



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 application round is NOW OPEN.

The closing date for entries is 5pm on Friday 28th July 2017

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 encouraging separate applications to:

- **Pro-Tem Civic Trust Awards** - a specific entry category for temporary projects or installations
- **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)**

Pro Tem Civic Trust Awards Scheme

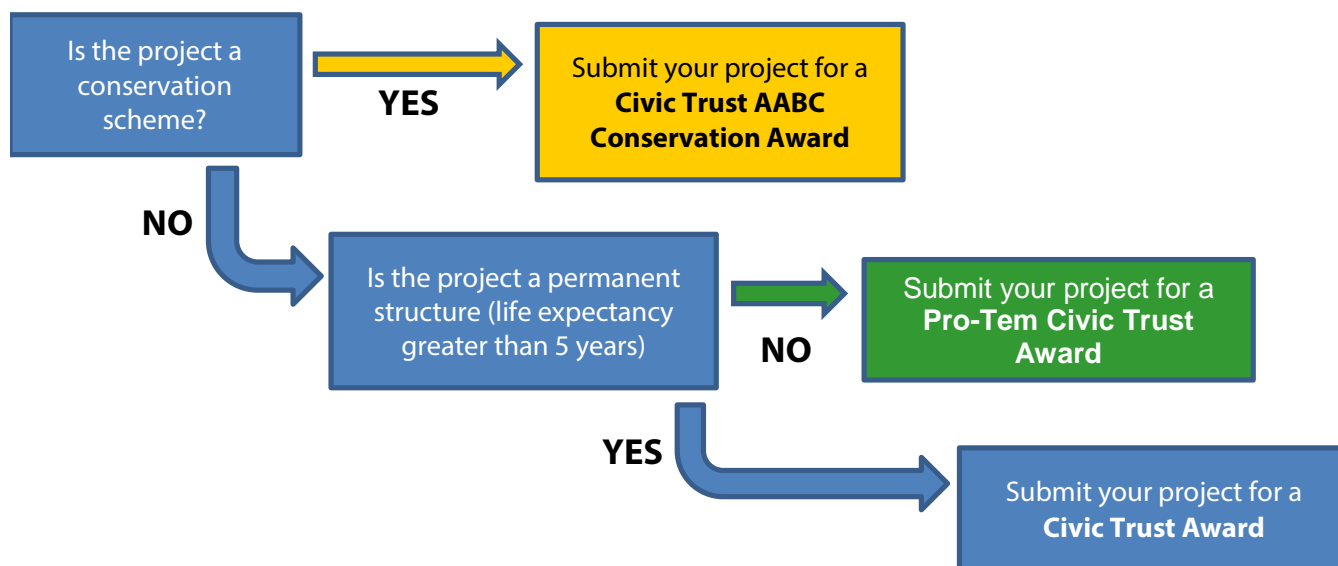
The **Pro-Tem Civic Trust Awards** scheme is open to receive applications from temporary structures and installations. This is quite a departure for the Civic Trust Awards, which for the last 55 years have rewarded longevity and permanence. Temporary installations can make a surprising impact in regenerating 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.

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 virtuosic 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 or Commendation. *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 Certificate. Additional merchandise can be ordered after the annual Awards Ceremony has taken place in March.

- **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.
- **Commendation** - 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.

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

The Assessment Process

Wherever possible, at the first stage of assessment, entries to the **Civic Trust Awards** (and **Pro-Tem Awards** if the structure is still in place) 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 are of a good or excellent design standard, demonstrate sustainability credentials, 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 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.

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 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

May –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, the desk assessment will take place.
November	Schemes considered successful at a regional level (together with the successful international will be notified.
Dec ember	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. Winners are 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.
March	The Awards Ceremony will take place on in March 2018 at a venue to be confirmed. All winners will be invited to the Awards Ceremony

Special Awards



All successful projects are considered for one of the Special Awards by National Panel members (or Sponsors) 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.

The current Special Award categories for 2018 are:

- **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.
- **Selwyn Goldsmith Award for Universal Design** – supported by **Queen Elizabeth Olympic Park**. 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 2016. All applications to the Civic Trust Awards will automatically be considered for the Selwyn Goldsmith Award for Universal Design.
- **Special Award for Sustainability** - supported by **Derwent London**, this Award will be presented to a scheme that has demonstrated excellent sustainability credentials



DERWENT
LONDON

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 2015 and 1st September 2017 - 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

Closing Date

Entries must be submitted by **5pm on Friday 28th July 2017**

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 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) 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.

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 2018.

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 8th May and 28th July 2017. 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. These drawings are made available to assessors and National Panel to view 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 file size 5MB per PDF)
- **Ground floor plans and cross sections (PDF format)** must AS CONSTRUCTED drawings if the application is for a building, at suitable scale. 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).
- **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).

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. All photos must be clean images (free from borders, notes, text 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 view-points to demonstrate the context in which the scheme fits within its surroundings (max file size 5MB per image)
- **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 (max file size 5MB per image). Photos of specific detailing or materials should only be provided where these are essential to the judging process.

PLEASE ENSURE WHEN NAMING THE IMAGES, YOU DO NOT INCLUDE ANY SPECIAL CHARACTERS OR SYMBOLS (e.g. & or ©).

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.

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.

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.

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.

Discounted Application Fees

The entry fee for schemes submitted by Civic Trust Awards **Members** is:

£150 +VAT (£180 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 £100 on the Civic Trust Awards Entry Fee and receive a complimentary ticket to the 2018 Civic Trust Awards Ceremony.

As a Member of the Civic Trust Awards you only have to pay £150 +VAT for each entry, saving your organisation £100 per application off the standard fee. You will also receive one complimentary ticket to the 2018 Civic Trust Awards Ceremony worth £200.

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.

Additional Benefits

- **50% discounted rate** for advertising in the Winners Brochure
- **10% discount on additional tickets** for the Civic Trust awards Ceremony (worth £195+ VAT)
- 30 day payment terms for application fees, merchandise and awards ceremony tickets
- Quarterly Civic Trust Awards newsletter
- 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 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 - £350 +VAT (£420 inc VAT)

My company's turnover is less than £1 million per annum

Category B - £600 +VAT (£720 inc VAT)

My company's turnover is between £1 - £3 million per annum

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

My company's turnover is greater than £3 million per annum

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

For more information on joining the Civic Trust Awards Membership community please contact Malcolm Hankey on email mhankey@civictrustawards.org.uk **prior** to making your application.

How to complete an online Application

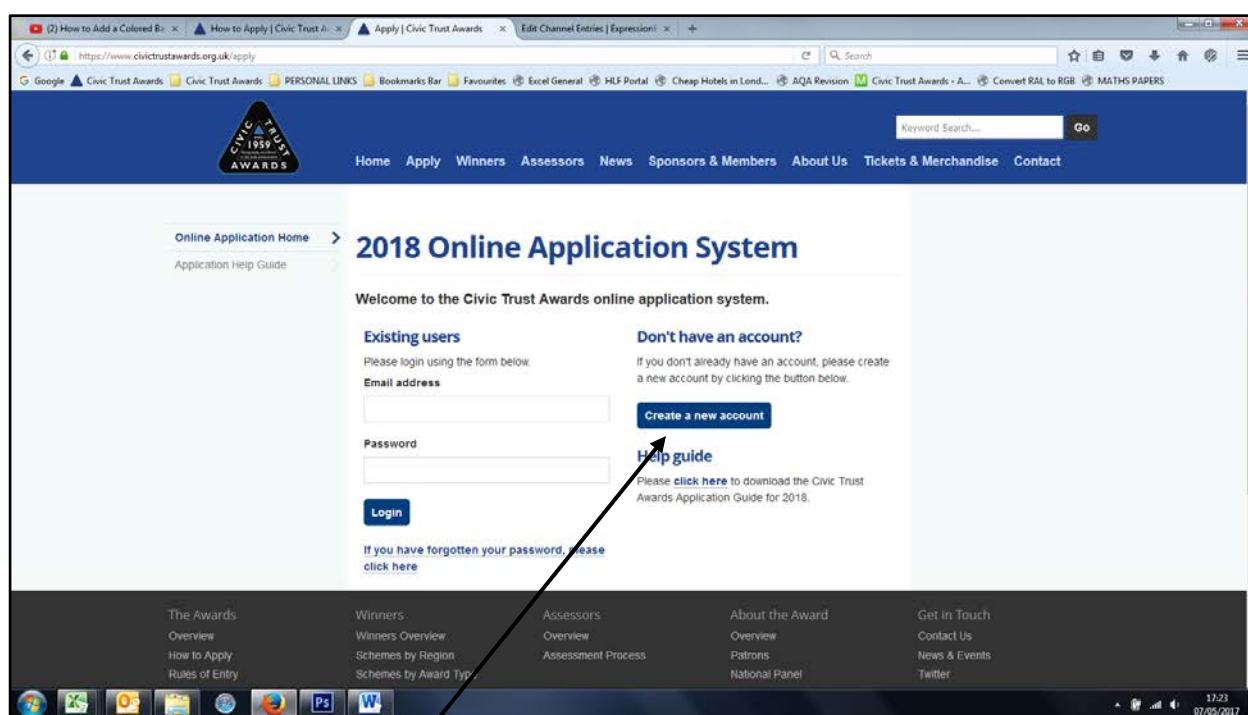


HOW TO APPLY

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/>

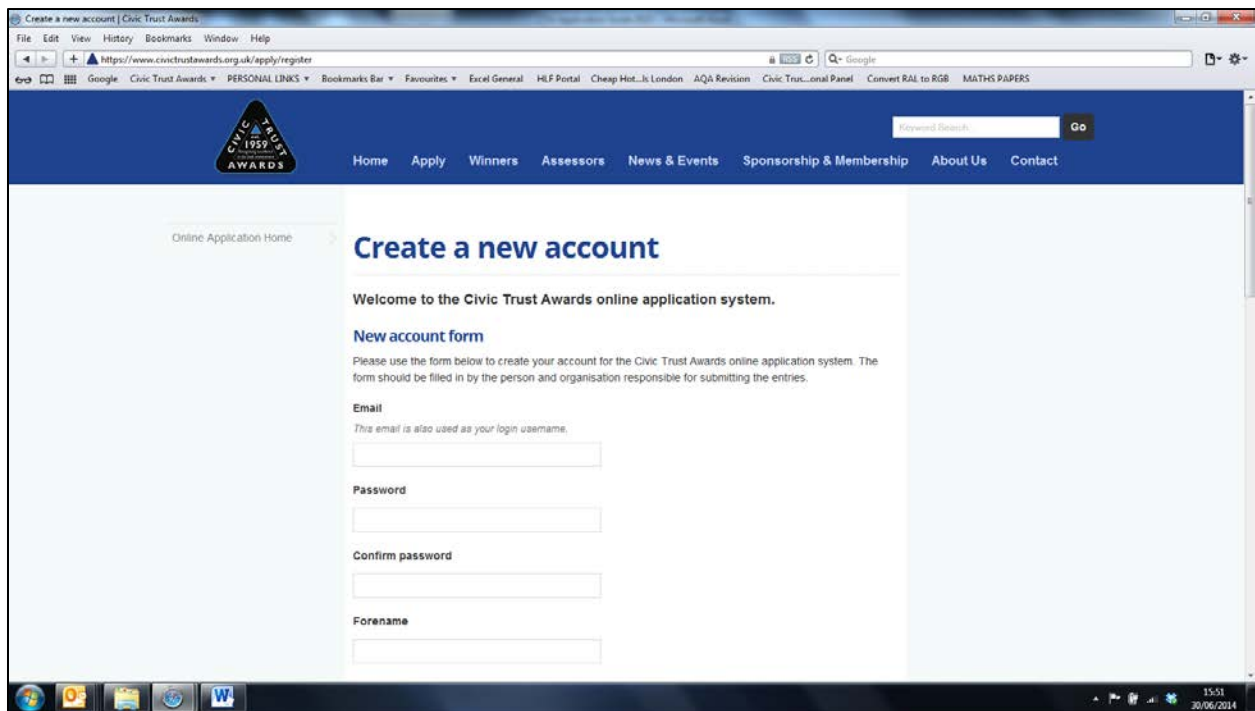


- Please click **Create a new account** – you will then be directed to a screen where you can input your details.

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

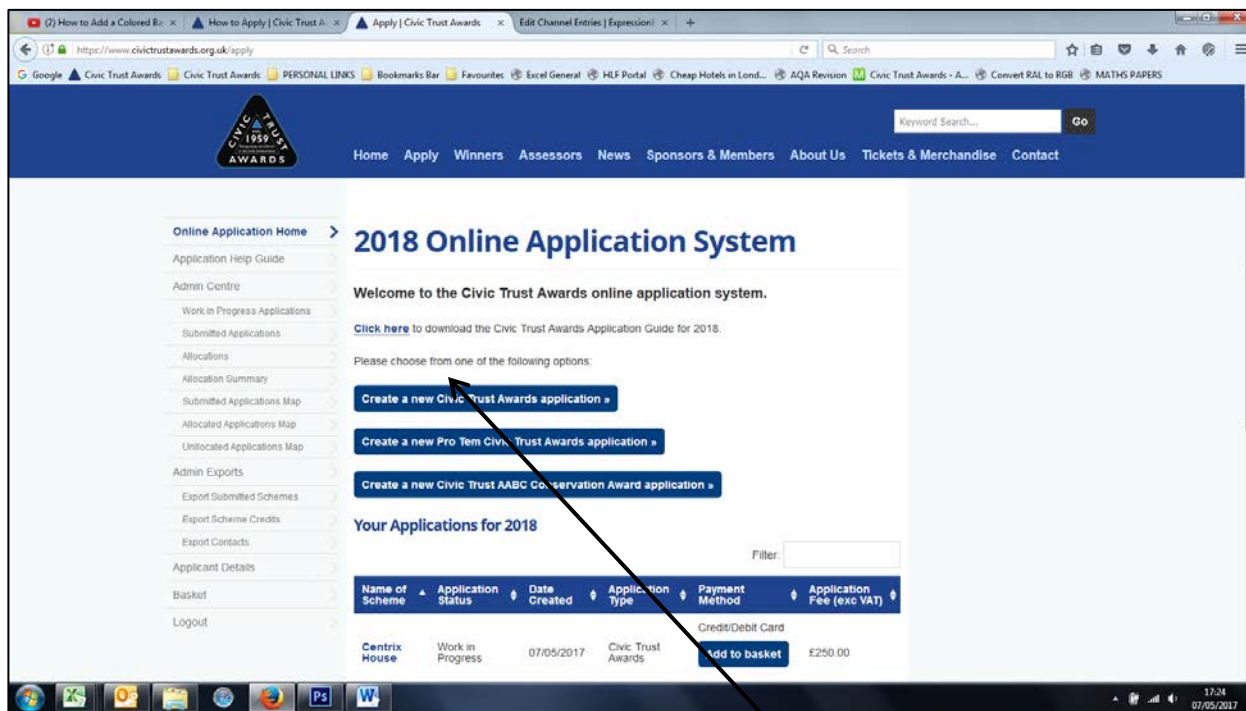
Please enter the relevant details for the **Applicant**. This is the person/organisation that will receive all correspondence and will receive correspondence for any applications submitted. After completing all the relevant fields, please press the **REGISTER** button.

**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 download an application form [here](#) and send to press@civictrustawards.org.uk*



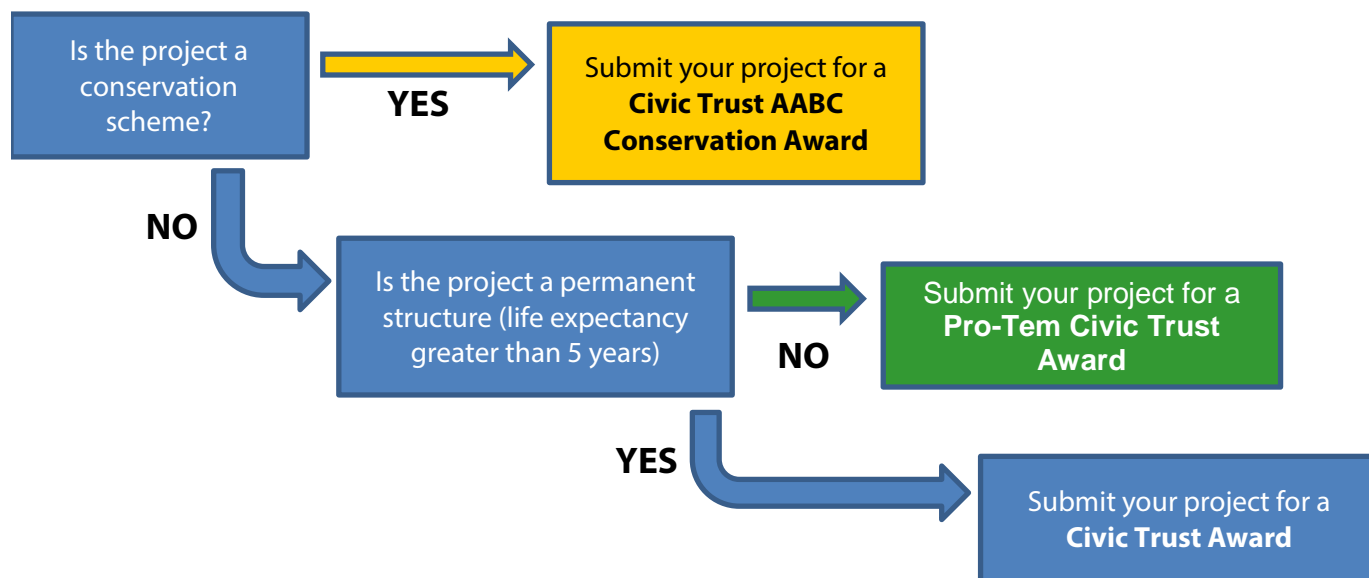
The screenshot shows a web browser window displaying the 'Create a new account' page of the Civic Trust Awards online application system. The browser's address bar shows the URL 'https://www.civictrustawards.org.uk/apply/register'. The page has a blue header with the Civic Trust Awards logo and navigation links: Home, Apply, Winners, Assessors, News & Events, Sponsorship & Membership, About Us, and Contact. A search bar is also present in the header. The main content area is titled 'Create a new account' and includes a welcome message: 'Welcome to the Civic Trust Awards online application system.' Below this is a section for the 'New account form' with instructions: 'Please use the form below to create your account for the Civic Trust Awards online application system. The form should be filled in by the person and organisation responsible for submitting the entries.' The form fields are: Email (with a note 'This email is also used as your login username.'), Password, Confirm password, and Forename. Each field has a corresponding input box.

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?



You will then need to select the type of application you are submitting. Please select **Civic Trust Award**, **Pro Tem Award** or **AABC Conservation Award** from the drop down menu. The option selected here will determine the information collected throughout the remainder of the application form.

Section1 – 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.

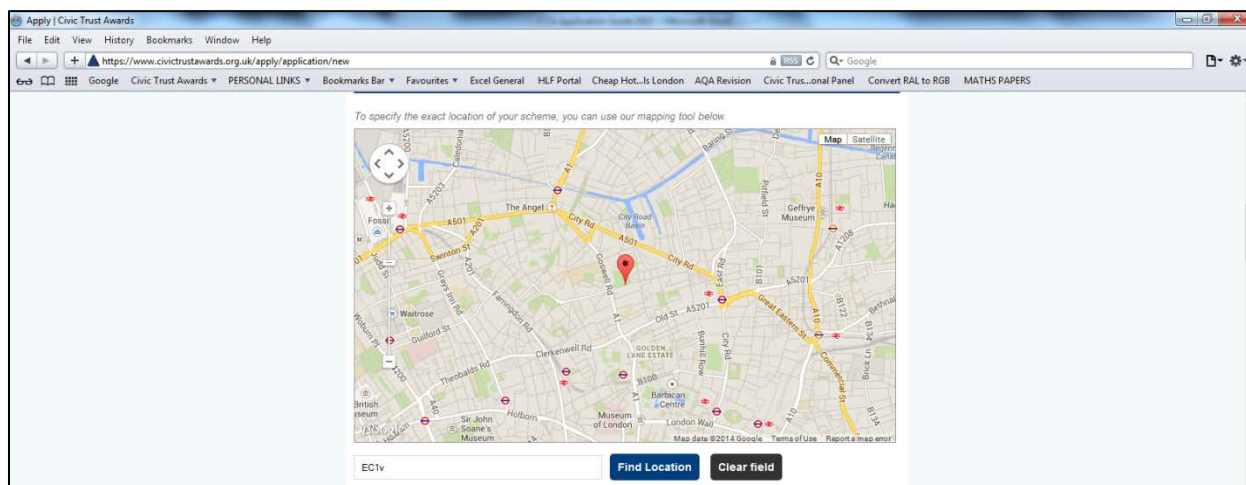
Scheme Details – this is the information relating to your project. Please complete all fields and ensure the Scheme Name is correct – the information entered here will be used to identify your project and should you be successful, will be used on the Certificate and in the Awards brochure.

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 **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.

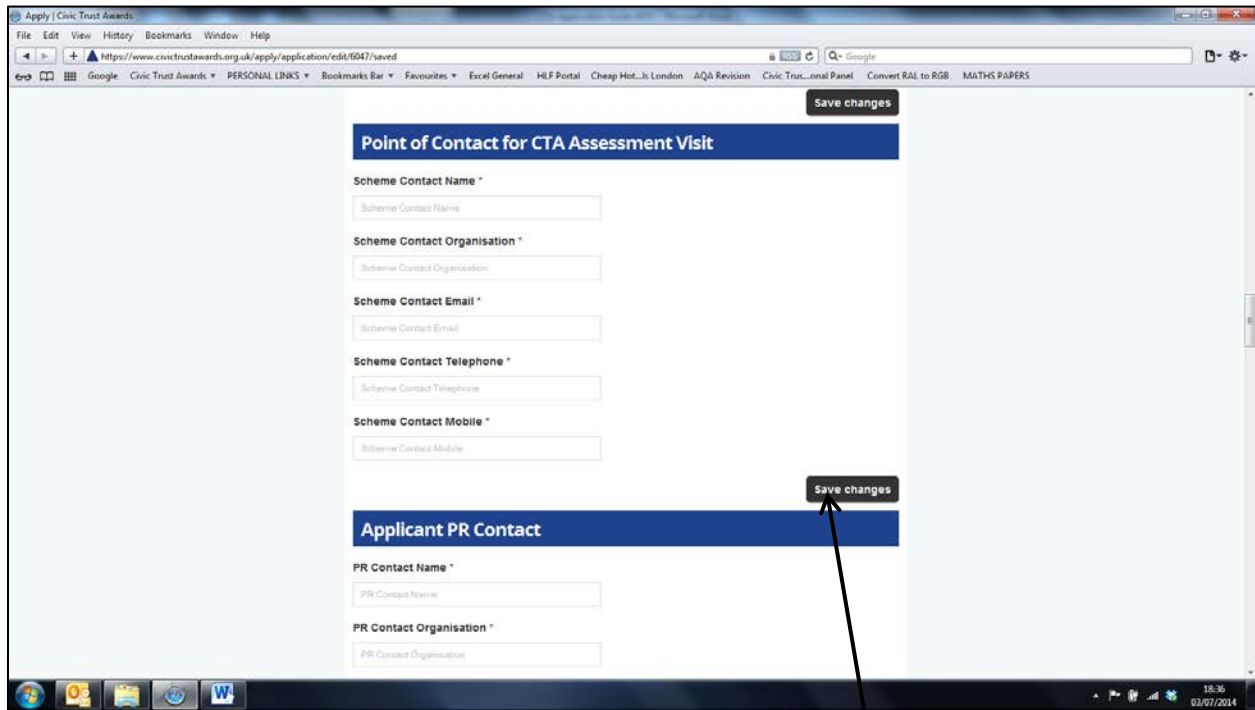


Then enter some basic information about the scheme **use class**:

A screenshot of the 'Use Class & Context' form in the Civic Trust Awards application. The form is titled 'Use Class & Context' in a blue header. It contains several sections: 'Primary Use Class' with a dropdown menu and a question 'As a temporary installation, how long will the building/structure be sited at its current location?' with a 'Duration' input field; 'If project is Class C3 - Dwelling Houses, how many properties are included within the application?' with a 'Number' input field; 'Secondary Use Class' with a dropdown menu and a question 'If applicable'; 'Context' with a dropdown menu; 'The project is sited on an area previously designated as.' with a dropdown menu; 'Scope' with a dropdown menu; and 'Approximate number of people using the scheme'.

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 for our Assessors to visit your scheme. Ideally, this should be someone who can provide on-site access to 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.

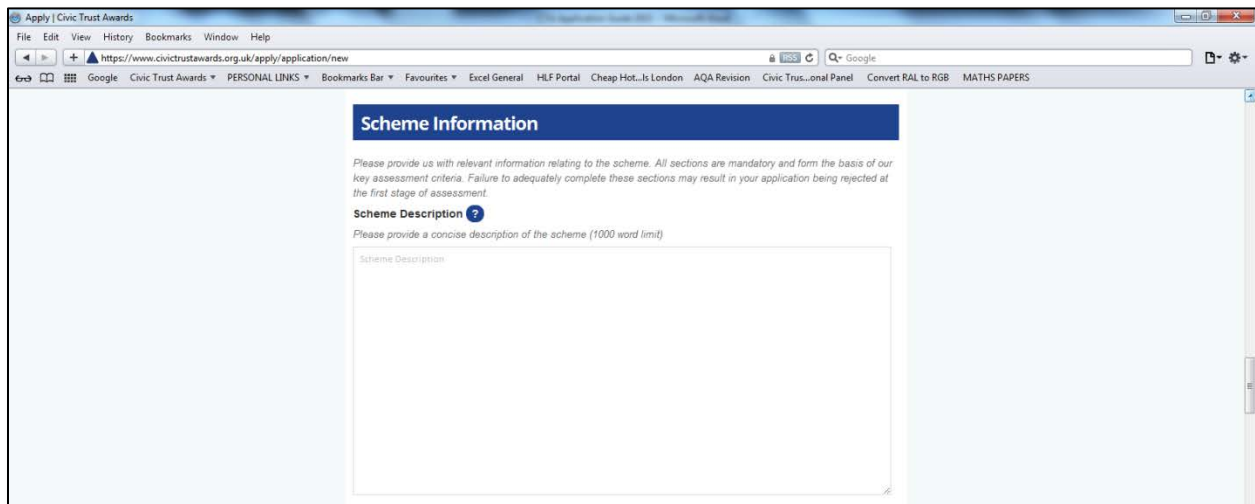


The screenshot shows a web browser window with the URL <https://www.civictrustawards.org.uk/apply/application/edit/5047/saved>. The page has a blue header with the title 'Point of Contact for CTA Assessment Visit'. Below the header, there are five text input fields for 'Scheme Contact Name', 'Scheme Contact Organisation', 'Scheme Contact Email', 'Scheme Contact Telephone', and 'Scheme Contact Mobile'. A 'Save changes' button is located to the right of the first field. Below these fields, there is another section titled 'Applicant PR Contact' with two text input fields for 'PR Contact Name' and 'PR Contact Organisation'. A 'Save changes' button is also located to the right of the second field. A black arrow points from the 'Save changes' button in the 'Applicant PR Contact' section to the text 'SAVE CHANGES' in the paragraph below the screenshot.

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.

The screenshot shows a web browser window with the URL 'https://www.civictrustawards.org.uk/apply/application/new'. The page title is 'Apply | Civic Trust Awards'. The main heading is 'Scheme Information'. Below the heading, there is a paragraph of instructions: '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.' This is followed by a section titled 'Scheme Description' with a question mark icon. Below this, there is a text input area with the placeholder text 'Scheme Description' and a note: 'Please provide a concise description of the scheme (1000 word limit)'.

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 – 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).

(Character limit – 3000 including all special characters such as bullet points, spaces, commas, full stops etc)

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 – 3000 including all special characters such as bullet points, spaces, commas, full stops etc)

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.

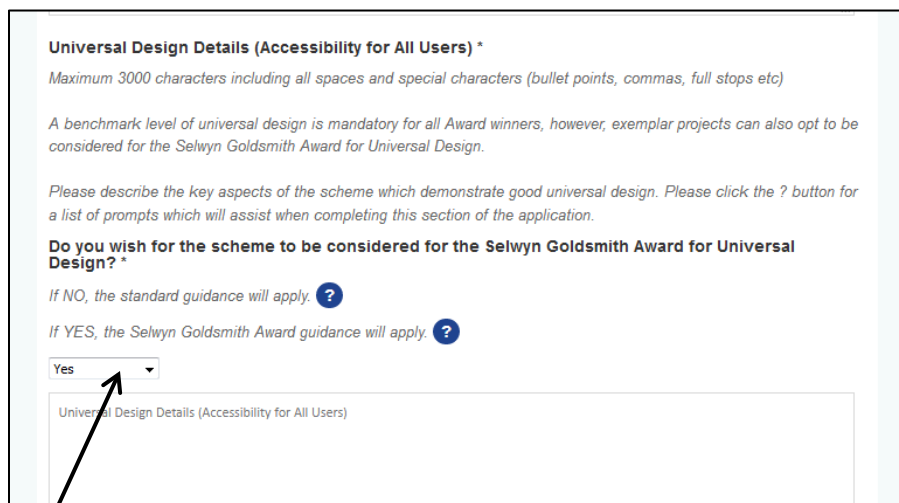
Notes:

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 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) – Maximum 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 demonstrate good universal design.



The screenshot shows a form titled "Universal Design Details (Accessibility for All Users) *". Below the title is a note: "Maximum 3000 characters including all spaces and special characters (bullet points, commas, full stops etc)". This is followed by a paragraph: "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." Then, another paragraph: "Please describe the key aspects of the scheme which demonstrate good universal design. Please click the ? button for a list of prompts which will assist when completing this section of the application." Below this is a question: "Do you wish for the scheme to be considered for the Selwyn Goldsmith Award for Universal Design? *". There are two options: "If NO, the standard guidance will apply. ?" and "If YES, the Selwyn Goldsmith Award guidance will apply. ?". A dropdown menu is shown with "Yes" selected. An arrow points to the dropdown menu.

Firstly, applicants will need to decide if they feel they have met the requirements for consideration for the Selwyn Goldsmith Award for Universal Design?

If **NO**, the standard ? guidance will apply:

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.

If **YES**, the Selwyn Goldsmith Award  guidance will apply:

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 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 - 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.

(Character limit – 3000 including all special characters such as bullet points, spaces, commas, full stops etc)

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 AABC Conservation Applications Only

Conservation Details - Please describe how the project demonstrates best conservation practice. (Character limit 12000 - (inc spaces, commas, full stops & special characters))

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 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

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.

The Primary Credits are the ones most regularly featured on standard entries and we would recommend that all of these are included as a minimum (where applicable). The Supplementary Credits are those often manually included by applicants and should be added (where applicable) to ensure all organisations are recognised for their input into the project.

Please ensure you include all credits that you wish to be featured on the Certificate, Winners' Brochure and CTA Website should your project be successful. Should the 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.

The screenshot shows a web browser window with the URL <https://www.civictrustawards.org.uk/apply/application/new>. The page title is 'Apply | Civic Trust Awards'. The main heading is 'Credits and Contacts'. Below the heading, there is a paragraph of instructions: '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.' This is followed by a paragraph about replacement certificates: 'Successful applicants requiring replacement certificates will incur a charge of £25 (+VAT) if the replacement is due to an error or omission made at the application stage. Amendments or additions to the CTA website credits (after the announcement of winners) also incur an administration charge of £12.50 (+VAT) per amendment.' Then, there is a section titled 'Scheme Credits' with instructions: 'Please add the credits for your project below. Select "Role in Project" from the drop-down box and then complete the Organisation details, contact name and email address. Please do not include an individual's/person's name in the Organisation Credit field.' Below this, there is a paragraph: 'The Primary Credits are the ones most regularly featured on standard entries and we would recommend that all of these are included as a minimum (where applicable). The Supplementary Credits are those often manually included by applicants and should be added (where applicable) to ensure all organisations are recognised for their input into the project.' Another paragraph follows: 'Please ensure you include all credits that you wish to be featured on the Certificate, Winners' Brochure and CTA Website should your project be successful.' Below the text, there is a table with four columns: 'Role in Project', 'Organisation Credit', 'Contact Name', and 'Contact Email'. The table is currently empty, and a message below it says 'No rows exist. Create the first one.' with a '+' icon to the left. Below the table, there are two more sections: 'Application Fees' and 'Supporting Documentation'. At the bottom of the page, there is a note: 'Your application must be accompanied by the following supporting documentation and uploaded as part of your'.

Role in Project	Organisation Credit	Contact Name	Contact Email
No rows exist. Create the first one.			

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

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

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.

Successful applicants requiring replacement certificates will incur a charge of £25 (+VAT) if the replacement is due to an error or omission made at the application stage. Amendments or additions to the CTA website credits (after the announcement of winners) also incur an administration charge of £12.50 (+VAT) per amendment.

Please choose

- Primary Credits
 - Applicant
 - Architect
 - Client
 - Conservation Architect
 - Inclusive Design Consultant
 - Interior Designer
 - Landscape Architect
 - Main Contractor
 - Original Architect
 - Owner
 - Project Manager
 - Quantity Surveyor
 - Services Engineer
 - Structural Engineer
- Supplementary Credits
 - Acoustic Consultant

Please choose

Credit	Contact Name	Contact Email
1	AAA	AAA

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 ensure you include all credits that you wish to be featured on the Certificate, Winners' Brochure and CTA Website should your project be successful.

	Role in Project	Organisation Credit	Contact Name	Contact Email
1	Architect	Jones and Jones Architects LLP	John Jones	jjones@jonesjones.com

+

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:

Plans and Cross Sections

Your application must be accompanied by the following supporting documentation and uploaded as part of your submission. These drawings are made available to assessors and National Panel to view 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 file size 5MB per PDF)
- **Ground floor plans and cross sections (PDF format)** must AS CONSTRUCTED drawings if the application is for a building, at suitable scale. 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).
- **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).

Images

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. All photos must be clean images (free from borders, notes, text etc) and must not be a picture collage. Supporting images should include:

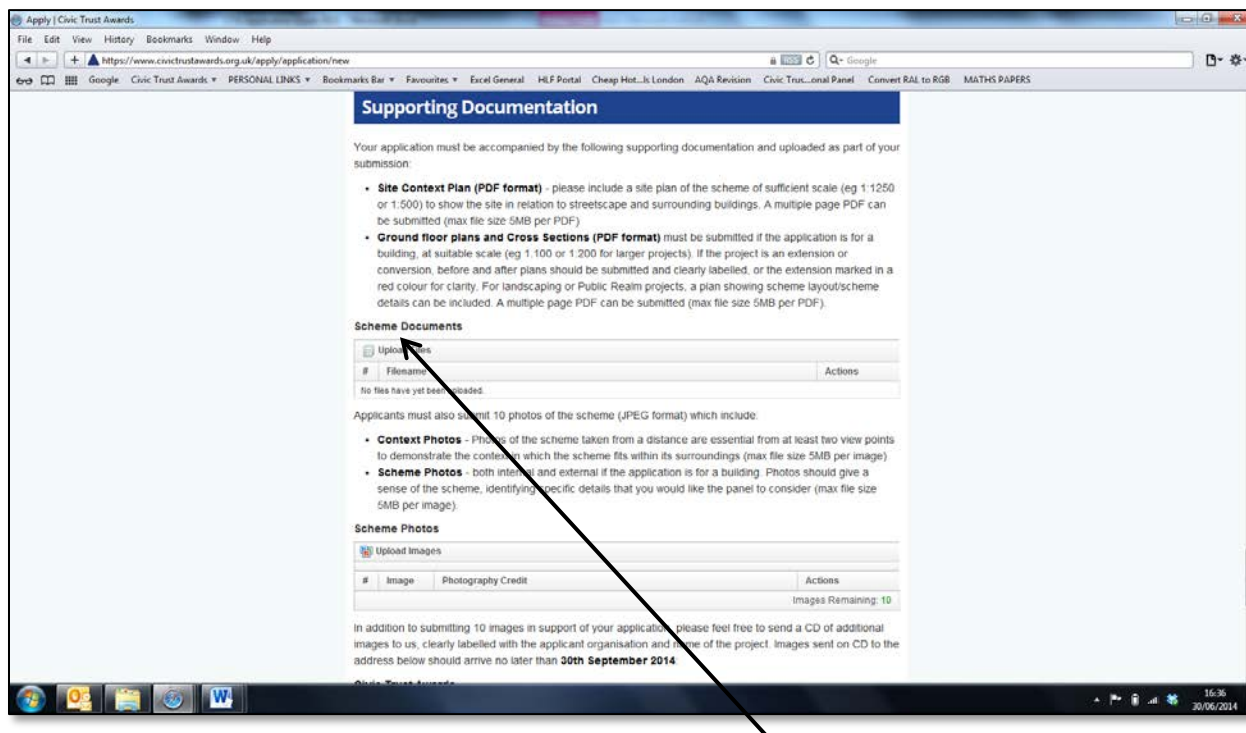
- **Context Photos** - Photos of the scheme taken from a distance are essential from at least two view-points to demonstrate the context in which the scheme fits within its surroundings (max file size 5MB per image)
- **Scheme Photos** - both external and internal (if the application is for a building). Photos should be selected to give a sense of the scheme and provide view-points from multiple elevations (max file size 5MB per image). Photos of specific detailing or materials should only be provided where these are essential to the judging process.

PLEASE ENSURE WHEN NAMING THE IMAGES, YOU DO NOT INCLUDE ANY SPECIAL CHARACTERS OR SYMBOLS (e.g. & or ©) AS THIS IS LIKELY TO CORRUPT THE FILES AT UPLOAD STAGE.

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.

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 be selected to give a sense of the scheme and provide view-points from multiple elevations. 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



The screenshot shows a web interface titled "Scheme Photos". At the top, there is a button labeled "Upload Images" with a small icon. Below this is a table with the following structure:

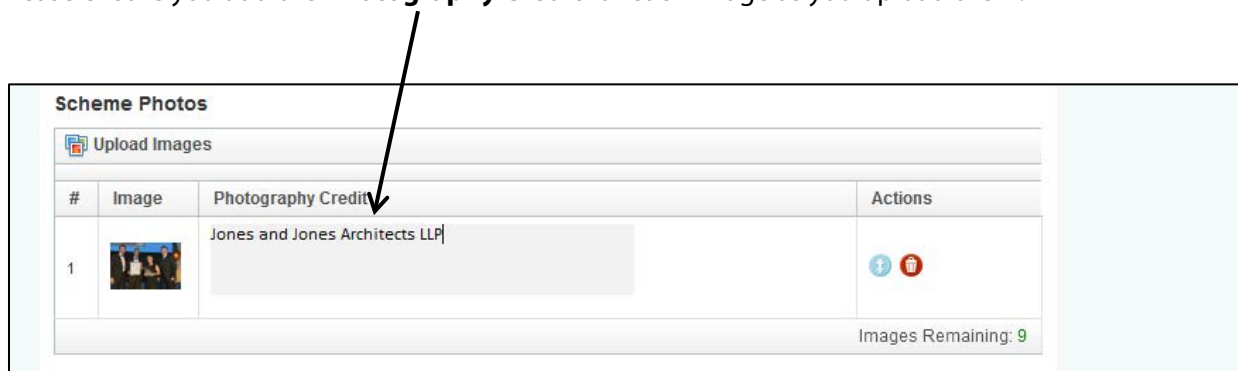
#	Image	Photography Credit	Actions
---	-------	--------------------	---------

At the bottom right of the table area, it says "Images Remaining: 10". An arrow points from the "Upload Images" link to the "Image" column header in the table.




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.



The screenshot shows the same "Scheme Photos" interface, but now with one row in the table. An arrow points from the "Photography Credit" column header to the text in the first row.

#	Image	Photography Credit	Actions
1		Jones and Jones Architects LLP	 

At the bottom right, it says "Images Remaining: 9".

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 4 - Application Fee

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

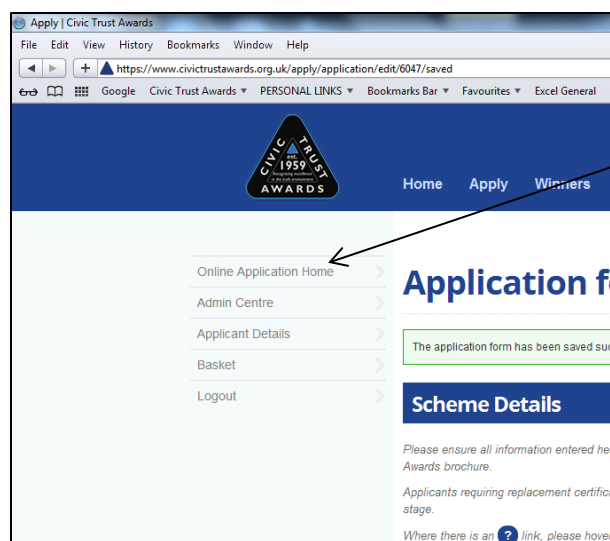
The cost of your application and available payment method will appear at the bottom of the application form.

Non-Members must pay the application fee by credit/debit card. CTA Members will have alternative payment options available to them via the drop down box.

Application Fees	
Application Fee	
Cost of entry £250 + VAT (£300 total)	
Payment Method	
Credit/Debit card	

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.



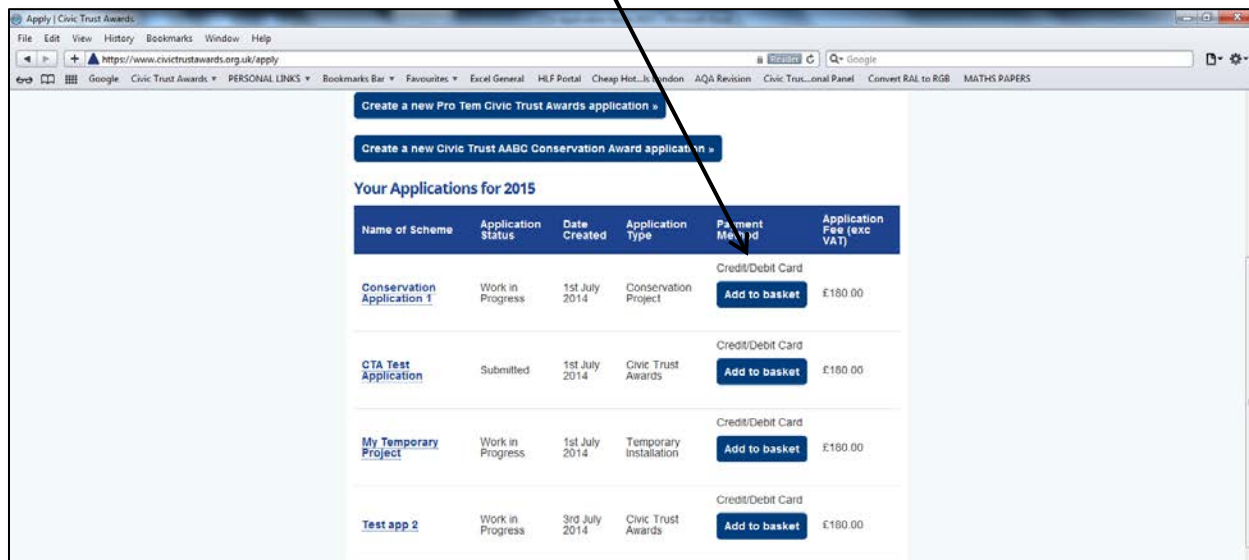
Once the application has been saved, please click **Online Application Home** to return to the summary screen for all entries currently in progress.

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.

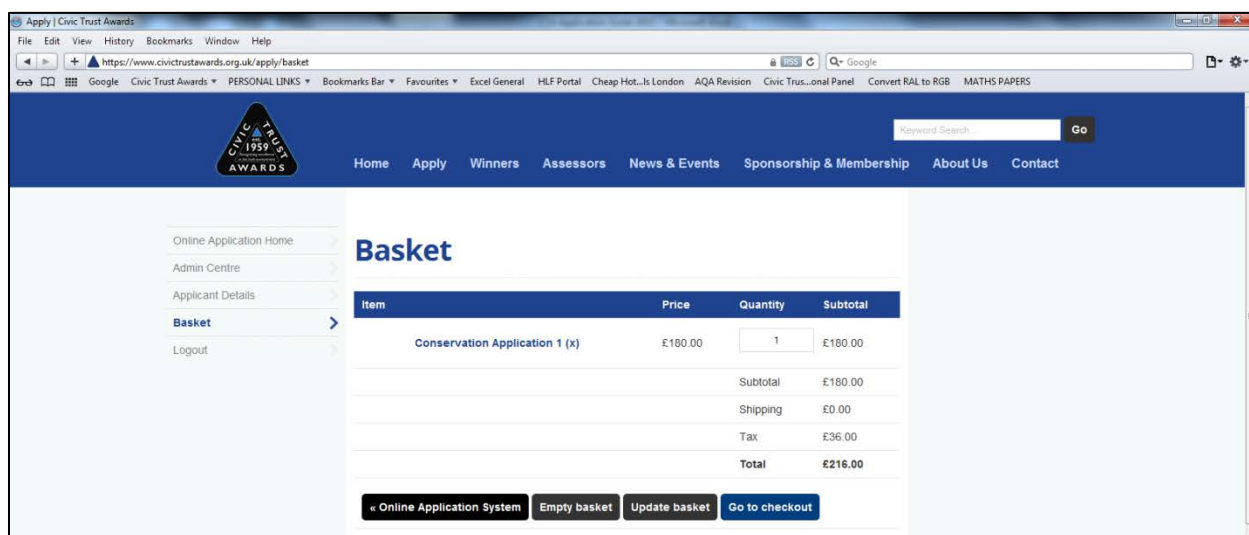
All entries to the Civic Trust Awards will only be accepted on receipt of application fee payment. All payments must be made at the time of entry and no later than the closing date of **Friday 28th July 2017**

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

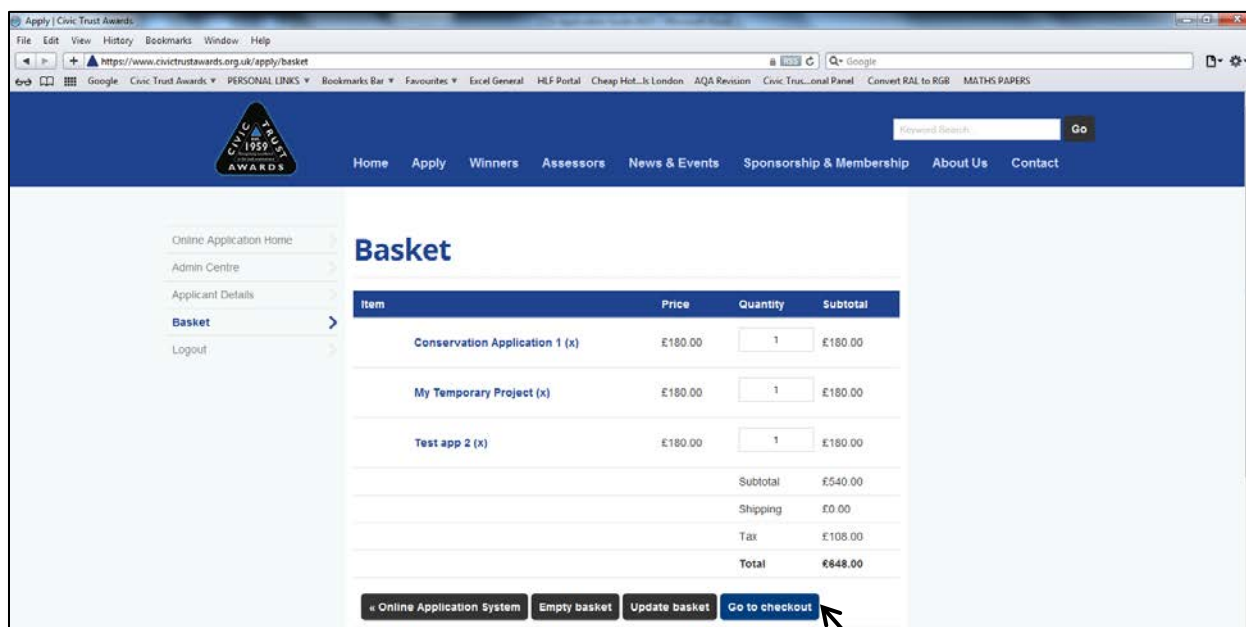
To pay your application fee(s) click the **Add to Basket** button at the side of each application.



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**

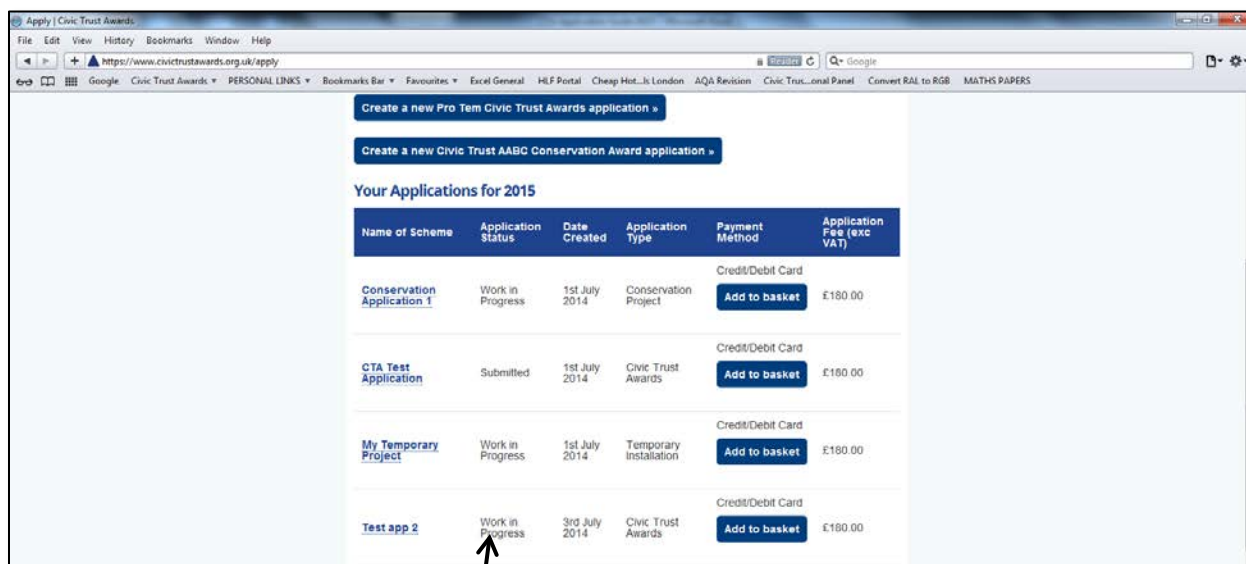
The screenshot shows the 'Checkout' page of the Civic Trust Awards online application system. The page has a blue header with the Civic Trust Awards logo and navigation links: Home, Apply, Winners, Assessors, News & Events, Sponsorship & Membership, About Us, and Contact. A search bar is also present. On the left, a sidebar menu includes links to Online Application Home, Admin Centre, Applicant Details, Basket, Checkout (highlighted), and Logout. The main content area displays three sections for checkout information:

- 1. Billing Information**
Please enter your billing information below.
First Name *
Last Name *
Organisation
Address 1 *
- 2. Shipping Information**
Please enter your shipping information below (if different from the billing information).
First Name
Last Name
Organisation
Address 1
- 3. Payment Information**
Please enter your payment information below.
Payment Type *
Credit Card Number *
Issue Number
Card Security Code

Payment logos for VISA, VISA, and MasterCard are displayed next to the Payment Type field.

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**.

A screenshot of the 'Application Fees' section of the application form. It has a blue header with the title 'Application Fees'. Below the header, there is a section for 'Application Fee' with the text 'Cost of entry £180 + VAT (£216 total)'. This is followed by a 'Payment Method' section with a dropdown menu currently set to 'Credit/Debit card'. At the bottom of this section are two buttons: 'Save changes' and 'submit application'. Below the buttons, there is a small asterisk note: '* Fields marked with an asterisk (*) are mandatory.' and a paragraph of text regarding data protection: 'Data Protection - By submitting this application, you agree that the Civic Trust Awards can retain the information provided in your application (including supporting information) and may use it for the promotion of the Civic Trust Awards scheme or any associated business. Applicant details will not be traded or sold to third parties without prior consent. Information may be shared with Civic Trust Awards sponsors where this is appropriate and with our media partners for the purposes of offering the opportunity to purchase advertisements in the Awards brochure.'

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 Friday 28th July 2017

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.