

# Building Awards 2010 – Entry Form

Closing date for entries: Thursday 7<sup>th</sup> January 2010



## Construction Consultant/Surveyor of the year (fewer than 100 staff)

Open to any type of construction consultancy with fewer than 100 staff.

Entries must be no more than 1000 words and should include pictures to illustrate highlighted projects or innovations. Entrants must also fill in the table below and the entry form overleaf. Please provide this information on no more than five doubled-sided pages of A4, the entry form and table below will not be counted in this 5 page limit. Please provide two copies of all entry material.

<b>Contact Name</b>	Mr/Mrs/Ms/Dr (delete as appropriate)		
<b>Job Title</b>			
<b>Company Name</b>			
<b>Address</b>			<b>Postcode</b>
<b>Telephone</b>			<b>Email</b>
<b>Signed</b>			
<b>Job title</b>			
<b>NB This form must be signed by a Director, Chairman or Chief Executive of your organisation</b>			
<b>Date</b>			

### Your submission should include information ,where possible, on the following points:

- In no more than 250 words summarise why your firm deserves to win this award in 2010? How have things changed for your firm in the last 12 months.
- Outline the projects and construction work that your firm has been involved in the last 12 months and highlight any outstanding features of this work; including any innovative solutions to difficult problems.
- How has your firm responded to the recession – what are you doing differently?
- What systems do you have for measuring customer satisfaction? How do they work and how often are the satisfaction levels measured?
- What is your firm's approach to sustainability in business operations and projects?
- What is your firm's approach to partnering with both clients and suppliers?
- What other new innovations have you introduced in the last year?
- What is your firm's approach to health and safety policy and corporate social responsibility? Highlight any achievements in these areas over the last year.
- Are you a good employer? Highlight staff benefits you think appropriate
- Explain your firm's approach to training and R&D.

	Financial / calendar 2007-2008	Financial / calendar 2008-2009	% Increased / decreased over the last year	Approx % increase / decrease over last three years
UK Fee income				
UK Operating profit				
Total income including any overseas fee income				
Total operating profit				
Number of staff*				
Turnover per full-time employee				
What has been your % of repeat business?*				
What is the staff churn rate of your full-time construction staff (those on PAYE i.e. the average time staff stay on your payroll)?				

\* Do not include contract or freelance staff.

\*\* Repeat business is defined as the percentage of the value of the fees you have won in the last year from customers you have worked with during the last five years. We appreciate too that trading conditions for firms will have been difficult during 2010.

For all the questions in the above form we are prepared to accept approximate estimates, though finalists may be asked to substantiate any figures given.

### Essential tips for a successful entry

- Where we have asked for specific information use headings to highlight your answers to specific questions
- Concentrate on cold, hard facts that can be substantiated
- Include information on your exceptional successes during the year such as innovations or techniques that have reaped substantial benefits
- A clean, concise and error-free entry is always impressive
- You can use bullet points, pie charts and photographs in your submission. Photographs are particularly important for the judges to be able to see your projects or innovations.
- Additional information will not be forwarded to the judges unless specifically requested on the entry form
- Do not bind, punch, staple, mount or fix your entry in any form of binder; simply secure your entry with a paperclip
- Please provide us with two copies of all entry material including the entry form. If you are shortlisted we will need additional copies and we will contact you in this instance
- **THE DEADLINE FOR ENTRIES IS THURSDAY 7<sup>TH</sup> JANUARY 2010**

### Checklist

- Have you filled in your details on the entry form?
- Have you filled out the relevant form and/or provided evidence (photographic or other) where appropriate?
- Have you completed your maximum 1000-word entry on no more than five double sided pages of A4?
- Have you provided two unbound copies of all entry material including the completed entry form?