Step by Step Guide on how to submit your entry

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

   ![Awards Tab Image]

2. Click on the Regional entry form 2020 box:

   ![Regional Entry Form Image]
3. Click on the Start your entry now button:

LABC Building Excellence Awards 2020 entry form

Entries for the 2020 awards are now open!

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.

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

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

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/excellence-excellence-awards (scroll to the bottom of the 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 nominee 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 *.

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.

Submitter title *

First name *

Last name *

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/2d4laBx

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/2d4laBx
If you’re unsure about the **region** or **local authority**, please go to [labc.co.uk](http://labc.co.uk) and use the **postcode search**. Put in the postcode of the project you are entering for site based categories:

![postcode search](image)

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

![local council](image)

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:

```plaintext
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
```
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