CIVIC TRUST AWARDS

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Why the Civic Trust Awards?

The Civic Trust Awards was established in 1959 to recognise and reward the best projects in the built environment. From architecture to planning, hospitals to housing, public realm to public art, the Awards scheme acknowledges the built environment 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 through design, sustainability, inclusiveness and accessibility, but also to reward projects that offer a positive cultural, social, economic or environmental benefit to their local communities.

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 publically accessible or visible from a public highway or footpath.

The closing date for entries is 5pm on Wednesday 17th September 2014

Schemes from all areas of the UK and Republic of Ireland are eligible to apply for an award, as well as suitable international applications. All entries are submitted online via our website www.civictrustawards.org.uk

In addition to Civic Trust Awards applications we are also are delighted to be formally launching two additional arms to the awards scheme for 2014-2015, specifically to encourage applications for:

- **Pro-Tem Civic Trust Awards** - a specific entry category for temporary projects or installations sponsored by Metropolitan Workshop
- **Civic Trust AABC Conservation Awards** - a specific entry category for 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)

New for 2014/15 - Pro Tem Civic Trust Awards Scheme

The Pro-Tem Civic Trust Awards scheme is open to receive applications from temporary structures and installations. This is quite a departure for the Civic Trust Awards, which for the last 55 years have rewarded longevity and permanence. Temporary installations can make a surprising impact in regenerating areas which often need a quick win to energise their communities and establish a profile. In these austere economic times, the potency of these installations is significant and worthy of record. The Pro-Tem Civic Trust Awards scheme, sponsored by Metropolitan Workshop, is open to entries and we would like to encourage you to submit your temporary projects to us for consideration.
New for 2014/15 - Civic Trust AABC Conservation Awards Scheme

The Civic Trust AABC Conservation Awards 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 virtuoso skills that will inspire others.

Which awards scheme should I apply for?

Levels of Award

All applications are considered against our assessment criteria and are eligible to win an Award, Commendation or Community Recognition. Award winning schemes are then considered separately against each of our criteria for our Special Awards. All winners receive a plaque for permanent display at the site of the winning project and a Framed Certificate. Additional merchandise can be ordered after the annual Awards Ceremony has taken place in March.

- **Award** - 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** - 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.

• **Community Recognition** is given to a project that provides a positive social, cultural, environmental or economic benefit to the local community.

For Civic Trust Award entries, all **Award** level winning schemes are automatically considered for the **Special Awards** categories (see below).

**The Assessment Process**

At the first stage of assessment, entries to the **Civic Trust Awards** (and **Pro-Tem Awards**) will be visited by a team consisting of a senior architect and (where available) a member of the local community, an inclusive design assessor 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 decision made by the assessor team and National Panel is final.

For the **Civic Trust AABC Conservation Award scheme**, the first stage assessment will be via a desk study by representatives of the AABC. Local visits may then be arranged (where appropriate) with a final decision taken on the level of award to be given by a specially convened panel of Building Conservation experts.

**PLEASE NOTE:** where scheme visits are to take place, 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 and applicants must ensure that schemes are notified. If the scheme isn't accessible on the date/time provided by the Awards Assessment team, it may be deferred to a desk assessment (for CTA and Pro Tem applications).

**The Awards Programme**

<table>
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<th>1st July – 17th Sept</th>
<th>Application round is open and entries are submitted online.</th>
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<tr>
<td>Oct – Nov</td>
<td>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, the desk assessment will take place.</td>
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<tr>
<td>Dec</td>
<td>All UK schemes considered successful at a regional level (together with the successful international entries) are then put forward to a second tier assessment via our National Panel who ratify the final level of Award winners to ensure national and international consistency. The shortlist of winners is announced to the media and applicants. For the CTA AABC Conservation Award, a specially convened panel of building conservation experts will meet to determine the final level of award winners.</td>
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<tr>
<td>March</td>
<td>The Awards Ceremony will take place in <strong>March 2014</strong>. All winners will be invited to the Awards Ceremony – the date and venue will be confirmed shortly.</td>
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All projects of Award standard are considered for one of the Special Awards by National Panel members who determine the individual winners. These are given to schemes which demonstrate excellence in a specific category or field. Winners receive a rectangular cast bronze Special Award plaque and framed certificate to commemorate their success.

The current Special Award categories for 2015 are:

- **Michael Middleton Special Award** - A memorial and tribute to Michael Middleton CBE, who established the Civic Trust Awards in 1959. This award is presented to a conservation project or new build within a conservation area, selected from the year’s group of winning schemes.

- **National Panel Special Award** - Selected by National Panel Members as their favourite scheme from the year’s Award winning projects.

- **Special Award for Community 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.

- **Special Award for Sustainability** - Presented to a scheme that has demonstrated excellent sustainability credentials.

- **Special Award for Scotland** - Supported by The City of Edinburgh Council and Glasgow City Council and presented to an Award winning project from Scotland, chosen by National Panel members to ensure impartiality.

- **Selwyn Goldsmith Award for Universal Design** - This Award is given in recognition of architect and founding figure of inclusive design, Selwyn Goldsmith. The Award is delivered in parallel with the Civic Trust Awards application process and the winner is selected by a specially convened panel of universal design experts with the announcement made at the Awards Ceremony in March 2015. All applications to the Civic Trust Awards will automatically be considered for the Selwyn Goldsmith Award for Universal Design.

- **Special Award for Brick** - supported by Derwent London, this Award will recognise an exemplar project that has demonstrated excellence in overall design and construction utilising brick.
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 2012 and 1st September 2014 - this includes any surrounding areas which form part of the design.

Closing Date
Entries must be submitted by 5pm on Friday 19th September 2014.

Internal Schemes
Wholly internal schemes are eligible to apply but only if the scheme is accessible to the public (i.e. 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
Fully completed phases of large projects (including any landscaping or ancillary works) are eligible to apply. 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. 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 at a later date (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.

Temporary Projects or Installations
Traditionally, the Civic Trust Awards has promoted the concept of longevity and permanence, however from 2015, we now 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 etc) can be submitted for a Pro-Tem Civic Trust Award 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 Civic Trust Awards AABC Conservation Award online application form.

**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 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 2015.

**Winning Projects – Plaques for Display**
All winning projects will be presented with a plaque for permanent display at the successful scheme. Applicants agree to install the plaque within 3 months of the winner’s announcement at the awards ceremony.

**How to Enter**
All applications to the Civic Trust Awards, Pro-Tem Civic Trust Awards and Civic Trust AABC Conservation Awards are submitted online between 1st July and 17th September 2014. 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 the Online Application Guidance Notes carefully before preparing your entry.

Your application must be accompanied by the following supporting documentation and uploaded as part of your submission:

- **Site Context Plan** - please include a site plan (PDF format) of the scheme of sufficient scale (eg 1:1250 or 1:500) to show the site in relation to streetscape and surrounding buildings. A multiple page PDF can be submitted (max file size 5MB per PDF)

- **Ground floor plans and Cross Sections (PDF format)** must be submitted if the application is for a building, at suitable scale (eg 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 marked in a red colour for clarity. For landscaping or Public Realm projects, a plan showing scheme layout/scheme details can be included. A multiple page PDF can be submitted (max file size 5MB per PDF).
Applicants must also submit 10 photos of the scheme (JPEG format) 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 (max file size 5MB per image)
- **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 (max file size 5MB per image).

For applications to the **Civic Trust AABC Conservation Awards** scheme:

- **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. For a conservation scheme, or other scheme where it may be appropriate, before and after photos should be provided and clearly labelled (max file size 5MB per image). Please ensure each photo is credited to the copyright owner of the image.

**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 **£180 +VAT** (£216 inc VAT) per scheme.

**Application fees must be paid at the time of application via credit/debit card.**

**Discounted Application Fees**

Entry fee for schemes submitted by Civic Trust Awards Corporate Members or Local Authority Members:

**£100 +VAT** (£120 inc VAT) per scheme.

If you would like to take advantage of our Membership discount and other benefits, please contact Malcolm Hankey 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 at least £80 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 £80 per application off the standard fee.

**Join our Membership Community Today**

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 Corporate Membership is extremely valuable to the work of the Civic Trust Awards. Your membership demonstrates your commitment to supporting our work to promote better places where people can live, work and relax.

**Membership Benefits**

**CTA Application Fees and Other Discounts**

- Discounted Civic Trust Awards application fee of £100 +VAT per scheme (normally £180 +VAT)
- **50% discounted rate** for advertising in the 2015 Awards brochure
- **FREE TICKET** to the 2015 Civic Trust Awards Ceremony **plus 10% discount on additional tickets** (worth £150)
- 30 day payment terms for application fees, merchandise and awards ceremony tickets

**Information**

- Quarterly Civic Trust Awards newsletter
- Priority booking for our events and Awards Ceremony
- 5 Free copies of our Civic Trust Awards brochure (worth £50)
- Access to the Civic Trust Awards 55 year archive of past winners (6500+ schemes)

**Marketing and PR**

- Membership certificate
- Hyperlink on the Civic Trust Awards website ([www.civictrustawards.org.uk](http://www.civictrustawards.org.uk))
- Corporate Members are listed in the Awards brochure and Awards Ceremony literature/presentation slides
- Opportunity to write articles and profile your organisation in the quarterly newsletter
- Opportunity to nominate a representative from your organisation to the CTA National Panel
- Space for your display panels/marketing materials at the Civic Trust Awards Ceremony

**Category A - £250 +VAT (£300 inc VAT)**
*My company’s turnover is less than £1 million per annum*

**Category B - £500 +VAT (£600 inc VAT)**
*My company’s turnover is between £1 - £3 million per annum*

**Category C - £850 +VAT (£1020 inc VAT)**
*My company’s turnover is greater than £3 million per annum*

**Local Authorities - £500 +VAT (£600 inc VAT)**

For more information on joining our membership community please contact Malcolm Hankey on 01925 270647 or email [mhankey@civictrustawards.org.uk](mailto:mhankey@civictrustawards.org.uk) prior to making your application.
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) 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/

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

For previous applicants – the new online application system requires all applicants to register as a new user. Previously issued username/passwords will not be recognised on the 2015 application system.
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 £80 +VAT per entry), amongst other benefits, please download an application form [here](mailto:press@civictrustawards.org.uk) and send to press@civictrustawards.org.uk*

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.
When logging in, at the application home screen, please click **Create a new application** – Here you can choose the type of application you would like to submit. You will then be transferred to the **Application Window**.

### Which awards scheme should I apply for?

1. **Is the project a conservation scheme?**
   - **YES**: Submit your project for a **Civic Trust AABC Conservation Award**
   - **NO**

   2. **Is the project a permanent structure (life expectancy greater than 5 years)?**
      - **NO**: Submit your project for a **Pro-Tem Civic Trust Award**
      - **YES**: Submit your project for a **Civic Trust Award**

You will then need to select the type of application you are submitting. Please select **Civic Trust Award**, **Pro Tem Civic Trust Award** or **Civic Trust AABC Conservation Award** from the drop down menu. The option selected here will determine the information collected throughout the remainder of the application form.
**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 into the application 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 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 as this is used to assign our Assessors. 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 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 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:
**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. Ideally, this should be someone located at the scheme (building manager etc).

**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

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** – Please enter all relevant details about your scheme. This should be a concise description of the scheme (maximum 6000 characters). This should cover: the brief, the design approach, implementation, budget constraints, phases of development, funding arrangements, approximate total cost.

*(Character limit - CTA Application 6000; Pro-Tem & Conservation Application 3000)*

**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. *(Character limit - CTA Application 6000; Pro-Tem & Conservation Application 3000)*

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. (Character limit - CTA Application 6000; Pro-Tem & Conservation Application 3000)

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.

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. *(Character limit - CTA Application 6000; Pro-Tem & Conservation Application 3000)*

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?

**For Conservation Applications Only**

**Conservation Details** - Please describe how the project demonstrates best conservation practice. *(Character limit 12000)*

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 6000)*

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 design 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

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** and **email address** for each credit.

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.
Section 4 – Supporting Documentation

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

Site Context Plan, Ground Floor Plans and Cross Sections
(maximum 2 pdf files can be uploaded, no more than 5MB per file)

- **Site Context Plan** - please include a site plan (PDF format) of the scheme of sufficient scale (eg 1:1250 or 1:500) to show the site in relation to streetscape and surrounding buildings. A multiple page PDF can be submitted (max file size 5MB per PDF)

- **Ground floor plans and Cross Sections** (PDF format) must be submitted if the application is for a building, at suitable scale (eg 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 marked in red colour for clarity. For landscaping or Public Realm projects, a plan showing scheme layout/scheme details can be included. A multiple page PDF can be submitted (max file size 5MB per PDF).

Images

Applicants must also submit 10 photos of the scheme (JPEG format) which 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 (max file size 5MB per image)

- **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 (max file size 5MB per image).

For applications to the Civic Trust AABC Conservation Awards scheme:

- **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. For a conservation scheme, or other scheme where it may be appropriate, before and after photos should be provided and clearly labelled (max file size 5MB per image). Please ensure each photo is credited to the copyright owner of the image.
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 10 images have been uploaded (Max 5MB per image).

In addition to submitting 10 images in support of your application, please feel free to send a CD of additional photos to us, clearly labelled with the applicant organisation and name of the project.

You can also send a short film of the scheme on CD (no longer than 2 mins) should you feel this would assist with the assessment of the project at first stage or national panel stage.

Additional Images or films (sent on CD to the address below) should arrive no later than 30th September 2014:

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

*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 4 - Application Fee

- Standard Application Fee - £180 + VAT (£216 inc VAT) per scheme
- Application submitted by CTA Corporate or Local Authority Members £100 + VAT (£120 inc VAT) per scheme

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

Non-Members must pay the application fee by credit/debit card. CTA Members and Local Authorities 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 19th September 2014.
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.

![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**.

![Application Fees]

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

Your application will be checked and allocated to an assessment team. First stage assessments take place in October or November, with the National Panel deliberations taking place in December.

**The closing date for receipt of entries is 5pm on Wednesday 17th September 2014**
Civic Trust Awards Members Only - 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

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.