LABC Building Excellence Awards Entry Submission Step by Step

Go to labc.co.uk and click on Awards

Click on the Regional entry form 2019
Click on **Start your entry now:**

**LABC Building Excellence Awards 2019 entry form**

**Entries for the 2019 Regional Awards are open!**

Did a local authority provide the building control for your project? If so, read on:

- This is **Stage 1**, where you register your details and your entry.
- Once you have completed the registration form below, you will receive an email from Submittable (the website hosting our entry form) with a link to create an account and start your entry (**Stage 2**).
- Please note that to be eligible for site-based projects, these must have been completed between 1 January 2018 and 31 December 2018. For more info please [click here](#).
- (Read to get back to an entry you’ve already started on Submittable? Click here and revisit your category.)

**Nomination registration**

- **Your first name**
- **Your surname**
- **Company name**
- **Your email address**
- **Confirm email**
- **Project/company/individual you are nominating**
Once the registration form has been submitted you will be able to continue to Stage 2 in two ways:

- Either by clicking on **Submittable** on the Thank you page as shown below:

  ![Submittable Thank you page](image1)

- Or by following the **link** on the email sent to your email address from **Submittable** (the website that hosts our awards' entries) which will direct you to it.

  ![Email example](image2)

  
  **Hello there**
  Thanks for telling us about your upcoming nomination. Now go to **Submittable** to complete your full submission.

  **“Stage 2 – please read”**
  Now you can submit your nomination on Submittable by visiting [https://labc.buildingserviceawards.submittable.com/submit](https://labc.buildingserviceawards.submittable.com/submit) and creating an account for yourself if you don’t already have one.

  Here are your details:
  Submitted on Thu, 31/01/2019 - 16:59
  Submitted by: Anonimous
  Submitted values are:
  **Your first name**
  Barbara
  **Your surname**
  Exa
  **Company name**
  LABC
  **Your email address**
  barker.exa@labc.co.uk
  **Project/company/individual you are nominating**
  Barbara
  **Region**
  London
  **Which Local Authority did you work with?**
  London
  **Site based categories (select maximum of four)...**
  Best change of use of an existing building
Welcome to Submittable and the LABC Regional Building Excellence Awards
(Scroll down to submit your nomination)

Who can enter?
Building control surveyors, builders, architects, designers and anyone else involved in a construction project completed between 1 Jan and 31 Dec 2018 where building control was provided by a local authority.

Which region should I enter?

Please scroll down until to choose one of the following options; anything related to an actual building would be a ‘site based categories’:

- Best local builder or traditional craftsperson
- Best partnership with a local authority building control team
- LABC construction professional of the year
- Site based categories
Once you have selected the orange button for the category of interest, scroll down to the end of the page and you will be prompted to sign in, if you already have an account on Submittable, or you will need to create a new one.

Judging criteria

Read general and category-specific judging criteria...

...and How to make a winning entry to give your entry a better chance of winning...

...and don't forget to read our FAQs before starting!

Have you registered your nomination yet?

To help us keep track of nominations you intend to make we'll need you to register your nomination on the LABC website also.

Once successfully logged in, you will see the online entry form (Site Based Category in the example below). Here you will be able to write everything about the project, the company, partnership or construction professional to impress the judges and have them shortlisting your entry!

Site based categories

Deadline: Deadline for receipt of the completed entry forms depend on which region your project comes under. Find your deadline date by visiting https://www.labc.co.uk/regional-excellence-awards (scroll to the bottom of that page to select your region from the dropdown list).

Region/local authority: To find out which local authority and LABC region your project is in use this postcode search.

Who can enter?: Building control surveyors, builders, architects, designers and anyone else involved in a construction project can submit an entry into the relevant region.
Above is the first view of the page. Please scroll down until you see the below. You will now be able to fill in all the fields – please make sure all the mandatory parts are completed.

Submitter title *

First name *

Last name *

The entry form will require you to entry the Local Authority and the Region as in the example below:

Region *

Not sure which local authority or LABC region you should choose? Copy this link into a new browser tab or window and enter your postcode to find out:
http://bit.ly/2d4ls8x

Local Authority Building Control Surveyor

This should be the surveyor you worked with from your Local Authority Building Control team.

Local authority *

Not sure which local authority or LABC region you should choose? Copy this link into a new browser tab or window and enter your postcode to find out:
http://bit.ly/2d4ls8x
If you are unsure about the answer, please go to labc.co.uk and use the postcode search.

By searching for the post code, you would see all the answers.

Please note that if you have a project for the Site Based Categories, you will be able to submit your entry into a maximum of four of the below categories.

**Site based categories (maximum of 4 categories)**

- Best change of use of an existing building or conversion
- Best extension or alteration to an existing home
- Best individual new home
- Best public service building
- Best commercial project
- Best educational building
- Best inclusive building
- Best new housing development
- Best social or affordable new housing development

Please also note that Submittable only saves one draft per category, therefore you will have to fill in and submit one entry before starting a new one. We recommend using the following word documents to collate all the required information, and then transfer them to the online form:

- Best Local Builder or Traditional Craftsperson
- Best Partnership with a Local Authority
- LABC Construction Professional of the Year
- Site Based Categories