



Cabinet Office

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 Guidance³, 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; and
- 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 under this selection criterion.

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

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

²Technical 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

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

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: [Cotaplan Modular Building System](#)

Publication date: [29th October 2025](#)

Commitment to achieving Net Zero

[Cotaplan Modular Building System](#) is committed to achieving Net Zero emissions by 2040.

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.

[Our data collection is converted into emissions using the official Government conversion factors 2023.](#)

Baseline Year: 2017
Additional Details relating to the Baseline Emissions calculations.
Cotaplan has established 2017 as its baseline year for carbon emissions reporting. In line with the requirements, our reporting includes Scope 1 (direct emissions) and Scope 2 (indirect emissions), along with the Waste Collection component of Scope 3. Historically, Cotaplan has not reported all elements under Scope 3, but with this carbon reduction plan, we are expanding our focus to include relevant aspects where data is available and practical to monitor. The baseline is set at 2017, with regular emissions calculated from 2018 to 2023, as we work toward our goal of carbon neutrality by 2040.
Baseline year emissions: 2017

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	9.475
Scope 2	2.687
Scope 3 (Included Sources)	0.067
Total Emissions	12.230

Current Emissions Reporting

Reporting Year: 2025	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	6.057
Scope 2	2.365
Scope 3 (Included Sources)	0.009
Total Emissions	.431

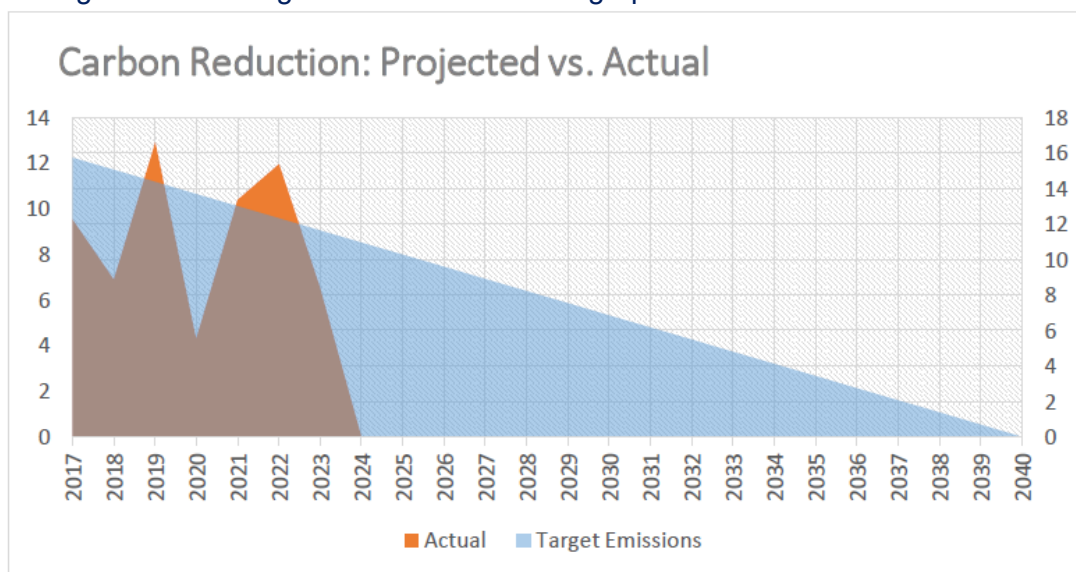
Emissions reduction targets

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. We project the carbon emission will decrease over the next six years to 4 tCO₂e by 2030. This is a reduction of 53% compared to the emission reporting year 2023. We expect to record the Carbon Emission data monthly and publish Carbon Emission Report annually.

Progress against these targets can be seen below:

- Reduction in absolute Scope 1 & 2 carbon emission by 53% by 2030.
- Reduction in absolute Scope 1 & 2 by 75% by 2035.
- Net Zero achieved in Scope 1 & 2 by 2040.

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented. The ongoing and future measures will be in effect within this budget year.

- Hybrid Working
- Virtual Meetings
- Reduced Office Space
- Digital over Physical
- Recyclable Materials
- Supply chain monitoring
- Use of environmentally friendly products
- Switch to renewables for energy

Details of the environmental management measures that will be applied

Cotaplan Ltd is committed to operating in an environmentally responsible manner across all aspects of its modular building design, manufacture, and installation activities. As a UK-based modular building specialist, Cotaplan recognises its responsibility to minimise environmental impacts and to promote sustainability throughout the project lifecycle.

Our Environmental Management System (EMS) is fully accredited to ISO 14001, ensuring a structured approach to identifying, managing, and reducing environmental risks, while driving continual improvement in environmental performance.

Cotaplan integrates sustainable principles into every stage of the modular building process. Each project is designed with energy efficiency and long-term environmental impact in mind, prioritising materials that are sustainable, durable, and recyclable. Wherever possible, timber and other materials are sourced from FSC- or PEFC-certified suppliers to guarantee responsible forest management. The off-site modular construction process inherently reduces waste, transport emissions, and local disruption, while designs are developed to facilitate reuse and recyclability at the end of a building's life, supporting circular economy objectives. Effective waste management and resource efficiency are fundamental to Cotaplan's operations. The company applies the waste hierarchy of reduce, reuse, and recycle to all projects, ensuring that waste is minimised at every opportunity. Waste streams are segregated at source and handled by licensed waste carriers in full compliance with the Environmental Protection Act 1990. Performance data relating to waste generation and recycling are monitored and reviewed regularly to identify areas for further improvement and efficiency. Cotaplan is dedicated to reducing energy consumption and carbon emissions throughout its operations. Modular construction inherently results in a lower carbon footprint compared to traditional methods, thanks to reduced transport requirements and controlled factory-based processes. The company actively monitors and seeks to reduce its operational carbon output, aligning its approach with the UK's Net Zero 2050 objectives. Renewable energy and energy-efficient systems are adopted where practicable within both manufacturing and on-site activities, further enhancing Cotaplan's environmental performance.

Pollution prevention is another key priority. Cotaplan implements strict control measures to avoid pollution incidents, including bunded storage for fuels and chemicals, spill containment systems, and regular inspections to ensure compliance. Dust, noise, and vibration are effectively managed in accordance with local authority and Environment Agency guidelines. All storage and handling procedures are fully compliant with the Control of Pollution (Oil Storage) Regulations and other applicable UK environmental legislation.

Water and habitat protection form an integral part of Cotaplan's environmental strategy. The company employs effective measures to prevent contamination of watercourses, including

controlled drainage and sediment management systems. During site activities, care is taken to minimise disruption to local habitats and to protect biodiversity in accordance with environmental best practice.

Training and awareness underpin Cotaplan's commitment to environmental management. All employees and subcontractors receive appropriate environmental awareness training, ensuring they understand their responsibilities under the EMS. Regular communication, toolbox talks, and internal updates reinforce environmental objectives and encourage engagement across all levels of the organisation.

Continuous monitoring and improvement are central to Cotaplan's approach. Regular internal and external audits are carried out as part of the ISO 14001 certified EMS, ensuring compliance and the identification of opportunities for enhancement. Any non-conformances are addressed promptly, and actions are tracked through management review processes. Environmental performance, objectives, and targets are reviewed annually to maintain progress and uphold the company's commitment to sustainability.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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:

Mark Fielding

Director

Cotaplan

29th October 2025

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>