

Civic Trust Awards

Application Guidance 2011



Introduction

The Civic Trust Awards was established in 1959 to recognise and reward the best projects in the built environment. From architecture to planning, townscape to housing, the Awards 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 but more specifically, to reward projects that offer a positive cultural, social, economic or environmental benefit to the community.

Our Patrons

Our Design Patron is **Chris Wilkinson OBE RA**, founding partner and Principal of Wilkinson Eyre Architects who have won over 120 national and international design awards including the RIBA Stirling Prize for two consecutive years in 2001 and 2002. His latest submission to the Civic Trust Awards, the Arena and Convention Centre in Liverpool, won a Special Award for Evening Economy in 2009.



Our Media Patron is **George Clarke**, an architect and presenter of Restoration Man and The Home Show on Channel 4, currently attracting over 3 million viewers. George's remit is to help raise awareness of the scheme amongst the general public, encouraging them to participate in the Awards by volunteering as local community advisors.

What is eligible for a 2011 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 2008 and 1st September 2010.

Schemes from all areas of the UK and Republic of Ireland are eligible to apply for an award. We are able to consider applications from overseas, please contact us for more information should you wish to make an international entry.

The closing date for entries is Friday 17th September 2010.

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.

- **Award** is given to a project that makes an **outstanding contribution** to the quality and appearance of the environment. Award level schemes must demonstrate **excellence** in architecture or design, sustainability, inclusive design and make a positive social, cultural, environmental or economic benefit to the local community.
- **Commendation** recommendation is given to a project that makes a **considerable achievement** to the quality and appearance of the environment. Commendation level schemes must demonstrate a **good standard** of architecture or design, sustainability, inclusive design and make a positive social, cultural, environmental or economic benefit to the local community.

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. Feedback is offered to all unsuccessful applicants and the decisions made by the assessor team and National Panel are final.

PLEASE NOTE: *our assessor 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 scheme should be available to be visited by our assessment team at any time during October and November. If the scheme isn't accessible on the date/time provided by the Awards Assessment team, it may be deferred to a desk assessment if an alternative date cannot be arranged with the assessor team.*

The Awards Programme

July – Sept	Applications are submitted on-line - we normally receive 300-500 applications per year.
Oct – Nov	Judging takes place and entries are visited by a team of assessors including an architect, and where possible, an inclusive design professional, local authority planner and local community advisor. Feedback is submitted to the Civic Trust Awards from all assessment team members about each scheme that has been visited.
Dec – Jan	All schemes put forward for an Award or Commendation are then put forward to a second tier assessment via our National Panel who ratify the final level of Award winners to ensure national consistency. The shortlist of winners is announced to the media and applicants.
March	The Awards Ceremony takes place to present the winners with their Civic Trust Award. Sponsors also present their Special Award to the winning recipient. The 2010 event was held at St George's Hall in Liverpool with over 250 guests in attendance.

Civic Trust Awards Announcement

Award and Commendation winners will be announced in March 2011. All winners will be invited to the Awards Ceremony – the venue will be confirmed at a later date.



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

Hard Landscaping

Restoration Award

Michael Middleton Award for Conservation

We are looking to develop a number of additional Special Awards for 2011. These will be advertised with subsequent updates to these guidance notes and on the Civic Trust Award website as soon as they are confirmed.



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 2008 and 1 September 2010 - this includes any surrounding areas which form part of the design.

Closing Date

Entries must be submitted by **Friday 17th September 2010**.

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 2011.

How to Enter

Please read the *online application guidance note* 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 or 273 171

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 MULTIPLE PAGE PDF FILE

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

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 (£117.50 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.

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.

Application Fee and Other Discounts

- Discounted Civic Trust Awards application fee of £100 +VAT (or €140*) per scheme (normally £160 +VAT or €220*)
- Discounted rates for advertising in the 2011 Awards brochure
- **FREE TICKET** to the 2011 Civic Trust Awards Ceremony (plus 10% discount on additional tickets)

Information

- Quarterly Civic Trust Awards newsletter
- Priority booking for our events and Awards Ceremony
- 5 Free copies of our Civic Trust Awards brochure
- Access to the Civic Trust Awards 51 year archive of past winners (6500+ schemes)

Marketing and PR

- Framed Membership certificate
- Hyperlink on the Civic Trust Awards website (www.civictrustawards.org.uk)
- Corporate Members are listed 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 organisation 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 more information on joining our membership community please contact Malcolm Hankey on 01925 273170 or email mhankey@civictrustawards.org.uk prior to making your application.

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.