**CIVIC VOICE DESIGN AWARDS 2017**

**Guidance Notes**

**Top tips for a good submission**

**Make that first impression count!** Tell us clearly why you are nominating the project for an award. Why does the community like the scheme? What has been the impact? What difference has it made to the local area? Did the project encounter any challenges along the way, if so tell us! Your submission shouldn’t be long, but it needs to make an impact. Remember, this is your chance to show the judges why you are proud of the scheme and why you think it deserves a national award.

**Community involvement and impact!** The Civic Voice Design Awards celebrate buildings, places and spaces that are loved by local people, for both their high quality design and positive impact on the local community so your submission needs to address both points – design and community involvement/impact. What has been the community’s role in the project? For example, could it be through participation/collaboration in the design of the scheme, successful partnership working, strong local leadership, determination to overcome challenges? How has the project made a difference locally?

**Sell your scheme!** Images bring your submission to life so it is worth spending time finding good quality photographs, or going out and photographing the project yourself. For example, if you are nominating the project for the difference it has made to a building or surrounding area, show us a ‘before’ and ‘after’. If the interiors are important to the project, provide some internal images. Online videos can also be helpful to explain the background to a project. If a video has already been prepared, you could include the weblink in your submission.

**Look at the application form before the deadline** Entries must be submitted through the [online application form](http://www.civicvoice.org.uk/get-involved/designawards/design-award-2017-application-form/).Please note that you cannot save the form and return to it later, so we advise you to download the word version of the application form and copy and paste your answers into the online form when you are ready to submit. Needing a little inspiration? Have a look at the application submitted by Bradford Civic Society in 2017, which the judges praised for strongly demonstrating the passion of the local community for the scheme (Appendix 1).

**Terms and Conditions**

**Eligibility**

Only buildings and projects in England are eligible for the awards.

For the 2017 award, any project completed in the two-year period after 1 January 2016 and before 31 December 2017 may be entered.

For the purposes of the competition the word ‘project’ or ‘scheme’ includes any structure whether new, re-used, retro-fitted or refurbished, converted or conserved; or any significant public realm project, such as streetscape works, new or restored parks, etc.

**Nominations**

Nominations should be made by local community groups and organisations including:

* Civic Societies
* Residents’ Associations
* Town and Parish Councils
* Neighbourhood Forums
* Building Preservation Trusts
* Community councils
* Development Trusts
* Local history societies
* Community arts groups
* Other community based voluntary organisations.

**Entry Submissions**

Entries must be submitted using the online [application form](http://www.civicvoice.org.uk/get-involved/designawards/design-award-2017-application-form/) (unless other arrangements have been made and agreed with Civic Voice prior to the closing date).

The closing date for the Civic Voice Design Award entries is **Wednesday 14th February 2018**.

In submitting an entry for consideration for the Civic Voice Design Awards it is assumed by Civic Voice that the nominating body will have secured the agreement of the building owner or operator prior to submitting the application and notified the architect or designer of their nomination.

This should include permission to submit all necessary information and publication of entry images on the Civic Voice website (and the use of the same to promote the awards).

Information provided by the nominating body will only be used for the purposes of the Civic Voice Design Awards. Personal contact information will not be disclosed to other parties.

Civic Voice will not disclose any personal contact information provided to other third parties.

**Judging panel**

The Civic Voice Design Awards judging panel will be appointed and managed by Civic Voice. The panel will have a mixed knowledge of, expertise and interest in building design and place-making.

The judges’ decisions will be final.

At the discretion of the panel there may also be a number of commended entries or special prizes. In the event of the judges being unable to determine a single award winner in any category, it will be left to their discretion offer several awards.

For the award-winning schemes, those nominating projects will be celebrated for their ambassadorial role, as will the relevant design and project teams.

The judges will publish their citations for the award winners online.

**Further information:**

If you have any questions, please contact Civic Voice.

Tel: 0121 792 8177

Email: info@civicvoice.org.uk

**Appendix 1: Example Design Awards Nomination**

**Name of scheme: Sunbridge Wells**

**Nominating Organisation**: Bradford Civic Society

**Describe the project:** Sunbridge Wells is a truly unique complex of boutique shops, café bars, restaurants and craft market stalls housed in a long-forgotten network of historic tunnels underneath Bradford City Centre. Originally a 13th century quarry, the tunnels have a remarkable history – being used as jail cells, brewery cellars and later a legendary 1960s nightclub where Jimi Hendrix and The Beetles played intimate sets. In more recent years the tunnels lay abandoned and sealed off, with only a dilapidated door off Centenary Square that most people wouldn't have even noticed. But then local developer Graham Hall had a vision: to remodel the tunnels and adjoining derelict buildings as a three-storey leisure complex housing independent shops and young, creative entrepreneurs on flexible terms. And, after a painstaking programme of excavation, restoration and innovation, the tunnels once again welcomed hordes of curious Bradfordians in December 2016 – with parts of it being opened up again for the first time in over a century.   The result is a delightful subterranean shopping and leisure project, the likes of which you'd struggle to find in any other UK city. To date, the complex houses specialty bars and cafes, a handful of boutique shops, and a collection of market stalls – with more units set to open this year, including the historic Rose & Crown pub (and its original 1870 sign!) which fronts onto Bradford's oldest street (Ivegate). At its wonderfully restored (and rather grand) Victorian entrance, Sunbridge Wells declares "Welcome to a world of pure imagination..." which just about sums up the fantastic nature of this remarkable project.

**Why is the group nominating this project?** Bradford Civic Society has been blown away by the sheer amount of effort, passion and attention-to-detail invested in this unique project. We simply believe there's nothing like it in the UK, and we're proud to have it on our patch. The Sunbridge Wells project is all the more impressive when you consider the wider context for its development and opening. When Graham Hall announced his ambitious plans for a privately-funded, subterranean leisure complex in Bradford, the City Centre was considered by many to be at its lowest ebb. Uncertainty was hanging over the long-stalled Westfield Broadway development; retailers were leaving the city in droves; and footfall had dramatically declined. Ivegate – the historic street adjoining Sunbridge Wells – had developed an unfortunate reputation for crime and disorder. So the arrival of Sunbridge Wells was not only a shot in the arm for Bradford, but a much-needed source of inspiration for those Bradfordians who were looking for a compelling reason to start loving their city again. Let's be clear that this isn't just a run-of-the mill shopping complex – this is a beacon of hope for Bradford; a symbol of re-evaluation for a long-forgotten city. But, of course, a project is nothing without high standards of planning, design, craftsmanship – so we're delighted to say that Sunbridge Wells excels in these areas too. The spec of the design and build is simply stunning, and the attention-to-detail on display a testament to the pride and passion of the project's developers. Bradford still has its challenges, but Sunbridge Wells has transformed a vast and long-forgotten part of the city and is pulling in visitors from far and wide. We love what Sunbridge Wells has done for Bradford, but are even more excited about what it will inspire for the future.

**Contribution to the area and community?** Sunbridge Wells has transformed a long-forgotten and unloved part of Bradford City Centre into a destination that pulls people in from far and wide – with over 100,000 visitors welcomed in its first three months. Anecdotally, the project has been a huge success. Those of us who have longed to see Bradford vibrant and buzzing again have been delighted to see Sunbridge Wells's numerous cafes and bars packed out on a Saturday evening – we are witnessing the rebirth of our City Centre as a relaxed and friendly night-time destination that will complement our other cultural attractions such as the nearby Alhambra Theatre. We believe Sunbridge Wells has also acted as a catalyst for the wider area, as we are seeing a renewed interest in Ivegate (Bradford's oldest street) as a leisure destination, with several complementary developments in the pipeline. We are also impressed that Sunbridge Wells is a true champion of local business and seeks to nurture young entrepreneurs – with a notable absence of chains and multinationals in the development. Instead, this feels like a very "Bradford" destination – a warm and friendly place with an impressive history. The public realm housed within and around Sunbridge Wells is also a remarkable part of this project that is a great source of pride for the wider community. Its developers have partnered with Bradford Council's Museums and Galleries service to display exhibits and curiosities from the city's vast collection of antiquities within the tunnels. The result is a feeling that you're learning about the "Story of Bradford" as you're wandering among the artisan cafes and boutique shops – it's nothing short of a mini museum and gallery too! We believe that this element of the design does a wonderful job of including the Bradford community and bolstering civic pride.

**Please explain how the community were involved in the planning/design process for this scheme:** From its conception to its opening, the Bradford community has been at the heart of Sunbridge Wells. During development, local artists were commissioned to produce works for the hoarding, adding vibrancy to the streetscape and attracting interest in what was going on below. Artists are also able to display and sell works in the completed public areas. Even while hundreds of tonnes of rubble were being excavated from the tunnels, Sunbridge Wells was a project that was effectively "open" to the Bradford community – with voluntary groups (including Bradford Civic Society) being invited on special tours of the site to discover the scope of the works for themselves. Given the unique renovation element, transparency was always key. Complex building works meant there were inevitable delays – but the public were kept updated at every stage. There was a genuine feeling that everyone in Bradford was rooting for Sunbridge Wells to be a great success. Design students from nearby Bradford College were involved in the design stage, working on the project as part of their degree course and having a direct impact on its development. The installation of works from Bradford Museums was another tremendous way of including the community in this project. Indeed, members of the public were invited to share their own exhibits and memories of the area – making this a true Bradford institution before it opened. Finally, Sunbridge Wells has been a champion of local talent from the beginning. Local designers, traders and craftpersons were all involved in bringing this ambitious project to life – and Bradford's young entrepreneurs have been encouraged to 'set up shop' on very favourable terms. There are other leisure destinations in our city, but Sunbridge Wells is the only one that feels like it's truly owned by the people of Bradford.

**No. of images: 6**