

REPORTING

Public bodies are divided into three categories with different reporting requirements, based on their size, as follows:

Category A - Public bodies with 150 or more FTE staff

Report contains:

- Consumption data for reporting period (eg. fuel use)
- Baseline consumption data (first report only)
- Information how the duties have been implemented through decision making processes, plans and action

Category A reports must be submitted within 6 months of end of reporting period, ie. by 30 September.

Category B - Public bodies with more than 15 but fewer than 150 FTE staff

Report contains:

- Consumption data for reporting period (eg. fuel use)
- Information how the duties have been implemented through decision making processes, plans and action

Category B reports must be submitted within 4 months of end of reporting period, ie. by 31 July.

Category C - Public bodies that are either financially inactive OR have 15 or fewer FTE staff.

Report contains:

- Declaration of inactivity OR Information on climate action

Category C reports must be submitted within 2 months of end of reporting period, ie. by 31 May.

For more detailed guidance on reporting, please see the Annual Reporting Form: [CLICK HERE](#)