

Entry Instructions 2010

Awards are presented annually for schemes of four or more dwellings in England.

Categories

Developments may consist of houses, bungalows, maisonettes, or flats, or any combination of these. Schemes including non-residential uses may be entered, provided housing constitutes the main element. Entries should be submitted for either a Project or Completed award. Schemes can include either new build or conversion/improvement, or a combination of both.

Projects

To be eligible, projects must have detailed planning permission (by 15 March 2010), but which are not yet complete.

Completed

Schemes fully or partly occupied since January 2008 may be submitted for a completed scheme award. Any submission into the Completed category which has already won a Project award in a previous year, will be automatically shortlisted and visited by the judges.

Promoters

Each scheme entered must identify relevant contacts from all parties involved, including the details or representatives from the local planning authority. Each award made is made jointly to developer, contractor, architect and planning authority and a representative from each will be invited to the ceremony, if shortlisted.

Judging

Judging is carried out by a panel consisting of two representatives from each Awards partner: the department of Communities and Local Government, the Department for Health, NHBC, RIBA, RTPI, RICS and the Homes and Communities Agency. There are two further judges, one from CABE and one from Design for Homes (who is also the rapporteur responsible for analysis of the selected schemes).

The judges consider:

- Relationship to surroundings and neighbourhood
- Response to site constraints and opportunities
- Layout, grouping and landscaping
- Planning of roads and footpaths
- Handling of garages and car parking
- Attention to safety, security and accessibility
- External appearance and internal planning
- Sustainability in construction and maintenance
- Finishes, detailing and workmanship
- Dwelling size and storage

Many of the above criteria are covered in the Building for Life matrix, promoted by CLG and CABE as a standardised measurement of urban design manners and the quality of private and shared amenity. Entrants are asked to provide Building for Life scores for their schemes, an exercise which should take no more than 30 minutes. See How to Enter, section 3 for more information.

Awards Ceremony and Exhibition

The 2010 Awards will be announced at a lunchtime ceremony on Thursday 8 July at the Banqueting House in London's Whitehall. Winners will be drawn from a shortlist published in late April online as an "exhibition of excellence". Once the Winners are announced, the shortlist becomes a 2-D exhibition which tours the country. The "exhibition of excellence" stays online in the Housing Design Awards archive at: www.designforhomes/hda

Supreme Award

There will be a supreme award made for the most outstanding scheme winner among Completed Award winners. This Award will be presented by the Housing Minister as the "2010 Overall Winner".

Special Awards

Schemes will also be considered for recognition as examples of:

- Best development for housing our ageing population. This is a new award sponsored by Department for Health championing recommendations made in the December 2009 HAPPI report on improving design for the over 55s
- Best development by a registered social landlord, known as the Richard Feilden Award for Affordable Housing
- Future Proof Award, for a scheme showing the best ideas for dealing with looming issues such as energy or transport

Schemes with dwellings in more than one category will be considered for each of these.

How to Enter

1. Create an account online and pay for your scheme entry

Fees:

- £200 plus VAT single A1 board entry per scheme
- £300 plus VAT double A1 board entry per scheme (only applicable where a single scheme has more than 100 dwellings which are primarily houses)

2. Complete the entry form online

Fill out all mandatory questions. Review, save and revisit scheme entry information as necessary. Once a scheme has been submitted no amends can be made. Please ensure all information is correct before pressing submit. Ensure entries are submitted online by 5th March 2010.

3. Building For Life assessment

We strongly advise all entrants to complete a Building For Life assessment and include the score on your entry form. Visit:

<http://www.buildingforlife.org/files/publications/bfl-assessment-exercise.pdf>

Failing to submit a Building for Life score will not disqualify an entry, but evidence that a scheme scores highly will be an influence on the judging.

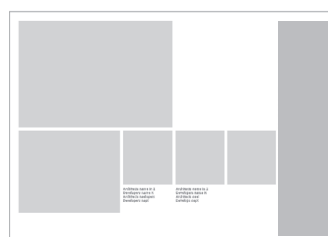
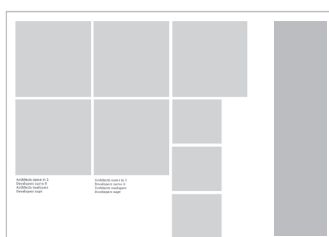
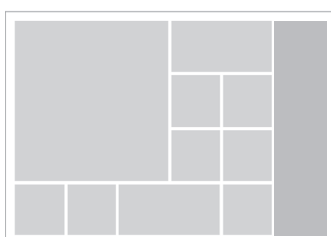
4. A1 Entry Board layout

Lay out your A1 entry board using the artwork templates online (visit the 'Templates/Guides' page in the 'Enter the Awards' section of the HDA website).

Entries must be submitted in a standardised digital format to allow the HDAs to convert entries into a static exhibition. A1 boards must be submitted online as high resolution PDFs.

4.1 PDF layout requirements:

- PDF files should be 300dpi (minimum) 'Press Quality'
- PDFs should be CMYK and set up to full size (A1)
- Maximum file size to be uploaded online is 150mb
- All images and fonts should be embedded within the PDF
- You can follow the grid structure when laying out your board, however the exact layout is down to you. Examples of simple layouts are shown below.
- The templates contain all the required headings in the correct size and typeface. Please do not change the heading content, typeface, size and line spacing of these templates as it may jeopardise your entry being selected for exhibition
- Please keep scheme description to not more than 750 words



4.2 Content to be included:

- Location plan showing the site in relation to its surroundings
- Layout plan with North point and scale clearly marked and showing the relationship of the proposed building to any others on the site. The extent of the project itself should be outlined in red
- Typical dwelling plans and elevations with the scale clearly marked
- In conversion and improvement projects, photographs of the existing buildings. In other cases, photographs of the site and/or adjacent developments
- In the case of schemes involving more than 100 homes where the majority of dwellings are houses, a second high resolution PDF may be submitted (increased entry fee)

5. Upload you entry board online

Once completed, PDFs need to be submitted via the Housing Design Awards FTP site, which is linked through the website online entry process.

6. Shortlisted schemes

In the event of your scheme being shortlisted (to be announced late April 2010) you will be asked to provide additional separate files, which may be used in the winners publication and on the Housing Design Awards website. Additional information required:

- Text files - Microsoft Word (.doc), PowerPoint (.ppt), Quark Express (.qxd), InDesign (.ind)
- Image files -Preferred file format is eps, tiff or jpeg. All images should be saved in a CMYK format at a resolution of 300dpi at full size
- Location plans, plans and elevations - Autocad, Vectorworks and Illustrator files all accepted. Please export as either dwg, dxf or eps files

7. Need help creating your A1 board?

If you have a technical question about the creation of your A1 board, please contact the Housing Design Awards graphic consultants Touch Creative (01279 656 656). For entrants unable to create an A1 board in the required format, Touch Creative can do so on your behalf for a fee of £250 plus VAT (£293.75 total) per A1 PDF. They will send proofs back to you for approval before the boards are formally entered into the Housing Design Awards. However, to obtain this reduced rate service, entrants must request the service from Touch Creative before 8th February 2010.

Awards Terms and Conditions:

- Seeking confirmation of entry – If you would like confirmation that your entry has been successfully received, please email info@hdawards.org
- We are unable to return any entry material
- Any details you provide may be used for publicity purposes (for the Awards themselves) by the Housing Design Awards and associated companies
- Judges to not enter into correspondence regarding individual schemes

Entry Fee & Payment

The entry fee for the Housing Design Awards is as shown on the Enter the Awards page. The entry fee includes an online processing fee. You can pay with all major credit/debit cards (Including Switch, Visa, Mastercard). The payment will be made over a secure server - look for the usual (padlock) icon in your browser. We do not store any financial details including debit or credit card information.

Entry Acceptance

Your entry will only be accepted if you meet the entry criteria specified for the event. In the event of your entry not being accepted you will be contacted by email and a full refund will be issued.

Entry Withdrawal

In accordance with UK law you are entitled to a 7 day cooling-off period, dating from when you receive your acknowledgement of entry fee payment. If you decide to cancel your entry within this period, you must notify us in writing (including email). You will be reimbursed the Awards entry fee.

After this cooling-off period your entry is subject to the standard Awards withdrawal conditions. That is, entries are strictly, firm and binding and fees shall not be refunded for any reason.

Event Attendance

Representatives from shortlisted schemes will be invited to the Awards ceremony. Places are limited and will be allocated on a first come first served basis in relation to the invitation guest list. There is no additional fee for attending the Housing Design Awards ceremony.

Event Cancellation

Upon event cancellation, no refund of the scheme entry fee will be made as winners will be notified of any Awards made.

Limit of Our Liability

We are only liable for the provision of the event/service as entered. We cannot be held liable for any other expenses, damages, loss or injury incurred as a result of entering, attending and/or participating in the event. Should the event be cancelled, we accept no liability for any expenses you may have incurred.

Except in respect of death or personal injury caused by our negligence, we shall not be liable to you by reason of any representation (unless fraudulent), or any implied warranty, condition or other term, or any duty at common law or under the express terms of the Contract, for any indirect, special or consequential loss or damage (whether for loss of profit or otherwise), costs, expenses or other claims for compensation whatsoever (whether caused by our negligence or our employees, agents or otherwise) which arise out of or in connection with the supply of the Goods/Services, and our entire liability under or in connection with the Contract shall not exceed the price of the Goods/Services, except as expressly provided in these Conditions.

Currency of Purchase

All transactions will be conducted in UK Pound. An invoice will not be supplied with the confirmation of your entry but you will receive an email confirmation receipt.