



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 27th July 2018**

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

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

- [International Civic Trust Awards](#) - a specific category for projects outside the UK and the Republic of Ireland which achieve the same criteria as described above for Civic Trust Awards.
- [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

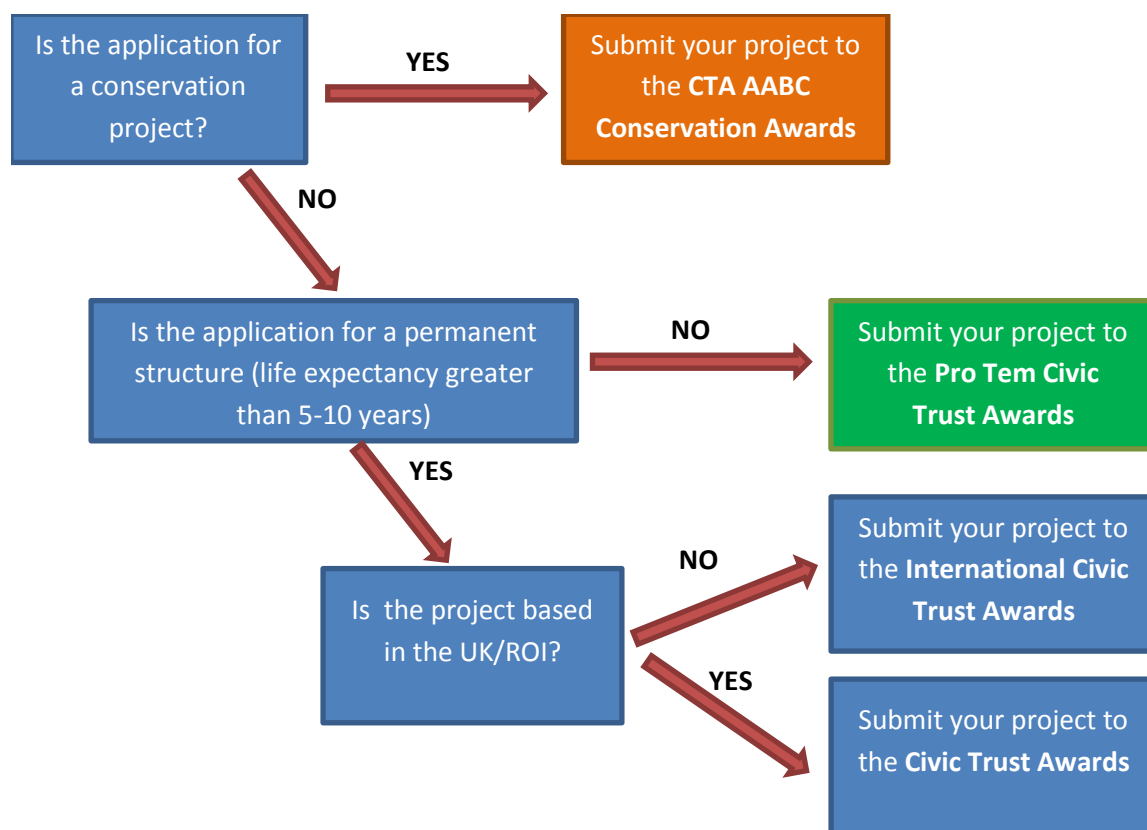
The Pro-Tem Civic Trust Awards scheme is open to receive applications from temporary structures and installations. This is quite a departure for the Civic Trust Awards, which for the last 55 years have rewarded longevity and permanence. Temporary installations can make a surprising impact in regenerating 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 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 International Civic Trust Awards, the entries will be assessed via a desk study by the National Panel. Since the projects cannot necessarily be visited by the assessment panel the applicant must submit two citations from locally accredited community or local authority organisations (200 words maximum) outlining their support. Clear drawings and photographs showing the context and before and after images are essential.

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 2019 at a venue to be confirmed. All winners will be invited to the Awards Ceremony



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 2019 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](#) - 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 each year. All applications to the Civic Trust Awards will automatically be considered for the Selwyn Goldsmith Award for Universal Design.
- [Michael Middleton Special Award](#) - given in memory of Michael Middleton MBE who was instrumental in helping to establish the Civic Trust Awards in 1959. The Award recognises excellence in restoration or new build projects in a conservation area.
- [Special Award for Sustainability](#) - supported by Derwent London, this Award will be presented to a scheme that has demonstrated excellent sustainability credentials

DERWENT
LONDON

New Special Award for 2019

- [Infrastructure Award](#) - the Award will be presented to a scheme that provides exceptional new or upgraded major infrastructure projects that have transformed the civic realm. Eligible projects include major engineering or infrastructure projects such as bridges, tunnels, coastal defences, dams and flood defences which have a civic realm dimension and have had a demonstrable qualitative effect upon their context and environment.



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 2016 and 1st September 2018 - 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 27th July 2018

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 2019.

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 are submitted online between 1st May and 27th July 2018. 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).

For international CTA entries, clear drawings and photographs showing the context and before and after images are essential to accompany your entry within the uploads/supporting document section of the application form.

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 info@civictrustawards.org.uk for more ails. 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 2019 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 2019 Civic Trust Awards Ceremony worth £250.

Join our Membership Community

As a not-for-profit organisation, our Members support the delivery of the Awards scheme and the valuable work of our volunteer assessors. Whether your interest lies in supporting a scheme that promotes design excellence, regeneration, or contributing to the success of local communities, your 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 £250+ 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

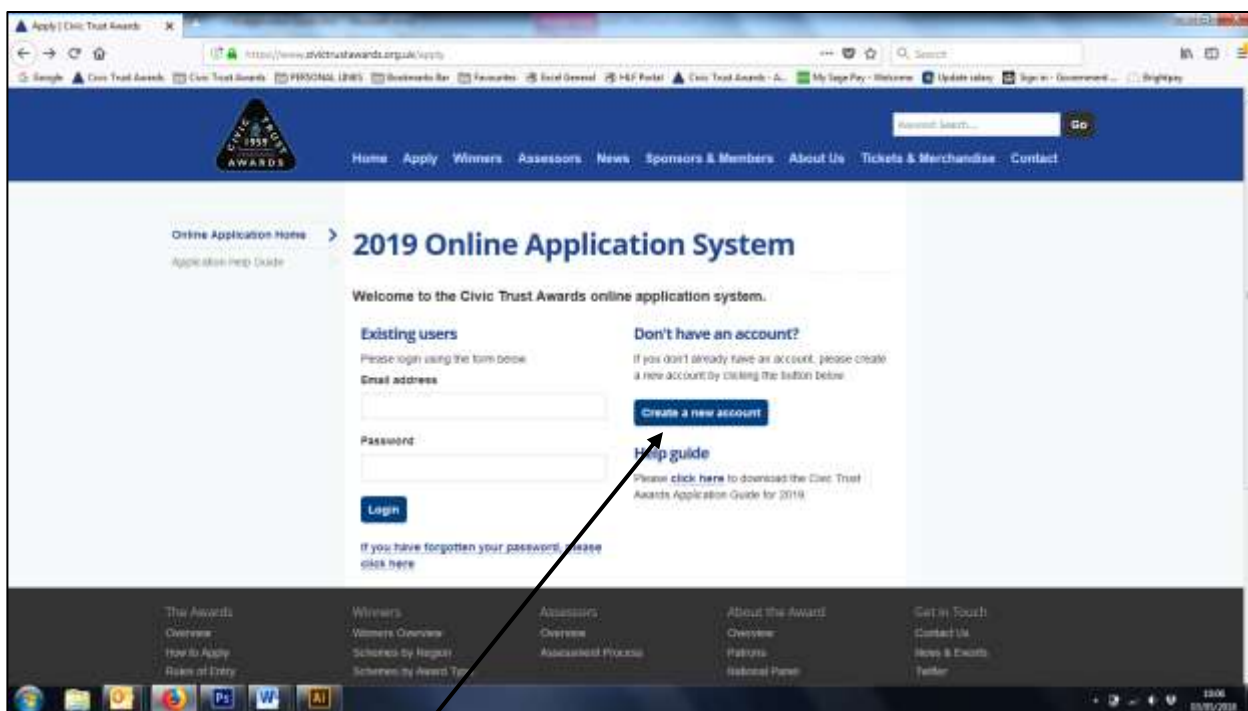


HOW TO APPLY

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/>

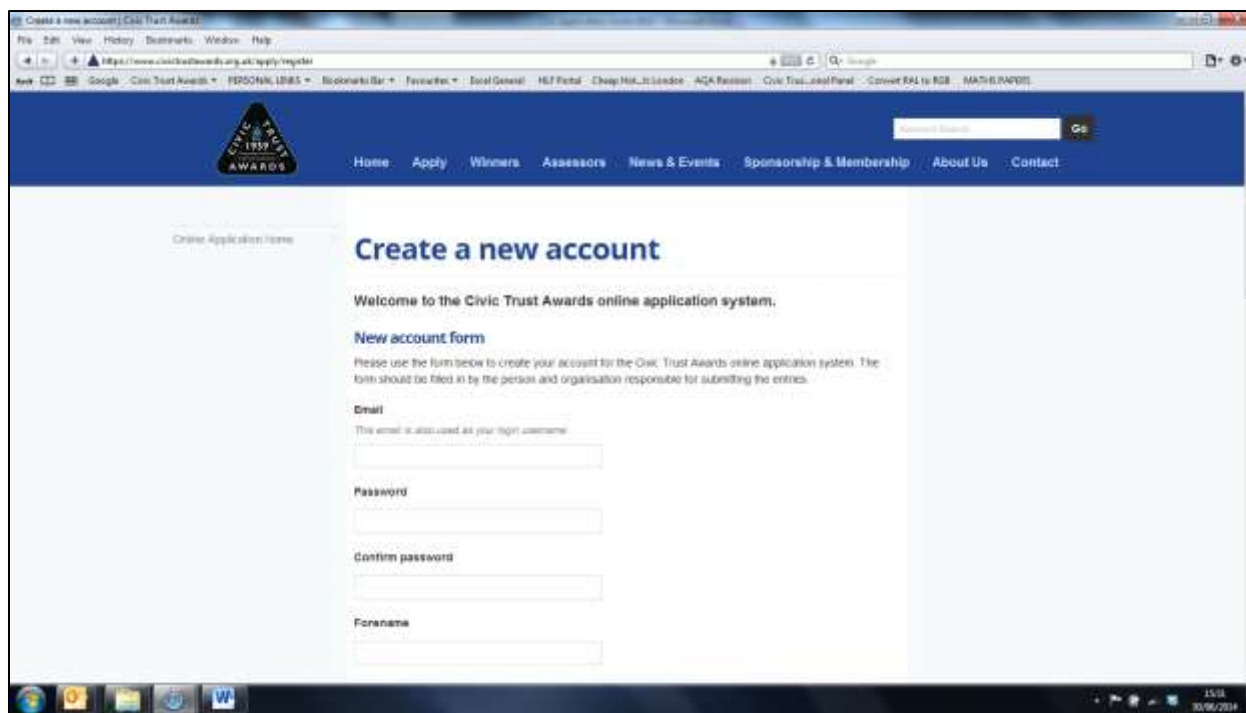


- Please click Create a new account – you will then be directed to a screen where you can input your details.

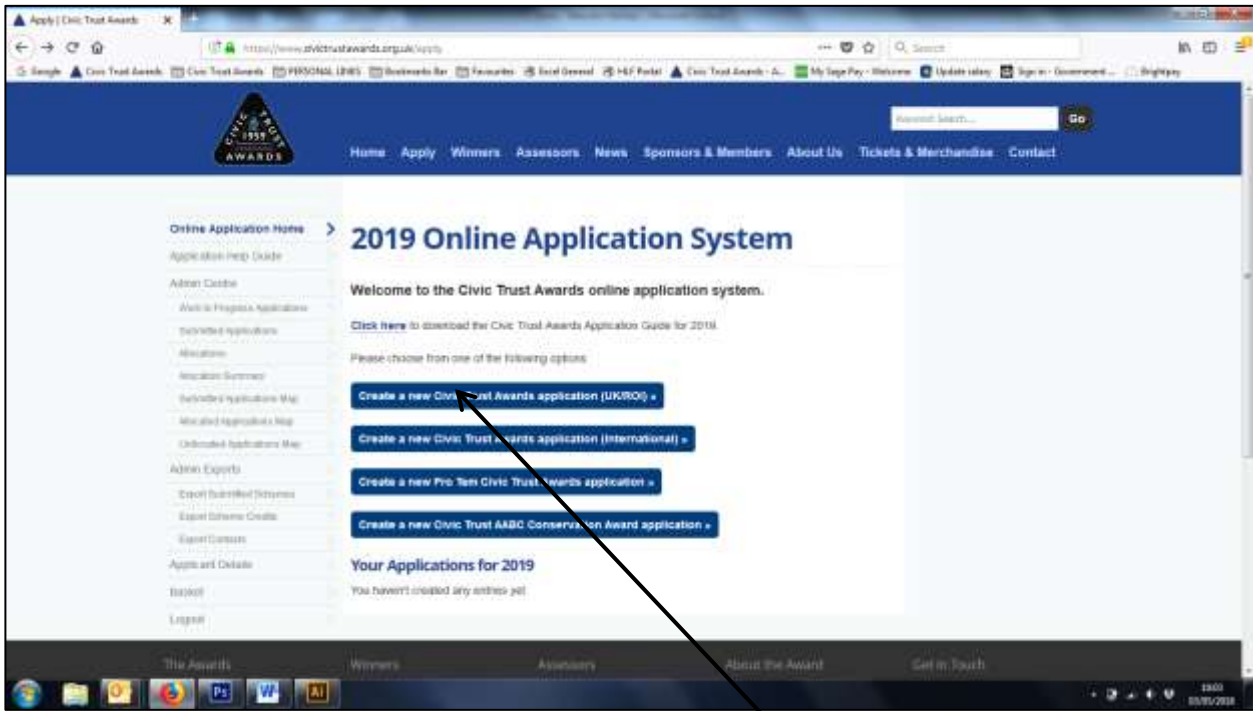
For previous applicants – if you registered on the system in previous years and require a username/password reminder, please click on the link.

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.

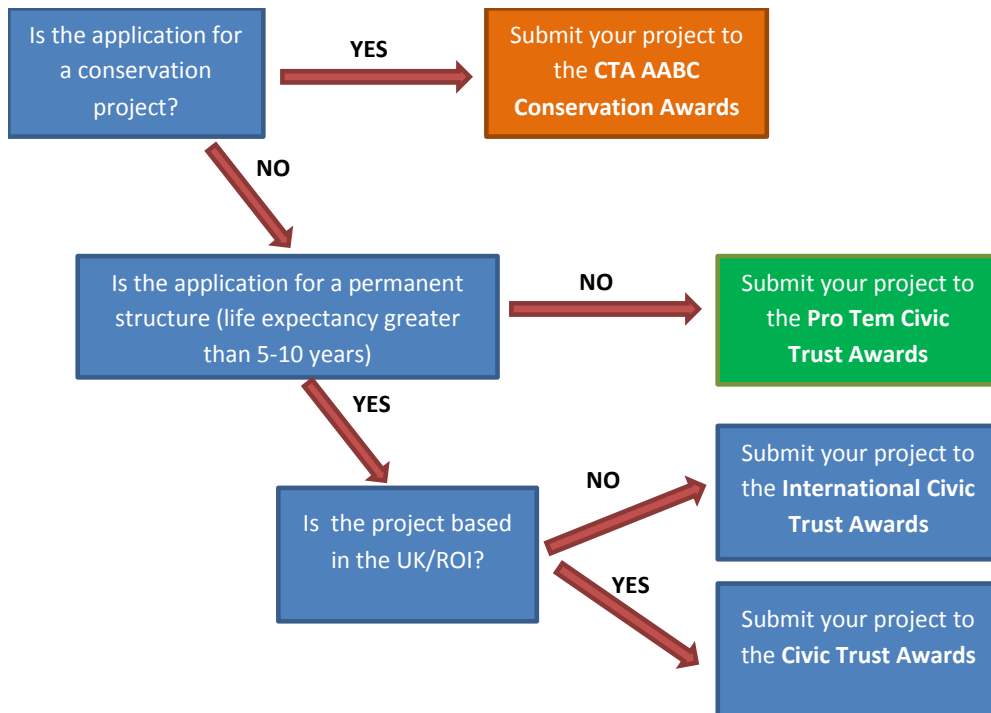
**Should you wish to become a CTA member in order to qualify for discounted application fees (saving £100 +VAT per entry), amongst many other benefits, please download an application form [here](#) and send to press@civictrustawards.org.uk*



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.

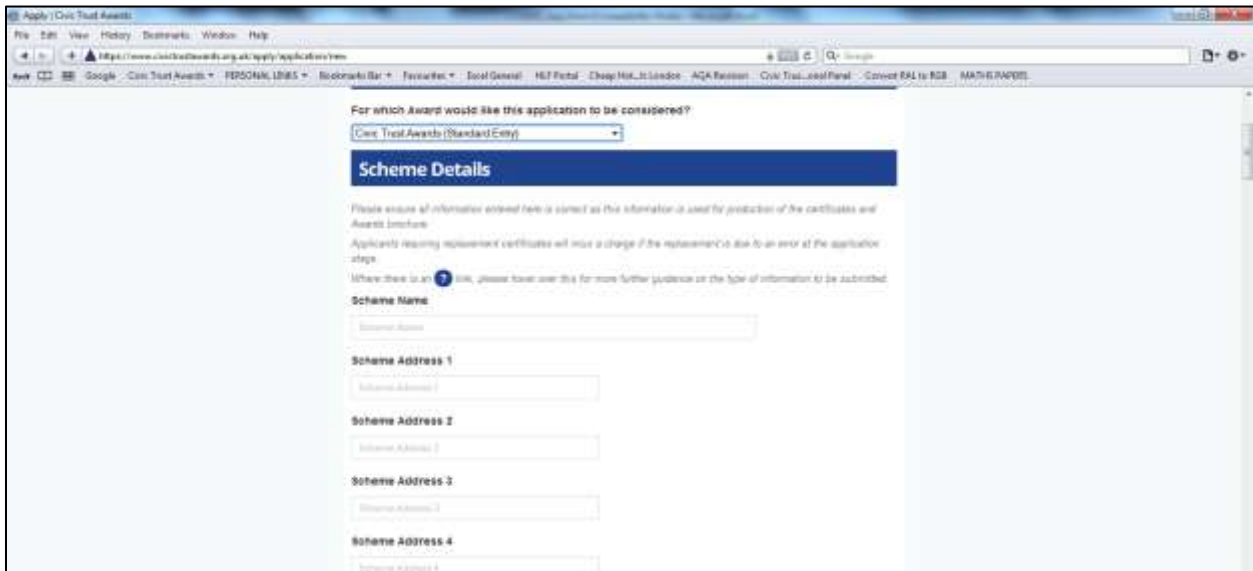


You will then need to select the type of application you are submitting. Please select **Civic Trust Awards (UK & ROI)** or **Civic Trust Awards (International)**, **Pro Tem Award** or **AABC Conservation Award** from the buttons available. The option selected here will determine the information collected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

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.

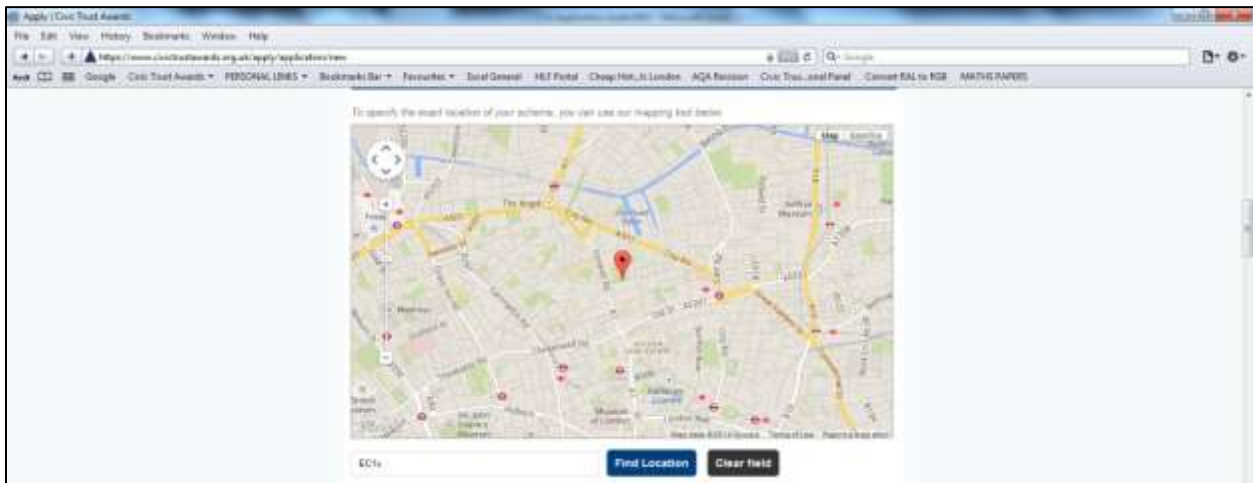
Please ensure the correct Local Authority Area and Region are identified as this is used to assign our Assessors. If your scheme is outside the UK or Republic of Ireland, please select this option from the Local Authority Area drop down menu and select "Other" from the Region drop down menu.



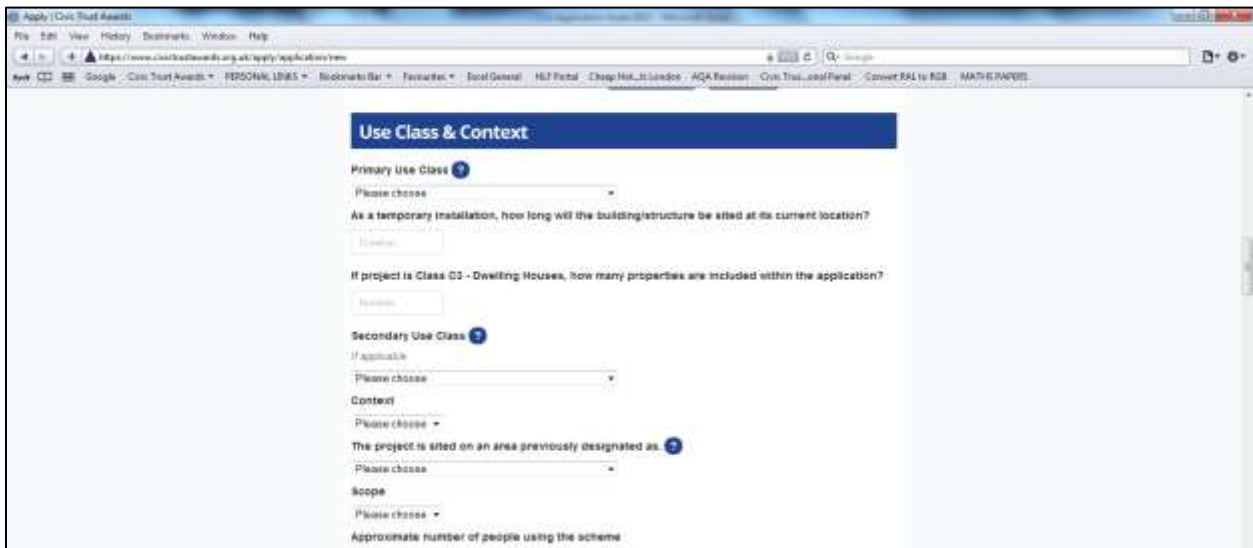
Scheme Location – Please click **Add a location** use the search bar below the menu to enter the scheme post code, city, etc.

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.

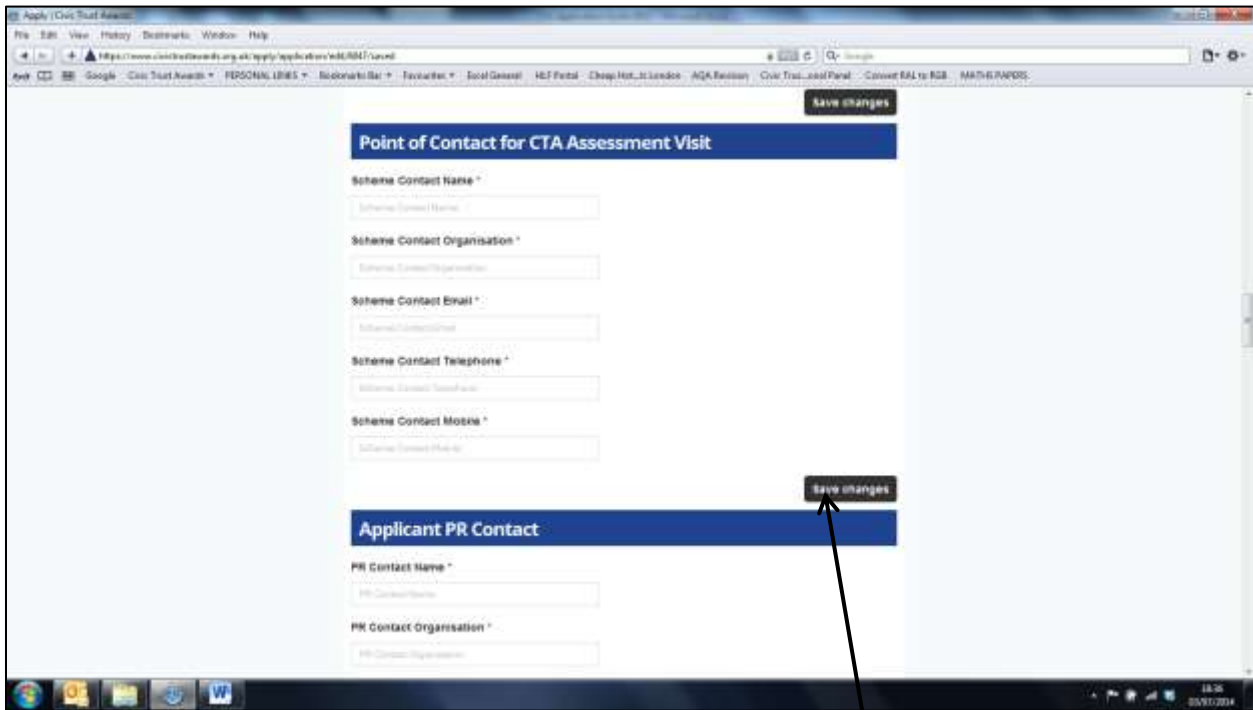


Then enter some basic information about the scheme use class:



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).

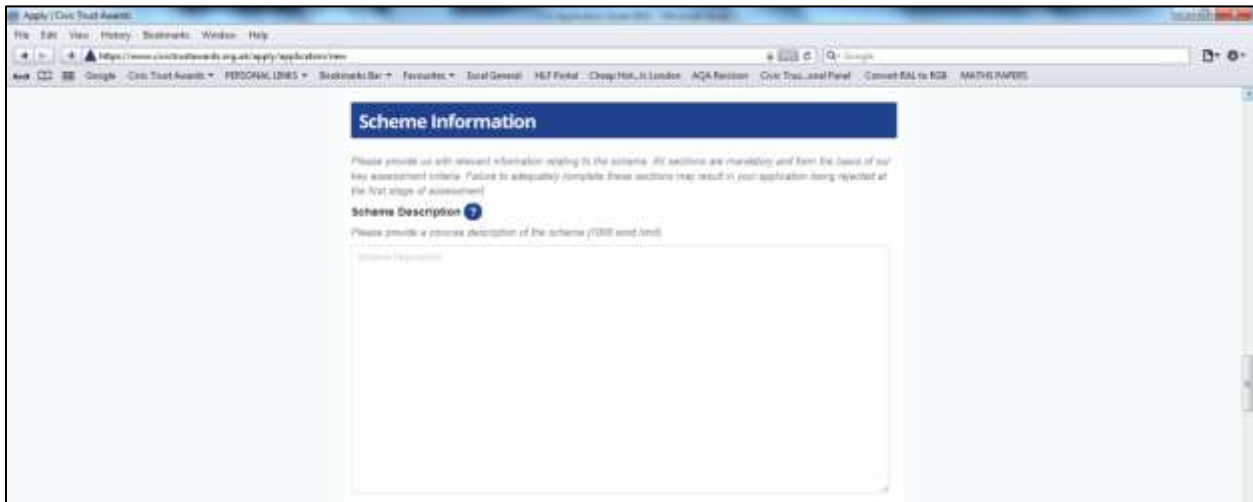
Please note – our assessors should not be accompanied by the applicant during their visit unless this is expressly required by the Civic Trust Awards. Please ensure that the point of contact at the scheme has been made aware that the project has been entered into the Civic Trust Awards and that we will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


The image is a screenshot of a web browser displaying the Civic Trust Awards application form. The browser's address bar shows the URL 'https://www.civictrustawards.org.uk/apply/applications/161887/level'. The form is divided into two main sections: 'Point of Contact for CTA Assessment Visit' and 'Applicant PR Contact'. The first section contains five input fields: 'Scheme Contact Name *', 'Scheme Contact Organisation *', 'Scheme Contact Email *', 'Scheme Contact Telephone *', and 'Scheme Contact Mobile *'. The second section contains two input fields: 'PR Contact Name *' and 'PR Contact Organisation *'. A 'save changes' button is located at the top right of the first section and another 'save changes' button is located at the bottom right of the second section. A black arrow points from the text below to the 'save changes' button in the 'Applicant PR Contact' section. The browser's taskbar at the bottom shows the date and time as 18:25 on 05/07/2014.

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.



 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.

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. Please click the ? button for a list of prompts which will assist when completing this section of the application.

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

If NO, the standard guidance will apply ?

If YES, the Selwyn Goldsmith Award guidance will apply ?

Yes

Universal Design Details (Accessibility for All Users)

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 International Civic Trust Awards Applications Only

After the community impact and engagement section, you will also need to submit two citations from locally accredited community or local authority organisations outlining their support. *(Character limit 1000 - inc spaces, commas, full stops & special characters)*

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

For AABC Conservation Applications Only

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?

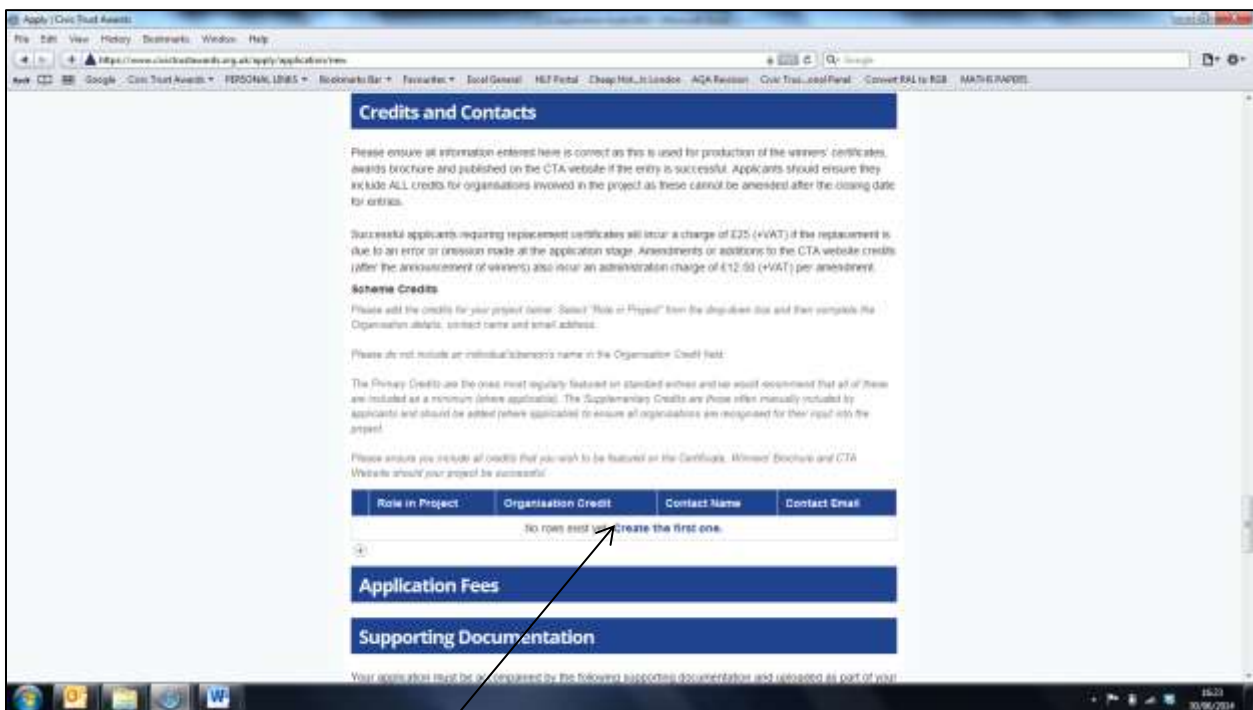
Once you have completed this section of the application, press SAVE CHANGES to prevent any data being lost. Please note, changes to the application can be made at any time prior to the entry being submitted.

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.

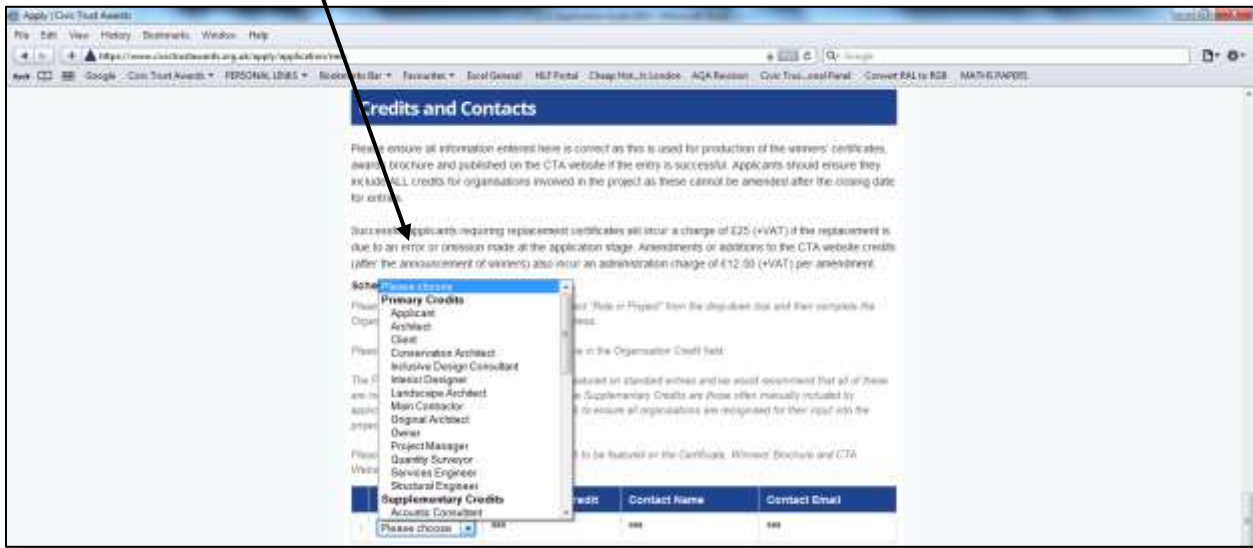
The Primary Credits are the ones most regularly featured on standard entries and we would recommend that all of these are included as a minimum (where applicable). The Supplementary Credits are those often manually included by applicants and should be added (where applicable) to ensure all organisations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



To enter a credit, please click Create

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



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

Please add the organisation credit, contact name, email address and organisation twitter name (if available) 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.

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

Section 4 – Supporting Documentation

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

Plans 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:

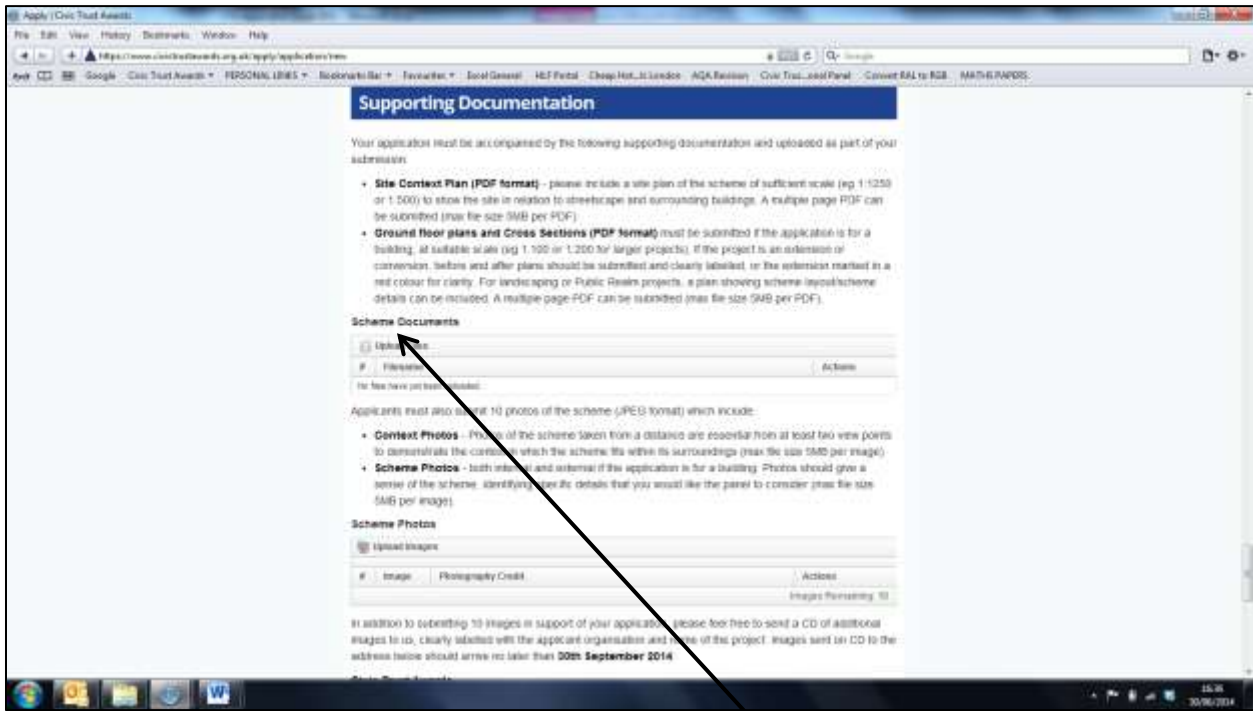
- Context Photos - Photos of the scheme taken from a distance are essential from at least two view-points to demonstrate the context in which the scheme fits within its surroundings (max file size 5MB per image)
- Scheme Photos - both external and internal (if the application is for a building). Photos 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



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

The file will then be uploaded to the system and will appear in the list. Please ensure you add the Photography Credit for each image as you upload them.



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

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

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

[Section 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

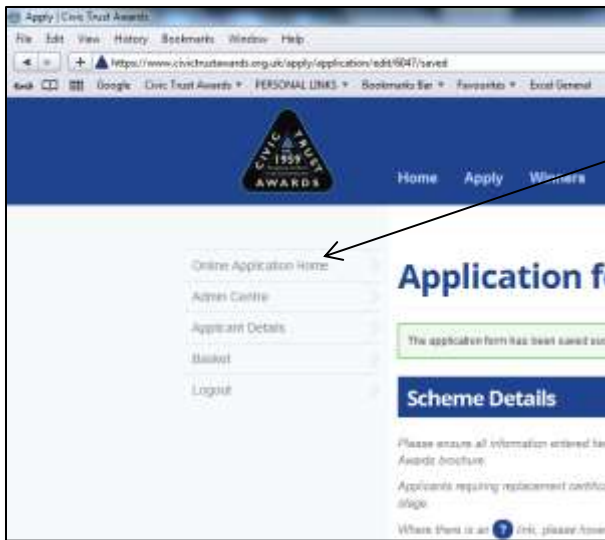
The cost of your application and available payment method will appear at the bottom of the application form.

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.



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.



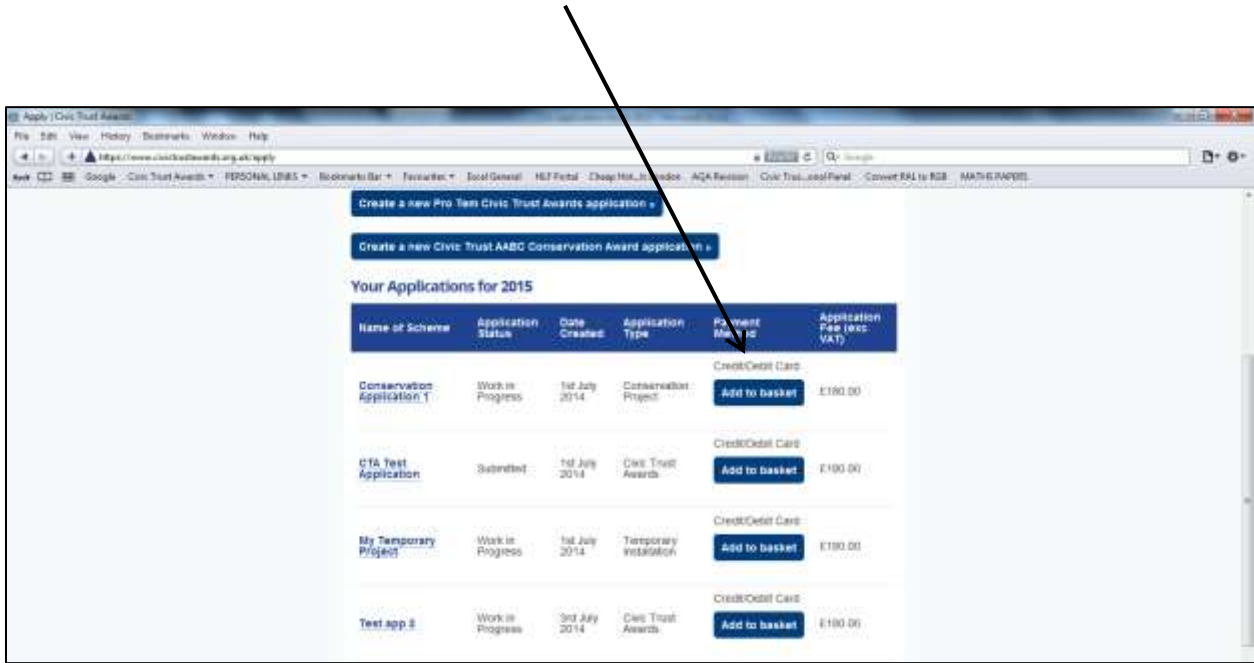
Once the application has been saved, please click Online Application Home to return to the summary screen for all entries currently in progress.

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.

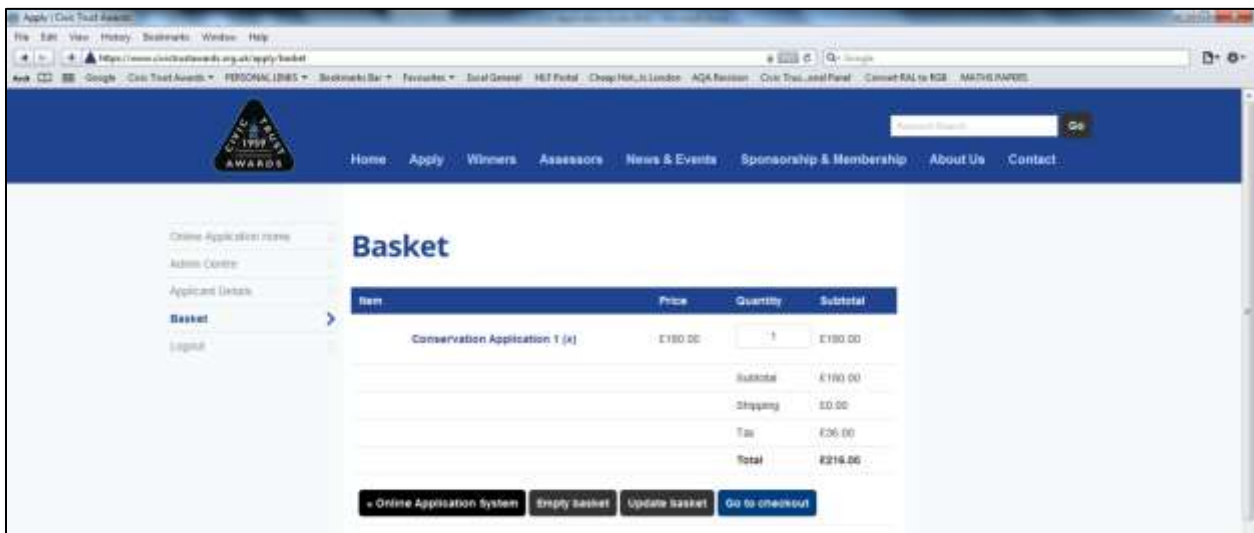
All entries to the Civic Trust Awards will only be accepted on receipt of application fee payment. All payments must be made at the time of entry and no later than the closing date of Friday 27th July 2018

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

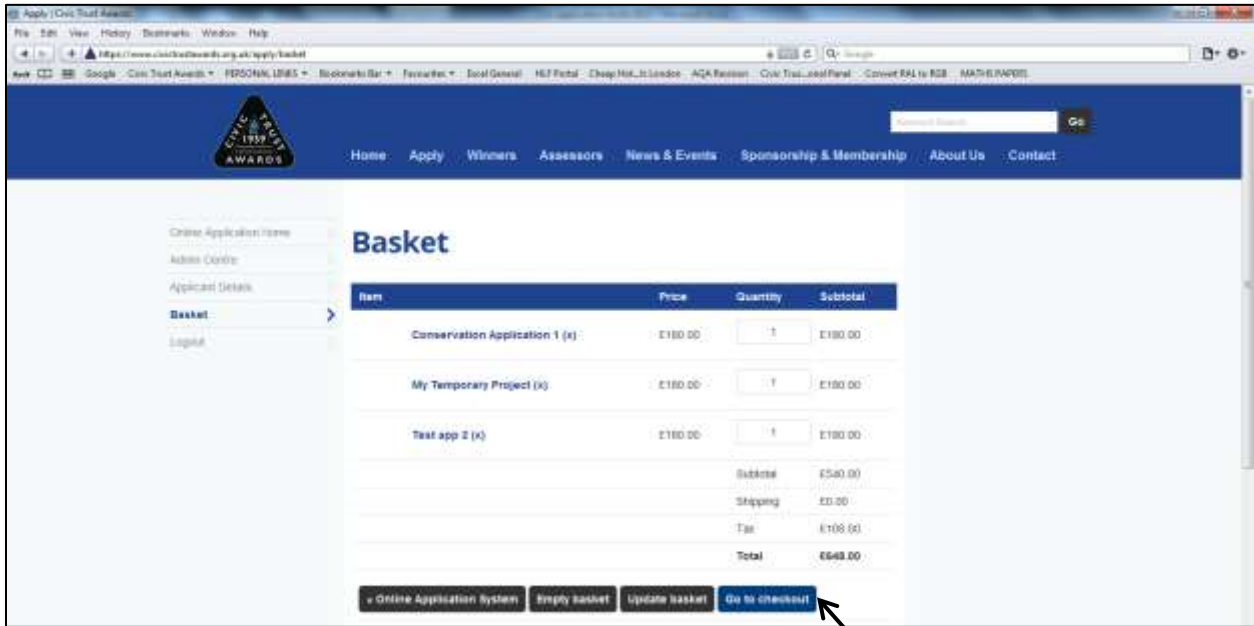
To pay your application fee(s) click the [Add to Basket](#) button at the side of each application.



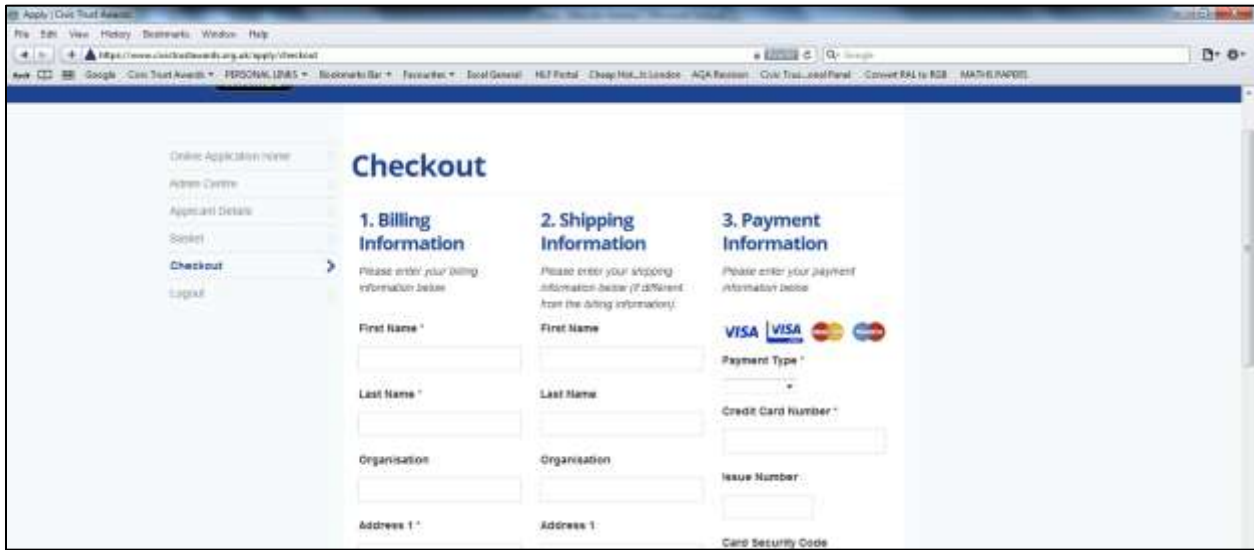
You will then be directed to your basket, where you will see the application (by name) along with the cost of entry.



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

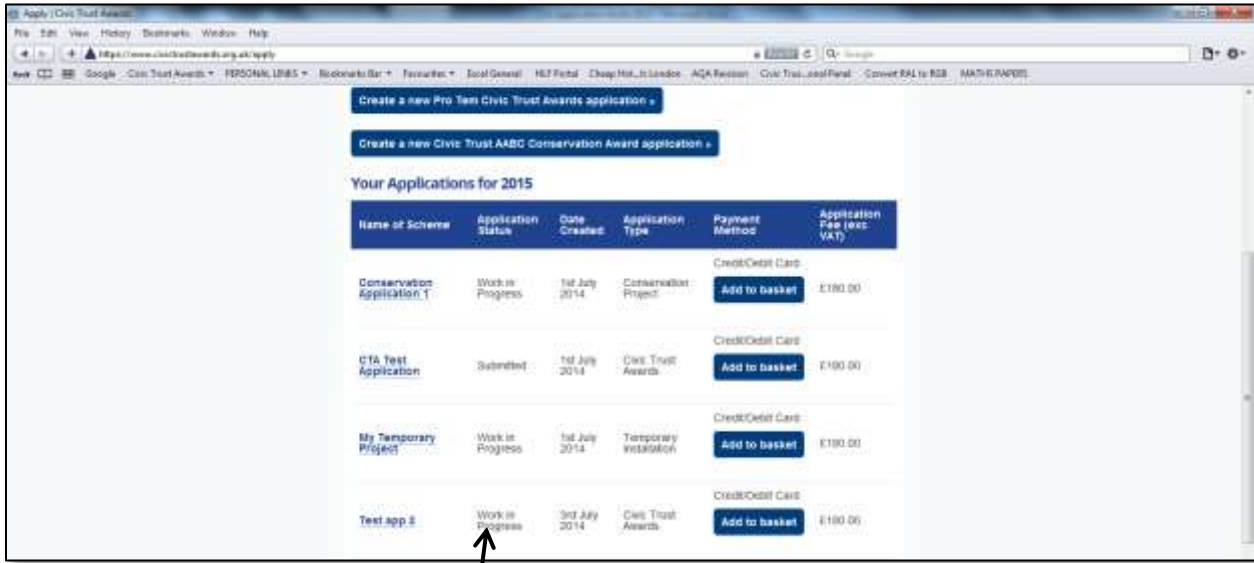


Once all applications have been transferred to your basket, please click [Go to Checkout](#)



Please then complete all the relevant sections of the payment page, select the radio button to agree to the Terms and Conditions and then click [Place Order](#)

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

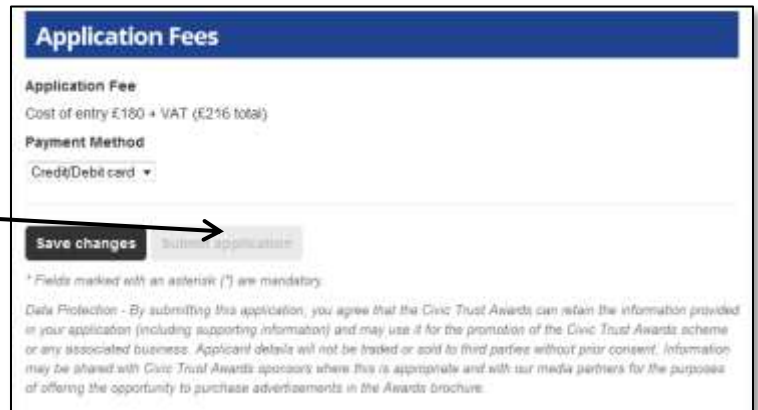


Your application status is still Work in Progress until it has been submitted.

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

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

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



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

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 27th July 2018

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.