the charter commitments and provide your total gas and electricity consumption in Westminster. We will respond to your application within 3 working days.

**3** For examples of what to write in your application, please see the next page. These are suggestions only and we welcome other types of action under the commitment themes. Larger organisations will be expected to provide more detail in their answers than smaller ones.

**4** That's it! Once your organisation is a charter signatory, you will be asked to provide a short annual update on your energy consumption and your progress in implementing the charter.

**Note:** Any information provided in applications & annual updates may be shared with the Steering Group and Technical Working Group for the purposes of monitoring the charter but will not be made public without prior consent. If you have any questions, please contact [climateemergency@westminster.gov.uk](mailto:climateemergency@westminster.gov.uk).

# APPENDIX: CHARTER COMMITMENTS AND EXAMPLE ANSWERS FOR YOUR APPLICATION



1

**Actively engage with other building stakeholders including through green leases and sharing of environmental data.**

*Example Answers:*

- We have had / will have regular conversations with other buildings stakeholders (landlord/tenant/building manager) about sustainable practices or improvements.
- We have updated / will update a building lease with sustainability related clauses. For guidance and information, including suggested sustainability clauses, refer to the Better Buildings Partnership's [Green Lease Toolkit](#).



2

**Audit buildings to create action plans to net zero operational emissions by 2040 or earlier.**

*Example Answers:*

- We have calculated / will calculate our carbon emissions from energy use in our buildings (either for the first time, or as an update on a previous baseline).
- We have set / will set a target for reducing emissions from energy use in our buildings.
- We have / will conduct a net zero audit of our buildings to identify actions to reduce energy consumption and remove fossil fuels from our buildings.
- We have set a target for our business to become net zero carbon by [date].



3

**Introduce sustainable procurement policies for your buildings.**

*Example Answers:*

- We have assessed / will assess the supply of materials and goods used within our buildings to identify the largest contracts and/or most significant regular suppliers.
- We have assessed / will assess the existing electricity tariff for our buildings and opportunities for switching to a greener tariff.
- We have introduced sustainability related supplier requirements.



4

**Review your planned fit-outs and redevelopments to ensure they are in line with your net zero pathway.**

*Example Answers:*

- We have identified / will identify any renovations or other building construction project already planned and assessed their overall carbon impact.
- We will ensure that any fit-outs and redevelopments minimise upfront embodied carbon through retention and reuse of materials, smart design and the use of low carbon materials.



5

**Set up new local consolidation schemes for deliveries to buildings.**

*Example Answers:*

- We have reviewed / will review our supply chains to identify delivery patterns to our building(s) and opportunities to group more deliveries together.
- We have identified any started using a last-mile logistics hub / consolidation centre for our deliveries.



6

**Reduce your fleet size and encourage staff to use low-carbon transport.**

*Example Answers:*

- We have improved / will improve data collection around staff travel patterns and associated emissions, through e.g. staff surveys.
- We have assessed / will assess our vehicle fleet to identify opportunities to reduce the number of vehicles in the fleet.



7

**Reduce and recycle building waste.**

*Example Answers:*

- We have worked / will work with our contracted waste collector to improve our recycling proportion and/ or to further segregate out recycling streams from your building(s) (glass, metal, plastic, paper & card).



**ZERO  
CARBON  
2040**  
Westminster Climate Action

**FAIRER**  
WESTMINSTER

  
City of Westminster

**WPA**  
Westminster Property Association