



CIVIC TRUST AWARDS

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The Civic Trust Awards scheme was established in 1959 to recognise outstanding architecture, planning and design in the built environment and is the longest running architectural awards scheme in Europe.

The Civic Trust Awards is not just about rewarding architecture or design excellence. We strongly believe that successful projects should also exhibit strong sustainability credentials, a high level of accessible and universal design, whilst also demonstrating how the project has provided a positive civic contribution.

The Civic Trust Awards is unique and is recognised as the only 360-degree awards scheme in the world that promotes:

- Excellence in architecture and design standards
- Accessible and universal design
- Positive community impact
- Sustainable design & construction
- Consultation with user groups
- Innovation
- Social and economic renewal
- Localism
- Sustainable planning
- Sensitive conservation and restoration
- Designing in context
- Variety of entries including temporary buildings and structures

What is eligible for a Civic Trust Award?

All projects are judged on their own merit and every type of built environment project is eligible to apply (and win) a Civic Trust Award, which is given to outstanding projects in the fields of architecture, planning, environmental design, landscape, public realm and public art.

Entries are invited from schemes of all types, sizes and budgets our only requirement is that the scheme must be either publicly accessible **or** visible from a public highway or footpath.

The application round is NOW OPEN.

The closing date for entries is 5pm on **Friday 22nd July 2022**

All entries are submitted online via our website www.civictrustawards.org.uk

In addition to **Civic Trust Awards** entries, we encourage separate applications for:

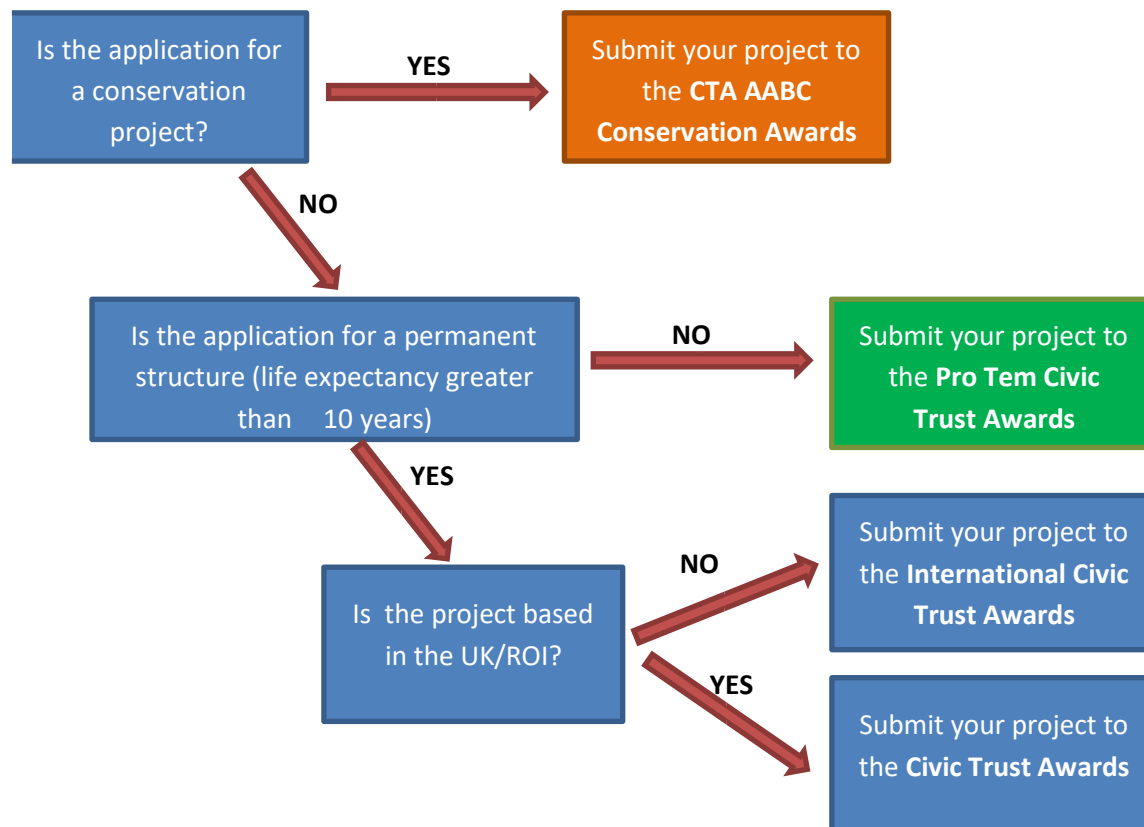
International Civic Trust Awards - for projects outside the UK and the Republic of Ireland which have the same criteria as described above for Civic Trust Awards. Previous winners include Harold Alfond Athletics and Recreation Center, Maine USA by Hopkins Architects and 6Tom Patterson Theatre, Ontario, Canada by Hariri Pontarini Architects

Pro-Tem Awards - Recognising temporary structures and installations that make an outstanding contribution to the quality and appearance of the built environment. Temporary installations can make a surprising impact in regenerating areas and energising their communities. The potency of these installations is significant and worthy of record, and we encourage entries from all over the world. Previous winners include Hackney Bridge by Turner Works, Blood Swept Lands and Seas of Red by Paul Cummins with Tower of London, Maggie's Merseyside at Clatterbridge, Wirral by Carmody Groarke and The Shed, City of London by Haworth Tompkins.

Civic Trust AABC Conservation Awards - Recognising projects which demonstrate the highest standards of historic building conservation. Delivered by the Civic Trust Awards in association with the **Register of Architects Accredited in Building Conservation (AABC)**, the scheme is specifically targeted and tailored to historic building conservation projects, but still retains the 360-degree nature of the Civic Trust Awards assessment process. The care, conservation and adaptive re-use of historic buildings call for a variety of skills. These begin with understanding the significances of a historic building in whole and in its constituent parts. We then consider the identification of defects and the diagnosis of problems and functional deficiencies which leads to the development of an approach - a conservation philosophy appropriate to the specific circumstances of the project. Works of repair, remediation and, where appropriate, adaptation which are both technically and philosophically sound are then formulated. Entries must demonstrate this broad range of skills in an overall project description and the exceptional qualities of the entry can then be described. These may include conservation of the rare and fragile, subtle remediation of structural problems or careful adaptation to meet current needs, all securing the ongoing life and value of the building. We therefore seek the demonstration of virtuosic skills that will inspire others.

Projects that are of a conservation nature but still meet the requirements of the Civic Trust Awards can be entered into both schemes. The project will then be eligible to be awarded in either (or both) awards schemes. Recent projects being recognised by both Civic Trust Awards and AABC Conservation Awards include "The Painted Hall" by Hugh Broughton Architects & Martin Ashley Architects; "Westminster Abbey Triforium" by Ptolemy Dean Architects & MUMA. Both projects were also recognised by the Selwyn Goldsmith Awards for Universal Design, making them triple winners. Separate application forms need to be completed and two application fees applied.

Which Awards scheme should I apply for?



Please note: If your project is both new build and conservation, you can apply for both a Civic Trust Award and Civic Trust AABC Conservation Award. Your project would then be eligible to win in both categories. Separate applications would need to be entered and 2 application fees paid.

Levels of Award

All applications are considered against our assessment criteria and are eligible to win an Award or be Highly Commended. **Award** winning schemes are then considered separately by the National Judging Panel against each of our criteria for our **Special Awards**.

- **Award** - given to projects that make an **outstanding contribution** to the quality and appearance of the built environment. Award level schemes demonstrate excellence in architecture or design, whilst being sustainable, accessible and provide a positive civic contribution.
- **Highly Commended** - given to projects that make a **significant contribution** to the quality and appearance of the built environment. Commendation level schemes demonstrate a good standard of architecture or design, whilst being sustainable, accessible and provide a positive civic contribution.

Selwyn Goldsmith Awards for Universal Design - Established in 2011, the Selwyn Goldsmith Awards for Universal Design is delivered in parallel with the Civic Trust Awards application process, all CTA entries are automatically considered for the Selwyn Goldsmith Awards. Winners will be selected by a specially convened panel of universal design experts, with the announcement made at the Awards Ceremony in March each year. Universal Design is about ensuring that places work for all people, no matter your age, ethnicity, gender or ability. An environment or building that is responsive, flexible, welcoming, easy to use and occupy; allowing all to use with dignity and equality. The Selwyn Goldsmith Awards (SGA) seek to promote and applaud those schemes which achieve this and exceed regulation.

To be considered for the SGA's you must demonstrate how your project has gone beyond the building regulations, as a minimum using best practice guidance, putting people at the heart of the project and showing exemplar universal design.

Recent winners include Gannochy Lifetime Neighbourhood by Anderson Bell + Christie Architects, Limden Farm Autism Supportive Living by Haverstock and Strawberry Field by Hoskins Architects.

The Assessment Process

Wherever possible, during September/October, entries to the **Civic Trust Awards** (and **Pro-Tem Awards** if the structure is still in place) are visited by a group of up to 4 Assessors from backgrounds such as senior architects, members of the local community, inclusive design professionals and representatives of the Local Authority planning department. This team reports its recommendations to the National Judging 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 demonstrate excellence in design, sustainability, have made 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 decision made by the assessor team and National Judging Panel is final.

PLEASE NOTE: where scheme visits are to take place, our assessor teams should not be accompanied by the applicant during their visit. The scheme should be available to be visited by our assessment team at any time during September and October and applicants must ensure that schemes are notified. If the scheme is not accessible on the date/time provided by the Civic Trust Awards Assessment team, it will instead be desk assessed by our National Panel (for CTA and Pro Tem applications).

International Civic Trust Awards entries are assessed via a desk study by the National Panel. Since the projects cannot necessarily be visited by the assessment panel the applicant must submit two citations from locally accredited community or local authority organisations (200 words maximum) outlining their support. Clear drawings and photographs showing the context and before and after images are essential.


Civic Trust AABC Conservation Award scheme, judging will be undertaken via a desk study by representatives of the AABC.

The Awards Programme

- June - July Application round is open and entries are submitted online.
- August Applications are processed and assessors are allocated by CTA
- Sept - Oct Judging visits take place (CTA and Pro-Tem Awards). Feedback is submitted to the Civic Trust Awards from all assessment team members about each scheme that has been visited. For CTA AABC Conservation Award entries, desk assessments take place.
- November Schemes considered successful at a regional level (together with the successful international projects) will be notified.
- December All UK schemes considered successful at a regional level (together with the successful international entries) are then put forward for second-tier consideration by our National Panel who ratify the final level of Award winners to ensure national and international consistency. For the CTA AABC Conservation Awards, a specially convened panel of building conservation experts meet to determine the National/International Award/Commendation winners. Winners are announced to the media and applicants.
- March The Awards Ceremony will take place **in March 2023** at a venue to be confirmed. All organisations involved in the winning projects are invited to attend. Award, Highly Commended & Special Award recipients are revealed at the Awards Ceremony. Should Covid19 restrictions be such that an awards ceremony cannot take place, an online announcement of winning schemes will be made in lieu of the ceremony.

Civic Trust Special Awards

All National & International winning projects are considered for Special Awards by National Judging Panel members who determine the individual winners. These are given to schemes which demonstrate excellence in a specific category or field. Winners receive a Special Award plaque and certificate to commemorate their success. Some special award categories are dictated by application type, but by way of an indication, the following categories are recognised:

- **National Panel Special Award** - Selected by the National Judging Panel Members as their favourite scheme from the year's Award-winning projects. Previous winners include Taylor Court, Chatto Court and Wilmott Court, Frampton Park Estate by Henley Halebrown and Aberdeen Art Gallery by Hoskins Architects.
- **Special Award for Sustainability** - sponsored by **Derwent London**
Presented to a scheme that has demonstrated excellent sustainability credentials. 
Previous Winners include FarmEd by Timothy Tasker Architects Ltd and Anthony Carlile Architect and Marmalade Lane by Mole Architects.
- **Special Award for Community Impact & Engagement** - Presented to a scheme that has demonstrated how successful community engagement can help deliver the highest standards of design whilst meeting the needs of local people. Previous winners include New Pooley Bridge by Knight Architects and Hackney School of Food by Surman Weston.
- **Michael Middleton Special Award** - given in memory of Michael Middleton MBE who was instrumental in helping to establish the Civic Trust Awards in 1959. The Award recognises excellence in restoration or new build projects in a conservation area. Previous winners include Wadham College by AL_A and The Oglesby Centre by stephenson STUDIO.
- **Special Award for Transportation & Infrastructure** - Presented to a scheme that provides exceptional new or upgraded major infrastructure projects that have transformed the civic realm. Eligible projects include major engineering or infrastructure projects such as bridges, tunnels, coastal defences, dams and flood defences which have a civic realm dimension and have had a demonstrable qualitative effect upon their context and environment. Previous winners include Go Cycle: Kingston Cycle Hub by Sarah Wigglesworth Architects.
- **Special Award for Reuse & Adaptation** - Presented to a scheme that would otherwise be left to decay or be demolished to address present day needs. The project should benefit the community and its users by maintaining its cultural heritage or restoring a culturally significant site, ensuring its viability for new users and modern functions, other than those originally intended. Previous winners include Preston Bus Station by John Puttick Associates.

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 1st January 2019 and 1st September 2022 - this includes any surrounding areas which form part of the design. The completion window is indicative, if your scheme falls outside this window, please email us to enquire whether it can be entered

info@civictrustawards.org.uk

Award Round Closing Date

Entries must be submitted by **5pm on Friday 22nd July 2022**

Internal Schemes

Wholly internal schemes are eligible to apply, but only if the scheme is accessible to the public (eg internal refurbishment of a church, museum, hotel, hospital, etc.)

Visibility

Schemes must be visible to the public - it must be possible to see most of it, all year round, from a public thoroughfare. 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, Masterplans & Multiple Buildings under one Application

Fully completed phases (including any landscaping or ancillary works) are eligible to apply e.g. housing. Buildings must be adjacent to each other, of the same use class, of the same design standard and designed by the same architect.

We **do not** accept masterplans or large phased projects by numerous practices or multiple buildings of different use class submitted under one application. This is to avoid the scenario where two buildings of different use class and design standard are submitted under one entry, one is of Award standard, the other is considered unsuccessful. In such circumstances, the whole application will be deemed unsuccessful.

Entrants should state in the scheme description how the phase relates to the project as a whole and indicate the projects total size and expected completion date.

Judges visiting the scheme must be able to fully assess any completed phase of the project. If our judges decide that the scheme cannot be fully assessed due to the incomplete nature of the scheme or any

adjacent works, then the application will be considered unsuccessful. In such instances, resubmission will be permitted the following year (additional application fee payable).

Private Houses & Housing Schemes

Private houses are eligible but 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. In terms of the "community impact" criteria, this can be achieved through the demonstration of the building's positive contribution to the streetscape.

Temporary Projects or Installations

We actively encourage applications from temporary projects or installations. For any scheme that has a design life of less than 5 years or is considered to be a transient building/structure (such as a touring art installation) can be submitted for a **Pro-Tem Awards** via the relevant online application form.

Conservation Projects

For projects that involve the repair, remediation and, where appropriate, adaptation of a historic building, these should be submitted for consideration via the **AABC Conservation Awards** online application form.

Reuse & Adaptation

We actively encourage applications from projects that would otherwise have been left to decay or be demolished. The Civic Trust Awards looks to recognise schemes that have benefitted the community and its users, by maintaining its cultural heritage or restoring a culturally significant site, ensuring its viability for new uses and modern functions other than those originally intended. The application should clearly show what has gone/been added on plans - with "As-Was" and "As-Built" plans uploaded. State clearly what has been done and submit before and after images.

Re-submission

Entries made in previous years cannot be resubmitted unless the judges decided the entry was premature. The entrant will be informed that their scheme has been deferred. For deferred applications, the applicant will need to pay an additional entry fee to re-submit their project if the scheme has been visited and considered incomplete by our assessment team.

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 Judging 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 2023

Winning Projects Plaques for Display

All winning projects will be presented with a plaque for permanent display at the successful scheme at the Awards Ceremony in March. By entering your project, applicants agree to install the plaque within 3 months of the winners' announcement.

How to Enter

All applications are submitted online between 1st June and 22nd July 2022. Our online application system can be accessed via our website www.civictrustawards.org.uk

Applicants need to create a personal log in ID and password to gain access to the application form. Please read this **Application Guide** carefully before preparing your entry.

Entry Fees

The standard entry fee is **£250 +VAT** (£300 inc VAT) per scheme.

Application fees must be paid at the time of application via credit/debit card. We cannot accept telephone payment.

BECOME A CIVIC TRUST AWARDS MEMBER

Save £100 on the Civic Trust Awards Entry Fee and receive a complimentary ticket to the Civic Trust Awards Ceremony.

As a Member of the Civic Trust Awards, application fees are reduced to £150 +VAT for each entry, saving your organisation £100 per application off the standard fee. You will also receive one complimentary ticket to the Civic Trust Awards Ceremony worth £250.

Join our Membership Community

As a not-for-profit organisation, our Members support the delivery of the Awards scheme and the valuable work of our volunteer assessors. Whether your interest lies in supporting a scheme that promotes design excellence, regeneration, or contributing to the success of local communities, your Membership is extremely valuable to the work of the Civic Trust Awards.

Additional Benefits

- **50% discounted rate** for advertising in the Winners Brochure
- **10% discount on additional tickets** for the Civic Trust awards Ceremony (worth £250+ VAT)
- 30 day payment terms for application fees, merchandise and awards ceremony tickets
- Priority booking for our events and Awards Ceremony
- 5 Free copies of our Civic Trust Awards brochure (worth £60)
- Access to the Civic Trust Awards digital archive of past winners (6500+ schemes)

Marketing and PR

- Hyperlink on the Civic Trust Awards website (www.civictrustawards.org.uk)
- Members are listed in the Awards brochure and Awards Ceremony literature/presentation slides
- Opportunity to nominate a representative from your organisation to the CTA National Judging Panel
- Space for your display panels/marketing materials at the Civic Trust Awards Ceremony

Membership Fees

Category A - £350 +VAT (£420 inc VAT)

Turnover less than £1 million per annum

Category B - £600 +VAT (£720 inc VAT)

Turnover between £1 - £3 million per annum

Category C - £950 +VAT (£1140 inc VAT)

Turnover greater than £3 million per annum

Local Authorities - £600 +VAT (£720 inc VAT)

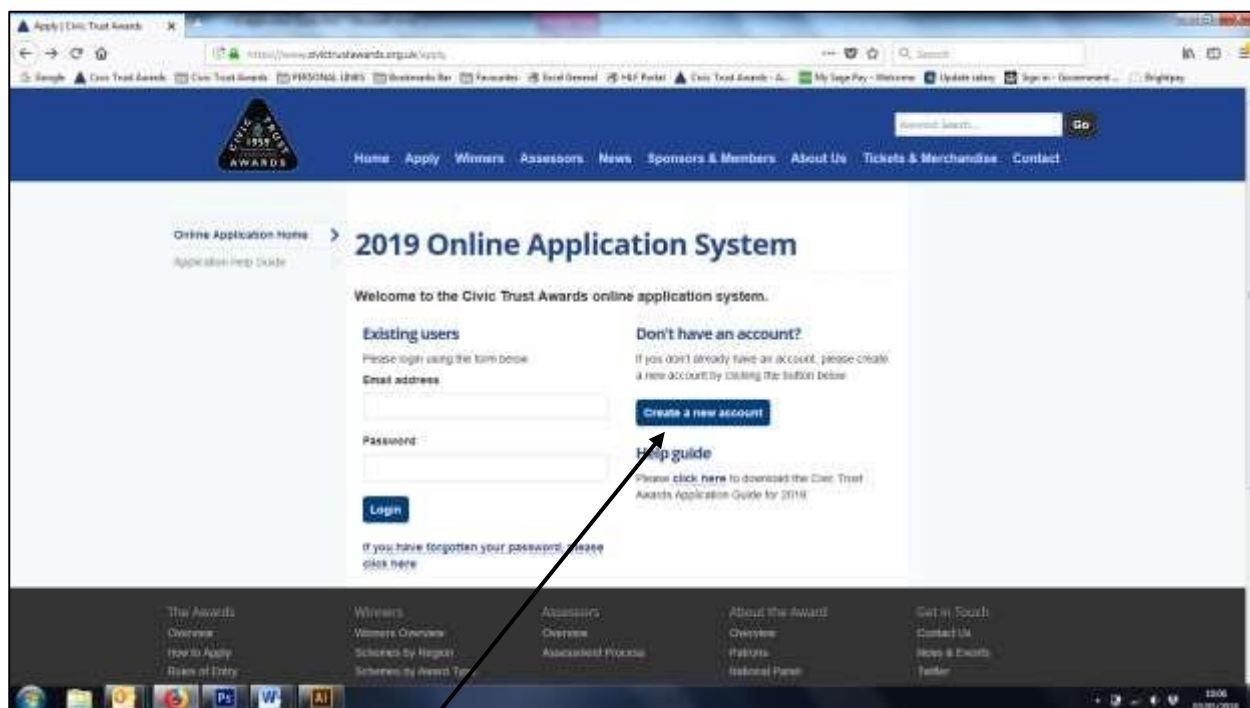
If you would like to take advantage of our Membership discount and other benefits, please complete an online membership application form.

HOW TO APPLY

To apply 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 and click the **Apply Now** button on the home screen

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

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



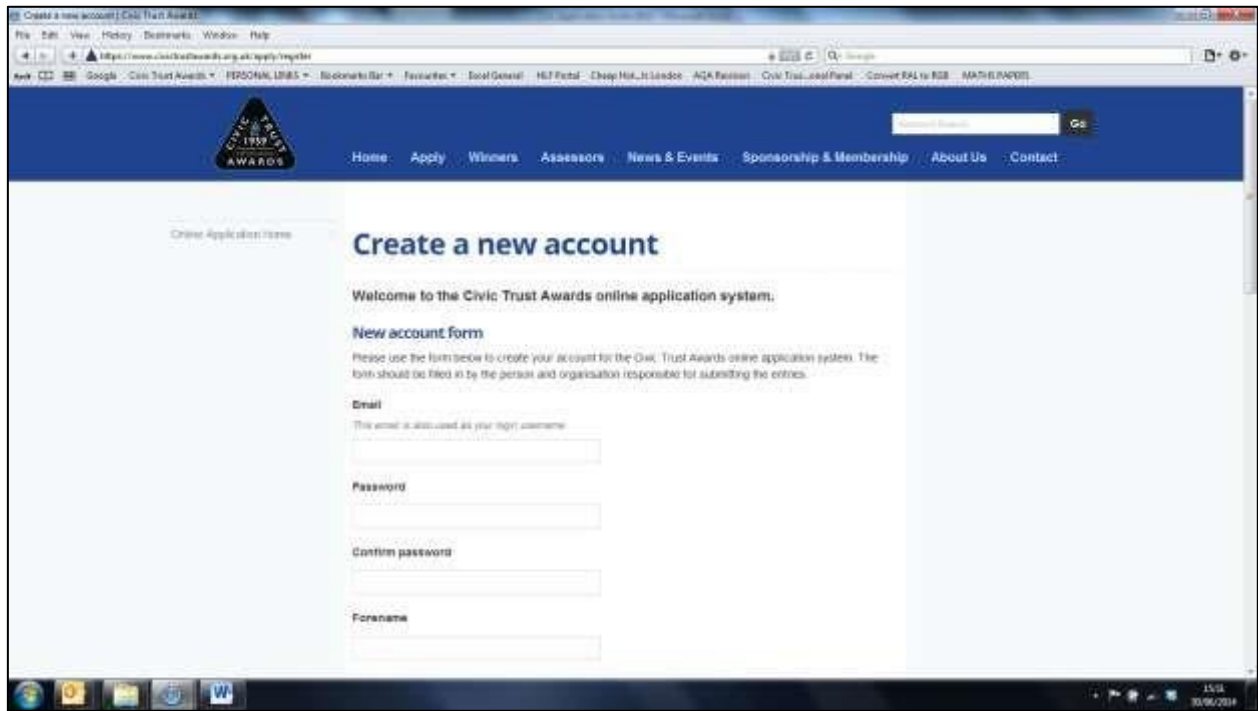
Please click **Create a new account** you will then be directed to a screen where you can input your details.

For previous applicants if you registered on the system in previous years and require a username/password reminder, please click on the link for "Forgotten password"

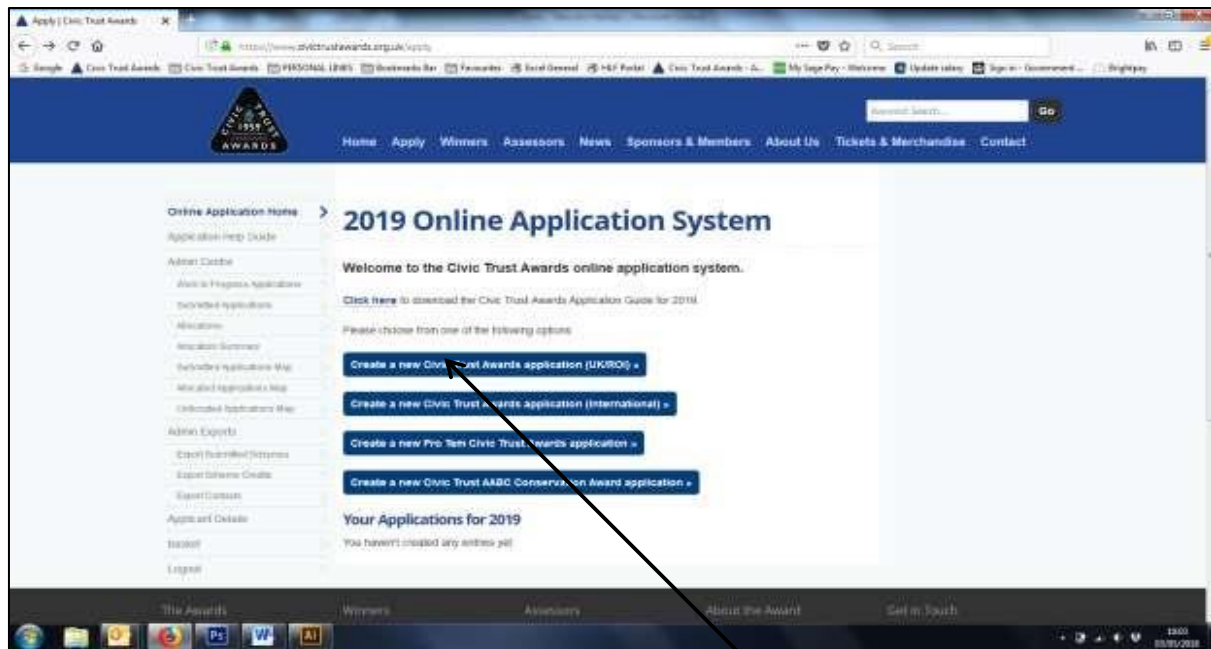
Please enter the relevant details for the **Applicant**. This is the person/organisation that will receive all correspondence and will receive correspondence for any applications submitted.

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

****Should you wish to become a CTA member in order to qualify for discounted application fees (saving £100 +VAT per entry), amongst many other benefits, please complete an online membership application form***



Once your account has been created, please visit the online application system home page to start submitting entries. You will need to enter your details (username and password) to access the system. If multiple people are providing information for the entry, please ensure that they are given the username and password to be able to log in. For data protection purposes, the Civic Trust Awards does not have access to this information.




When logging in, at the application home screen, please **Click a new application** Here you can choose

After logging in, please click "Create a new application" choosing the type of application you would like to enter.

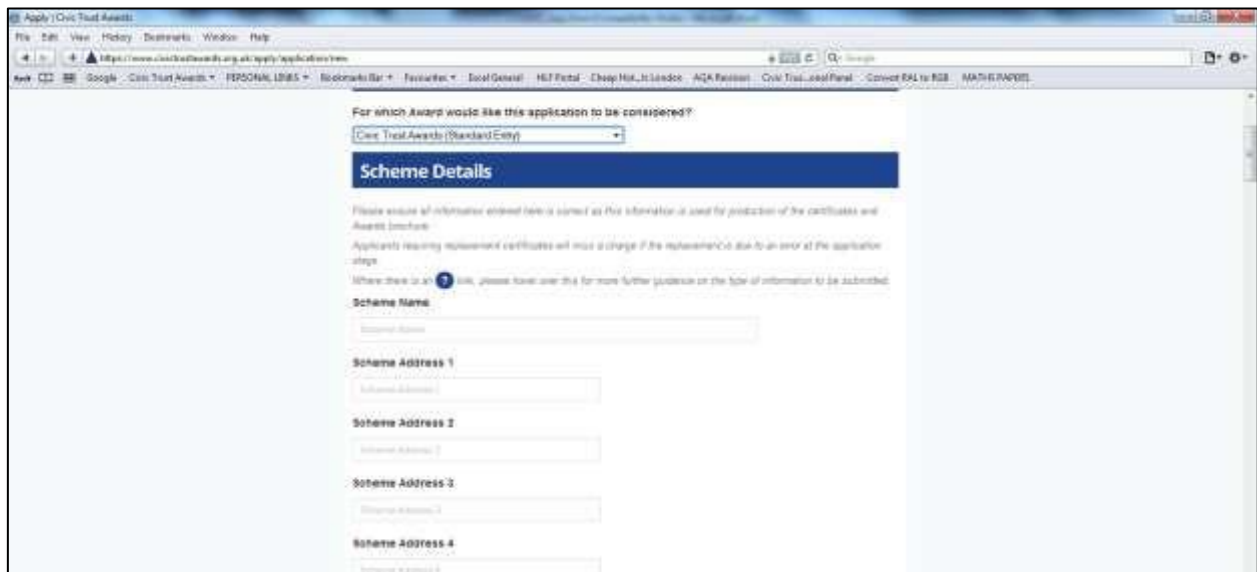
You will then need to select the type of application you are submitting. Please select **Civic Trust Awards (UK & ROI) or Civic Trust Awards (International)**, **Pro Tem Award** or **AABC Conservation Award** from the buttons available. The option selected here will determine the information collected throughout the remainder of the application form.

You will then be transferred to the **Application Window**.

Section 1 Scheme Details

 Throughout the application, where there is a help button/icon, please click this for further guidance on the type of information we require or recommended level of detail.

When completing the application, please ensure you select **Save changes** on the right of the page at the end of each section to ensure none of the data entered is lost



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

Scheme Details - this is the information relating to your project.

Please complete all fields and ensure the Scheme Name is **spelled correctly** and location (inc postcode 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.

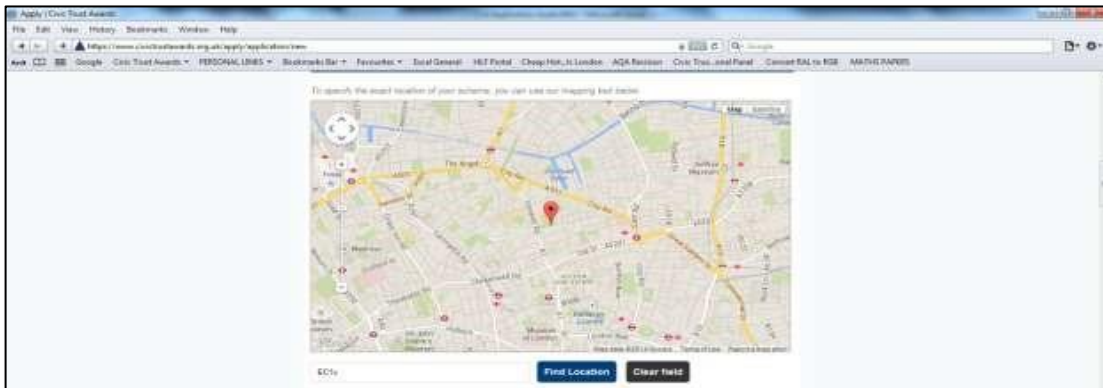
- Please ensure the correct Local Authority Area, Region and Postcode are identified, as this is used to assign our Assessors.
- If an incorrect address is given, this could result in your project not being visited.
- If your scheme is outside the UK or Republic of Ireland, please select "other" from the Local Authority Area



Scheme Location Please click **Add a location** use the search bar below the menu to enter the scheme post code, city, etc.

The map will then place a marker in the relevant area. Please **zoom in to the map**, then 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.



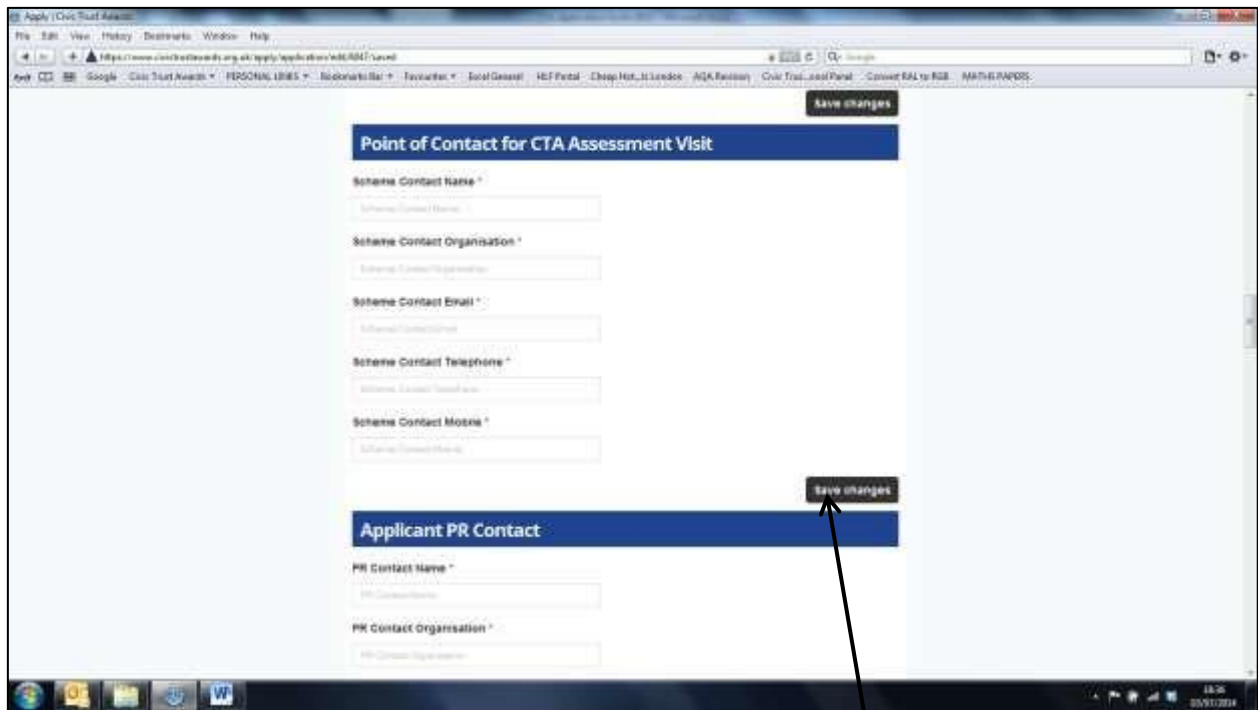
Then enter some basic information about the scheme **use class**:



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

This should be someone who can provide on-site access to the scheme (building manager etc) and NOT someone from the applicant practice.

Please note: *our assessors should not be accompanied by the applicant during their visit unless this is expressly required by the Civic Trust Awards. Please ensure that the point of contact at the scheme has been made aware that the project has been entered into the Civic Trust Awards and that we will be making contact to arrange the assessment visit.*



Once you have completed each section of the application, press **SAVE CHANGES** to prevent any data being lost. Please note, changes to the application can be made at any time prior to the entry being submitted.

Section 2 – Scheme Information

Please provide us with relevant information relating to the scheme. All sections are mandatory and form the basis of our key assessment criteria. Failure to adequately complete these sections may result in your application being rejected at the first stage of assessment.

Please **DO NOT** name or make reference to organisations or practices involved in the project. All organisations involved should be correctly named within the credits section and **NOT** within textural elements.

This is to allow for complete impartiality during the judging and assessment process.



Throughout the application, where there is a help button/icon, please click this for further guidance on the type of information we require or recommended level of detail

Scheme Description – character limit 3000 including all special characters such as bullet points, spaces, commas, full stops etc

A concise description of the brief, the design approach, collaboration, implementation, budget constraints, phases of development, funding arrangements, and the approximate total cost. Please also include a statement about the landscape architecture/design (if hard/soft landscaping forms part of your application).

Please **DO NOT** name or make reference to organisations or practices involved in the project.

Sustainability Details – character limit 3000 including all special characters such as bullet points, spaces, commas, full stops etc

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.

Please **DO NOT** name or make reference to organisations or practices involved in the project.

Please describe the sustainability strategy and approach for the project, encompassing the following aspects:

Overarching aspiration

- What were the aims and objectives?
- What performance parameters were set e.g., achieving a particular BREEAM rating, passivhaus standard, level of carbon reduction etc

Design response and approach

- What did the team do to respond the aims and objectives e.g., what was design response massing, orientation, M&E etc Was there any new or unique systems, process or approaches used?
- Were any specialist assessments used to inform the design process (out with of things like BREEAM assessments etc) e.g., in-use energy assessments (TM54 etc), embodied carbon assessments, biodiversity studies
- What was the result e.g., what was the resultant heating and cooling strategy? How did the design response solve a particular problem to achieve a better outcome?

Outcome and measurement

- Did the project meet the brief did it achieve the aims and objectives or indeed exceed them?
- Does the building perform as expected or better? What are the results known or predicted.

Notes:

The Civic Trust Awards looks to assess the holistic sustainability performance of each application; therefore, it is important that applicants describe how the design response met the aspirations for the project, likewise how the building is performing. Where possible applicants should include the outputs from things like in use energy/carbon, water, waste monitoring etc to help inform the panel's decision. However it is appreciated that this might not be available due the building not having been in occupation/operation long.

Universal Design Details (Accessibility for All Users) *character limit 3000 including all special characters such as bullet points, spaces, commas, full stops etc*

A benchmark level of universal design is mandatory for all Award winners; however, exemplar projects will also be considered for the **Selwyn Goldsmith Award for Universal Design**. We strongly recommend you consult with your Access Advisor in order to complete this section of the application.

Please DO NOT name or make reference to organisations or practices involved in the project.

Please describe the key aspects of the scheme which demonstrate good universal design.

Universal Design Details (Accessibility for All Users) *

Minimum 3000 characters including all spaces and special characters (bullet points, commas, full stops etc)

A benchmark level of universal design is mandatory for all Award winners, however, exemplar projects can also opt to be considered for the Selwyn Goldsmith Award for Universal Design.

Please describe the key aspects of the scheme which demonstrates good universal design. Please click the ? button for a list of prompts which will assist when completing this section of the application.

Do you wish for the scheme to be considered for the Selwyn Goldsmith Award for Universal Design? *

If NO, the standard guidance will apply. ?

If YES, the Selwyn Goldsmith Award guidance will apply. ?

Yes

Universal Design Details (Accessibility for All Users)

The Civic Trust Awards requires that any submission must meet the minimum accessibility standards outlined in Approved document M and K. Your submission should summarise the accessibility levels achieved for all aspects with particular reference to approach, entrance, external and internal circulation, sanitary facilities and relevant facilities. It is understood that where the works are to an existing or historic building that this may be more challenging. However, inclusivity is still required. The submission should provide a description of the works undertaken and the inclusion levels achieved and any mitigating factors should be identified.

Universal Design is about ensuring that places work for all people, no matter your age, ethnicity, gender or ability. An environment or building that is responsive, flexible, welcoming, easy to use and occupy; allowing all to use with dignity and equality. The Selwyn Goldsmith Awards (SGA) seek to promote and applaud those schemes which achieve this and exceed regulation. To be considered for the SGA's your project should have gone beyond the building regulations, as a minimum using best practice guidance, putting people at the heart of the project and showing exemplar design.

To ensure your application can be considered for the Selwyn Goldsmith Award please ensure that you answer the following questions in sufficient detail to enable our panel to understand your approach and assess your scheme.

1. What was your vision for the project in terms of Universal Design?
2. What design standards were adopted specifically in relation to Universal Design?
3. Describe what elements define the project as exemplar in respect of Universal Design.
4. How has the design process placed people, including their diverse and specific needs, at its heart?
5. What form of consultation was undertaken with local people and/or user groups and how were their views reflected within the design principles adopted?
6. Was an Access Consultant (or other access expert) part of the design team and what was their involvement during the design process through to construction?
7. Could you please provide any further comments relevant to the Universal Design approach and any information relevant to your application?

Community Impact and Engagement details character limit 3000 including all special characters such as bullet points, spaces, commas, full stops etc

Community Impact or Civic Contribution can be interpreted in a number of different ways. This can range from a scheme being a well utilised public asset to primarily providing a positive contribution to the streetscape.

Please **DO NOT** name or make reference to organisations or practices involved in the project.

Examples of what can be included in this section:

- 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?

For International Civic Trust Awards Applications Only character limit 1000 - inc spaces, commas, full stops & special characters

After the community impact and engagement section, you will also need to submit **two citations** from locally accredited community or local authority organisations outlining their support.

Clear drawings and photographs showing the context and before and after images are essential to accompany your entry within the uploads/supporting document section of the application form.

For AABC Conservation Applications Only character limit 12000 inc spaces, commas, full stops & special characters)

Conservation Details - Please describe how the project demonstrates best conservation practice.

Guidance

- Building significance including elements of special significance
- Conservation issues posed
- Project-specific conservation philosophy
- Key conservation techniques employed

For Pro-Tem Projects Only

Pro Tem Details - for Temporary Installations character limit 3000 inc spaces, commas, full stops & special characters

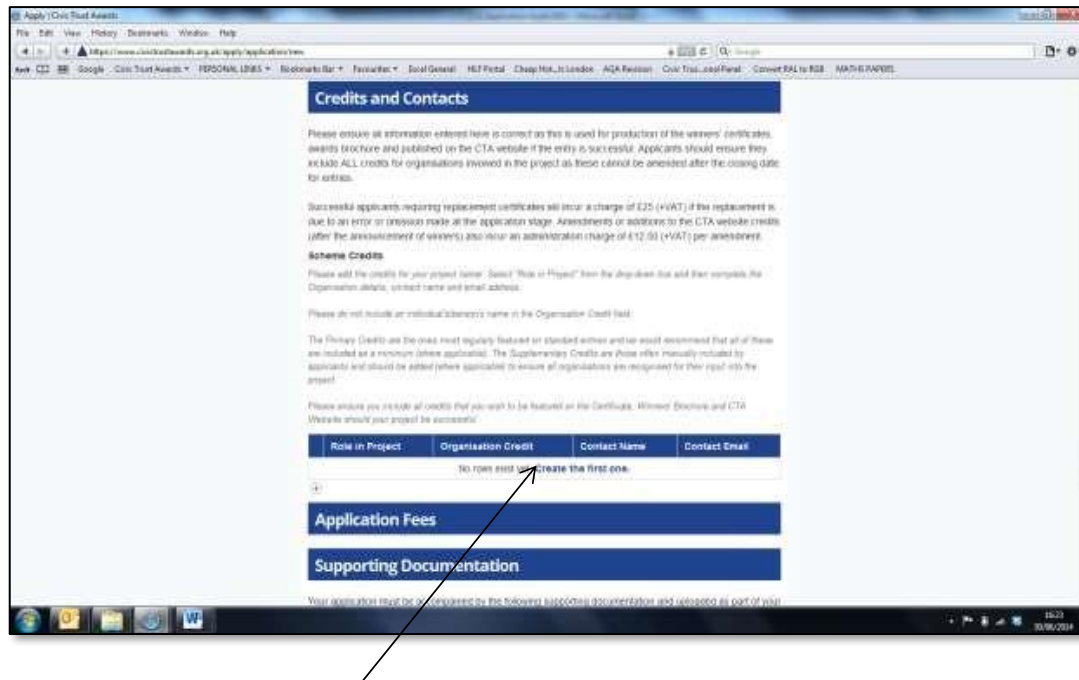
Guidance

- Describe what will happen to the building/structure at the end of the term in its current location?
- Any associated costs with demounting/relocation/demolition?
- Describe any deign considerations, is the installation appropriate in its context?

Once you have completed this section of the application, press **SAVE CHANGES** to prevent any data being lost. Please note, changes to the application can be made at any time prior to the entry being submitted.

Section 3 Credits and Contacts

Please ensure all information entered here is correct as this is used for production of the winners' certificates, awards brochure and published on the CTA website if the entry is successful. Applicants should ensure they include **ALL** credits for organisations involved in the project as these cannot be amended after the closing date for entries. Should a role not be listed in the drop-down menu, please identify as "Other" and state the role in brackets alongside the name of the organisation



To enter a credit, please click **Create**

Then select the **Role in Project** from the drop down menu.



Please ensure you take the time to accurately complete the table to enter ALL credits for organisations involved in the project. Credits entered at application stage are used for the production of the award certificates, winner’s brochure and will appear on the CTA website (for successful projects). Credits cannot be amended after the closing date for entries.

Please add the **organisation credit, contact name, email address** and **organisation twitter/Instagram name** for each credit. This is to allow us to tag and share on social media



Please click the **+ button** to add a new credit. This table should be completed in full prior to completing your application.

Once you have completed this section of the application, press **SAVE CHANGES** to prevent any data being lost. Please note, changes to the application can be made at any time prior to the entry being submitted.

GDPR/Data Protection: Civic Trust Awards considers that it has a legitimate interest to make contact with each of the persons/organisations listed by the applicant in order to conduct our business as an awards scheme. Please ensure you have the permission of the person named in order to provide us with their details as part of the application. We do not sell, trade or otherwise share this data with third parties or other partners without prior consent. Please click the following link for our privacy policy. <https://www.civictrustawards.org.uk/about/data-privacy-policy>

Section 4 - Supporting Documentation

From here, you can **upload supporting documentation** to assist us in assessing your application:

Plans & Drawings

Your application must be accompanied by the following supporting documentation and uploaded as part of your submission. These drawings/plans are made available to assessors and the National Judging Panel and should be at a suitable scale to be viewed online:

- **Site Context Plan (PDF format)** - please include a site plan of the scheme of sufficient scale to show the site in relation to streetscape and surrounding buildings. A multiple page PDF can be submitted (Max total file size 5MB).
- **Plans and cross sections (multiple page PDF format)** - must be AS BUILT drawings. For landscaping or public realm projects, a plan showing scheme layout/scheme details can be included. (Max total file size 5MB).
- **Reuse/Adaptation (PDF format)** - if the scheme is a Reuse/Adaptation project, extension or conversion, or for AABC Conservation Awards entries - before and after plans should be submitted and clearly labelled.
Additions/extensions should be marked in red for clarity.
Before and after picture collages can also be included within this multiple PDF which will be used for judging purposes only and not to produce the brochure.
- **Landscaping Plan (PDF format)** for landscaping schemes, public realm projects, or where hard/soft landscaping forms part of the application, a plan showing scheme layout/scheme details can be included. A multiple page PDF can be submitted (max file size 5MB per PDF).

Photos

Applicants should also submit up to 20 individual photos of the scheme. Images supplied at application stage

are used in the production of the winners' brochure and on our website. Photos must be supplied in high resolution JPEG format (not PDF or TIFF) within the max 5MB limit per image.

All photos must be clean images (free from borders, notes, text, company names etc) and must not be a picture collage.

Supporting images should include:

- **Context Photos** - Photos of the scheme taken from a distance are essential from at least two viewpoints to demonstrate the context in which the scheme fits within its surroundings.
- **Scheme Photos** - both external and internal (if the application is for a building). Photos should be selected to give a sense of the scheme and provide view-points from multiple elevations. Images should show, wherever possible, the scheme in use. Photos of specific detailing or materials should only be provided where these are essential to the judging process.

Images provided should be clearly labelled and credited to the copyright owner/photographer.

DO NOT INCLUDE ANY SPECIAL CHARACTERS OR SYMBOLS when labelling/crediting images, as this will corrupt the file, for example © @

Applicants are also encouraged to provide a short video (approx. 2 mins) of the scheme. A link to the video (hosted on YouTube or similar platform) should be included as part of your application.

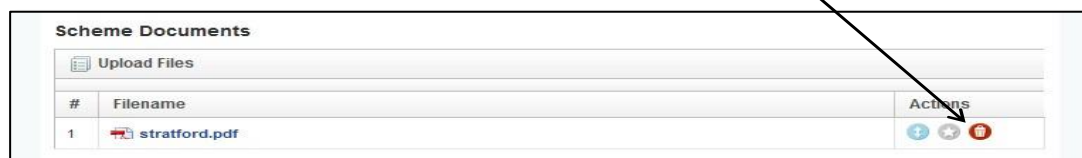
Please note: All applicants must have the permission of the copyright owner before submitting photographs with their entry. The Civic Trust Awards scheme reserves the right to utilise any photos submitted for publicity purposes. All winning schemes will be featured in the Civic Trust Awards Brochure and on the CTA website and will be credited according to information provided by the applicant.



First upload plans/cross sections (PDF Format) by clicking **Upload files**

Select the appropriate **PDF file** from your computer and click open. The file will then be uploaded to the system and will appear in the list.

Should you wish to remove/replace any uploaded files, please click the **Delete** button.



Once you have uploaded plans/cross section pdf's, then move on to adding scheme photos.

Click the **Upload Images** link



Select the appropriate **JPEG file** from your computer and click open.

The file will then be uploaded to the system and will appear in the list.

Please ensure you add the **Photography Credit** for each image as you upload them.



Repeat these steps until all 20 images have been uploaded (Max 5MB per image).

As stated above, applicants are also encouraged to provide a short video (approx. 2 mins) of the scheme which can be made available to us via WeTransfer to info@civictrustawards.org.uk prior to the closure of the application round.

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 and on the CTA website.

Section 5 - Application Fee

- Standard Application Fee - £250 + VAT (£300 inc VAT) per scheme
- Application submitted by CTA Members £150 + VAT (£180 inc VAT) per scheme

The cost of your application and available payment method will appear at the bottom of the application form.



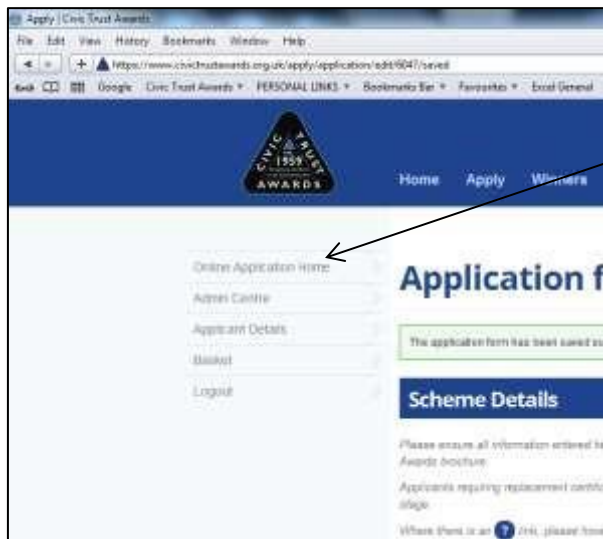
The screenshot shows a section titled "Application Fees" with a blue header. Below the header, it lists "Application Fee" with a sub-item "Cost of entry £250 + VAT (£300 total)". Underneath, there is a "Payment Method" section with a dropdown menu currently showing "Credit Card".

Non-Members must pay the application fee by credit/debit card online and then "Submit" the application.

CTA Members will have alternative payment options available to them via the drop-down box.

Once the entry is fully complete, please ensure you click **SAVE CHANGES**

You will note that the option to Submit Application is unavailable to you until the application fee has been paid.



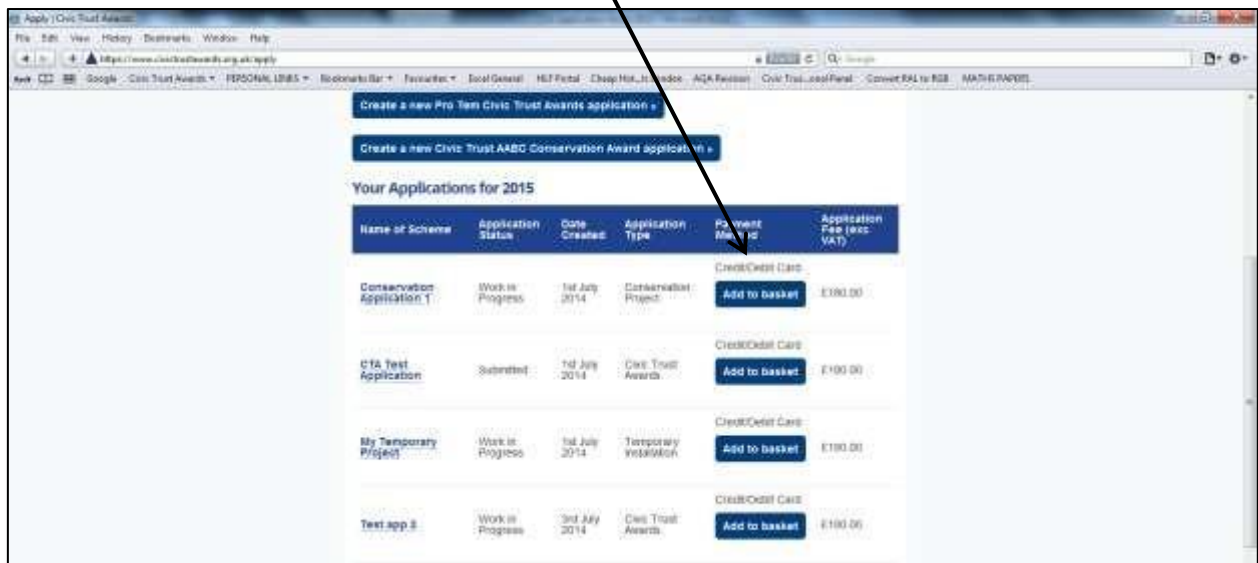
Once the application has been saved, please click **Online Application Home** to return to the summary screen for all entries currently in progress.

You will then be required to **pay your application fees** for each of the schemes to be entered to the Civic Trust Awards. It is possible to pay for entries individually or pay for all applications in one transaction.

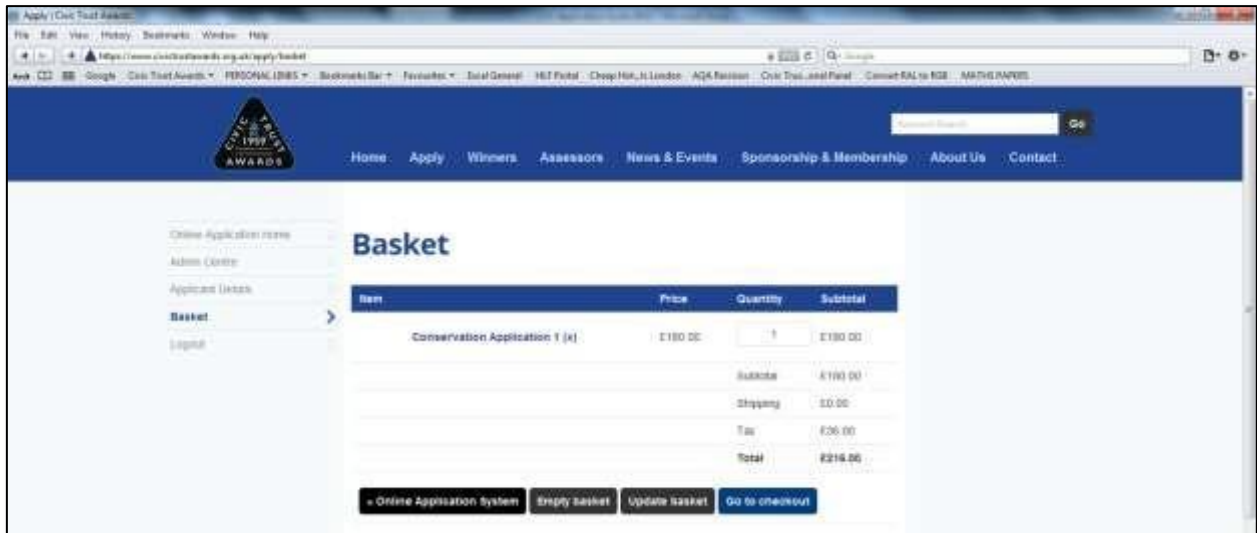
All entries to the Civic Trust Awards will only be accepted on receipt of application fee payment. All payments must be made at the time of entry and no later than the closing date of **Friday 22nd July 2022**

At the application home screen, you will see a list of your applications with a status (Work in progress).

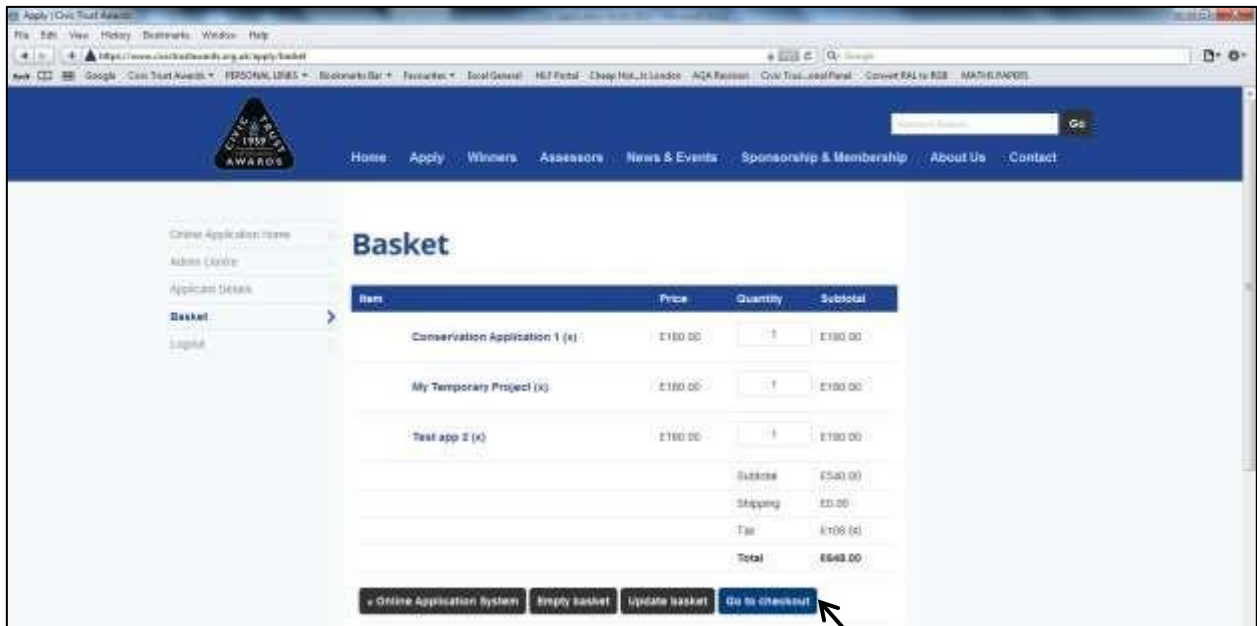
To pay your application fee(s) click the **Add to Basket** button at the side of each application.



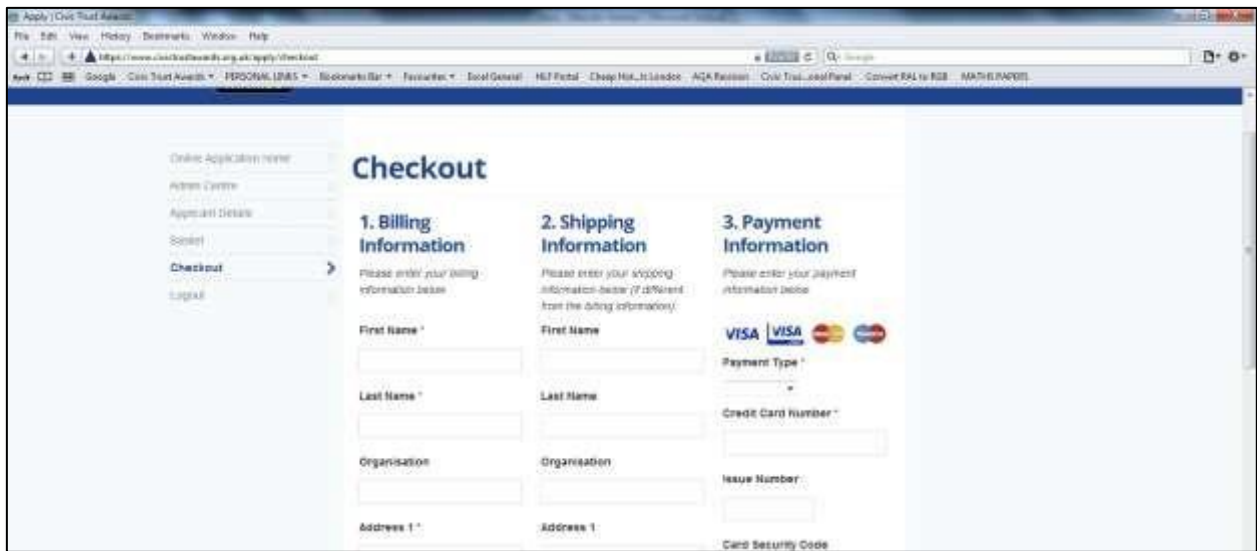
You will then be directed to your basket, where you will see the application (by name) along with the cost of entry.



To add further application fees to your basket, click **Online Application System** button to return to your summary screen. Repeat the process by clicking the **Add to Basket** button at the side of your next application.

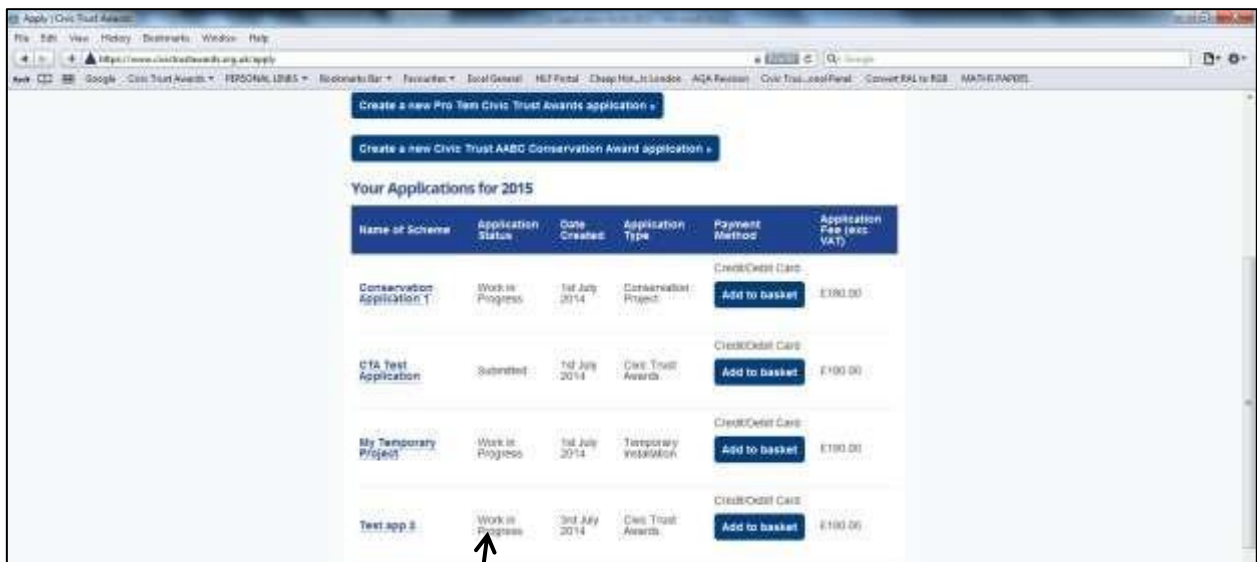


Once all applications have been transferred to your basket, please click **Go to Checkout**



Please then complete all the relevant sections of the payment page, select the radio button to agree to the Terms and Conditions and then click **Place Order**

Once you have paid your application fee(s), please go back to the **Application Home Screen**.



Your application status is still **Work in Progress** until it has been submitted.

Click the name of the scheme to return to the application form and scroll to the bottom of the entry.

The option to **Submit Application** will now be live (once your application fee has been paid)

Please ensure you are happy with all the data contained in the application form before clicking **Submit Application**.



Once the application has been submitted, you will receive an auto-generated email to confirm receipt of your entry.

The closing date for receipt of entries is 5pm on Friday 22nd July 2022

What happens next.....

- Your application will be checked and allocated to an assessment team.
- First stage assessments take place during September/ October.
- Regional Finalists – those projects considered to be successful at a regional level, announced in November.
- The National Judging Panel deliberations will take place in December.
- National & International Winners will be announced in December 2022, with the Awards Ceremony taking place March 2023, date & venue tbc

Civic Trust Awards Members Only - **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

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 or call (01925) 270647.