**Entry Form**

**Yorkshire Region Small Consultancy of the Year**

This award recognises the large consultancy which has demonstrated an outstanding contribution to the design or refurbishment of buildings to meet or exceed client expectations of project deliverables in accordance with the project specific appointment. These deliverables may include some or all of the following:- 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 possibly BREEAM ratings or LEED.  
  
Entries should be from Yorkshire based building services consultancies, or the Yorkshire office of organisations with multiple offices, and be based on the consultancy services delivered during the period **1st January 2022 – 31st December 2023.** They should alsobe accompanied by testimonials from clients and other partners such as contractors, and other participants in the supply chain.

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](mailto: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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| **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 name**  *As you wish the organisation to be referred to throughout the competition.* | |
| Click here to enter text. | |
| **Organisation size**  *Total number of staff employed by the organisation in all offices in the UK and overseas.* | |
| 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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| **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:**  *Any documents, charts or photos should be referenced and included in your supporting documents.* |
| Summary   1. Please provide a synopsis of the organisation and its building performance objectives, focusing on low carbon, energy efficiency, occupant satisfaction and health and wellbeing. |
| Click here to enter text. |

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| 1. Please give examples of effective collaboration between your own staff and external members of the project team. Specifically highlight the tools and process you have found to be successful. |
| Click here to enter text. |
| 1. What specific energy management measures have you taken to improve building design and performance either as an organisational standard or as a specific project example? |
| Click here to enter text. |
| 1. What methods do you employ to review design projects both during the active phase and following completion to ensure that lessons learned are shared with all staff within your organisation? |
| Click here to enter text. |
| 1. In what way have you developed your staff to offer clients a better building design service? |
| Click here to enter text. |
| 1. How have you developed and transferred knowledge and experience of building design within your consultancy or across projects. Give one example. |
| Click here to enter text. |
| 1. What activity have you undertaken to spread knowledge and learning of good building design across the built environment sector and beyond? |
| Click here to enter text. |

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| **Further information**  *Please provide testimonials from clients and other partners such as contractors, and other participants in the supply chain, in addition to 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**  *If you have supporting documents, please tick the appropriate boxes. All supporting documents should be collated into a PDF format.* *Supporting evidence should assist the judges in assessing how the entry meets the criteria. Generic marketing information is not required* |
| ☐ DEC  ☐ CarbonBuzz entries (please supply links): Click here to enter text.  ☐ ESOS Report  ☐ TM22  ☐ Soft Landings  ☐ NABERS  ☐ SBEM  ☐ ND EPC  ☐ Other (please specify): |