

Conditions and requirements for entering the RIBA awards programme 2009

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1. **Rules of Entry**

Buildings (defined as any structure whether new, restored, rehabilitated or converted) submitted for the RIBA awards programme must be designed by an architect who is a chartered member of the RIBA, RIAS or RSUA; or by an architectural practice, at least one of whose full-time principals is a chartered member of those institutions; or by an architect who is an International (honorary) Fellow of the RIBA.

Buildings may not be entered more than twice. There is no limit on the number of entries per practice.

All entries must be submitted on the official entry form which may be downloaded, printed and completed in full in ink or downloaded and completed using PDF writer. In either instance it must be printed out and sent physically to the local RIBA nation or region in which the building is located (RIBA Awards Office at RIBA headquarters for RIBA Awards in the EU outside of the UK and International entries), along with this document which should be signed and dated by the RIBA member submitting the entry to demonstrate that they understand and accept the rules of entry to the RIBA awards programme. The whole of both the entry form and this form must be returned. Entrants should retain a copy of both for their records.

To be eligible, buildings must be complete and occupied by the February 19 deadline. When shortlisting and judging, jurors will expect to see evidence of occupation and have the right to question the occupants, as well as the architect, during visits. The written consent of the architect and building owner (not occupier) to the nomination must be obtained prior to entry.

Architects must give full details of ALL consultants and contractors. Any subsequent changes must be passed in writing to the RIBA Awards Office at 66 Portland Place, W1B 1AD or by email to clemency.christopherson@inst.riba.org. The RIBA accepts no responsibility for the publication of inaccurate information supplied with the entry.

The decisions of the judges are in all matters final and correspondence will not be entered into by the awards organisers with unsuccessful entrants; who will have the opportunity to re-enter their buildings for a second time, providing it falls within the entry deadline for a second year.

2. **Entry pack requirements**

Your RIBA Awards entry must be submitted in a sealable A4 transparent wallet. Entries must be loose – do not bind or submit each sheet in a separate folder.

The entry should comprise:

1. One **completed official entry form** per scheme
2. A **one-page summary** of the project. Designed to be an at-a-glance summary of the project, this should be one side of A4 paper and include: the name and location of the project at the top right hand corner, up to four images (internal and external), a plan and section, up to 100 words describing the project. This should include the name of the practice. This should be emailed to clemency.christopherson@inst.riba.org in the Awards Office at the same time as the entry pack is sent to the relevant regional/national office.
3. A **one-page description of the project** setting out client's brief, the planning constraints, materials and method of construction, summary of time-table, programme and budget constraints
4. **Up to 500 words** in support of each application for consideration for special awards
5. A **one page description of the building's performance in use**, with particular reference to energy use for all entries, and energy performance figures and statistics signed by an environmental engineer for all projects with a contract value of over £1m. The required format, set out in RIBA09buildinginuse.pdf, can be downloaded from www.architecture.com. No scheme will be considered for an award without the required energy performance statement/figures.
6. An up to 200 word **description of the ways in which the building meets the principles of inclusive design**, i.e. in providing environments that are safe, convenient and enjoyable to use by people regardless of disability, age or gender.
7. A **list of key consultants** (structural engineer, landscape architects etc) with contact details. Please check the spellings of each of these carefully as these will be the details that are printed on the certificates of winning schemes.
8. Detailed **directions to the building**, including a map
9. **Drawings**, including a location plan, site plan, floor plans, elevations and sections, all reduced to A4
10. Up to **ten photographs** which must be submitted as high-quality colour prints and be a minimum of 200x250mm. The name of the scheme, the architect and the photographer should be printed clearly on the back of each photograph
11. A **disk of images (photographs and drawings)**, with each image submitted in two formats: high and low resolution, named with protocols as follows:
 - High resolution images:
File type: JPEG
Quality and size: set at maximum quality setting with longest edge of image at 1754 pixels/14.85cm
DPI: 300
Naming protocol: **SchemeName01H(c)PhotographerName.jpg**.

Scheme Name being the short name of the project; 01 being image number 01, 02, 03 etc; H being high resolution; and photographer's name for crediting. Please use upper and lower case to denote different words.

Examples:

Barajas02H(c)KatsuhisaKida.jpg

StMaryAxe05H(c)GrantSmith.jpg

- Low resolution images:

File type: JPEG

Quality and size: set at high quality setting with longest edge of image at 330 pixels/2.79cm

DPI: 300

Naming protocol: **SchemeName01L(c)PhotographerName.jpg.**

Scheme Name being the short name of the project; 01 being image number 01, 02, 03 etc; L being low resolution; and photographer's name for crediting. Please use upper and lower case to denote different words.

Examples:

Barajas02L(c)KatsuhisaKida.jpg

StMaryAxe05L(c)GrantSmith.jpg

12. **Written permission of the client**, which is acceptable in letter or printed email form.
13. **Written permission of each photographer**, acceptable in letter or printed email form, which confirms that they give permission for the submitted photographs to be used for publicity of the scheme *with reference to the RIBA Awards programme only*, and on the condition that the photographer is given full credit.
14. **A cheque** payable to the Royal Institute of British Architects for the appropriate amount as follows:
Entry fee:
£100 + VAT + VAT (£115.00 total) for projects in the UK up to £200,000
£160 + VAT (£ 184.00 total) projects in the UK between £200k & £1m
£270 + VAT (£ 310.50 total) for projects in the UK between £1m & £5m
£350 + VAT (£402.50 total) for projects in the UK over £5m and for ALL projects in the European Union and RIBA International Awards entries

Please note from 2009 RIBA Award entries will no longer be considered anonymously.

3. **Publicity**

Architects will be notified in strictest confidence if their project has received an award. The RIBA reserves the right to disqualify any entry which is subject to unauthorised disclosure prior to the official announcements.

Awards plaques are provided by the Lead Sheet Association for fixing to RIBA Award winning buildings only.

Entry is conditional on architects and clients agreeing to co-operate with the RIBA in obtaining publicity for their schemes, which may include allowing access to Channel 4 and their agents for filming purposes. For more information contact the RIBA Awards Office.

Submission of an entry will be taken to imply the granting of permission to publish all material and particulars of the successful schemes, including the jury report. However, the names and addresses of private residential clients will not be published unless we receive written instructions to the contrary.

All material accompanying unsuccessful entries for RIBA Awards will be returned to entrants. The organisers cannot accept responsibility for loss or damage to entry packs. Material relating to successful entries will be retained for publicity and archive purposes. No entry materials will be returned to entrants to RIBA International Awards, nor RIBA Awards in Europe (excluding the UK)

Certificates will be presented to, and will record, the names of the winners of awards, including architect, client, engineers, the contractor and when appropriate the other consultants who were key to the building's realisation.

4. **Queries**

Check carefully which region your scheme should be entered in. All addresses and contact details are on the back of the entry form. Queries can be directed to that office or direct to the RIBA Awards Office:

Clemency Christopherson
RIBA Awards Manager
0207 307 3715
clemency.christopherson@inst.riba.org

or

Tony Chapman
Head of Awards
0207 307 3632
tony.chapman@inst.riba.org

5. Agreement

I declare I have read, understood and agree to the rules of entry for the RIBA awards programme 2009 as outlined in the RIBA 2009 Conditions of Entry pdf and the RIBA awards programme entry form.

I enclose an entry submission including:

- A RIBA Awards entry form (RIBA2009entryform.pdf)
- Signed and dated RIBAconditions of entry.pdf
- A one page summary of the project
- A one page description of the project
- A one page description of the buildings performance in use
- Reasons for nominations for Special Awards
- Correct details of architect/s, client, contractor and consultants
- Supporting documentation including images, drawings etc
- Directions to building and map
- Written permission of the client
- Written permission of the photographer(s)
- Disc of high and low resolution images
- A cheque made payable to The Royal Institute of British Architects (or relevant national organisation) for the correct amount
- An A1 presentation board (for International and European entries only)

Name (print clearly):

Practice:

Signature:

Date:

To be returned to the relevant RIBA regional or national office by 5pm on 19 February 2009.