



## BUILDING EXCELLENCE AWARDS 2018



Below is the list of information and questions that will be asked when you enter into the **Site Based** categories

Please note that the fields marked with a \* are mandatory

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### Submitter Information

You will need to fill in the details of the person completing the form including:

Title\*

First name\*

Last Name\*

Job Title\*

Company\*

Email\*

Telephone\*

Company Twitter username

*This is going to be the main point of contact if we have any queries regarding the entry*

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### Project Information

Description of project\*

Project Name and Address\*

*Max 50 characters.*

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**Tell us more** (please refer to the general & category specific judging criteria when completing these sections)

There are six mandatory subheadings as below. In each comment box you will need to add a minimum of 50 words. The text below each subheading refers to the general criteria, so please also refer to the category specific criteria.

**1. Building Regulations\***

Give us examples of how the project met building regulations. Were there detailed plans, pre-commencement meetings, timely notifications and high levels of compliance?

**2. Performance & Sustainability\***

Tell us about the use of renewables, BREEAM, SBEM, low air leakage, good expected running and life-cycle costs.

**3. Working Relationships \***

Give us examples of how the team worked together, whether there were good working relationships with the building control team and if information provided in good time.

**4. Site & Project Management\***

How did you ensure that sites were safe and healthy? What active waste management strategies did you use and how did you implement them? How closely were sub-contractors monitored?

**5. Innovation & Problem-solving\***

Give us examples of innovative products used or new ideas implemented whilst working on this project. What technology and creative approaches were applied to tricky situations?

**6. Overall Outcomes\***

Were projects delivered on time and on budget? What were the clients' requirements and were they met? How was the performance of the final product?

The final question on the form is an opportunity for you to tell us more about what is special or unique about the project you are nominating. This box requires a minimum of 100 words

**Why should this project win?\***

What's special or unique about the project?

**Completion Date\***

This is the date that the project was completed on site. E.g. 02/07/2016

**Local Authority Building Control Surveyor**

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

Title\*

First name\*

Last Name\*

Job Title\*

Company\*

Email\*

Telephone\*

Address Line 1\*

Address Line 2

Town/City\*

Postcode\*

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**Project Team Members** – please add the details of the project team members involved in this project

**Contractor Company**

Title\*

First Name\*

Last Name\*

Email\*

Telephone\*

Company Twitter username

Address Line 1\*

Address Line 2

Town/City\*

Postcode\*

**Architect/Designer Company**

Title\*

First Name\*

Last Name\*

Email\*

Telephone\*

Company Twitter username

Address Line 1\*

Address Line 2

Town/City\*

Postcode\*

**Client**

Title\*

First Name\*

Last Name\*

Email\*

Telephone\*

Company Twitter username

Address Line 1\*

Address Line 2

Town/City\*

Postcode\*

**Other team members**

A maximum of 4 other team members can be added

**Project Photos\***

Here you will need to upload up to six photos of the project. Take them on a sunny day if possible so they show the project at its best etc. You need to ensure that each image you upload is in jpg format and is no more than **32 MB** in size, but must be over 1000 pixels (this can be in height or width). This is to ensure that the events team have a good quality selection of photographs to choose from for any awards material e.g. brochures and presentations.