

Cheshire West and Chester
CIVIC AWARDS *for* DESIGN AND CONSERVATION | 2015

GUIDANCE
NOTES AND
NOMINATION FORM



SOME OF THE AWARD WINNERS IN 2010

Objectives

By rewarding the best architectural projects in the last five years this Award Scheme aims to stimulate interest in our built environment and develop a deeper and broader appreciation of both traditional craft skills and high quality contemporary construction.

This is the ninth round of 'Civic Awards' and the second time that the scheme applies to the extended area of 'Cheshire West and Chester'. All the sponsoring bodies hope that the Awards will raise the profile of good architectural design in our community.

RULES GOVERNING THE AWARD SCHEME

General Conditions

1. There are no restrictions on who may submit nominations – owners, occupiers, developers, architects, contractors, community groups and members of the general public may all do so.
2. There are no restrictions on the type or size of project, provided that:
 - a) it is within the borough of Cheshire West and Chester, and
 - b) it has been completed between 1st August 2010 and 31st May 2015.

(Large and small developments; private, public or commercial; 'new build', conversions, refurbishments and conservation projects are all eligible – so too are schemes which enhance the public realm or other open spaces. The energy efficiency and/or environmental sustainability of schemes will also be taken into account).

Categories

3. There are four main categories:
 - Residential Developments
 - Community/Health/Educational Buildings
 - Commercial/Retail/Industrial Buildings
 - Public Realm/Open Spaces
4. Each of the above will be divided into two types:
 - a) for wholly, or largely, 'new build' projects
 - b) for conversion, refurbishment and conservation projects

Nominations

5. There is no fee for submitting a nomination.
6. The nomination forms should be as complete as possible and should be supported by at least two photographs* of the project. (*preferably digital)
7. Nominations may be made electronically or on paper. Electronic submissions should be sent to civicawards2015@gmail.com. Those made on paper should be sent in an envelope marked '2015 CIVIC AWARDS' to: Chester Civic Trust Office, Bishop Lloyd's Palace 51-53 Watergate Row, Chester, CH1 2LE
8. The closing date for the receipt of nominations is 30th June 2015. An acknowledgement card or e-mail will be sent to confirm receipt.

Awards

9. Up to eight Awards will be made (but no more than three in any of the four main categories). The winners will each receive a Certificate of Award; certificates of Commendation may also be given to entries which are considered worthy of recognition.
10. A Presentation Event will be held in November 2015 and invitations will be issued once the judging process is complete.
11. The decisions made by the judges on behalf of the Award Sponsors will be final.

NOMINATION FORM

Name of person or organisation making the nomination.....

Address.....

Telephone no Mobile no.

E-mail

Signature Date

State position if signing on behalf of an organisation

Short title for project (maximum 10 words)

Exact location (e.g. street, number and postal district)

- Type of project (please tick the most appropriate box)
- Residential Development
 - Community / Health / Educational Building
 - Commercial / Retail / Industrial Building
 - Public Realm / Open Space

and is it (Please delete as appropriate) (a) 'New Build' or (b) 'Conversion/Refurbishment/Conservation'?

Month/Year of Completion

Brief description of the project (150-200 words)

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Name and Address or e-mail of Owner

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Name and Address or e-mail of Architect or Designer

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Name and Address or e-mail of Contractor

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If any of these are not known, please make the nomination anyway and we will try to complete the form for you.

Also useful if you have them:

- Site plan, scale 1:500
- Plans, sections, elevations, scale 1:100 or 1:200
In case of a conversion, please show the plans before and after conversion if possible.
- Axonometric and/or contextual images
- Photos of completed project
- Photos of model (if there was one)

If you have any queries relating to the completion of this form or the processing of the award application, please contact **Peter Hadfield** by e-mail **civicawards2015@gmail.com** or via **Chester Civic Trust Office, Bishop Lloyd's Palace, 51 – 53 Watergate Row, Chester CH1 2LE**. Further copies of this form can be downloaded from **www.chestercivictrust.org.uk**

nomination forms must be received by 30th June 2015.