

Civic Trust Awards

Application Guidance 2010



The Civic Trust Awards celebrates its 50th Anniversary in 2009 continues to recognise and reward the best projects in the built environment, from architecture to planning, townscape to housing. The scheme acknowledges the public realm in its wider context, and holds a firm belief that development should be for the benefit of the people it serves.

The aim of the Civic Trust Awards is to encourage the very best in architecture and environmental design, to improve the built environment for us all.

What is eligible for a 2010 Civic Trust Award?

Civic Trust Awards are given to outstanding projects in the fields of architecture, planning, environmental design, landscape, public art and urban design. Entries are invited from schemes of all types and sizes. Work must be completed between 1st September 2007 and 1st September 2009.

Schemes from all areas of the UK and Republic of Ireland are eligible to apply for an award. In some instances, we may be able to consider applications from overseas, please contact us for more information.

In 2010, we will also be inviting entries from the European Capital of Culture - Pécs, Hungary.

The closing date for entries is Wednesday 16th September 2009.

Levels of Award

Each year the scheme gives a range of Special Awards, Awards and Commendations. Special Award and Award winners receive a plaque for permanent display at the site of the winning project and those involved in the project receive certificates. Certificates are also given for projects that achieve a Commendation.

- **Awards** are given to projects that make an outstanding contribution to the quality and appearance of the environment, and are of benefit to the local community.
- **Commendations** are given to projects that do not reach the required standard for an Award; however, the project has demonstrated considerable achievement in a specific area or category. A Commendation may be given to a project that has demonstrated significant achievement in community engagement, sustainability, inclusive design, innovation etc.

All Award level winning schemes are automatically considered for the Special Awards categories.

The Assessment Process

At the first stage of assessment, entries will be visited by a team consisting of a senior architect and where available, a member of the local community, an inclusive design advisor and a representative of the Local Authority planning department. This team reports its recommendations to the National Panel (a representative group of experts) that make the final decisions on the level of award to be given.

The assessor team will be looking for schemes that use sustainable design and construction, have a positive impact on their local environment, and have well integrated and detailed access for all.

PLEASE NOTE: our assessors teams should not be accompanied by the applicant during their visit. We will endeavour to provide at least 14 days notice of the assessment date but reserve the right to undertake the assessment at short notice in exceptional circumstances. The assessment would normally take place sometime between September and November 2009.

Civic Trust Awards Announcement

Award and Commendation winners will be announced in March 2010. All winners will be invited to the announcement - venue(s) to be confirmed.



Special Awards

Entrants do not need to submit their scheme for one of the Special Awards, all projects of *Award* standard are automatically considered, and to be successful, will need to be outstanding in one (or more) of the particular aspects.

The final list of Special Awards and our complete list of sponsors will be confirmed on our website shortly, but the categories are likely to include:

Community Engagement Award
Sustainability Award
Inclusive Design Award
Regeneration Award
Restoration Award
Rural Communities Award

We are looking to develop a number of additional Special Awards for 2010. These will be advertised with subsequent updates to these guidance notes and on the Civic Trust Award website as soon as they are confirmed.

LATEST SPONSORSHIP UPDATES - AUGUST 2009

The Special Award for Inclusive Design will again be sponsored by BRISTAN in 2010.

Bristan are UK's largest supplier of bathroom and kitchen taps, showers, shower enclosures, decorative heating and bathroom accessories. Everybody deserves good design; that's the proposition from Bristan as it launches its most comprehensive portfolio of easy-to-use products.

Bristan has brought together around 100 bathroom products to create 'iD', a collection of well designed, easy to use products that are suitable for all ages and abilities. The iD collection includes taps and showers operated by long levers or push controls, easy access showering, stylish grab rails that can also double up as towel rails, and wall hung WCs and basins that can be hung to the required height. Judith Gibbons at Bristan said: "We are firm in our belief that good design should be for everyone, regardless of their age, size or ability. Products in our iD range combine ease of use with designer style, helping people to create a bathroom that is as practical as it is stylish."

BRISTAN

www.bristan.com



The Civic Trust Awards reserves the right to withdraw any of the above listed Special Awards at any time.



Rules of Entry

Who Can Enter?

Entries can be made by anyone closely connected with a project, so long as the permission of the owner and occupier of the scheme has been obtained prior to entering.

Completion Date

Schemes must be completed between 1 September 2007 and 1 September 2009 - this includes any surrounding areas which form part of the design.

Closing Date

Entries must be submitted by **Wednesday 16th September 2009**.

Interior Design

Wholly internal schemes are not eligible to apply, however, internal aspects will be considered as part of the assessment process.

Visibility

Schemes must be visible to the public - it must be possible to see most of it, all year round, from a public thoroughfare. If only a small part of the scheme is visible to the public, or if it is largely obscured by trees for much of the year, it is not eligible. Private buildings that are regularly used by large numbers of people, for instance schools or commercial buildings, are considered visible. Entry fees cannot be returned if the judges decide the scheme is not visible.

Large, Phased Projects

Completed phases of large projects are eligible. Entrants should state in the scheme description how the phase relates to the project as a whole, and indicate the project's total size and expected completion date.

Private Houses & Housing Schemes

Private houses must demonstrate how their project contributes to the debate on topics such as density, sustainability and social mix (e.g. affordable homes). Entrants are reminded that the building must be visible to the public.

Re-submission

Entries made in previous years cannot be resubmitted unless the judges decided the entry was premature. The entrant will have been informed that their scheme will be reconsidered.

Disclosure

Should relevant circumstances come to light that had not been known at the time of judging an award may be withheld.

Assessment

The decision of the National Panel is final. The Panel will not enter into any correspondence regarding the decision. However, a summary report of feedback will be offered to all entrants on request, with these reports sent out after the Awards announcement, which will take place in March 2010.

How to Enter

Please read the applicant guidance carefully before preparing your entry.

You will need to complete an online application form which can be accessed via our website www.civictrustawards.org.uk. You will need to create a personal log in ID and password to gain access to the application form.

If you would like more information on how to apply, please email info@civictrustawards.org.uk or call (01925) 273170

Your on-line application **MUST** be accompanied by the following supporting documentation, which can be uploaded electronically at the time of submission:

- **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.

ALL PLANS AND SECTIONS MUST BE SUPPLIED IN PDF FORMAT
GROUND FLOOR PLANS AND CROSS SECTIONS SHOULD BE SUBMITTED AS ONE PDF FILE

Applicants **MUST** also submit 6 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

Please note: 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.

Entry Fees

The standard entry fee is **£160 +VAT** (£188 inc VAT) per scheme.

Concessions:

Schemes submitted by Civic Trust Awards Corporate Members or Local Authority Members:

£100 +VAT (£141 inc VAT) per scheme.

Schemes submitted by Civic Societies or other Community Groups:

£75 +VAT (£88.13 inc VAT) per scheme.

Cheques should be made payable to "Civic Trust Awards" and sent to the following address:

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

Please ensure you write the name of the scheme(s) on the back of the cheque.

If paying by BACS please use the following details:

Bank Address: National Westminster Bank, 5 Ormskirk Street, St Helens, Merseyside, WA10 1DR

Account Name: Civic Trust Awards

Sort Code: 60-70-08

Account Number: 51389851

If you would like to take advantage of our Membership discount and other benefits, please contact Malcolm Hankey on mhankey@civictrustawards.org.uk for more details. You will be required to complete a Membership Application before submitting your entry.

Civic Trust Awards Membership Benefits



Our Members save over £60 on the Civic Trust Awards Entry Fee

As a Member of the Civic Trust Awards you only have to pay £100 +VAT for each entry, saving your organisation over £60 off the standard fee.

Join our Membership Community Today

The support of our Members is integral to the delivery of the scheme and the valuable work of our volunteer assessors. The Civic Trust Awards is independent, impartial and above all, retains an emphasis of rewarding schemes that demonstrate positive environmental and community impact.

Whether your interest lies in design excellence, regeneration, or contributing to the success of local communities, your Membership will help support the work of the Civic Trust Awards, demonstrating your real commitment to recognising and rewarding better places where people can live, work and relax.

Information

- Quarterly Civic Trust Awards newsletter
- Priority notice of our events
- 5 Free copies of our Civic Trust Awards brochure
- Access to the Civic Trust Awards 50 year archive of past winners (5500+ schemes)

Marketing and PR

- Membership certificate
- Hyperlink on Civic Trust Awards website
- Members are listed in the Awards brochure (10,000 print run)
- Discounted rates for advertisements in the Awards brochure
- Opportunity to sponsor the Civic Trust Awards and other events at preferential rates
- Opportunity to write articles for our newsletters
- Opportunity to profile your company in the quarterly newsletter

Twelve Months Subscription

Corporate Membership:

- £250 +VAT for companies with an annual turnover of less than £1 million
- £500 +VAT for companies with an annual turnover between £1-3 million
- £850 + VAT for companies with an annual turnover over £3 million

Local Authority:

- £500 +VAT for a County/District/Borough Council
- £50 +VAT for a Town/Parish Council

For a full list of benefits or to join our membership community please contact Malcolm Hankey on 01925 273170 or email mhankey@civictrustawards.org.uk

The Civic Trust Awards scheme is one of the longest standing built environment awards schemes in the Europe. We operate on a not-for-profit basis as a Community Interest Company which dedicated to promoting and rewarding projects that bring vitality, sustainability and high quality design to the built environment.