

*Cheshire West and Chester*  
CIVIC AWARDS *for* DESIGN AND CONSERVATION | 2021

# GUIDANCE NOTES AND NOMINATION FORM



## SOME OF THE AWARD WINNERS IN 2015

### Objectives

By rewarding the best architectural projects in the last six 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 tenth round of 'Civic Awards' and the third 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 substantially completed between 1st June 2015 and 31st May 2021.
3. 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.

## Categories

1. There are five main categories:
  - Sustainable Development
  - Residential Developments
  - Community/Health/Educational Buildings
  - Commercial/Retail/Industrial Buildings
  - Public Realm/Open Spaces
2. Each of the above will be divided into two types:
  - a) wholly, or largely, 'new build' projects
  - b) conversion, refurbishment and conservation projects
3. The new category for Sustainable Development targets development that best demonstrates the principles of environmental sustainability and addresses climate change through energy efficiency, renewable energy, use of appropriate materials and technology.

## Nominations

1. There is no fee for submitting a nomination.
2. The nomination forms should be as complete as possible and should be supported by at least two digital photographs of the project.
3. Nominations should be made electronically and submitted to **civicawards2021@gmail.com**. Paper submissions are accepted by arrangement only. Please contact **civicawards2021@gmail.com** for further information.
4. The closing date for the receipt of nominations is 30th June 2021. An acknowledgement card or e-mail will be sent to confirm receipt.

## Awards

1. Up to ten Awards will be made (but no more than three in any of the five main categories). The winners will each receive a Certificate of Award; Certificates of Commendation may also be given to other entries which are considered worthy of recognition.
2. A Presentation Event will be held in November 2021 and invitations will be issued once the judging process is complete.
3. The decisions made by the judges on behalf of the Civic Awards Partnership 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 all boxes that apply)
- Sustainable Development. (evidence of reduced energy use / carbon footprint and environmental sustainability)
  - Residential Development
  - Community / Health / Educational Building
  - Commercial / Retail / Industrial Building
  - Public Realm / Open Space
- and is it (Please tick appropriate box)
- 'New Build' or
  - '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 the organisers by e-mail at [civicawards2021@gmail.com](mailto:civicawards2021@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](http://www.chestercivictrust.org.uk)

**Nomination forms must be received by 30th June 2021.**