**Entry Form**

**Yorkshire Region Project of the Year**

This Award recognises the new build or refurbishment of a building project within the many construction sectors that has most effectively demonstrated high levels of project deliverables for the client. These deliverables may include some or all of the following:- An exceptional or outstanding building in terms of the overall design approach and solutions, client satisfaction through delivering projects on time and on budget; correct interpretation of the client brief; team collaboration at all project stages; added value management and efficiency through innovation; outstanding or exemplary results for key performance indicators or measurement methods such as commissioning results, design stage and as built energy performance targets and possible BREEAM ratings or LEED.

Examples of buildings that would be suitable for this category include, but are not limited to, residential developments and refurbishment projects, retail supermarkets, department stores and other retail buildings, entertainment and sporting facilities, restaurants, bars and hotels, education, healthcare, and other government and local authority buildings, offices, factories, manufacturing or distribution facilities. Submitted projects will be placed in categories at the shortlisting stage of the awards.

Entries in this category must be for projects completed during the period **1st January 2022 – 31st December 2023** where the majority (60% or more) of the work has been completed in Yorkshire by the entrant**.** The project can be located anywhere in the world and entries may be submitted by any or all members (together) of the project team.

Please complete the entry form below. The headings reflect the judging criteria and the judges will be looking for you to provide the relevant information under each heading.

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| **Submission instructions** |
| 1. Complete and save this document
2. Email it to mailto:mbell@ses-ltd.co.uk
3. Attach all supporting documents (Including company logos & any images in JPEG format)
4. You will received an acknowledgement of receipt by return

If you have any questions then please contact CIBSE at mailto:mbell@ses-ltd.co.uk |

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| **Please Select the Category Applied For – ONE ONLY (Delete as Necessary):** |
| **Project of the Year – Sustainability** | Yes | No |
| **Project of the Year – Smart Building** | Yes | No |
| **Project of the Year – Collaboration** | Yes | No |
| **Entrant details** |
| **Full name** | **Job title** |
| Click here to enter text. | Click here to enter text. |
| **Email address** | **Contact telephone number** |
| Click here to enter text. | Click here to enter text. |
| **Organisation** |
| Click here to enter text. |
| **Twitter name** *We will be using Twitter to publicise your entry and progress through the awards.* |
| Click here to enter text. |

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| **Project Details** |
| **Project name** *As you wish the project to be referred to throughout the competition.*  |
| Click here to enter text. |
| **Project address** |
| Click here to enter text. |
| **Project completion date** |
| Click here to enter text. |
| **Date the building was first fully in use after the project completed** |
| Click here to enter text. |

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| **Organisations***Please provide the names of all organisations that you would like to be credited in your entry. Please ensure that the company names you list are accurate as we may reproduce these on screen and in print. It is essential that you have the consent of all those named below to include them.* |
| Building Services Engineer: | Click here to enter text. |
| Building Owner: | Click here to enter text. |
| Building Occupier: | Click here to enter text. |
| Project Manager: | Click here to enter text. |
| Quantity Surveyor: | Click here to enter text. |
| Brief Consultant: | Click here to enter text. |
| Architect: | Click here to enter text. |
| Interior Designer: | Click here to enter text. |
| Mechanical / Electrical Engineer: | Click here to enter text. |
| Contractor: | Click here to enter text. |
| Investment / Property Company: | Click here to enter text. |
| Developer: | Click here to enter text. |
| Facilities Manager: | Click here to enter text. |
| Other: | Click here to enter text. |
| **Summary***Please provide a synopsis of the project and its building performance, low carbon and energy efficiency objectives.* |
| Click here to enter text. |

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| **Entry criteria****Please outline how your entry meets each of the entry criteria – judges will be looking for information in each of the sections when assessing the entries.***Documents, charts or photos should be referenced and included in your supporting documents.* |
| Evidence of the calculated design stage building performance and energy benchmark data. (Include the SBEM and ND EPC documents for BOTH design and as built stage if possible ) |
| Click here to enter text. |
| Special challenges, objectives or constraints and the design solutions adopted. |
| Click here to enter text. |
| Specific elements of excellence and innovation in terms of design, equipment or application including lighting, heating, and cooling, façade or public health services. |
| Click here to enter text. |
| Specific energy efficiency aspects of the project, such as energy metering, monitoring and targeting, use of recycled/recyclable materials and other low carbon features. |
| Click here to enter text. |

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| **National Building Performance Awards***If you would like details about how to enter the National BPA’s please enter your preferred contact details below or write “as above”. You will need to complete their entry form.* |
| Click here to enter text. |

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| **Further information***Please provide any further information, evidence or references that you would like to include in your entry.*  |
| Click here to enter text. |

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| **Presentation and publicity***If your entry is shortlisted we will need a 45 second precis for the presenter to read about your entry at the awards ceremony and a minimum of 6 images for the background presentation. Please include the text below and the images as part of attachments, or state which ones from your entry you would like us to use.* |
| Click here to enter text. |

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| **Supporting documents check list***Entries should include supporting documents or evidence to supplement this written part of the submission. All supporting documents should be collated into a PDF format for upload.* |
| ☐ ND EPC Certificate (Design stage)☐ ND EPC Certificate (As Built stage)☐ SBEM Certificate (Design stage)☐ SBEM Certificate (As built stage)  |

**Criteria for POTY – Collaboration. The above will be considered but special focus is to be applied to the below**

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| **Please outline how your entry meets each of the entry criteria – judges will be looking for information in each of the sections when assessing the entries.***Any documents, charts or photos should be referenced and included in your supporting documents.* |
| Evidence of early appointment, involvement and contributions from the full team.Click here to enter text.Collaborative and effective team working practices: common processes such as shared IT and project documents, adoption of processes as well as effective communications within the team.Click here to enter text.Effective use of BIM to enable collaborative working.Click here to enter text.Active specialist contributions to successful project delivery.Click here to enter text.Selection and procurement of equipment by performance and whole life value, not just price.Click here to enter text.Long-term relationships between the client and the supply chain.Click here to enter text.Delivery of the project(s) on time and budget, meeting the client’s aspirations.Click here to enter text. |

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| **Further information***Please provide any further information, evidence or references that you would like to include in your entry. Consider engagement with planning, social value added, with local residents and biodiversity net gains.* |
| Click here to enter text. |

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| Click here to enter text. |

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| **Supporting documents** *Entries should include supporting documents or evidence to supplement this written part of the submission.* *All supporting documents should be collated into a PDF format for upload.**Please explain in a list or one or two sentences what your supporting documents add to your submission.* |
| Click here to enter text. |