**ENTRY FORM**

BEST NEW PLACE TO WORK

Submissions must meet the following requirements:

* The entry is accompanied by a minimum of 3 images sent via [We Transfer](https://wetransfer.com/). Within this, you can include a site plan and/or diagrams. Please see guidance within the form below on submitting images and documents.
* Planning permission for the project must have been granted no earlier than January 2019, and works must have progressed sufficiently on site for the judges to be able to assess its implementation, ideally to the point of being substantially complete or at least partially in use. Planning permission for a project or scheme can either be full planning permission, or reserved matters approval pursuant to an outline permission.
* All the criteria for the award category have been answered.
* The word limit has been respected. Please answer each of the entry criteria in no more than 150 words.

Information & guidance:

* We welcome the submission of projects into more than one category if multiple are relevant. Please ensure you complete and submit the relevant form for each.
* You can enter projects into the competition that have been entered in past years if they have not previously been named a winner or highly commended.
* We will be in touch in mid-May 2024 to inform you of whether your entry has been successfully shortlisted. We will release the shortlist to the media soon after this.
* The competition judges will conduct site visits to the shortlisted project sites between 6th June and 18th July 2024. If your project is shortlisted, please aim to be as flexible as possible during this time.

**Submitting your entry:**

* Please email your completed entry form to [events@businessldn.co.uk](mailto:events@businessldn.co.uk) **by 6pm on Friday 12th March 2024** along with the accompanying images sent via WeTransfer. If you have any queries, please do use this email address to get in touch.
* We will only use the data you provide on this form for the purpose of processing your entry for the Building London Planning Awards 2024. Please tick below if you are happy for us to retain your details for the purpose of contacting you regarding future awards. For further details see our [Privacy Policy](https://www.businessldn.co.uk/privacy-policy).

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| **Please contact me regarding future awards competitions**  *Mark X to confirm* |  |

1. **DETAILS OF CONTACT PERSON SUBMITTING ENTRY**

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| **Contact name of person submitting entry**  *This person will initially be our key contact for all liaison, including if you are shortlisted and later to organise a site visit.* |  |
| **Contact’s telephone number** |  |
| **Contact’s email address** |  |

1. **DETAILS OF NOMINATED PROJECT**

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| **Title of nominated project**  *Exact title as you would like it to be published in awards literature inc. trophy, certificate, presentations, press release etc.* |  |
| **Site address of nominated project**  *Postcode required* |  |
| **All organisations to be recognised for nominated project**  *This is for inclusion in the awards literature. i.e., your project will be referenced as follows: ‘XXX, submitted by XXX’.* |  |
| **Approved short description of the project. 40 words maximum.**  *e.g., Floral Crescent is a new West London riverside community of 25 sustainability built and maintained 3-bedroom homes surrounded by 2 acres of green spaces*. |  |
| **Social handles of all organisations to be recognised for nominated project**  *LinkedIn/Twitter* |  |
| **Communications and/or social media contact**  *Name and email. This person will be contacted about social posts/press release etc if the project is successfully shortlisted* |  |
| **Planning consultant on the project**  *If applicable* |  |
| **Local Planning Authority lead officer**  *If applicable* |  |
| **Stage of completion**  *e.g., complete / phase 1 of X phases complete / substantially complete / partly in use etc* |  |

1. **IMAGES AND PLANS**

* Please ensure your entry is accompanied by a minimum of 3 high resolution images sent via [We Transfer](https://wetransfer.com/). These images can include photographs, architects' drawings and diagrams. A mixture of landscape and portrait images is preferred. We particularly welcome the submission of a site plan to give the judges a sense of scale and context.
* WeTransfer images should be sent to [events@businessldn.co.uk](mailto:events@businessldn.co.uk)
* Please label the images consistently using the project name, what that image represents, and the photo credit e.g., ‘*Floral Crescent – Front Entrance © Tim Smith’*.
* Please note, by submitting images you give BusinessLDN permission to share those images with the media and to use on our website and social channels to promote the awards. Note we will not share submitted site plans and drawings.

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| **Name of organisation / person to be credited for the photographs submitted with this entry** |  |

1. **ENTRY CRITERIA – BEST NEW PLACE TO WORK**

Please demonstrate how the project fulfils each of the criteria below. Please use no more than 150 words maximum to answer each criterion.

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| **Criteria 1**  Responds well to its context and creates a high-quality public realm |
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| **Criteria 2**  Encourages access by walking, cycling and public transport |
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| **Criteria 3**  Quality of internal working environment and on-site facilities promotes well-being |
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| **Criteria 4**  Achieves high environmental standards for construction and occupation |
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| **Criteria 5**  Has the longer-term sustainability legacy of the project been considered including social, economic and environmental factors? |
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| **Criteria 6**  What equality, diversity and inclusion issues were identified and how were these considered in designing and developing the project (including any consultation). How were they addressed in the delivery of the final scheme/project/approach? |
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**For any queries or questions about your entry, please contact** [**events@businessldn.co.uk**](mailto:events@businessldn.co.uk)