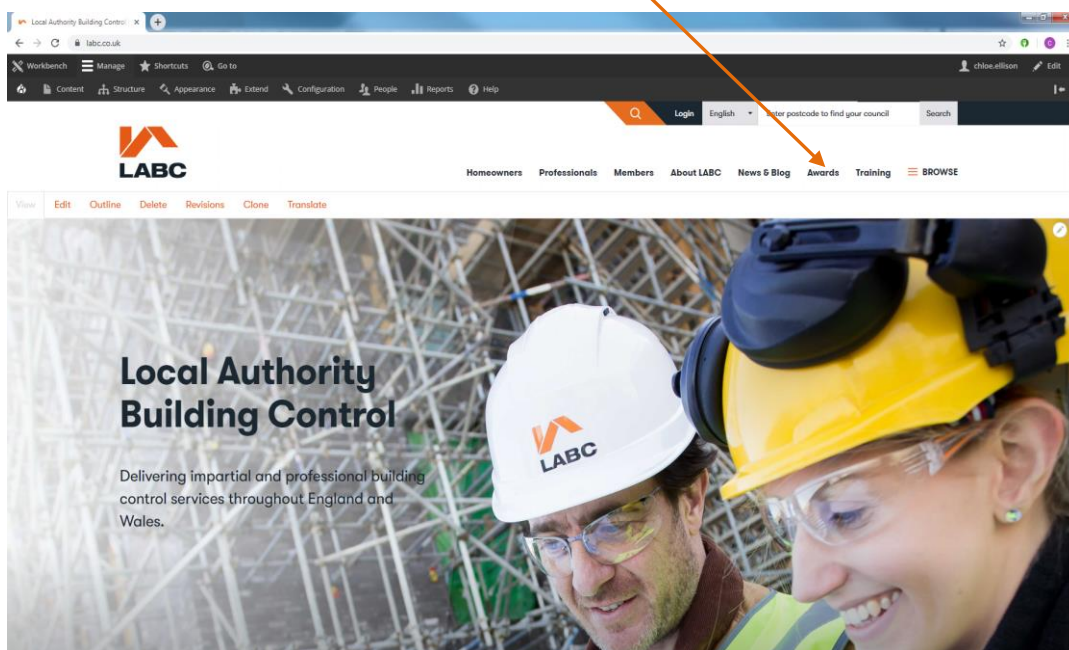
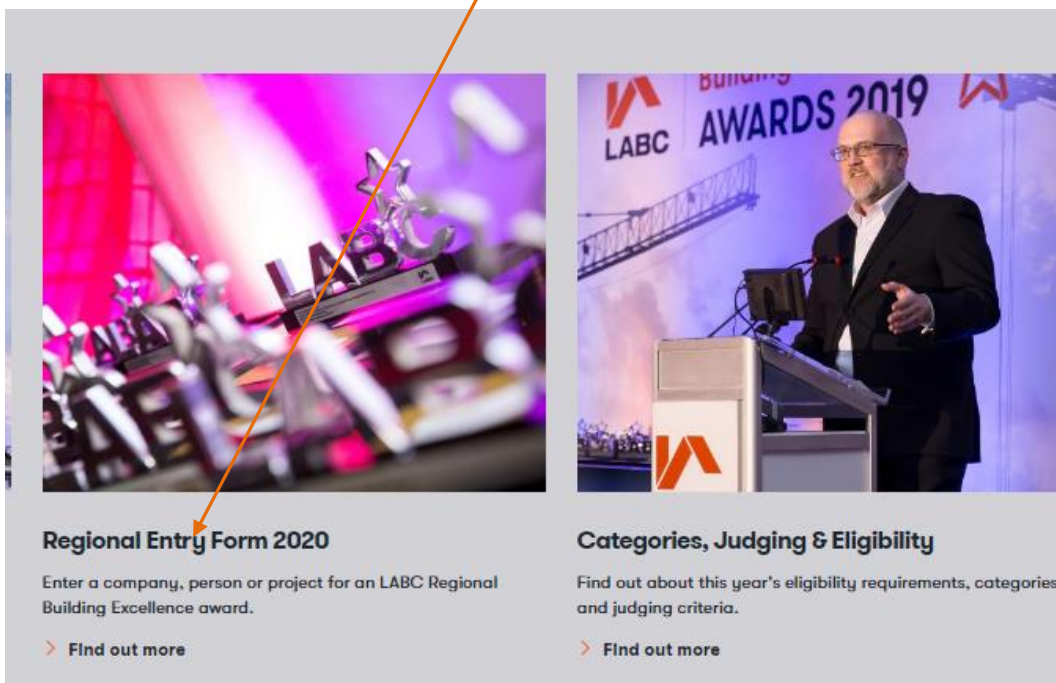


Step by Step Guide on how to submit your entry

1. Go to labco.uk and click on the Awards tab:



2. Click on the Regional entry form 2020 box:



The image shows two boxes on a grey background. The left box features a close-up of a silver award trophy with the LABC logo. Below it is the text: 'Regional Entry Form 2020', 'Enter a company, person or project for an LABC Regional Building Excellence award.', and a button that says '> Find out more'. The right box features a man in a suit speaking at a podium with the LABC logo. Below it is the text: 'Categories, Judging & Eligibility', 'Find out about this year's eligibility requirements, categories and judging criteria.', and a button that says '> Find out more'. An orange arrow points from the text above to the 'Regional Entry Form 2020' box.

3. Click on the **Start your entry now** button:

LABC Building Excellence Awards 2020 entry form



LABC Building Excellence Awards

Visit the Awards page to find links to everything you need to know about the LABC awards.

[Find out more](#)


Entries for the 2020 awards are now open!

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

- This is **Stage 1** where you register your entry – if you are submitting more than one entry form, please come back to this page before you begin with the next one.
- Once you have completed the registration form below you will receive an email from Submittable (the website hosting our awards entry form) with a link to create an account and start your entry (**Stage 2**).
- Read our step by step guide on how to submit your entry.
- Please note that to be eligible for site-based projects, these must have been completed between 1 January 2019 and 31 December 2019. For more info please [click here](#).
- Need to get back to an entry you've already started on submittable? Click [here](#) and revisit your category

[Start your entry now](#)

4. This is **Stage 1**, where you **register your details and your entry**:



Homeowners Professionals Members About LABC News & Blog Awards Training [BROWSE](#)

Home > Form > Nomination registration

Nomination registration

Your first name *

Your surname *

Company name

Your email address *

Confirm email *

Project/company/individual you are nominating *

5. Once the registration form has been submitted you will be able to continue to **Stage 2 (the actual entry form)** in three ways:

- a) Either by clicking on **Submittable** (the website that host our awards entry form) on the Thank you page as shown below:

🏠 > Form > Nomination registration > Nomination registration

Thank you!

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

[Back to form](#)

- b) Or by following **the link** on the email sent to you from **Submittable** which will direct you to it.



Thu 24/01/2019 17:00

info@labc.co.uk <info@mail132-19.atl131.mandrillapp.com> on behalf of info@labc.co.uk

Thanks for letting us know about your nomination registration

To: Barbara Etzi

🔗 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello there

Thanks for telling us about the project or person you'll be nominating. That's Stage 1 of your nomination completed.

****Stage 2 - please read****

Now you can submit your nomination on Submittable by visiting <https://labcbuildingexcellenceawards.submittable.com/submit> and creating an account for yourself if you don't already have one.

Here are your details:

Submitted on Thu, 01/24/2019 - 16:59

Submitted by: Anonymous

Submitted values are:

Your first name

Barbara

Your surname

Etzi

Company name

LABC

Your email address

barbara.etzi@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

c) Or you can get to **Submittable** by clicking [here](#).



Above is the page you will see when you are redirected to the Submittable website.

6. Please **scroll down** until you see the following options (any entry related to a specific building is a site based category):

Best local builder or traditional craftsman	More ▾	Submit your nomination
Best partnership with a local authority building control team	More ▾	Submit your nomination
LABC construction professional of the year	More ▾	Submit your nomination
Site based categories	More ▾	Submit your nomination

Once you have selected the **orange button** for the category you wish to enter, **scroll down** to the end of the page and you will be prompted to **sign in**. If you already have an account then sign in using the **username and password** you have created. If you don't have an account you will need to **create 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.

Create Your Account

Have An Account? Sign In

7. Once successfully logged in, you will see the **online entry form**. (The image below is for the Site based categories form). From here you will be able to **start your entry** and answer questions about your project, company, partnership or construction professional.



[f](#) [t](#) [in](#) [e](#)

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.

What projects are eligible?:

- Projects where building control work was carried out by a local authority building control team (not by an approved Inspector).
- Projects that were completed between 1 January and 31 December 2019.

NB1: You can enter each project into a maximum of four nomination types in the site based categories. These can be entered on the same entry form, as the questions are the same for site based categories.

Please **scroll down the page** until you see the beginning of the form (as below). You will now be able to fill in all the fields – please make sure all the **mandatory parts are completed**. These are denoted by a red *.

Submitter title *

First name *

Last name *

8. The entry form will ask you to enter the **region** you are entering and the name of the **local authority** you worked with as 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/2d4lsBx>

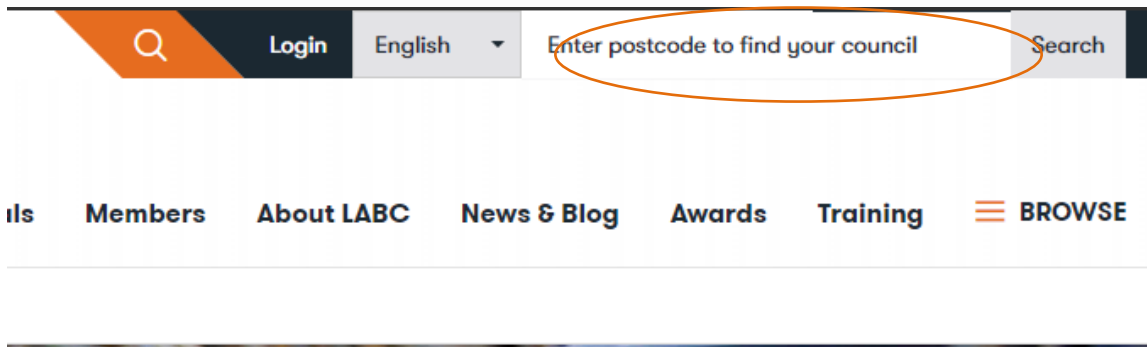
Local Authority Building Control Surveyor

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

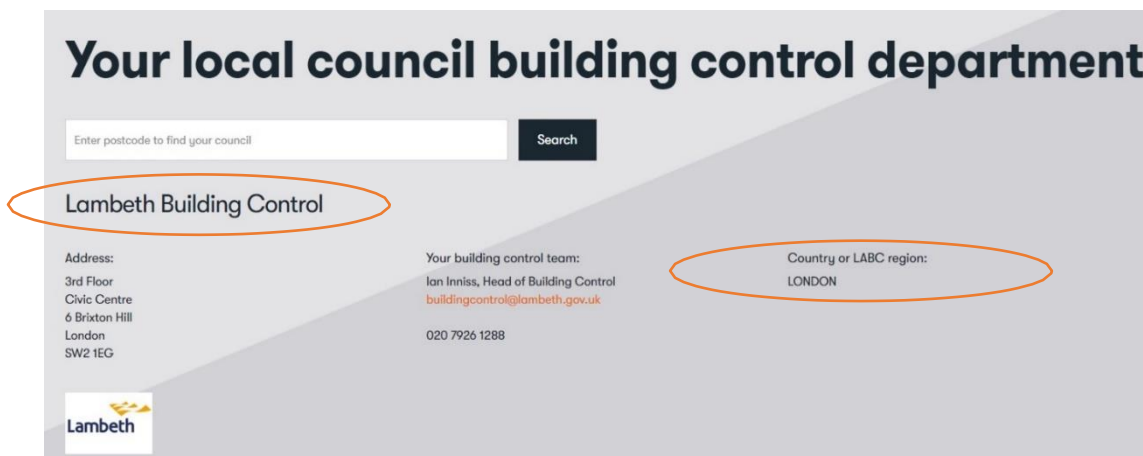
Local authority *

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/2d4lsBx>

If you're unsure about the **region** or **local authority**, please go to labc.co.uk and use the **postcode search**. Put in the postcode of the project you are entering for site based categories:



When you've put in the postcode it will show you the **region your project** is in and the **local authority**:



9. Please note that if you are entering a project into the site based categories you can enter **each project** into a **maximum of four** categories. You can use **one** entry form as the questions are the same:

Site based categories (maximum of 4 categories) *

- Best change of use of an existing building
- Best extension or alteration to an existing dwelling
- Best individual new home (single unit sites only)
- Best public service or educational building
- Best commercial project (LABC may divide this into two categories - small and large - at judging)
- Best new housing development (LABC may divide this into two categories - small and large - at judging)
- Best social or affordable new housing development

You can enter your project into a **MAXIMUM** of 4 categories. (The entry form for all of them is the same.)

10. Important: Please note that Submittable **only saves one draft per category**, therefore you will need to fill in and submit one entry before starting a new one. We recommend you review the entry forms below and the questions you will be asked and collate all the information and then transfer it to the online form:

[Questions for Site Based Categories](#)

[Questions for Best Local Builder or Traditional Craftsperson](#)

[Questions for Best Partnership with a Local Authority](#)

[Questions for LABC Construction Professional of the Year](#)