

Building Awards 2008

Consultant categories

Deadline for entries: Friday 14th December

● Construction consultant/surveyor of the year

The construction consultant/surveyor category is open to all types of multi-disciplinary practices and any other type of construction consultant, including building or quantity surveyors.

● Architectural practice of the year

The architectural practice award is open to all UK registered architectural firms. The judges will be looking for evidence of success during 2007.

● Engineering consultancy of the year

The new engineering consultancy category is open to firms who offer a variety of services but from an engineering led base. All branches of engineering within the built

environment are eligible to enter. The judges will be looking for evidence of success during 2007.

There are no company size restrictions for any of these categories.

Entrants must provide a statement of up to 1000 words and include pictures to illustrate highlighted projects or innovations. Entrants to all three categories must also fill in the table below and the entry form overleaf. Please provide this information on 5 pages of A4, the entry form and table below will not be counted in this 5 page limit. Please provide two copies of all entry material including this form and the entry form.

For each category the judges would like to see the following:

1. Why does your firm deserve to win this award in 2008?
2. Outline the projects and construction work that your firm has been involved in in the last 12 months and highlight any outstanding features of this work.
3. What systems do you have for measuring customer satisfaction? How do they work and how often are the satisfaction levels measured?
4. What is your firm's approach to sustainability?
5. What is your firm's approach to partnering?
6. What new innovations have you launched in the last year?
7. What is your firm's approach to health and safety policy and corporate social responsibility? Highlight any innovations or achievements in these areas over the last year.

Complete as many of the following as you can. You can base the figures on either the financial year or the calendar year. Make this clear by amending the dates at the top of the columns.

	Financial / calendar 2005-2006	Financial / calendar 2006-2007	%Increased / decreased over the last year	Approx % increase / decrease over last three years
Fee income				
Operating profit				
Total income including any overseas fee income				
Total operating profit				
Number of staff*				
Turnover per full-time employee				
What has been your % of repeat business?**				

* Do not include contract or freelance staff.

** Repeat business is defined as the percentage of the value of the fees you have won in the last year from customers you have worked with during the last five years.

What is the staff churn rate of your full-time construction staff (those on PAYE i.e. the average time staff stay on your payroll)?	
What % of the total turnover was invested in research & development in 2006/2007?	
What % of the total turnover was invested in IT (hardware and software) in 2006/2007?	
What % of the total turnover was invested in training in 2006/2007?	

For all the questions in the above form we are prepared to accept approximate estimates, though finalists may be asked to substantiate any figures given.

Building Awards 2008 – Entry Form

To be completed by all entrants

Contact Name:	Mr/Mrs/Ms/Dr (delete as appropriate)
Job Title:	
Company Name:	
Address:	
	Postcode:
Telephone:	
Email:	
Signed:	
Job title:	
NB This form must be signed by a Director, Chairman or Chief Executive of your organisation	
Date:	

Please tick category entered:

- | | |
|---|--|
| <input type="checkbox"/> Construction consultant/surveyor of the year | <input type="checkbox"/> Major housing project of the year |
| <input type="checkbox"/> Architectural practice of the year | <input type="checkbox"/> Building magazine project of the year |
| <input type="checkbox"/> Engineering consultant of the year | <input type="checkbox"/> PFI/PPP project of the year |
| <input type="checkbox"/> Major contractor of the year (£200m+ turnover) | <input type="checkbox"/> Building entrepreneur of the year |
| <input type="checkbox"/> Contractor of the year (less than £200m turnover) | <input type="checkbox"/> Integrated supply chain team of the year |
| <input type="checkbox"/> Specialist contractor of the year | <input type="checkbox"/> The WRAP Award for sustainable construction |
| <input type="checkbox"/> Major housebuilder of the year (2000+ homes a year) | <input type="checkbox"/> Manufacturer of the Year |
| <input type="checkbox"/> Housebuilder of the year (less than 2000 homes a year) | |

Ten essential tips for a successful entry

1. Where we have asked for specific information use headings to highlight your answers to specific questions
2. Concentrate on cold, hard facts that can be substantiated
3. Include information on your exceptional successes during the year such as innovations or techniques that have reaped substantial benefits
4. A clean, concise and error-free entry is always impressive
5. Keep as much PR spin out of your application as possible
6. You can use bullet points, pie charts and photographs in your word document but your entry must not exceed five pages of A4 paper in total
7. Additional information will not be forwarded to the judges unless specifically requested on the entry form
8. Do not bind, punch, staple, mount or fix your entry in any form of binder; simply secure your entry with a paperclip
9. Please provide us with two copies of all entry material including the entry form. If you are successfully shortlisted we will require a further eight copies of your entry and digital photographs for the awards ceremony presentation.
10. **THE DEADLINE FOR ENTRIES IS Friday 14 December 2007**

Checklist

- Have you filled in your details on the entry form?*
- Have you filled out the relevant form and/or provided evidence (photographic or other) where appropriate?*
- Have you completed your 1000-word statement on no more than five pages of A4?
- Have you provided two unbound copies of all entry material including the completed entry form?

*Please note that the entry form and consultancy/housebuilder/contractor forms do not count in the five pages limit for the 1000 word statement.