

Excellence in Planning Practice   
Entry Form and Category Information

Submission deadline: Friday 28 June 2019

**The RTPI South West Awards for Planning Excellence 2019**

Our Awards champion the very best examples of planning and planners in the South West. They demonstrate the positive impact planning has on our quality of life and celebrate professional expertise. The Awards are open to all planners, both members and non-members, and all other built environment professions and community groups. **Entry to our Awards is free.**

Being shortlisted or winning is a clear demonstration of the high quality of your work and professionalism. All shortlisted and winning entrants will be provided with a RTPI South West Awards for Planning Excellence logo, which can be used on your own website, email, social media and promotional materials. We wish you the best of luck!

**Eligibility**

Work completed during 2018 and 2019 is eligible for entry. Particular care should be taken to avoid entering schemes prematurely before they can be satisfactorily assessed. We recommend projects are completed or substantially completed, in order to be assessed fully against all the judging criteria.

**Categories**

Submissions to the RTPI South West Awards for Planning Excellence 2019 are invited relating to the following two categories

1. Excellence in Planning Delivery (i.e. Completed or virtually completed schemes on the ground)
2. Excellence in Other Planning Work (i.e. Plans, Strategies, Development Management operations, Community Involvement schemes)

An individual submission may be entered in one or both categories. The Judging Panel reserves the right in agreement with the entrant to vary the category in which the submission is judged from that indicated by the entrant.

**How to enter**

1. Download and save this document..
2. Complete the entry form below and save.
3. Send your completed form and images of the project (please see below guidance on the images) to [southwest@rtpi.org.uk](mailto:southwest@rtpi.org.uk) by **5pm on Friday 28 June 2019**.
4. Upon receiving your entry form and images we will acknowledge receipt by close of play **Friday 5 July 2019**.If we do not receive a completed entry form **and** images entries will not be accepted.
5. An extension to the submission deadline must be agreed before the 28 June deadline.

**Guidance for sending images**

* Please send us up to 5 images/illustrations of the project. These do not need to be the same images used in the body of your text on the entry form.
* These images will be used in the awards publicity campaign and during the ceremony.
* Each image must be a high resolution image. We recommend the file size is 1MB – 2MB
* Complete the image reference sheet on the entry form.

**Entry form**

Contact name (this should be the main point of contact for all correspondence relating the awards):

Contact job title:

Contact email:

Contact telephone:

Organisation submitting this project:

Organisation address:

Name of project **(we will use this name in all publicity should you be shortlisted, so please ensure it is accurate)**:

Location of project **(please also include a postcode if appropriate)**:

Please advise which (if any) other organisations you have worked with on this project:

Media/PR contact **(name and email address)**:

Social media accounts **(we will engage with shortlisted and winning entries on social media. Please list accounts where possible)**:

Twitter:

Instagram:

Facebook:

Please confirm we can share your contact details including email address with the Awards Judging Panel

YES

NO

Entry Category:

Please indicate the RTPI SW Category in which you wish your submission to be judged.

Excellence in Planning Delivery

Excellence in Other Planning Work

Please provide a 25 word and a 100 word overview of your project, **written in the third person**. Should you be shortlisted, the 25 word summary will feature on our website and in the awards ceremony programme. For winners and commended submissions the 100 word summary will be available on the RTPI South West website post event.

(100 word summary)

(25 word summary)

Image reference table:

Please complete the table for each image you have emailed together with your entry form, stating the image number/name followed by a brief description (max 15 words) so that each image can be identified easily. Include the name of the photographer/artist/company to be credited in any publicity.

|  |  |  |
| --- | --- | --- |
| **Image Number** | **Short Description of Image** | **To be Credited** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

You will need to critically evaluate the work carried out and must demonstrate the strengths of your project. Please highlight the specific role planning has played in the project and highlight any difficulties and constraints planners had to overcome. It is crucial you demonstrate the planning value of the project throughout the submission.

You may include some images in the body of the text to help illustrate the context of your response.

**Background**

Please outline the background to the project:

* context
* timeline

(insert your answer here – MAX 500 words)

**Outcomes**

Please outline what positive impacts the project has provided for:

* the local community
* the economy
* the environment

(insert your answer here – MAX 500 words)

**Planning contribution**

Please outline how the project has benefitted from the involvement of a planner or planners:

* providing strong and effective leadership and vision
* working in partnership with others
* managing implementation and delivery

(insert your answer here – MAX 500 words)

**Sustainable development**

Please outline how the project has supported:

* positive short, medium and long term public benefit
* a balance of economic, social and environmental objectives
* the UN’s Sustainable Development Goals

(insert your answer here – MAX 500 words)

**Community benefit**

Please outline how the project has provided:

* positive and constructive engagement and dialogue with local people and businesses
* a better quality of life for people, especially for disadvantaged communities
* tangible benefits for communities such as facilities, infrastructure, jobs, training etc

(insert your answer here – MAX 500 words)

**Leading practice**

Please outline how the project:

* is creative and innovative
* is an exemplar that is transferable across the UK
* promotes equality and diversity

(insert your answer here – MAX 500 words)

For help with your submission, please view our ‘How to win’ guide [here.](https://www.rtpi.org.uk/howtowin)

Judging process

Decisions on the giving of Awards and Commendations and on the Overall Winner will be taken by a Judging Panel of professional planners appointed by the RTPI South West Regional Management Board. This Panel will have complete discretion on these decisions. All the submissions will be assessed and those considered as potential examples of ‘Planning Excellence in the South West’, and thus possible recipients of an Award or Commendation, will be shortlisted. Entrants of these shortlisted submissions will be required to attend a site visit or meeting, as appropriate, with representatives of the Panel to consider the submission in more detail. The discussions at these site visits/meetings will be a significant input when the Judging Panel takes final decisions on the giving of Awards and Commendations.

**Judging Timeline and determination of shortlisted and winning entrants**

1. RTPI South West will acknowledge receipt of submissions by Friday 5 July
2. All entrants informed of the outcome of the shortlisting in late July
3. Judges will contact entrants to organise site visits / presentations to take place during August – early October
4. Results of the 2019 Awards announced in mid-October

The Award Presentation Ceremony, hosted by RTPI South West, will take place in November/December at a location related to the Overall Winner. All finalists, winners and commendations will be presented with an appropriate certificate. The Overall Winner also receives a plaque and a trophy to be retained for a year. The Category Winners are invited to give a short presentation on their project at the ceremony.

**The Overall Winning entry**

The overall winner will automatically be shortlisted for the RTPI National Awards for Planning Excellence 2020 and entered into the relevant category. Additional information may be requested or submitted in line with the relevant entry requirements.

Please indicate if you wish your winning entry to go forward to the RTPI National Awards.

YES

NO

Contact us

If you have any questions about entering the RTPI South West Awards for Planning Excellence, please contact [southwest@rtpi.org.uk](mailto:southwest@rtpi.org.uk).

**Terms and Conditions**

* Full submissions must be received by us by Friday 28 June 2019.
* Without both the completed entry form and images the submission will not be considered.
* Word counts will be checked. A variation of up to 10% will be allowed, but anything beyond that will not be accepted by the judges.
* The RTPI South West are not responsible for any lost or late entries. We will confirm receipt of all entries by close of play on Friday 5 July 2019.
* Should your submission be shortlisted, the entrant is invited to attend the Awards Presentation Ceremony
* The RTPI South West reserves the right to use any images and logos you submit, for promotional purposes.
* The RTPI South West reserves the right to share submissions with our member magazines, *Branchout* and *The Planner.*
* An entry will presume that there are no restrictions or fees payable for the reproduction of the photographs or any other submission materials.
* The RTPI South West retains permission to publish all submitted material and particulars of successful entries, including the judges’ reports. This may include online and print publication, and successful entrants may be offered other promotional opportunities. Winning and shortlisted entries may feature as case studies in future RTPI work demonstrating best practice and the value of planning.
* Submitted material will be retained by the RTPI South West and will not be returned.
* The RTPI South West is not liable for any costs you incur submitting this entry.
* The decisions of the judging panel are final and no correspondence will be entered into before or after the event.
* All information submitted is subject to the above terms and conditions and our Privacy Policy and GDPR Policy.