

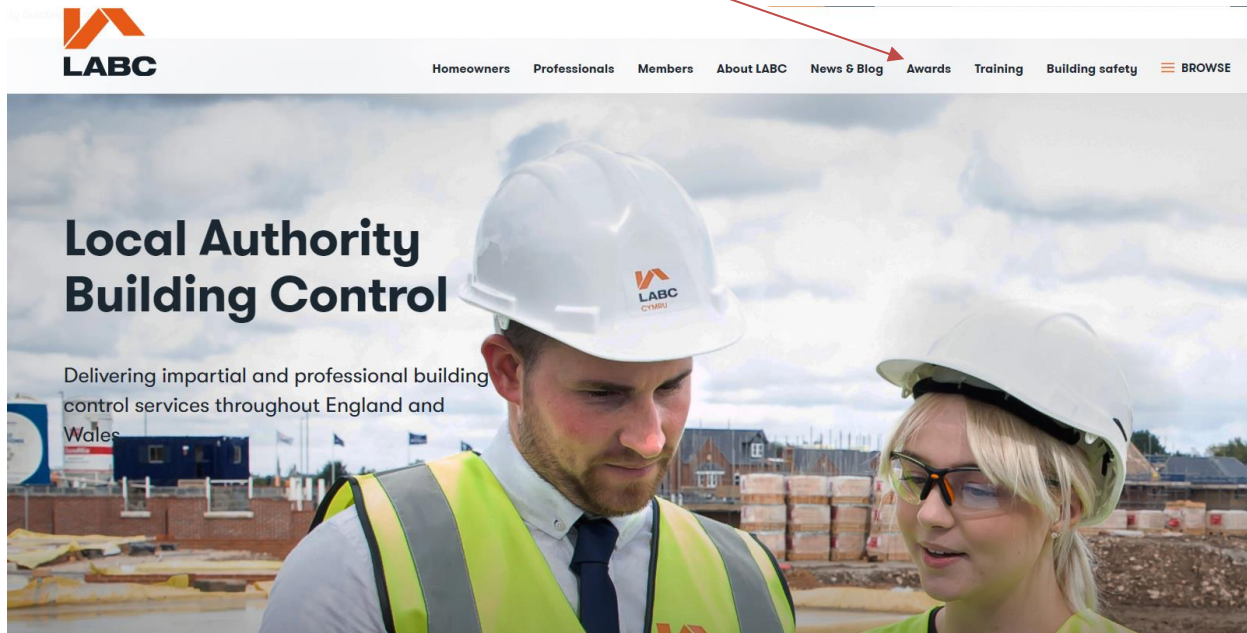


Building Excellence AWARDS 2021

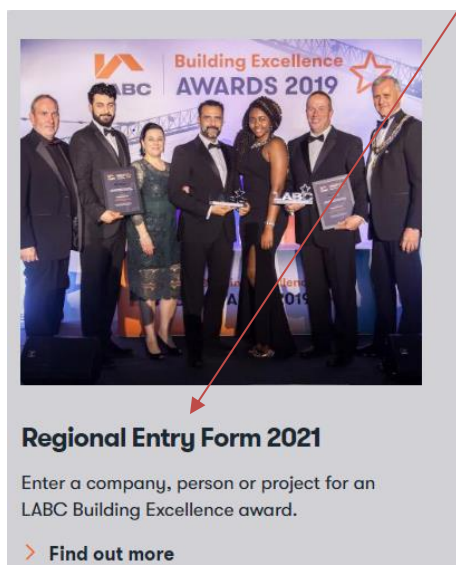


Step by Step Guide on how to submit your entry

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



2. Click on the **Regional entry form 2021** box:



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

LABC Building Excellence Awards 2021 entry form



Entries 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. If you experience problems using Submittable with Internet Explorer we recommend you use another browser such as Microsoft Edge, Google Chrome, Firefox or Safari.
- Please note that to be eligible for site-based projects, these must have been completed between 1 January 2020 and 31 December 2020. 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](#)

LABC Building Excellence Awards

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

[Find out more](#)

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

[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:

1) 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](#)

2) Or by clicking on **the link** in the email sent to you once you have registered your entry from **info@labc.co.uk**.




Thu 01/04/2021 11:36

info@labc.co.uk <info@mail180-23.suw31.mandrillapp.com> on behalf of info@labc.co.uk

Thanks for letting us know about your nomination registration

To:  Chloe Ellison

 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, 04/01/2021 - 11:35

Submitted by: Anonymous

Submitted values are:

Your first name

Chloe

Your surname

Ellison

Company name

LABC

Your email address

chloe.ellison@labc.co.uk

Project/company/individual you are nominating

LABC

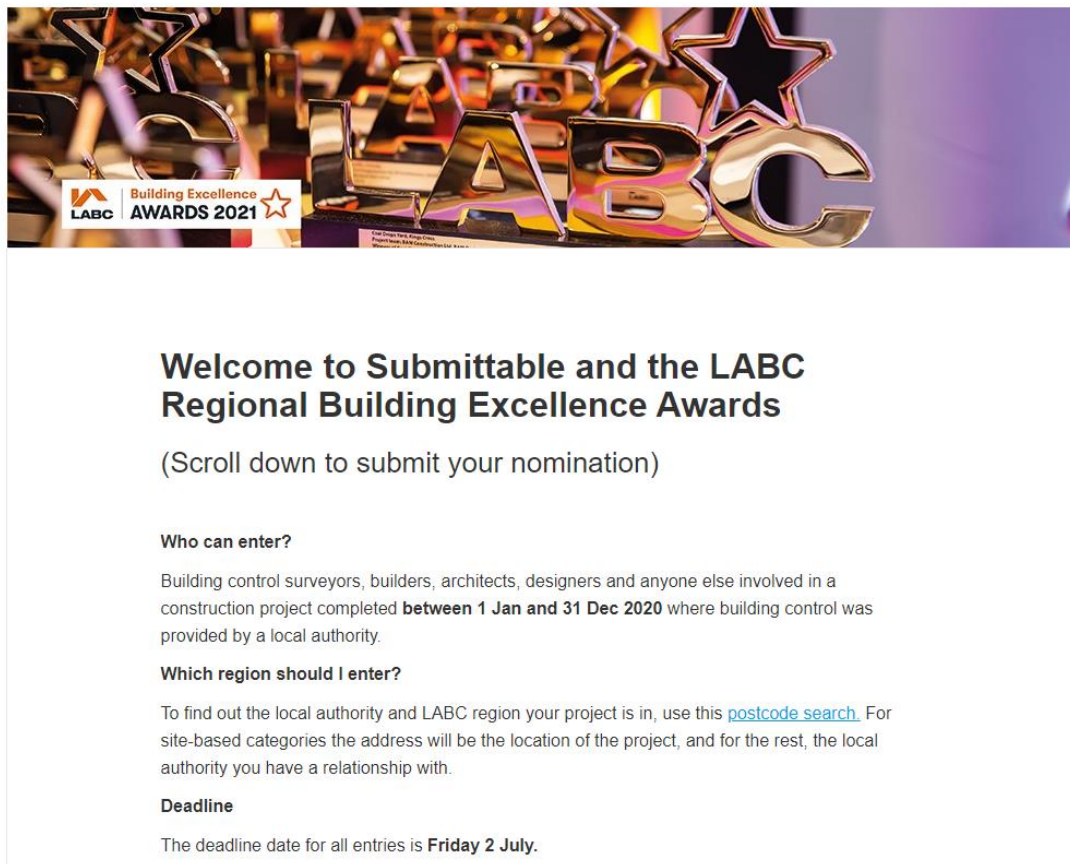
Region

London

Which Local Authority did you work with?

London Borough of Waltham Forest

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



Above is the page you will see when you click on links to the Submittable website.

4) Please **scroll down** until you see the following options (any entry related to a specific building can be found in the Places nomination form):

Building Excellence Awards 2021 - People	Guidelines	Submit your nomination
Building Excellence Awards 2021 - LABC Newcomer of the Year	Guidelines	Submit your nomination
Building Excellence Awards 2021 - Best Partnership	Guidelines	Submit your nomination
Building Excellence Awards 2021 - Places	Guidelines	Submit your nomination

Select the **orange button, ‘Submit your nomination’** for the nomination type you wish to enter, the screen below will appear 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 sign up and **create one**.



Sign Up

Sign In

Welcome!

Create your free Submittable account to get started.

Email

Password


Confirm Password






First name

Last name

Sign Up

- 5) Once successfully logged in, you will see the **online entry form** for the nomination type you selected. (The image below is for the Places entry form). From here you will be able to **start your entry** and provide answers to the questions:





Building Excellence Awards 2021 - Places

Deadline: Deadline for receipt of the completed entry forms is **Friday 2 July**.

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 2020.
-

NB1: Each project can only be entered into **one category**.

NB2: You can only work on one entry form at a time. If you wish to enter more than one entry you need to complete and submit one before starting the next.

NB3: Please note the word counts stated next to each question in the nomination form.

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 *

6) For the **People awards** the categories will appear as below. **Please note** you can only nominate one individual into one category:

Please select the category you are entering this person into *

- ☐ Best residential & small commercial designer
- ☐ Best residential & small commercial builder
- ☐ Best residential site manager
- ☐ Best non-residential site manager
- ☐ Construction specialist of the year
- ☐ Public service superstar

Please note: You can only enter one category. For more information on the categories please refer to the judging criteria.

For the **Place awards** the categories will appear as below. **Please note** you can only enter a project into one category:

Please select the category you are entering this project into *

- ☐ Residential - Best Extension
- ☐ Residential - Best conversion or alteration to an existing home
- ☐ Residential - Best conversion to create a single new home
- ☐ Residential - Best individual new home
- ☐ New Housing - Best small new housing development (5 units or fewer)
- ☐ New Housing - Best medium volume new housing development (6 to 30 units)
- ☐ New Housing - Best high volume new housing development (more than 30 units)
- ☐ New Housing - Best small social housing development (up to 30 units)
- ☐ New Housing - Best large social housing development (more than 30 units)
- ☐ New Housing - Best purpose built accommodation (e.g. student accommodation or care home)
- ☐ Non-residential - Best extension or alteration
- ☐ Non-residential - Best conversion
- ☐ Non-residential - Best new build
- ☐ Non-residential - Best public or community building

Please note: you can only select one category

7) The entry forms 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>

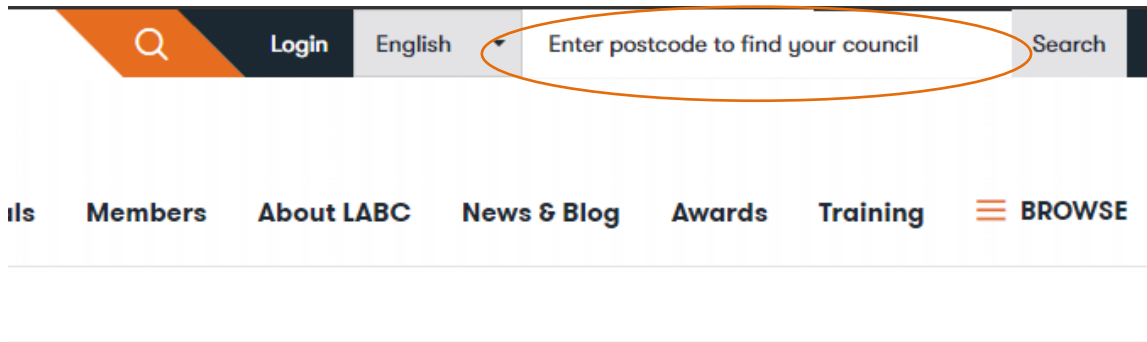
Local Authority Building Control Surveyor

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

Local authority *

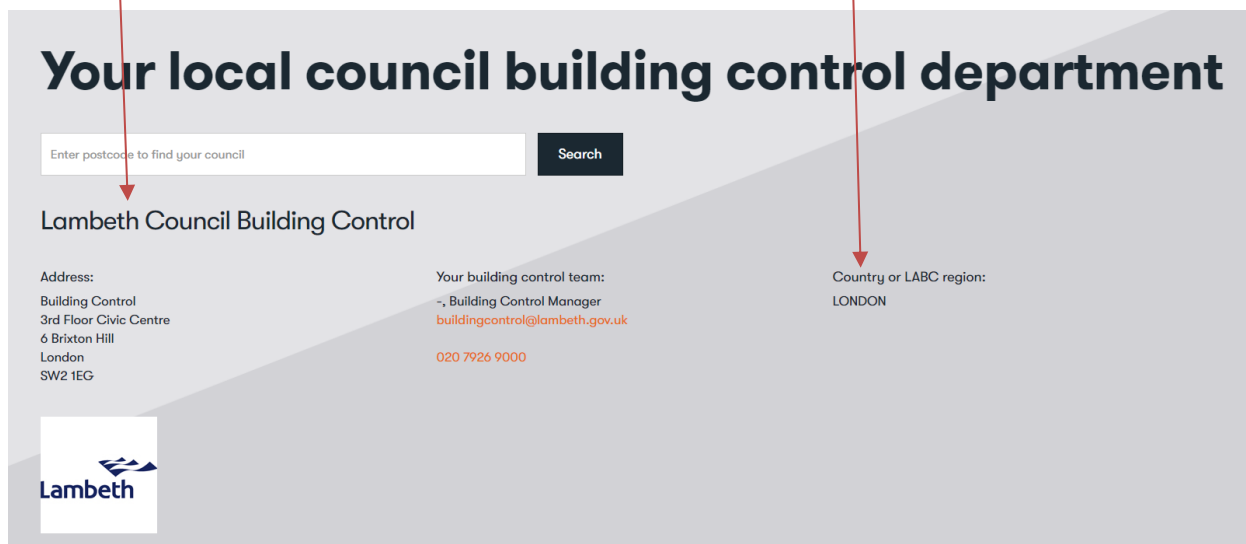
Not sure which local authority or LABC region you should choose? Copy this link into a new browser tab or window and enter your postcode to find out:
<http://bit.ly/2d4lsBx>

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 the Place Awards, for the People Awards, Best Partnership and LABC Newcomer of the Year please enter the postcode of the local authority you have the relationship with.



The screenshot shows the top navigation bar of the LABC website. It includes a search icon, a 'Login' button, a language dropdown set to 'English', a search input field with the placeholder text 'Enter postcode to find your council', and a 'Search' button. Below the navigation bar is a horizontal menu with links for 'Home', 'Members', 'About LABC', 'News & Blog', 'Awards', 'Training', and a 'BROWSE' button with a hamburger menu icon.

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



The screenshot shows the results page for a postcode search. The main heading is 'Your local council building control department'. Below it is a search bar with the placeholder 'Enter postcode to find your council' and a 'Search' button. The results for 'Lambeth Council Building Control' are displayed. A red arrow points from the text 'local authority' to the council name. Another red arrow points from the text 'region your project' to the 'Country or LABC region: LONDON' field. The results include the address, the building control team's contact information, and the Lambeth logo.

Your local council building control department

Enter postcode to find your council Search

Lambeth Council Building Control

Address:
Building Control
3rd Floor Civic Centre
6 Brixton Hill
London
SW2 1EG

Your building control team:
-, Building Control Manager
buildingcontrol@lambeth.gov.uk
020 7926 9000

Country or LABC region:
LONDON

Lambeth

- 8) Important:** Please note that Submittable **only saves one draft entry form at a time**, therefore you will need to complete 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 the Building Excellence Awards 2021 - People](#)
[Questions for the Building Excellence Awards 2021 – LABC Newcomer of the Year](#)
[Questions for the Building Excellence Awards 2021 – Best Partnership with a Local Authority Building Control Team](#)
[Questions for the Building Excellence Awards 2021 – Places](#)