

This document shows the information needed and questions asked throughout the submission

**Submission form questions for the following categories:**

- Best Residential and Small Commercial Designer
- Best Residential and Small Commercial Builder
- Construction Specialist of the Year

**Step one:**

- Region – Please select from the drop down list, if you are unsure of the region, please click here to check: [labc.co.uk/your-local-council-building-control-department](http://labc.co.uk/your-local-council-building-control-department)
- Category – Please select from the drop down list
- Project, nominee (person) or partner company name – This is the name that will be used on the LABC website, please ensure you enter the name that you would like shown
- Local Authority Building Control Team - Please select from the drop down list, select the local authority building control team you worked with on this project. If you are entering a 'people' category, please select the local authority the person has the relationship with.

**Submitter information:**

- Do you work in a Local Authority Building Control Team – Yes or No
- Submitter First Name
- Submitter Last Name
- Submitter Job Title
- Submitter Company
- Submitter Email Address
- Submitter Telephone Number
- Submitter Company Twitter (optional)

**People – nominee information:**

- Nominee first name
- Nominee last name
- Nominee job title
- Nominee company
- Nominee email
- Nominee phone
- Company twitter username (optional)
- Address line 1
- Address line 2 (optional)
- Town/City
- Postcode

Please add the details of the local authority building control surveyor that the nominee has the relationship with

- Building Control Surveyor first name
- Building Control Surveyor last name
- Building Control Surveyor job title
- Building Control Surveyor email address
- Building Control Surveyor phone number

**People – nominee questions:**

- Approximately how long has this person been involved in the construction industry? (Max 50 words)
- Does this person have any specific qualifications or accreditations relevant to their role? Yes/No  
- If yes please list (OPTIONAL)
- How does this person regularly keep up to date with industry changes? (Min 50 words – max 100)
- Why should this person win? (Min 100 words – Max 300)
- Give an example of how this person has worked well with the building control team (Min 50 words – Max 100)  
*Think about your/their last three projects*
- Give an example of how this person communicates well with their project teams including building control (Min 50 words – Max 100)
- How does this person work to understand and deliver the client/project brief? (Min 50 words – Max 100)  
*Think about their last three projects – this might include evidence of how they've engaged with the local community/residents and built a good reputation,*
- Give an example of when this person overcame an issue using innovative solutions (Min 50 words – Max 100)
- How has this individual responded to the Building Safety Act and changes within the industry? (Min 50 words – Max 150)  
Think about how they have adapted to changes, adjusted their practice and demonstrated competence to ensure the projects they work on are safe and sustainable.
- What is this person most proud of in terms of their career in construction? (Max 50 words)

**Project Team Questions:**

Project Team Members - In this section you'll be giving details of the team members involved in the project.

Local Authority Building Control Surveyor - This should be the surveyor you worked with from your Local Authority Building Control Team

- Local Authority Building Control Surveyor first name
- Local Authority Building Control Surveyor last name
- Surveyor job title
- Surveyor email
- Surveyor telephone
- Surveyor address line 1
- Surveyor address line 2 (optional)
- Surveyor town/city
- Surveyor postcode

**Attachments:**

Please upload a minimum of 3, maximum of 6 hi-res photos.

Take them on a sunny day if possible so they show the project at its best!

Project plans are also helpful so please include these where applicable.

All images should ideally be 300dpi or 2000 pixels

Document types

**Please do not upload a PDF file, as this will not be accepted.**

Upload JPEG or PNG files.

A maximum of six pieces can be uploaded with your entry.

Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields.

We may use your photos and/or content in our marketing materials. Do you give your consent?

- Yes - photos and other content
- Yes - photos only
- No

Would you like us to keep you informed about certain things. Tick if you agree to receiving occasional emails about: (optional)

- Awards
- Building regulations and compliance
- CPD training