



# Environmental Business Awards

## Award Scheme Manual



# Environmental Business Awards

## Award Scheme Manual

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### 1.0 INTRODUCTION TO THE ENVIRONMENTAL BUSINESS AWARD SCHEME

#### 1.1 Overview of the Scheme

The environment is now a major concern for us all. Glasgow City Council has made a commitment to improve the City's environment – but it is acknowledged that the help of the business community will be critical to achieving success.

The Environmental Business Award Scheme is designed to encourage Glasgow businesses to improve their environmental performance. It will recognise and reward businesses which make an effort to protect the environment and which demonstrate good practice in a range of activities.

It is hoped that the Award Scheme will become widely recognised as confirmation of environmental excellence in the business community in Glasgow. Businesses would be able to enhance their reputation and profile and may attract additional customers. The environmental efforts made to achieve an Award may also lead to financial savings – and will also help make Glasgow a leading centre for sustainability.

#### **What is an Environmental Business Award?**

An Award is the Council's way of recognising environmental excellence. It is granted to any city business which can demonstrate good practice in environmental matters. There will be three grades of Award: Gold, Silver and Bronze.

#### **Who will qualify for an Award?**

The Scheme is being launched initially with food businesses in mind, i.e. businesses which have a food component to their operation whether, buying, selling, storing, retailing, wholesaling, manufacturing or processing food. However, the Award Scheme will be extended to all Glasgow businesses at the end of 2010. The Council intends that an Award can be achieved by any type or size of business.

#### **How does a business apply for an Award?**

Applications can be made online, by telephone or by letter. Full details on the application process are available in this document.

#### **Who decides who gets an Award?**

Officers of Land and Environmental Services (LES) will act as assessors. They will analyse applications and visit businesses to discuss details. Each Award will be ratified by the Executive Director (LES) and will be signed by an Elected Member of the Council.

#### **What happens when a business achieves an Award?**

Each successful applicant will receive a certificate which will confirm that the business has demonstrated good environmental practice to a stated level – Gold, Silver or Bronze. Details of every Award winner will be published on the Glasgow City Council website.

#### **What is the duration of an Award?**

An award will last indefinitely. However, it may be withdrawn by the Council if the business falls below the original Award standard.

#### **Is there any cost involved in gaining an Award?**

The Scheme is not intended to represent a financial burden to the City's commercial sector or, indeed, to the Council. Applications can be made free of charge. Similarly, there will be no charge for an assessment or an Award.

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### 1.2 Scope of the Scheme

Any business which operates and is located within the boundary of the City of Glasgow is eligible for consideration for an Award. In other words, if your business has premises within Glasgow, your application will be considered.

It is not necessary that your business headquarters are located in the city – provided that your business activity has a real presence within Glasgow and has an impact upon its environment. For instance, a company which has numerous branches throughout the UK may apply and qualify for an Award – as long as the application relates to a branch or outlet within Glasgow.

The Scheme aims to be inclusive and seeks to reward good environmental performance in all types and sizes of business. It is hoped that many small, independent operators such as street traders and retail shops will apply and achieve recognition. It is also anticipated that larger national or multinational companies will appreciate the value of community engagement and enhanced reputation and will apply.

The Scheme will be launched initially amongst the food sector. It is proposed to extend the scope to all businesses at the end of 2010.

### 1.3 The Award Gradings

Awards will be made at 3 levels:

- Gold
- Silver
- Bronze

Details of the Assessment Process and Scoring Mechanism can be located elsewhere in this manual.

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### 2.0 LEGAL COMPLIANCE

#### 2.1 Qualifying for an Award

Before an applicant business is considered for an Award, a few checks have to be made on information held by Glasgow City Council, Land and Environmental Services. While the Council is keen to make as many Awards as possible, it is aware of the implications of publicising the grant to a business which fails to comply with basic legal requirements. The relevant legal requirements comprise what is referred to as the Compliance Criteria.

#### 2.2 Compliance Criteria

The “basic” areas of legal requirement are, for the purposes of the Scheme, defined as follows:

- Operation of a Commercial Waste uplift contract
- Compliance with any business-specific waste disposal issues – e.g. animal by-products disposal
- Compliance with Metrology requirements (i.e. weights and measures)
- Compliance with Fair Trading requirements
- Compliance with Age-restriction requirements – where appropriate
- Compliance with food safety requirements – to an acceptable level
- Compliance with health and safety at work requirements – to an acceptable level
- Compliance with Smokefree legislation
- Compliance with any relevant licensing conditions
- Absence of fixed penalty notice for 1 year (e.g. commercial waste disposal or street litter control notice)
- Absence of significant business rate debt during the past year

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### 3.0 AWARD CRITERIA

#### Award Criteria Groups and Award Grades

Applicants will be invited to submit details of their performance in 4 specific Groups of Award Criteria:

- **Environmental Action**
- **Business Environment**
- **Waste Management**
- **Safety, Health and Quality**

Performance will be assessed by officers of the Council and a score accorded under each Award Criteria Group. The objective of each applicant should be to demonstrate good environmental practice in as many areas as is possible – to achieve a balanced scorecard.

Points can be scored under all 4 of the Groups – however, a minimum score of 5 is compulsory under the first Group – Environmental Action.

The Scheme is designed to allow a maximum score of 90 points. The points are available under each Group heading as follows:

- **Environmental Action – 30 Points**
- **Business Environment – 20 Points**
- **Waste Management – 20 Points**
- **Safety, Health and Quality – 20 Points**

Each Group is sub-divided into Topics which have different score weightings – dependent upon environmental importance.

In order to achieve an Award, a business must attain a total threshold score across a minimum number of Groups:

<b>Award</b>	<b>Threshold Score Required (Points)</b>	<b>Minimum Number of Groups (Group 1 Compulsory)</b>
No Award	Below 20	Not Applicable
Bronze	20 to 34	2
Silver	35 to 49	2
Gold	50 and above	3

The Score achieved under each heading will be determined by the officer who visits to assess your application. For more information on the Application and Assessment process, see **Section 4.0**.

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### 3.1 Award Criteria – Environmental Action [Maximum Points Value 30]

A minimum total score of 5 points is required in this Group – the only compulsory element of the Award Criteria. This Group deals with some of the key “green” issues which are indicators of good environmental performance. The performance information listed in this Group, and that submitted by you, should reflect a commitment to the environment and to sustainability.

In this Group, you will be encouraged to think about your attitudes to the environment. Do you have a policy on sustainability or upon environmental matters generally? It is possible that you think that only large, multiple-type businesses operate such policies. However, experience has shown that a growing number of smaller enterprises are becoming proactive on this issue and are recognising the benefits of thinking “green”. Indeed, many businesses are realising that good environmental thinking can cut costs and attract new customers.

**Read through the list of examples and suggestions given under each Topic below. These are provided merely as prompts and aim to give an indication of the kind of issues you should consider in your application.**

A number of these prompts are also provided in the Award Scheme Application Form (see **Section 6.0** or go to [www.glasgow.gov.uk/eba](http://www.glasgow.gov.uk/eba).)

**Please note**

The Environmental Action Group is compulsory. You must achieve a minimum score of 5 to be considered for an award

#### ENVIRONMENTAL ACTION – ENERGY REDUCTION [Maximum points value 10]

Use graded energy-efficient electrical equipment

Use low-energy light bulbs – as replacement for standard lighting methods

Operate lighting with sensors and timers to minimise non-essential use

Use automatic PC switch-off

Engage with/operate an initiative to switch lights off overnight

Actively encourage customers to conserve energy

Use individual room/area temperature control devices – e.g. thermostatic radiator valves

Use smart meters or monitor energy usage

Implement an energy-monitoring programme

High thermal insulation provided in buildings

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Lag hot water pipes and tanks
Use renewables or alternative fuels – e.g. solar panels
Engage with an environmental consultancy in order to gain advice

### ENVIRONMENTAL ACTION – USE OF SUSTAINABLE TRANSPORT [Maximum points value 10]

Provide bike-parking facilities
Provide shower/changing facilities for bike-riding employees
Operate or participate in a car-sharing scheme – or actively encourage the process
Encourage use of public transport by employees
Use green fleet for deliveries
Use low-emission vehicles

### ENVIRONMENTAL ACTION – USE OF LOCAL RESOURCES [Maximum points value 4]

Use and sell local produce
Use only sustainably sourced fish
Provide information to customers on provenance of locally sourced goods
Implement an air-miles policy for ingredients, goods or equipment
Encourage your suppliers to source goods sustainably
Select suppliers on basis of “green credentials”

### ENVIRONMENTAL ACTION – BIODIVERSITY [Maximum points value 3]

Engage in an “adopt a green space” programme
Maintain greenspace
Engage in a biological monitoring scheme
Provide “natural” greenspace

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Provide nesting and roosting niches for wildlife

Provide diverse wildlife habitats

### ENVIRONMENTAL ACTION – WATER CONSERVATION [Maximum points value 3]

Use dual-flush and/or low-capacity WC cisterns

Use displacement devices in large cisterns

Use taps that switch off automatically on wash basins

Use water-efficient dish-washers

Install device to limit non-essential flushing of urinals

Implement a water usage monitoring programme

Use “grey” water – from sinks, showers etc

Harvest rainwater

Use a water butt for washing vehicles and other activity where non-potable water can be used

Engage with “SUDS” (Sustainable Urban Water Use)

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### 3.2 Award Criteria – Business Environment [Maximum Points Value 20]

This Group focuses on the surroundings of your business and its impact upon them. You may have no direct responsibility for your surroundings. However, your business's presence in an area makes it a part of the local community. The Environmental Business Award Scheme values the input by any business towards the improvement of the City's environment – but this need not be on a city-wide basis. Local community engagement is particularly important – especially where effort is made to maintain the immediate environs of your premises or where you participate in initiatives to enhance the locality. This can be achieved directly, by actively participating in initiatives, or indirectly by providing financial support to community projects.

**Read through the list of examples and suggestions given under each Topic below. These are provided merely as prompts and aim to give an indication of the kind of issues you should consider in your application.**

A number of these prompts are also provided in the Award Scheme Application Form (see **Section 6.0** or go to [www.glasgow.gov.uk/eba](http://www.glasgow.gov.uk/eba).)

BUSINESS ENVIRONMENT – CLEAN-UP OF BUSINESS ENVIRONS [Maximum points value 10]
Remove litter from frontage/vicinity of premises
Clean the footpath regularly
Volunteer to clean-up vacant land adjacent to the premises
Pick litter up routinely – e.g. on a local school route
Use a suitable refuse storage area
Sponsor a litter bin
Maintain the premises in a good condition with a good appearance
Provide external cigarette bins
Provide plant/flower displays

BUSINESS ENVIRONMENT – COMMUNITY ENGAGEMENT [Maximum points value 4]
Liaison with ECAT officers (GCSS)
Organise a community clean-up
Participate in a community clean-up
Engage with the community in other ways

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### BUSINESS ENVIRONMENT – NOISE MANAGEMENT [Maximum points value 3]

Identify and reduce noise pollution

Operate a documented noise reduction policy

### BUSINESS ENVIRONMENT – CONTROL OF EMISSIONS AND FUMES [Maximum points value 3]

Maintain extract equipment regularly – e.g. hood, filtration, ducting

Identify and reduce odours

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### 3.3 – Award Criteria – Waste Management [Maximum Points Value 20]

The disposal of waste is a very significant issue in the context of Glasgow's environment. Costs of sending waste for disposal at landfill are increasing. Existing landfill sites are approaching full capacity. Glasgow City Council, along with other Local Authorities, is under pressure to find alternative methods of minimising and disposing of waste. The Environmental Business Award Scheme aims to encourage members of the commercial sector to look carefully at both the creation and the disposal of waste. Many businesses produce large volumes of refuse, others less so. Whatever the nature of your business, you can help to reduce the quantity of waste material going to landfill. This may be achieved by reducing the quantity you produce in the first place. Alternatively, you may be able to source alternative methods of disposal or you may be able to recycle an increasing proportion.

Customers' perceptions of your business may be affected by the quantity of waste your business produces and the manner in which you dispose of it.

**Read through the list of examples and suggestions given under each Topic below. These are provided merely as prompts and aim to give an indication of the kind of issues you should consider in your application.**

A number of these prompts are also provided in the Award Scheme Application Form (see **Section 6.0** or go to [www.glasgow.gov.uk/eba](http://www.glasgow.gov.uk/eba).)

WASTE MANAGEMENT – WASTE MINIMISATION [Maximum points value 10]
Demonstrate reduced packaging used
Use packaging made from recyclable materials
Ask suppliers to minimise packaging
Operate an "own bag" policy (including a charging policy)
Operate a nappy scheme (nurseries)
Use double-sided printing
Use sustainable packaging
Purchase goods in sustainable packaging
Purchase goods and materials in bulk – this may minimise packaging
Minimise paper used in marketing

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WASTE MANAGEMENT – RECYCLING [Maximum points value 10]
Operate a cardboard recycling policy
Operate a glass recycling policy
Operate a waste oil recycling policy
Operate a plastic recycling policy
Operate an aluminium recycling policy
Operate a paper recycling policy
Use waste oil in vehicles
Sponsor a recycling facility
Compost garden and kitchen waste
Engage with a community recycling or re-use initiative
Recycle ink and toner cartridges
Engage in a bottle/glass return scheme
Use recycled paper
Use recycled glass and plastic products
Use paper from a sustainable source
Provide recycling facilities on grounds of your business
Re-use general items and materials

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### 3.4 – Award Criteria – Safety, Health and Quality [Maximum Points Value 20]

The fourth Award Criteria Group seeks to identify and acknowledge activities which create a safe and healthy environment for employees and customers. The well-being of staff is an essential factor in the creation and maintenance of a successful business. Customers and visitors to your business should be safe at all times. Needless to say, the quality of the service or products you provide is also crucial to success.

The Environmental Business Award Scheme is designed to encourage businesses to improve their performance over a wide range of safety, health and quality areas.

Businesses preparing food are encouraged to provide healthy options. The training of staff in all relevant aspects of the business is seen to be beneficial – especially in health and safety matters – so the Scheme rewards businesses with active training programmes. Businesses which hold awards under other schemes are able to demonstrate established good practice. You are invited to consider any activity which enhances the performance of your business – even if this has no direct bearing upon the environment.

Ultimately, this section aims to encourage creative thinking on methods to improve your business.

**Read through the list of examples and suggestions given under each Topic below. These are provided merely as prompts and aim to give an indication of the kind of issues you should consider in your application.**

A number of these prompts are also provided in the Award Scheme Application Form (see **Section 6.0** or go to [www.glasgow.gov.uk/eba](http://www.glasgow.gov.uk/eba).)

SAFETY, HEALTH AND QUALITY – TRAINING [Maximum points value 5]
Elementary Food and Health Certificate held by a member of staff
Record in-house or formal nutrition training
Train staff in food hygiene above legal minimum
Record staff training in Health and Safety above legal minimum
Undertake environmental training and/or attend “green training” events

SAFETY, HEALTH AND QUALITY - HEALTHY OPTIONS AVAILABLE [Maximum points value 5]
Demonstrate positive effort to sell and promote healthy options
Provide nutrition information on menu or signage
Implement a policy to provide fresh fruit
Avoid/minimise the use of salt during preparation and cooking

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Operate salt-reduction measures
Operate saturated fat reduction measures
Operate trans fat reduction measures
Operate a general fat reduction policy
Actively promote low-fat alternatives
Operate sugar reduction policies
Provide low-sugar drinks

### SAFETY, HEALTH AND QUALITY – AWARDS AND QUALITY [Maximum points value 5]

Holder of Best Bar None Award
Holder of Green Tourism Award
Holder of VIBES Award
Holder of Scotland's Health at Work Award
Holder of RoSPA Award
Holder of British Safety Council Award
Holder of Eat Safe Award
Holder of Healthy Living Award
Accreditation under ISO9000 – Quality Management Standard
Accreditation under ISO14001 – Environmental Management Standard
Accreditation under BRC Standard (British Retail Consortium)
Accreditation under SALSA (Safe and Local Supplier Approval)
Accreditation under BS OHSAS 1800:2007 (Occupational Health and Safety Management System)
Accreditation under Investors in People
Accreditation under Charter Mark

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### SAFETY, HEALTH AND QUALITY – BEST PRACTICE [Maximum points value 5]

Staff awareness of relevant allergy issues

Participate in health and safety initiatives

Appoint a safety representative

Maintain a customer complaints record

Implement a documented drugs or alcohol policy

Implement a documented smoking policy (to encourage cessation amongst employees)

Demonstrate that fire extinguisher checks are up-to-date

Hold current public liability insurance

Record all incidents and accidents – not just legally reportable ones

Engage a health and safety consultant

Operate an employee health promotion scheme

Engage with Healthy Working Lives

Implement a documented environmental and sustainability policy

Engage with other businesses in order to share knowledge and experience on environmental issues

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### 4.0 APPLYING FOR AN AWARD

#### 4.1 Application Options

There are 2 main ways to apply for an Environmental Business Award:

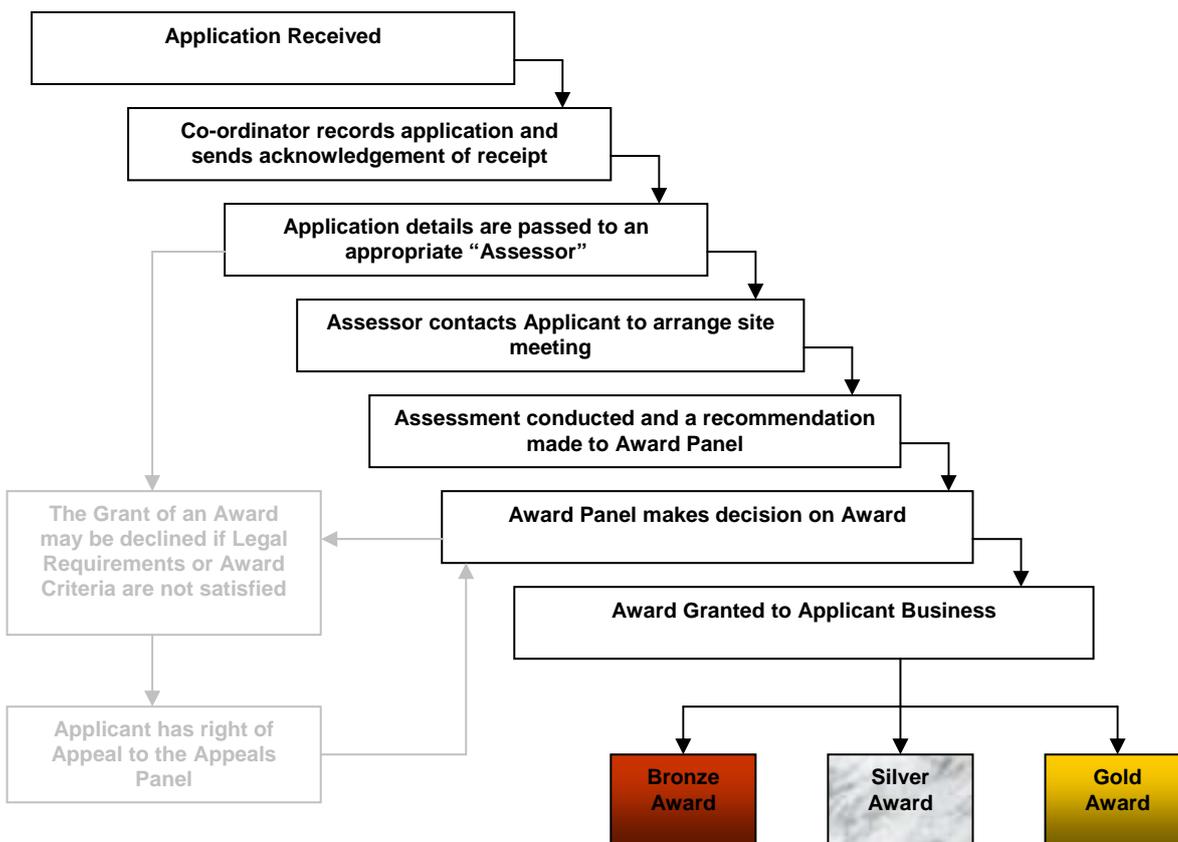
- i. By completing and submitting the online application form at [www.glasgow.gov.uk/eba](http://www.glasgow.gov.uk/eba), or
- ii. By completing a hard copy of the application form at Section 6.0 of this document and then sending to:

**The Co-ordinator**  
**Environmental Business Award Scheme**  
**Land and Environmental Services**  
**Glasgow City Council**  
**231 George Street**  
**Glasgow**  
**G1 1RX**

**Fax No. 0141 287 8101**

#### 4.2 Assessment of Applications

It is intended that all applications will be processed within 12 weeks. The application process is as follows:



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### **Making an Application**

You are invited to assess your own performance against the Award Criteria before submitting an application. It may be that you already perform to a standard which would earn an Award. However, you may choose to consider the full range of examples provided before submitting the Application Form. This may further strengthen your case and will add towards your overall contribution to the City.

### **The Role of the Assessor**

Each application will be assessed by one or more officers of Glasgow City Council, Land and Environmental Services. It is an assessor's task to contact the business within approximately 20 working days of the application being made.

The Assessor will arrange to meet with representatives of the business and discuss all aspects of the application. It is at this stage that any supporting documentation and evidence of good environmental performance will be considered. The Assessor will give advice on the evidence required before visiting.

#### **Please note**

**The main purpose of the Assessor's visit is not to carry out an inspection of the business in terms of health and safety, food safety or any other aspect of legal compliance. However, it *may* be necessary to ensure that certain matters are satisfactory before proceeding with an assessment of the Award Criteria.**

Aside from the actual assessment of the environmental performance of the applicant, an Assessor can and will give advice and suggestions on how to achieve an Award or, indeed, on how to achieve a **higher grade** of Award.

The Assessor will collect evidence in support of the application and will then make a recommendation of the total score achieved by the applicant. Each Group and Topic within the Award Criteria carries a maximum points value. The Assessor will make a judgement on the performance against each potential maximum and will pass this information to the Award panel.

### **The Award Panel**

The Award Panel will be comprised of Council officers from Land and Environmental Services (LES) and Development and Regeneration Services (DRS) as well as representatives from other Council Services and organisations as appropriate. The key function of the panel is to consider each application and the information gathered by the Assessor as well as the Assessor's resultant scoring of the application. Ultimately, the Award Panel will decide upon the grade of Award to be granted – Bronze, Silver or Gold.

### **The Appeals Panel**

This panel will only meet to consider appeals against the decision of the Award Panel. In effect, if an applicant does not agree with the decision to refuse an Award or if the grade of Award is contested, the Appeals Panel will consider the matter. The Appeals Panel will comprise a representative of Glasgow City Council's Chief Executive's Office (Legal Section) and one other person not connected with the Council. Neither of these persons will sit on the Awards Panel.

### **Refusal of an Award**

An Award may be refused on two distinct grounds:

- i. Where the applicant business has failed to satisfy the legal compliance criteria (see **Section 2.0**); or
- ii. Where the application, on assessment, has failed to accrue the minimum score required for a bronze Award – i.e. 20 Points

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In such instances, an appeal may be submitted by the applicant (see details of the Appeals Panel above). However, it should be noted that there would be no obstacle to the submission of a further application at a later date. Advice on legal compliance or upon ways to improve the application can be obtained from the Assessor or from the Environmental Business Awards Co-ordinator at [eba@glasgow.gov.uk](mailto:eba@glasgow.gov.uk) or by 'phone at **0141 287 6582**.

### **Moving up Award Grades**

A business holding an Environmental Business Award may feel that it could achieve a higher Grade. For example, a business holding a Bronze Award may make changes which improve its environmental performance against the Award Criteria. In such an instance, the Award holder may submit a further application requesting an assessment – in the hope that a higher Award may be made.

The only limitation on such an application is that it should not be lodged until at least **12 weeks** after the grant of the previous Award.

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### 5.0 GRANTING OF AWARDS

#### 5.1 Award Certificates

Following consideration by the Award Panel, each successful Applicant Business will be notified as soon as possible thereafter, and will be awarded the relevant Environmental Business Award Certificate. Additional, associated promotional materials may also be provided.

As described in Section 1.0 of this document, there are 3 Grades of Environmental Business Award – Bronze, Silver and Gold.

#### 5.2 Glasgow City Council Website – Advertising Award winners

Information on each Award winner will be posted on a dedicated Environmental Business Awards webpage. Details to be displayed will be agreed in advance with the successful applicant and will include:

- Name of the Business;
- Address of the Business;
- Nature of the Business;
- Contact Details of the Business;
- Link to Business website (if appropriate);
- Photograph(s) of the Business;
- Grade of the Award;
- Date the Award is made;
- Background details of the Environmental Best Practice demonstrated;
- Quotations from Business and Glasgow City Council Representative(s)

#### 5.3 Withdrawal of Awards

In certain circumstances, it may be necessary to withdraw an Environmental Business Award where it becomes apparent that the Award Criteria are no longer met. This may occur when an officer of the Council observes activity which fails to satisfy legal requirements during a routine visit to the premises. Alternatively, the Award would be withdrawn if the awardee's address has changed or if the owner/company or franchisee has changed.

When an Award is withdrawn, the certificate and any associated promotional materials will be withdrawn also. Additionally, the business's Award details will be removed from the Glasgow City Council website.

**Please Note**

**An Environmental Business Award Certificate remains the property of Glasgow City Council after the award is made. The certificate can, therefore, be withdrawn if necessary.**

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### 5.4 Terms and Conditions

An Environmental Business Award, once granted, will be held by the applicant business indefinitely. However, in certain circumstances, the businesses' award-holding status may be compromised and the Award Certificate withdrawn. (It should be noted that the Award Certificates remain the property of Glasgow City Council. Confirmation of this is stated on the Certificate).

Before an applicant business receives an Award, it will be asked to sign an undertaking confirming that it will abide by the Terms and Conditions of the Environmental Business Award Scheme.

The Terms and Conditions of the Environmental Business Award Scheme are as follows:

- i. **The Award Certificate and associated publicity materials will remain the property of Glasgow City Council at all times.**
- ii. **The Environmental Business Award will be granted to a specified business premises located within the City. Where a business has two or more premises, the Award will relate to individual premises and not to the company overall or to the company head office – if not located at the Award address.**
- iii. **The Environmental Business Award is not transferable from one operation/address to another or between consecutive proprietors/franchisees/companies occupying the same premises.**
- iv. **Glasgow City Council may withdraw the Environmental Business Award Certificate and associated publicity materials at any time if:**
  - a. **There is a significant fall in the standard of compliance with legal requirements or Award Criteria;**
  - b. **The business ceases to trade;**
  - c. **The business is taken over by a different proprietor/franchisee/company.**
- v. **In the event of the Environmental Business Award being withdrawn, the Certificate and associated publicity materials will be surrendered to Glasgow City Council.**
- vi. **In the event of the Environmental Business Award being withdrawn, the publicity materials including the Scheme logo will no longer be used for any reason (unless the Award is subsequently reinstated).**
- vii. **In the event of the business ceasing to trade, Glasgow City Council will be informed and the Environmental Business Award Certificate and associated publicity materials will be returned to the Council.**
- viii. **Should the Award Criteria change at a future date and should awardees not meet the “new criteria”, they will agree to work towards attaining the new criteria within a time period deemed acceptable and agreed by Glasgow City Council or surrender their Environmental Business Award.**

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## Application Form

### 6.0 APPLICATION FORM

**BUSINESS NAME** [i.e. Name which should appear on the Award Certificate]

**BUSINESS ADDRESS** [i.e. Address to which application applies]

**OWNER/PROPRIETOR OF BUSINESS** [Company/Partnership etc – Insert address if different from above]

**NATURE OF BUSINESS**

**CONTACT DETAILS OF PERSON MAKING APPLICATION**

**Name of Applicant**

**Address** [if different from above]

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## Application Form

Telephone Number

Fax Number

Email

Once completed, this form should be sent to:

**The Co-ordinator  
Environmental Business Award Scheme  
Land and Environmental Services  
Glasgow City Council  
231 George Street  
Glasgow City Council G1 1RX**

**Fax: 0141 287 8101**

If you have any enquiries, please contact us:

**Email: [eba@glasgow.gov.uk](mailto:eba@glasgow.gov.uk)**

**Phone: 0141 287 6582**

Please read through the rest of the Application Form and provide details of all relevant activities under the Group headings. A number of examples have been inserted to assist you. It is not necessary for you to send any supporting documentation at this stage.

**Remember - Group 1 – Environmental Action - is compulsory**

If you require more space at any point in the form, please use the Continuation page at the rear. Alternatively, use additional sheets of paper.

*Office Use Only*

UPRN:		PREMISES REF.	
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## Application Form

### Environmental Action - Topic 1.2 - Sustainable Transport

- Examples:**
- Provide bike-parking facilities
  - Provide shower/changing facilities for bike-riding employees
  - Operate or participate in a car-sharing scheme
  - Use public transport
  - Use green-fleet for deliveries
  - Use low-emission vehicles

Sustainable Transport Activities:

### Environmental Action - Topic 1.3 - Use of Local Resources

- Examples:**
- Use and sale of local produce
  - Provide information to customers on the provenance of locally-sourced goods
  - Implement an air-miles policy for ingredients, goods or equipment

Local Resource Activities:

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### Environmental Action - Topic 1.4 - Biodiversity

- Examples:**
- Engage in an “adopt a green space” programme
  - Help maintain natural greenspace
  - Provide natural greenspace
  - Provide nesting and roosting niches for wildlife
  - Provide diverse wildlife habitats

Biodiversity Activities:

### Environmental Action – Topic 1.5 - Water Conservation

- Examples:**
- Use twin-flush WCs
  - Use taps that switch off automatically
  - Use “grey” water
  - Engage with SUDS – Sustainable Urban Water Use

Water Conservation Activities:

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### GROUP 2 – BUSINESS ENVIRONMENT

#### Business Environment – Topic 2.1 - Clean-up of Business Environs/Proactive Litter Removal

- Examples:**
- Scheduled litter removal from frontage/vicinity of premises
  - Scheduled clean-up of the footpath
  - Voluntary clean-up of vacant or common land adjacent to the premises
  - Routine litter-picking on a local school route
  - Use a suitable refuse storage area
  - Sponsor a litter bin
  - Proactive policy on chewing gum
  - Provided external cigarette bins
  - Plants/flower displays

Clean-up Activities:

#### Business Environment – Topic 2.2 - Community Engagement

- Examples:**
- Liaison with ECAT/GCSS Officers
  - Organise community clean-up
  - Participate in community clean-up
  - Other community engagement

Community Engagement Activities:

# Environmental Business Awards

## Application Form

### Business Environment – Topic 2.3 - Noise Management

- Examples:**
- Identification and reduction of noise pollution
  - Documented Noise Management Policy

Noise Management Activities:

### Business Environment – Topic 2.4 - Control of Emissions and Fumes

- Examples:**
- Regular maintenance of extract equipment – e.g. hood, ducting, filtration etc
  - Identification and reduction of odours

Activities to control Emissions and Fumes:













