**Civic Trust Awards Application**

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**Scheme Details**

*Please ensure all information entered here is correct as this information is used for production of the certificates and Awards brochure.*

*Applicants requiring replacement certificates will incur a charge if the replacement is due to an error at the application stage.*

Scheme Name \*

Scheme Address 1 \*

Scheme Address 2

Scheme Address 3

Scheme Address 4

Postcode

Local Authority Area                                                                                                                                                   

Region \*   

Date of Completion

*Format required: MM/YY*



**Scheme Overview**

Please provide a short summary/description of the scheme. This should adequately reflect your application and provide a brief overview of what the scheme provides or consists of in a clear and concise statement. (Character limit 600)





**Scheme Location**

Scheme Location

*To specify the exact location of your scheme, you can use our mapping tool below.*

You will be required to provide a location the scheme using the mapping facility provided online

**Use Class & Context**

Primary Use Class ?                          

If project is Class C3 - Dwelling Houses, how many properties are included within the application?

Secondary Use Class ? *If applicable*

   

Context      

The project is sited on an area previously designated as ?                          

Scope             

Approximate number of people using the scheme

Scheme Materials     

If Mixed/Other, please provide details.

**Point of Contact for CTA Assessment Visit**

Scheme Contact Name \*

Scheme Contact Organisation \*

Scheme Contact Email \*

Scheme Contact Telephone \*

Scheme Contact Mobile \*



**Applicant PR Contact**

PR Contact Name \*

PR Contact Organisation \*

PR Contact Email \*



**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.*

Scheme Description \* ?

*Maximum 6000 characters.*



Sustainability Details \* ?

*Please describe the key sustainability features of the scheme. Maximum 6000 characters.*



Universal Design and Accessibility for All Users \* ?

*All applications to the Civic Trust Awards must demonstrate good universal design. (Character limit - CTA Application 6000; Pro-Tem & Conservation Application 3000)*

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

*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.*



Community Impact and Engagement \* ?

*Please describe how the project has impacted on the community and the extent of the scheme's civic contribution. Maximum 6000 characters.*





**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.

Scheme Credits

*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.** *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.*



**Supporting Documentation**

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

* **Site Context Plan (PDF format)** - please include a site plan of the scheme of sufficient scale (eg 1:1250 or 1:500) to show the site in relation to streetscape and surrounding buildings. A multiple page PDF can be submitted (max file size 5MB per PDF)
* **Ground floor plans and Cross Sections (PDF format)** must be submitted if the application is for a building, at suitable scale (eg 1.100 or 1:200 for larger projects). If the project is an extension or conversion, before and after plans should be submitted and clearly labelled, or the extension marked in a red colour for clarity. For landscaping or Public Realm projects, a plan showing scheme layout/scheme details can be included. A multiple page PDF can be submitted (max file size 5MB per PDF).
* **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 must also submit 10 individual photos of the scheme (JPEG format) which include:

* **Context Photos** - Photos of the scheme taken from a distance are essential from at least two view-points to demonstrate the context in which the scheme fits within its surroundings (max file size 5MB per image)
* **Scheme Photos** - both 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 provide where these are essential to the judging process and can be submitted as additional images on CD as per the note below.

Images supplied at application stage are used for 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.

In addition to submitting 10 images in support of your application, please feel free to send a CD of additional images to us, clearly labelled with the applicant organisation and name of the project. Images sent on CD to the address below should arrive no later than **30th August 2016**:

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

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



**Application Fees**

Application Fee

Cost of entry £180 + VAT (£216 total)

Payment Method   

 Submit application

*\* Fields marked with an asterisk (\*) are mandatory.*

*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.*

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