

Building Awards 2010 – Entry Form

Closing date for entries: Thursday 7th January 2010



Public building project of the year

The category is open to all members of the project team for a public project that has been completed (or at least one major phase has been completed) between September 2008 and November 2009. The award is open to all types of construction firm that helped to deliver the project. Projects will be judged on design, sustainability, innovation and construction performance and procurement and team work with the public sector.

Entrants must provide a 1000 word statement with an initial 250 summary of why the project deserves to win. Please provide this information on no more than 5 double sided pages of A4 (this entry form will not be counted in the limit).

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

Please provide a 1000 word statement based on the following and the above criteria where appropriate:

- The look and aesthetics of the scheme. Is it well planned, attractive and eye catching? Highlight what the design philosophy involved. What are the facts and figures that highlight its successful realisation?
- Does the scheme have any especially innovative or novel features that made it stand out from the crowd?
- What sustainability benchmarks have been applied to the project and what rating does it achieve? Does it have strong environmental credentials? And what if any arrangements have been made to assess operational energy performance
- Was it finished on time and to budget? If built on a PFI/PPP basis please give details of how it worked and what the public benefit of this project was?
- Please also provide a testimonial from the client where possible.
- How involved was the client?
- What budgetary constraints did you come up against if any and how did you overcome them?
- Any other information that makes this project stand out.

Entries should also include:

- Photos of the project (these are vital for the judges to view at the shortlisting and judging sessions). Please limit to no more than five.
- NB Projects entered into Housing project and Public building project of the year categories may also be considered for the Building magazine project of the year.

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 7TH 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?