

Entry Instructions 2012

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 1 March 2012), but which are not yet complete.

Completed

Schemes fully or partly occupied since January 2010 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 if entered in 2012.

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 sponsor: Department of Communities and Local Government, NHBC, RIBA, RTPI, RICS, Homes and Communities Agency and GLA. There are three further judges, one from Home Builders Federation, one from Design Council-CABE and one from Design for Homes (this judge is also the rapporteur responsible for analysis of 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

Entrants are asked to provide information of any community engagement they undertook during the planning process. In a scheme is shortlisted, it is likely that judges will seek to talk to a representative of the local community to hear impressions of the process.

Judges are also planning to interview residents during site visits to selected schemes to assess how schemes are received by the end users.

Awards Ceremony and Exhibition

The 2012 Awards will be announced at a ceremony planned for 20 June in London (venue and timings TBC).

Winners will be drawn from a shortlist published in May. There will be a special digital brochure of all schemes in London's 33 boroughs to showcase the best of London's housing in the year its hosts the Olympics. An additional online gallery will promote shortlisted schemes both in London and the rest of England in an "exhibition of excellence". The "exhibition of excellence" stays online indefinitely in the Housing Design Awards archive at: www.hdawards.org

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 Grant Shapps as the "2012 Overall Winner".

Special Awards

Schemes will also be considered for recognition as examples of:

- Best development for housing our ageing population. This is an award promoted by the Department of Communities and Local Government 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
- The Graham Pye Award. This award commemorates the past chairman of Housing Design Awards, Graham Pye, who believed in promoting the importance of a workable plan. Judges will pick one scheme which has the most responsive design to how we live

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

How to Enter

1. Pay for your scheme entry online

Entry fees for 2012 Awards:

- A single A1 board for any scheme of more than 4 units OUTSIDE London's 33 boroughs costs £250 plus VAT (£300 total);
- A single A1 board for any scheme of more than 4 units INSIDE one of London's 33 boroughs costs £300 plus VAT (£360 total); and
- We recommend any scheme of more than 100 units (where the majority are houses) adds a second A1 board because information is otherwise too congested. The price of the additional A1 board is £50 plus VAT (£60 total).

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 1 March 2012.

3. Community consultation

Please describe what measures were taken to explain and consult on your development with the neighbouring community during the planning process.

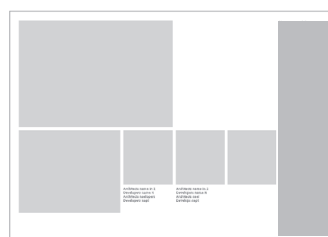
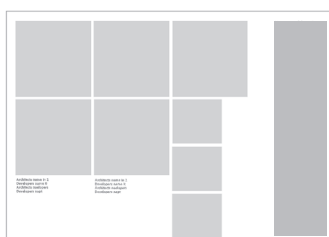
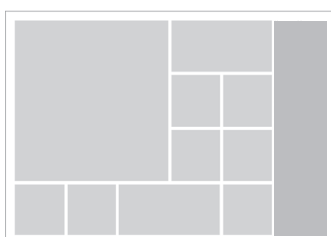
4. A1 Entry Board layout

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. 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 200mb
- 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 500 words
- Please keep details of community consultation to not more than 200 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)
- Details of community consultation: A short description of how you managed the local community during the process of making your planning application. Let us know of anything you did to manage fears and expectations during the period (in not more than 200 words).

5. Upload your entry board online

Once completed, PDFs need to be submitted via an FTP site. Login details for FTP site board upload will be emailed to each entrant after payment is received.

6. Shortlisted schemes

In the event of your scheme being shortlisted (April 2012) you may be asked to provide additional separate files, which may be used on the Housing Design Awards website. Additional information required:

- Text files - Microsoft Word (.doc), PowerPoint (.ppt), Quark Express (.qxd), InDesign (.indd)
- 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 £300 plus VAT (£360 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 15th February 2012.

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.