

## Online Application Guidance Note

### Technical Advice:

The Civic Trust Awards Application System is best viewed in **Internet Explorer7**. Please upgrade your browser if you are using a previous version.

**PLEASE NOTE: Some users have experienced problems with the application form (error messages) when using Internet Explorer 7 (IE7), this is due to access restrictions that have been placed on their web browser by the users organisation. If you experience similar problems, we recommend installing Firefox or Safari and using that browser to access the Civic Trust Awards Application Portal.**

### HOW TO APPLY

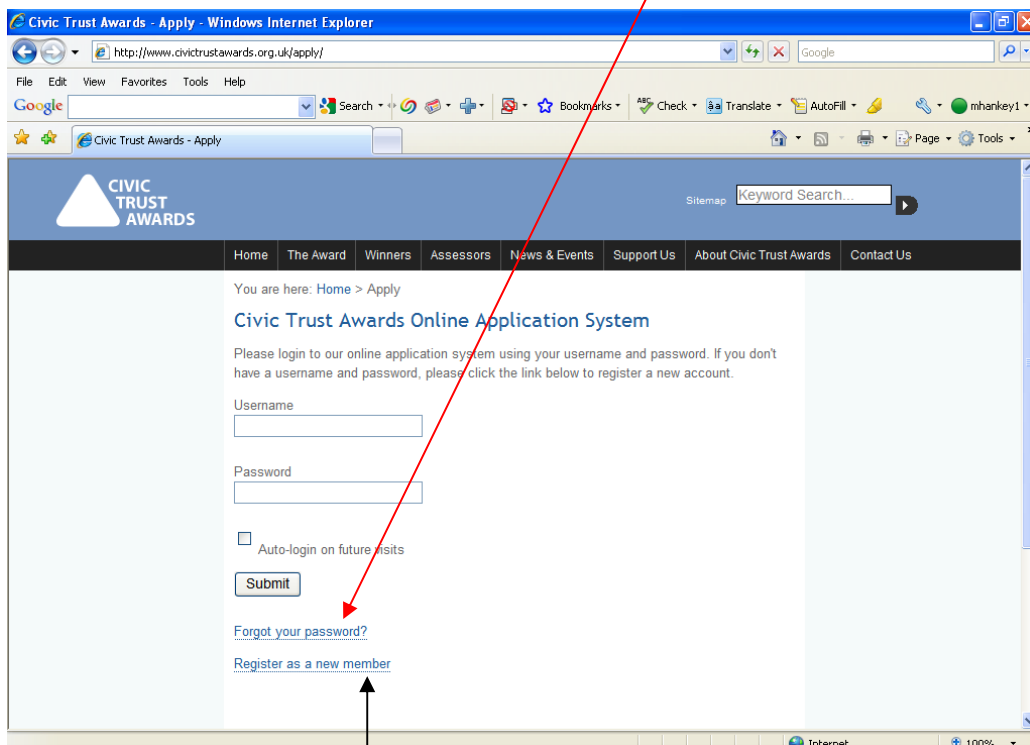
To submit an application for the Civic Trust Awards scheme, you need to complete your entry on-line. Please visit the Civic Trust Awards website ([www.civictrustawards.org.uk](http://www.civictrustawards.org.uk)) and click the "Apply now" button.

Alternatively, click the following link to visit the Application section of the website:

<http://www.civictrustawards.org.uk/apply/>

**REMEMBER:** If you submitted an application in 2010, you will have already registered for the on-line application system. Please log in with the same ID and password created last year.

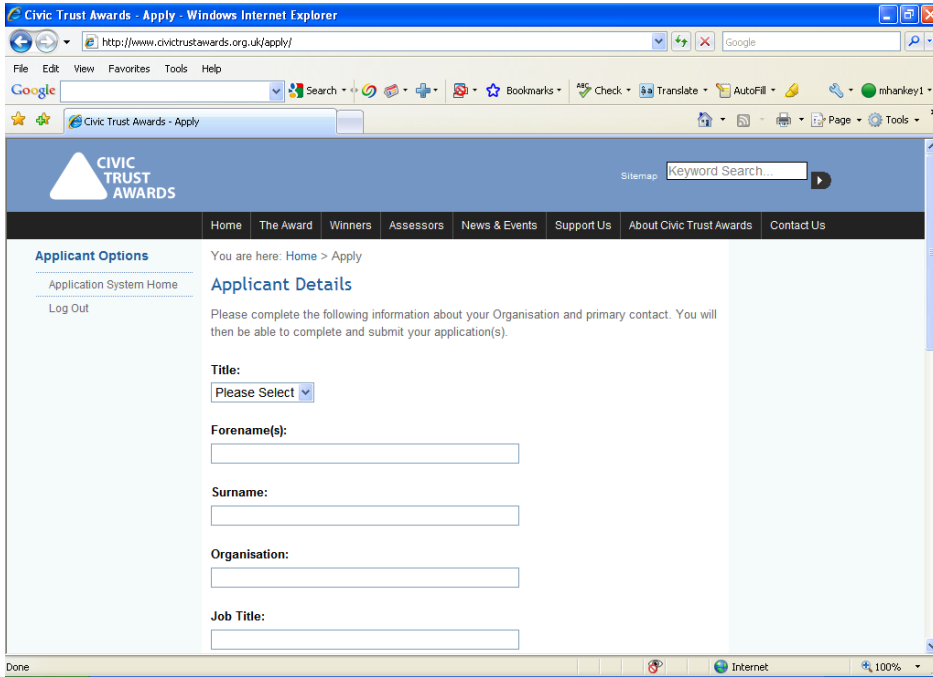
If you can't remember your log in details, click [forgot your password](#) and you will be asked to input your email address to obtain a user ID and password reminder.



- Please click the **Register as a New Member** link if you have not yet created a new account for the on-line application system.

Once your account has been created, please return to the log in screen and enter your details (username and password). If you are not using a shared computer and would like to be logged on automatically on each visit, please click the radio button before you press **SUBMIT**.

After logging in with your username and password, you will be transferred to the Applicant Details section of the website:

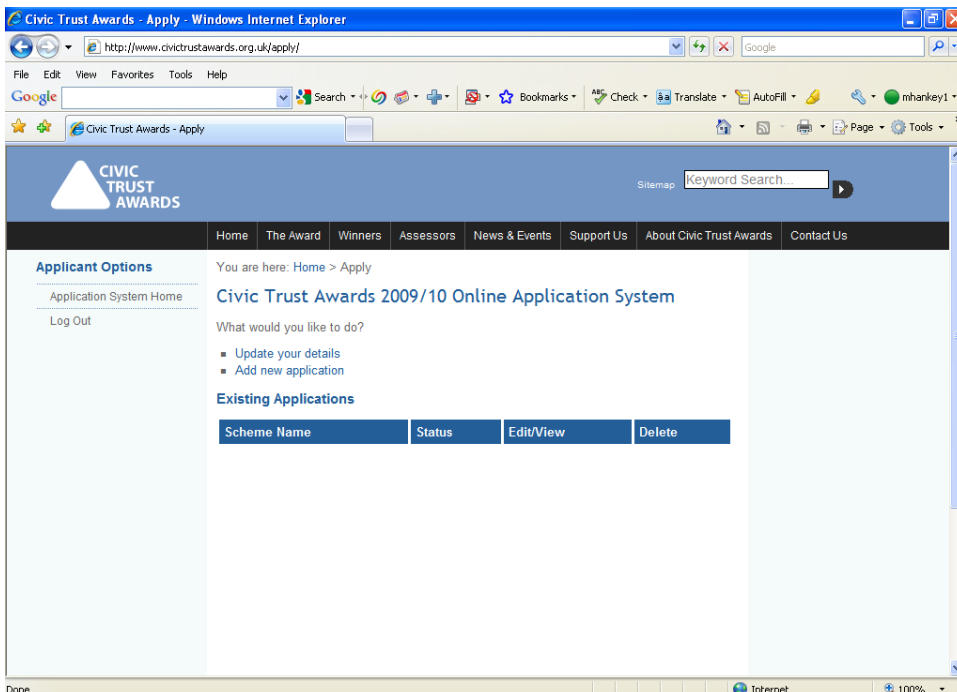


Please enter the relevant details for the Applicant. This is the person/organisation that will receive all correspondence and will be invoiced for any applications submitted.

After completing all the relevant fields, please press the **SUBMIT** button.

**Note:** You can change the details entered here at any time before 5pm on Wednesday 14<sup>th</sup> September by clicking **update your details** on the Application System Home screen.

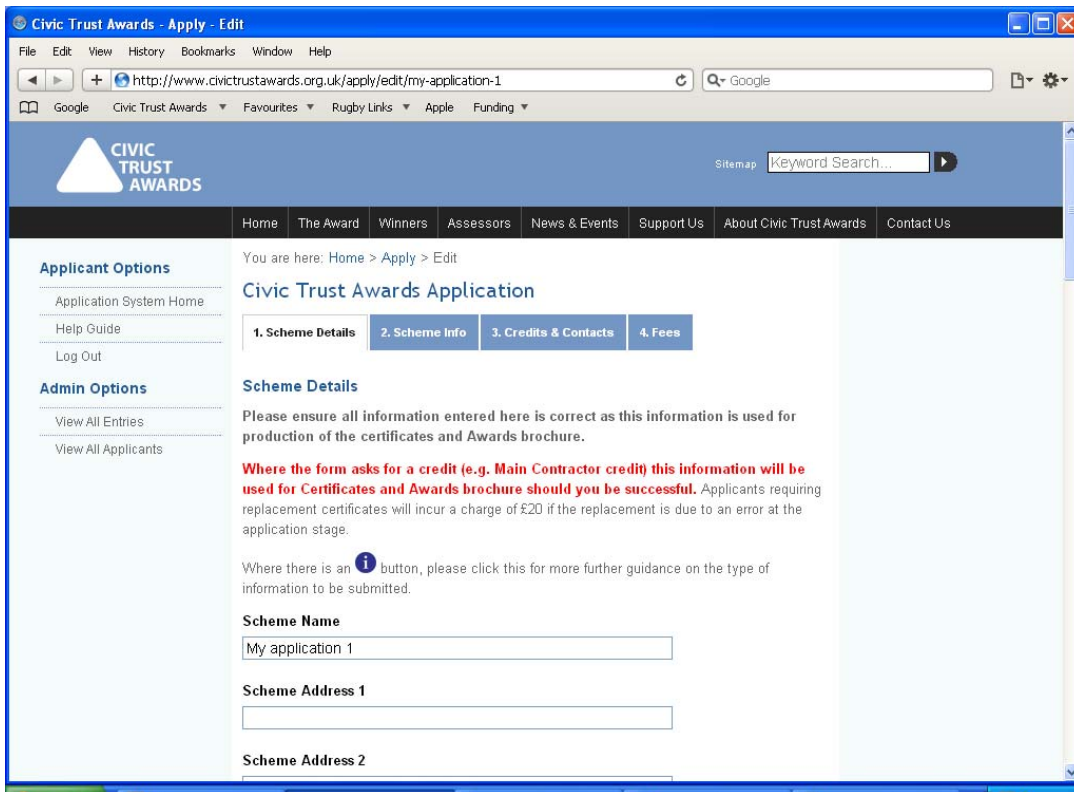
From the **APPLICATION SYSTEM HOME** section of the website, you can update the Applicant details, Add new applications or Edit existing applications.




We would advise that after completing each section of your application form, you press **SAVE FOR LATER** button at the bottom of each page, which will ensure any inputted information is retained on the system. This will prevent loss of data should you experience a loss of internet connection or a technical issue at any stage of the application process.


This will take you back to the application home screen, where you can click [edit this entry](#) to continue your application.

At the application home screen, please click **Add a new application** - You will then be transferred to the **Application Window**.



The screenshot shows a web browser window titled "Civic Trust Awards - Apply - Edit". The address bar shows the URL "http://www.civictrustawards.org.uk/apply/edit/my-application-1". The page header includes the "CIVIC TRUST AWARDS" logo and a search bar. A navigation menu contains links for Home, The Award, Winners, Assessors, News & Events, Support Us, About Civic Trust Awards, and Contact Us. The main content area is titled "Civic Trust Awards Application" and shows a progress bar with four steps: 1. Scheme Details (active), 2. Scheme Info, 3. Credits & Contacts, and 4. Fees. Below the progress bar, there is a section for "Scheme Details" with a warning: "Please ensure all information entered here is correct as this information is used for production of the certificates and Awards brochure." A red note states: "Where the form asks for a credit (e.g. Main Contractor credit) this information will be used for Certificates and Awards brochure should you be successful. Applicants requiring replacement certificates will incur a charge of £20 if the replacement is due to an error at the application stage." Below this, there is a note about an information icon: "Where there is an  button, please click this for more further guidance on the type of information to be submitted." The form fields include "Scheme Name" (My application 1), "Scheme Address 1", and "Scheme Address 2".

- Please enter **ALL** relevant details for the scheme to be entered for Section 1 - Scheme Details.

Where there is an  button/icon, please click this for more further guidance on the type of information to be submitted.

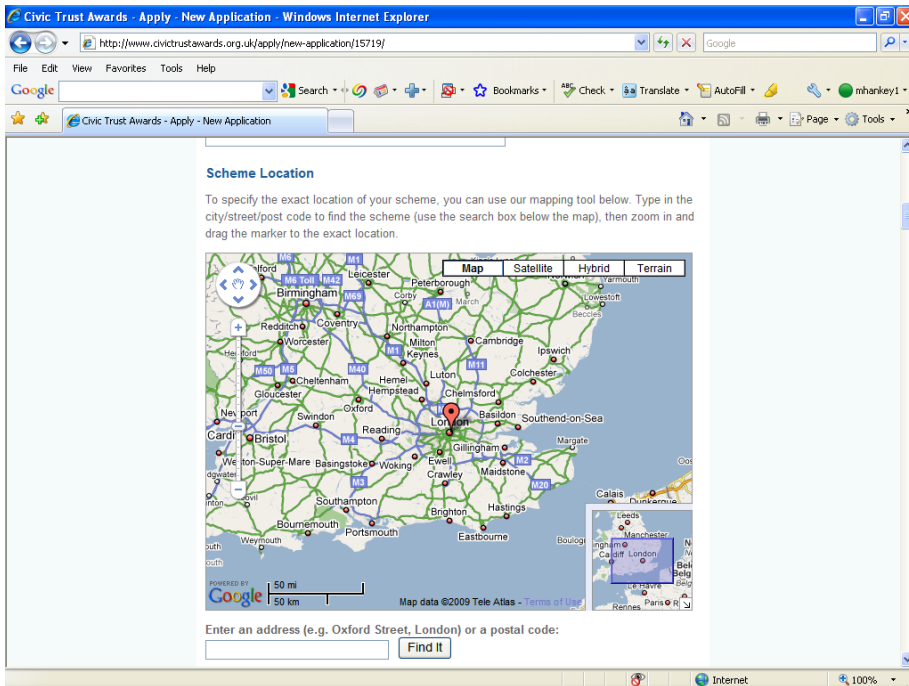
**Scheme Details** – this is the information relating to your project. Please complete all fields and ensure the Scheme Name is correct – the information entered here will be used to identify your project and should you be successful, will be used on the Certificate and in the Awards brochure.

Please ensure the correct Local Authority Area and Region are identified, this helps with our Assessor Allocation. If your scheme is outside the UK or Republic of Ireland, please select this option from the Local Authority Area drop down menu and select "Other" from the Region drop down menu.

**Scheme Location** – Please use the search bar below the menu to enter the scheme post code, city, etc.

The map will then automatically zoom into the relevant area. Please click and drag the marker to locate the EXACT position of the scheme. If the scheme is a linear development or public space, please click the centre of the zone/area to be considered.

The scheme location facility will be utilised by our assessors to locate your scheme in order to undertake the visit. This data will also be made available on our website should your scheme be successful.



Then enter some basic information about the scheme **use class and context**:

Enter an address (e.g. Oxford Street, London) or a postal code:

**Use Class & Context**

**Primary Use Class**

**If scheme is C3 Dwelling Houses, how many properties?**

**Mixed Use Class**

**Context**

**Brown Field / Green Field**

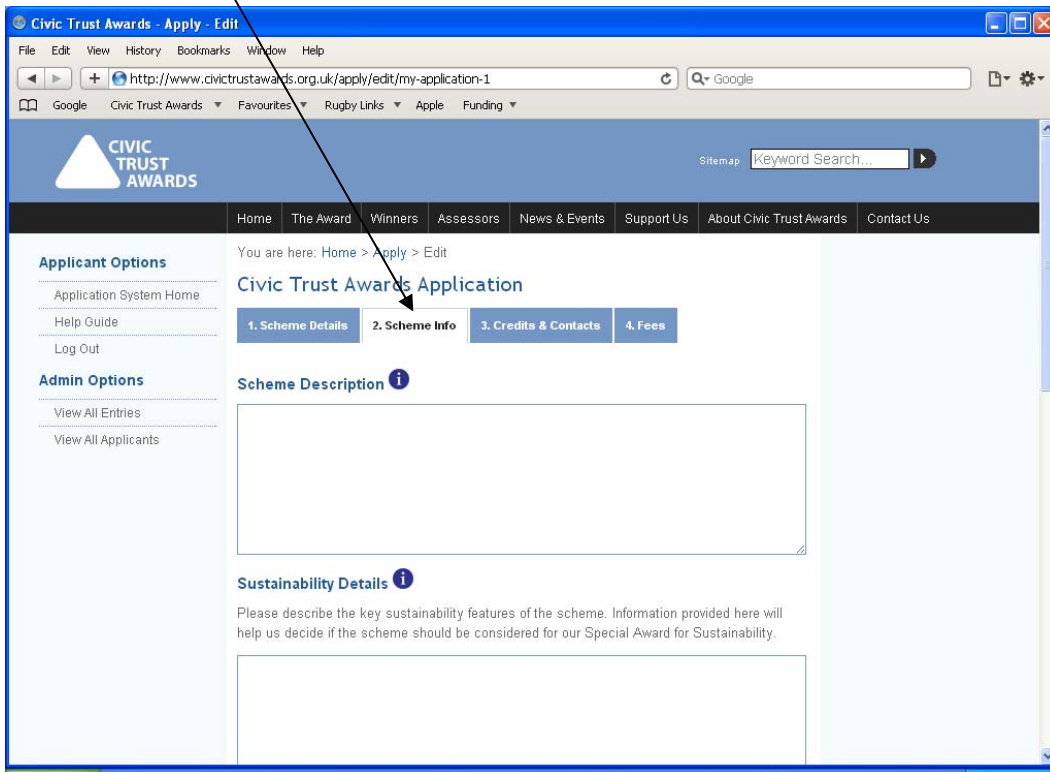
**Scope**

**Previous Use Class**

**Number of People Using Scheme**

Civic Trust Awards 2011 - Application Guidance.doc - Microsoft Word

Once you have completed Section 1, press **SAVE FOR LATER** or scroll up to the top of the page and click the tab **Section 2 – Scheme Info**.



Where there is an **i** button/icon, please click this for more further guidance on the type of information to be submitted.

**Scheme Description** – Please enter all relevant details about your scheme. This should be *a concise description of the scheme (maximum 800 words)*. This should cover: *the brief, the design approach, implementation, budget constraints, phases of development, funding arrangements, approximate total cost.*

**Sustainability Details** – Please describe the key sustainability features of the scheme. Information provided here will help us decide if the scheme should be considered for our Special Award for Sustainability. *(Max 1000 words)* This should include:

- Key Environmental Features
- Minimises Energy Demand
- Other Energy Efficient Measures:  
*Daylight design, Light fitting efficiency and control, Rated appliances, provision of drying space*
- How is the Building heated?
- Renewable Electricity Generation Systems  
*Photovoltaic panels, wind turbines, CHP*
- Other Energy Features  
*Green tariff, district heating networks etc*
- Sustainability's Influence on Materials Selection  
*Embodied energy of materials, Natural materials, Recycled materials, Recyclable materials, Low VOC materials and finishes, Low ODP materials, LCA or similar analysis*
- Any Water Efficiency Measures  
*Low water use fittings, Rainwater recycling*
- Any Other Notable Features  
*Transport, Energy monitoring*
- Energy consumption figures where available

**Inclusive Design Details** – All applications to the Civic Trust Awards must demonstrate good inclusive design. (Max 1000 words) A benchmark level of inclusive design is **mandatory** for all Award winners, however, exemplar projects will also be considered for the Selwyn Goldsmith Award for Inclusive Design, supported by the Centre for Accessible Environments (CAE).

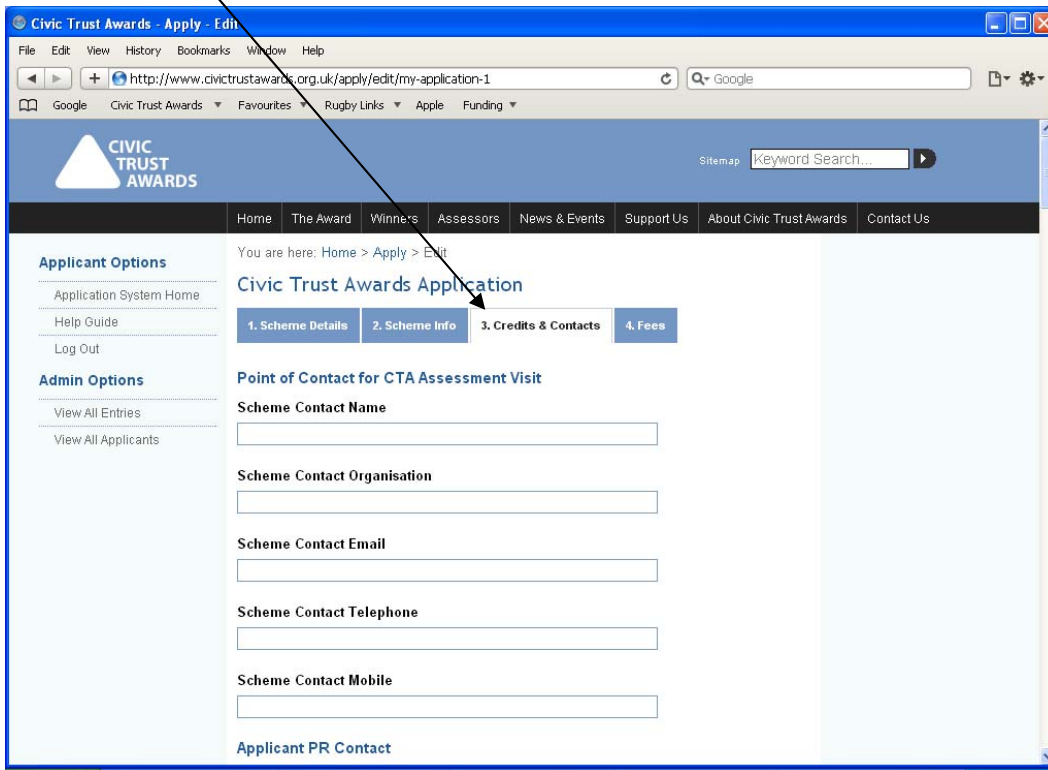
**Selwyn Goldsmith** first published 'Designing for the Disabled' in 1963 and since then it has become a leading reference for practicing architects around the world. The Civic Trust Awards and the Centre for Accessible Environments have formed a partnership to deliver 'The Selwyn Goldsmith Award for Inclusive Design' to recognise his status as a leading authority and pioneer of designing for disabled people. Civic Trust Award and Commendation winners will be considered for this Award. Please describe the key aspects of the scheme which demonstrate good inclusive design. Information provided here will help us decide if the scheme is suitable to be considered for our Special Award for Inclusive Design. You should demonstrate how the scheme:

- **Places people at heart of design process**  
Are the approach and entrances identifiable, well lit and easy to use? Has the development been designed around the needs of the people who will use it? General layout and internal circulation. Appropriate use of floor surfaces, door handles, and toilet facilities. Social inclusion and physical inclusion issues.
- **Acknowledges diversity and differences**  
Explain how the diverse and different needs of the people using it have been considered in the design? For example, does it have a level entrance? Do the lighting and acoustics within the building enhance or detract from people's ability to communicate? Is there flexibility within the design to accommodate different needs of the users?
- **Inclusivity and accessibility for all**  
If there are situations where a single design solution has not been possible is there a choice available which is of an equal standard. For example, if the site is sloping and it is not possible for everyone to use the same entrance door, has an accessible entrance of equal status also been provided?
- **Designed to accommodate changing needs**  
Will the design of the building allow for changes to be made during its lifetime? Can the car parking provision be adapted if demand alters? Is the scheme flexible enough to positively encourage and promote equality of involvement?
- **Provides an enjoyable experience**  
Explain how the scheme can be considered logical? For example, are stairs, lifts, escalators etc located near to each other? Are accessible and standard toilet facilities located in close proximity to one another? Can the facilities provided by the scheme be used independently by all users? Is the lighting, visual contrast, and acoustics used within the building or space suitable? Are they likely to help users, but especially those with sensory impairments?
- **Undertaken appropriate consultation**  
Have you consulted with local people or user groups and reflected their needs or recommendations within the design principles adopted? This can include individual disabled people, disabled user groups and/or an access consultant.

**Community Impact and Engagement details** - Please describe how the scheme has impacted on the community and identify the level of community engagement in the design process. (Max 1000 words) This can include:

- How has the scheme impacted on the local community?
- Are local people positive about the design and implementation of the scheme?
- What are the positive cultural, social, environmental or economic benefits to the community?
- How have the community been consulted and kept informed?
- Have the community been involved in shaping the design?
- What community groups have been involved or consulted?
- Does the scheme provide a positive experience for its users, visitors, or passers-by?
- Since its completion, how has the scheme provided a positive civic contribution?

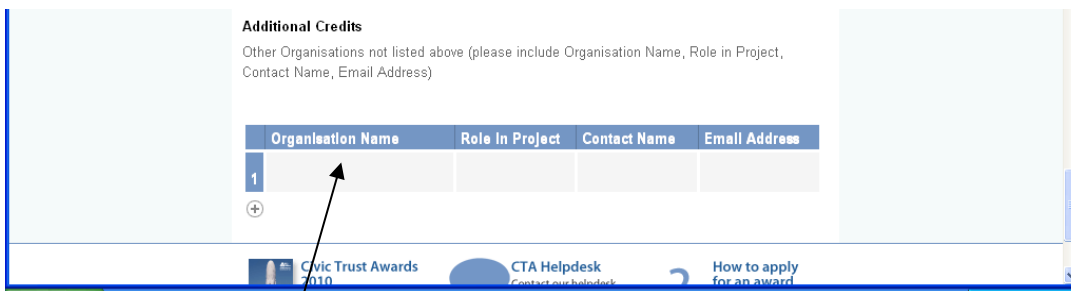
Once you have completed Section 2, press **SAVE FOR LATER** or scroll up to the top of the page and click the tab **Section 3 – Credits and Contacts**.



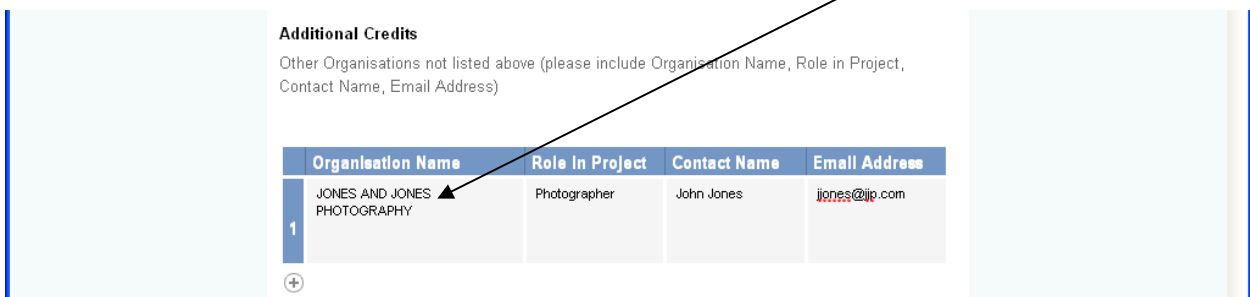
**Point of Contact for CTA Assessment Visit** – please provide the name and contact details for a person whom we can notify or contact to make arrangements for our Assessors to visit your scheme.

**Please note** – our assessors *should not* be accompanied by the applicant during their visit and should be granted entry on the date of the visit.

**Photographer** – please ensure you have the permission of the copyright holder for any images uploaded in support of your application. If there is more than one Photographer associated with the photos submitted to accompany the application for this scheme, these details can be entered in the **Additional Credits** table at the bottom of the section.



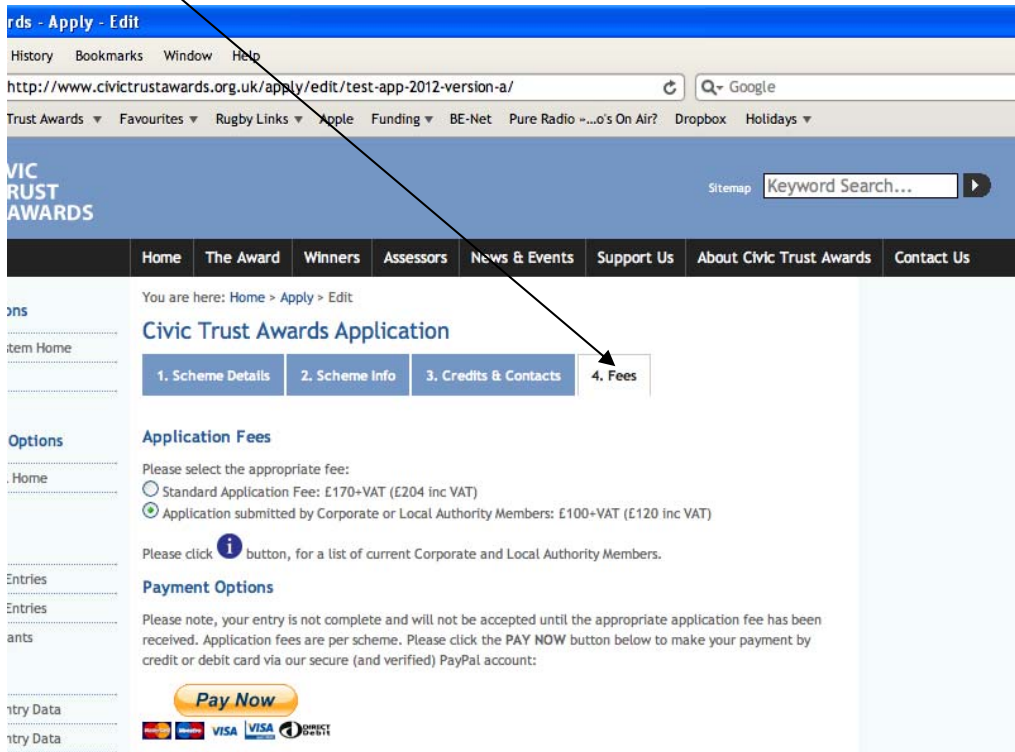
To enter a credit, please click into the appropriate section of the table and type the details as appropriate.



## ALL CONTACTS – ADDITIONAL CREDITED ORGANISATIONS

Please provide details of all other organisations involved with your project. These will be credited on Certificates and in the Awards brochure should your project be successful. These contacts will also be offered the opportunity to advertise their organisations in the Civic Trust Awards brochure.

Once you have completed Section 3, press **SAVE FOR LATER** or scroll up to the top of the page and click the tab **Section 4 – Fees**.

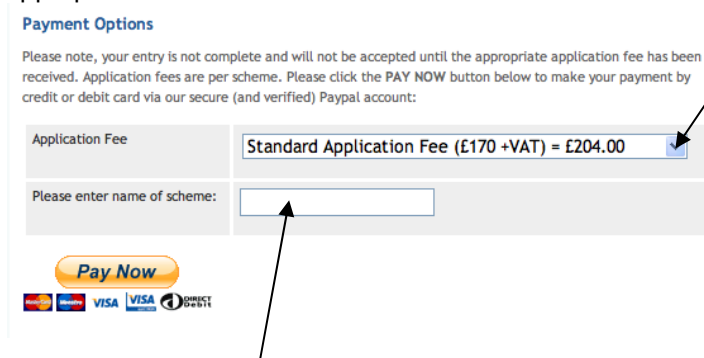


**Application Fees** - please click the radio button next to the appropriate fee.

- Standard Application Fee - £170 + VAT (£204 inc VAT) per scheme
- Application submitted by CTA Corporate or Local Authority Members £100 + VAT (£117.5 inc VAT) per scheme

All applicants must pay for their application at the time of entry using a credit/debit card via our secure **PAYPAL** account. CTA Members are eligible for a discounted fee and can take advantage of our alternative payment methods (cheque, BACS or invoice).

Once you click the **PAY NOW** button, a new window will open. Please click the drop down menu to select the appropriate fee



Enter the name of the scheme (this is essential to ensure we can reference your payment to your application)

Then click the **PAY NOW** button – you will be redirected to PAYPAL where you can enter your credit/debit card details and make the on-line payment.

Civic Trust Awards members can pay using the same method for credit/debit card payments or alternatively, can choose one of our alternative methods:

**Additional Payment Options for CTA Members**

In addition to the credit/debit card payment option, Civic Trust Awards Members can pay the application fee by the following alternative methods:

I will send a cheque for the appropriate fee to the address below  
 I would like to pay via BACS transfer to the account details below  
 I wish to be invoiced for the appropriate fee

**Purchase Order Number**

For cheque payments, please write the name of the scheme(s) on the back of the cheque.

Please make cheques payable to **Civic Trust Awards** and send to:

**Civic Trust Awards  
Centrix House  
Crow Lane East  
Newton-le-Willows  
Merseyside  
WA12 9UY**

For BACS Payments please use the following account details:

NatWest Bank  
5 Ormskirk Street  
St Helens  
Merseyside  
WA10 1DR

Account Name: Civic Trust Awards  
Sort Code: 60-70-08

Should you wish to take advantage of the **Corporate or Local Authority Membership** discount, please email Malcolm Hankey at [mhankey@civictrust.org.uk](mailto:mhankey@civictrust.org.uk) for more information **prior** to submitting your application.

**Please note** - your entry will not be accepted until the appropriate application fee has been received.

*CTA Members - for cheque payments, please write the name of the scheme(s) on the back of the cheque.*

Please make cheques payable to "Civic Trust Awards" and send to:

**Civic Trust Awards  
Centrix House  
Crow Lane East  
Newton-le-Willows  
Merseyside  
WA12 9UY**

For **BACS Payments** please [ensure you use the name of the scheme as the reference](#) when making the payment to the following account:

NatWest Bank  
5 Ormskirk Street  
St Helens  
Merseyside  
WA10 1DR

Account Name: Civic Trust Awards  
Sort Code: 60-70-08  
Account Number: 51389851

IBAN: GB51 NWBK 6070 0851 3898 51  
SWIFT (BIC): NWBK GB 2L

Civic Trust Awards VAT No: 975 5965 51

After completing all the application details, you will be asked to upload supporting documentation/photos from the "application home page" to accompany your application.

Your application can be submitted when the applicant checklist has been ticked (see below)

**Application Checklist**

- Application Form completed
- Application fee sent/paid/purchase order number provided
- Images uploaded and of the correct quality
- Supporting documents uploaded and complete

If the application checklist is not completed, please press the SAVE FOR LATER button and you can revisit this form and submit your entry at a later time.

If you have completed application checklist, please press the SUBMIT button to confirm your entry to the Civic Trust Awards scheme.

**Data Protection**

By submitting this application, you agree that the Civic Trust Awards can retain the information provided in your application (including supporting information) and may use it for the promotion of the Civic Trust Awards scheme or any associated business. Applicant details will not be traded or sold to third parties without prior consent. Information may be shared with Civic Trust Awards sponsors where this is appropriate and with our media partners for the purposes of offering the opportunity to purchase advertisements in the Awards brochure.

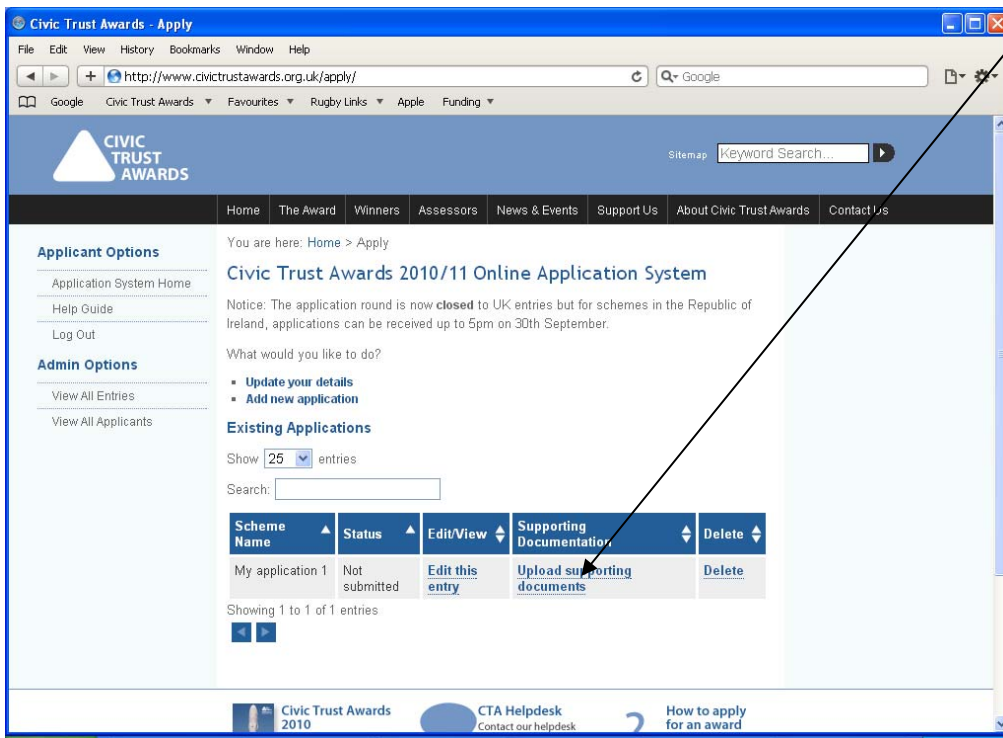
After you have completed all the text data, please **DON'T PRESS SUBMIT** button. Click the **SAVE FOR LATER** button to save the current application and return to the application home screen where you will then upload supporting documentation.

The screenshot shows a web browser window titled "Civic Trust Awards - Apply". The address bar shows the URL "http://www.civictrustawards.org.uk/apply/". The page features a navigation menu with links: Home, The Award, Winners, Assessors, News & Events, Support Us, About Civic Trust Awards, and Contact Us. The main content area is titled "Civic Trust Awards 2010/11 Online Application System" and includes a notice about the application round being closed to UK entries. Below the notice, there are sections for "Admin Options" (View All Entries, View All Applicants) and "Existing Applications". The "Existing Applications" section shows a table with one entry:

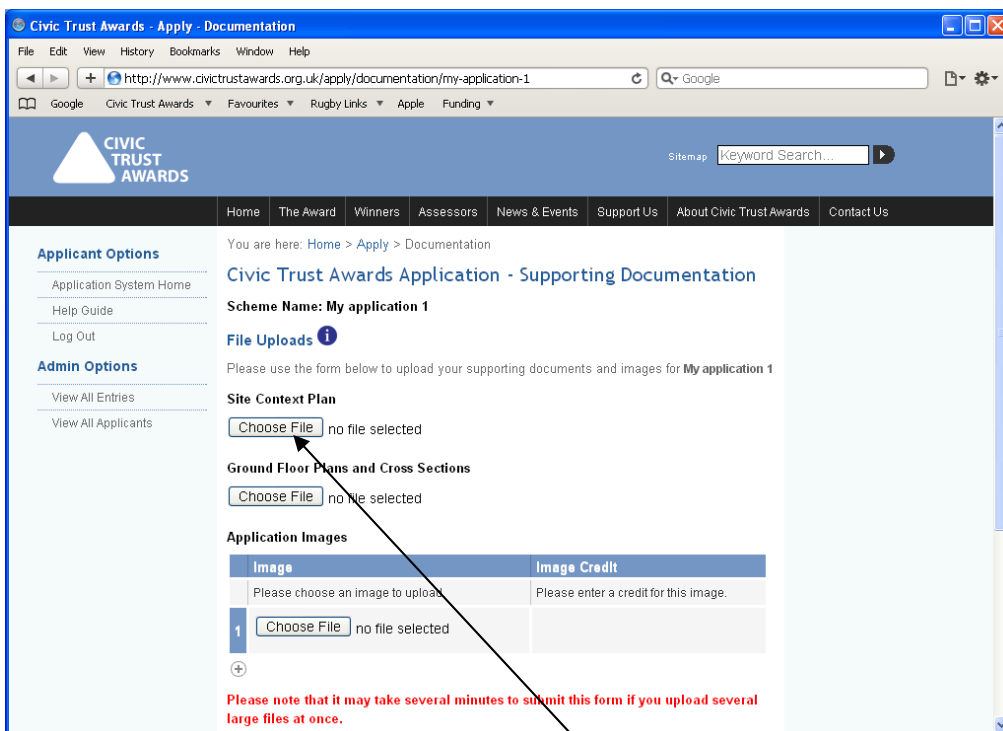
Scheme Name	Status	Edit/View	Supporting Documentation	Delete
My application 1	Not submitted	<a href="#">Edit this entry</a>	<a href="#">Upload supporting documents</a>	<a href="#">Delete</a>

The footer contains links for "Civic Trust Awards 2010", "CTA Helpdesk", and "How to apply for an award".

From here, you can **upload supporting documentation** to your application by clicking the relevant link:

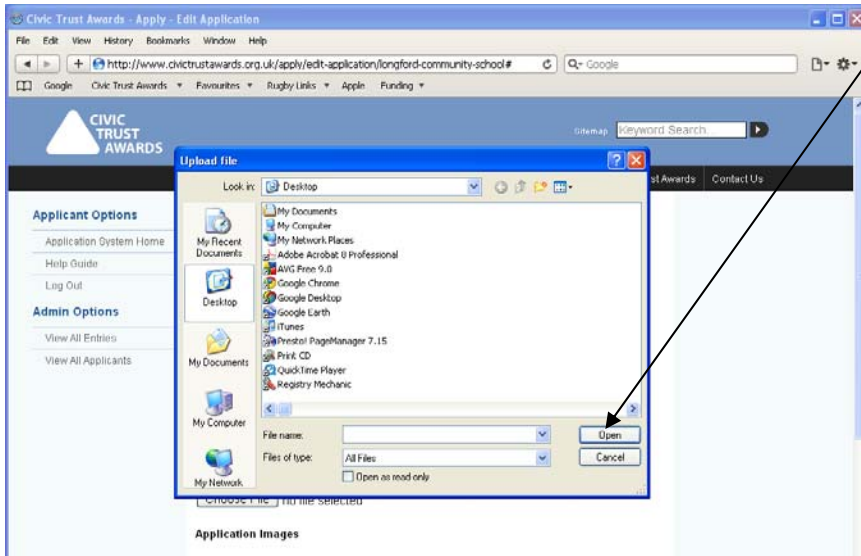


You will then be directed to the Supporting Documentation screen for your application.



First upload the Site context plan by clicking the "Choose File" button.

An Upload window will open where you should select the appropriate PDF file and click "Open". Your file will then automatically upload to the server.



Repeat this step for the Ground Floor Plans and Sections (Multiple page PDF's can be uploaded as one file).

- **Site Context Plan** - please include a site plan of the scheme of sufficient scale (1:1250 or 1:500) to show the site in relation to streetscape and surrounding buildings.
- **Ground Floor Plans and Cross Sections** must be submitted if the application is for a building, at suitable scale (1:100 or 1:200 for larger projects). If the project is an extension or conversion, before and after plans should be submitted and clearly labelled or the extension to be marked in a red colour for clarity.

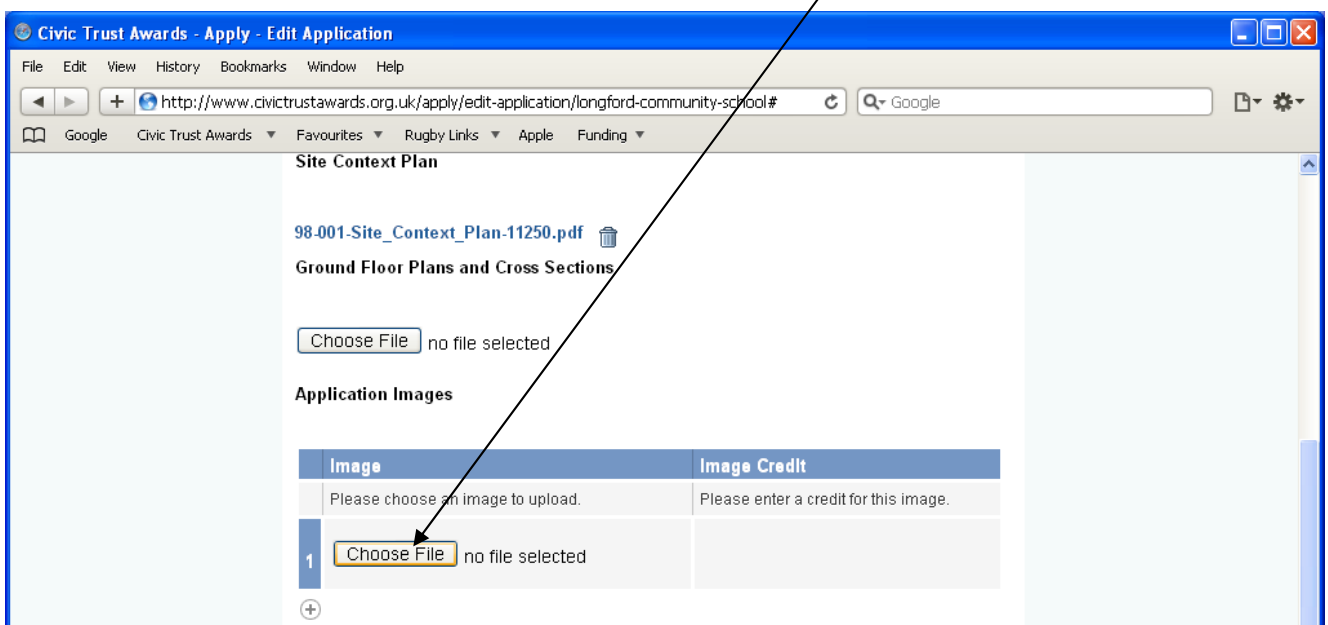
**IMPORTANT:** Please ensure each file upload is named in reference to the scheme/application, e.g. Ashmolean\_Site\_Plan.jpg, Ashmolean\_Ground\_Floor\_Plan.jpg, etc.

**ALL PLANS AND SECTIONS MUST BE SUPPLIED IN PDF FORMAT**

**GROUND FLOOR PLANS AND CROSS SECTIONS SHOULD BE SUBMITTED AS ONE MULTIPLE PAGE PDF FILE**


**Photo Uploads** – Photos submitted here will also be utilised in our Awards brochure, on our website and in any promotional literature used to advertise the Civic Trust Awards.

Please upload photos to accompany your application by clicking the "Choose File" button.




When the “upload file” window opens, please select the appropriate file and click “open”. The photo will be stored on the server. The file name will appear in the table.

Application Images

Image	Image Credit
Please choose an image to upload.	Please enter a credit for this image.
1 <input type="button" value="Choose File"/>  Aurora.jpg	140

Please click in the Image credit section of the table (a character count 140 will appear on the right) where you can type the name of the photographer who should be credited with this image.

Image	Image Credit
Please choose an image to upload.	Please enter a credit for this image.
1 <input type="button" value="Choose File"/>  Aurora.jpg	John Jones Photography
2 <input type="button" value="Choose File"/> no file selected	140

Please click the + to add an additional row. Repeat these steps to add up to 8 images per scheme.

**IMPORTANT:** Please ensure each file upload is named in reference to the scheme/application, e.g. Ashmolean\_1.jpg, Ashmolean\_2.jpg etc.

If you upload an incorrect file, just click the “Choose file” button and replace the image as appropriate.

Applicants **must** also submit 8 photos of the scheme, which include:

- **Context Photos** - Photos of the scheme taken from a distance are essential from at least two view points to demonstrate the context in which the scheme fits within its surroundings.
- **Scheme Photos** - both internal and external if the application is for a building. Photos should give a sense of the scheme, identifying specific details that you would like the panel to consider. If the application is for a restoration scheme, or other scheme where it may be appropriate, before and after photos should be provided (and clearly labelled in the file name).

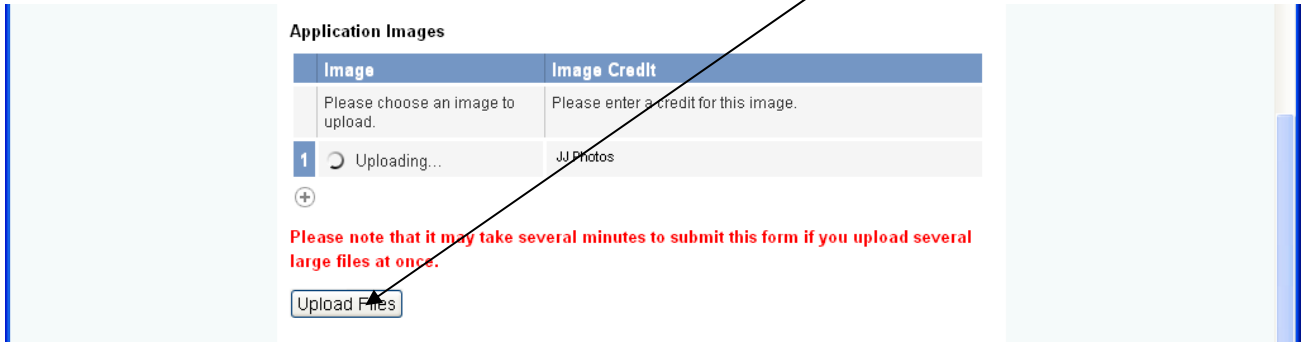
**ALL PHOTOS MUST BE SUPPLIED IN HIGH QUALITY JPG FORMAT (MAXIMUM FILE SIZE 5MB)**  
**SHOULD YOU WISH TO SUBMIT ADDITIONAL PHOTOS, THESE CAN BE SENT ON CD TO THE AWARDS TEAM**

*All applicants must have the permission of the copyright owner before submitting photographs with their entry. The Civic Trust Awards scheme reserves the right to utilise any photos submitted for publicity purposes. All winning schemes will be featured in the Civic Trust Awards Brochure.*

Please note that it may take several minutes to submit this form if you upload several large files at once so we would recommend you select one or two files/images and click the **upload files** button before repeating the process until all files/images have been added.

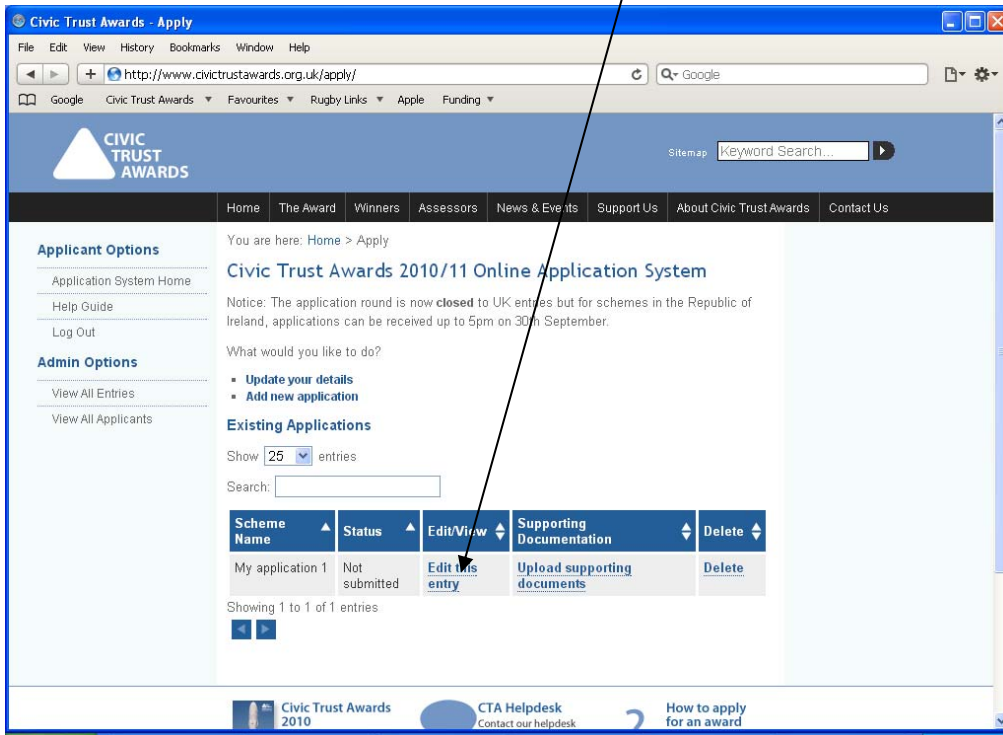
1 <input type="button" value="Choose File"/> no file selected	
---------------------------------------------------------------	--

Once you have selected the photos and files you wish to upload, please click **"Upload Files"**.

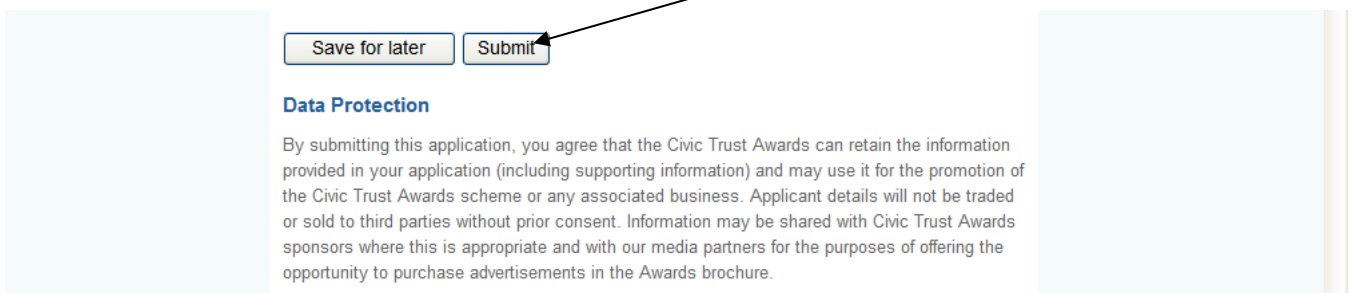


Once you have completed all the application form (and uploaded required supporting documents) your application can be **SUBMITTED**.

From the Application home screen, please click **"Edit this Entry"**



Then click the "Fees" tab to take you to the end of the application and click **"SUBMIT"** to enter your project for the Civic Trust Awards 2012.



After **SAVING** or **SUBMITTING** your application, you will be returned to the **Application System Home** section.

You will then see a summary of your applications and their status (Not submitted or Submitted).

If you haven't submitted the application, and you wish to change any of the details of your applications, please click **Edit this entry**

If you wish to DELETE any of the saved (un-submitted) applications, please click **Delete**

Should you wish enter another scheme, please click **Add new application**

If you are using a public computer, please **LOG OUT** after editing or saving applications to ensure the data entered is not lost.

**The closing date for submitting all entries is 5pm on Wednesday 14<sup>th</sup> September 2011.**

## **Further Help or Advice**

Should you need any further help or advice relating to your Civic Trust Awards application, please contact the Awards team on [info@civictrustawards.org.uk](mailto:info@civictrustawards.org.uk) or call (01925) 273170 or 273171.



Civic Trust Awards  
Centrix House  
Crow Lane East  
Newton-le-Willows  
Merseyside  
WA12 9UY