

Local Planning Authority of the Year   
Category information and entry form

Submission deadline: Friday 26 June 2020

Our Awards champion the very best examples of planning and planners in our Region. 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. Entry to our Awards is free.

Being highly commended or winning is a clear demonstration of the high quality of your work and professionalism. Winning entrants will be provided with a RTPI East Midlands 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**

This award recognises the achievements of planning teams or multidisciplinary project teams working within East Midlands. The team must include at least one Chartered Town Planner (MRTPI or FRTPI).

**How to enter**

1. Download and save this document.
2. Complete the entry form and save.
3. Send your completed form, as a Word document, and up to 3 images of your team (please see below guidance on the images) to [Suzanne.slack@rtpi.org.uk](mailto:Suzanne.slack@rtpi.org.uk) by **5pm on Friday 26 June 2020**
4. Upon receiving your entry form and images we will acknowledge receipt by close of play Thursday 2 July.If we do not receive an entry form **and** images, entries will not be accepted.

**Guidance for sending images**

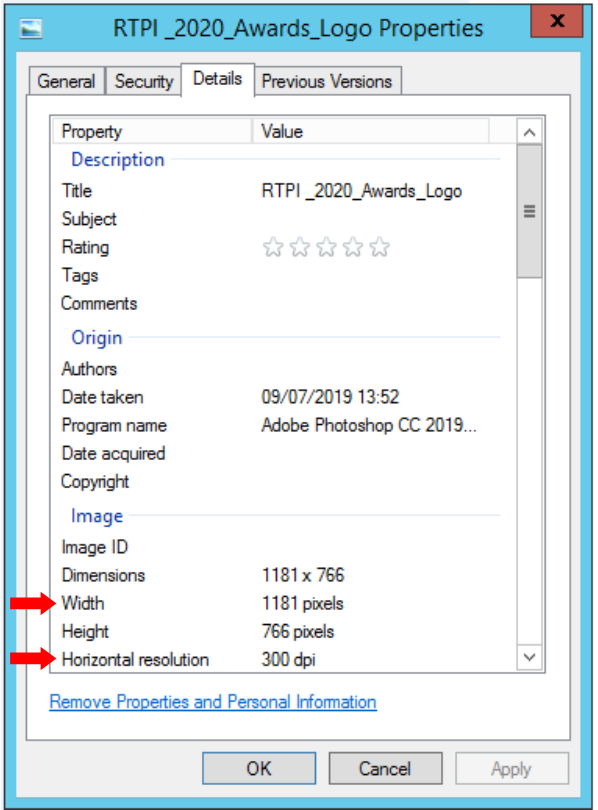
In the file name please state the organisation name and who we need to credit the images to.

Images submitted need to meet the below requirements:

* Orientation: Landscape
* Width: at least 1000 pixels
* Dpi: at least 300

To view these properties of your image right click on the image and select properties.





**Entry form – Local Planning Authority of the Year**

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:

Organisation address(es):

Number of planners working within in the organisation:

Of the planners working within your organisation, please advise how many are Chartered Town Planners (MRTPI or FRTPI):

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

Social media accounts **(RTPI EM will engage with winning entries on social media. Please list accounts where possible)**:

Twitter:

Instagram:

Facebook:

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

YES

NO

Please provide a 25 word and a 100 word overview of the role of the planning team, **written in the third person**. Should you be shortlisted the 25 word summary will feature in the awards presentation. The 100 word summary will be available on the RTPI website post event.

(25 word summary)

(100 word summary)

**Criteria**

In addressing the criteria please use examples of specific projects in which significant planning input has been required, work should have been undertaken in 2018, 2019 and up to the entry date.

**1. Development and application of imaginative approaches and techniques to achieve high quality planning solutions**

May include: the scale and scope of an issue/project that the organisation was engaged in. What challenges were faced? What techniques or tools were used? How were problems overcome and decisions made? What actions were taken to ensure the successful outcome. How has efficiency and effectiveness been improved.

(insert your answer here – MAX 500 words)

**2. Customer/applicant/partners satisfied with the service provided**

May include: timeliness, flexibility, and ability to respond imaginatively to a brief, quality of public engagement, presentation and communication. Consultation responses and feedback from the planning authority to the planning agent or developer, and vice versa, could also be relevant.

(insert your answer here – MAX 500 words)

**3. Ability of planners to manage multi-disciplinary projects or to work within a multi-disciplinary environment**

May include: how practitioners influenced or led a project to conclusion, evidence of effective partnership working and mediation, as well as providing a value for money service for customers.

(insert your answer here – MAX 500 words)

**4. Commitment to inclusive planning that enables everyone to participate equally, confidently and independently in everyday activities**

May include: consultation with hard to reach groups, urban design that meets the needs of an ageing population, best practice in addressing equality and diversity issues.

(insert your answer here – MAX 500 words)

**5. Commitment to staff development, business improvements and active participation in professional and educational activities**

May include: staff training and quality assurance certification, opportunity for volunteering, representation on official or professional bodies or RTPI Regions, and links with educational institutions.

(insert your answer here – MAX 500 words)

**6. Why should your team win this award?**

(insert your answer here – MAX 500 words)

For help with your submission, please view our ‘How to win’ guide.

Judging process

The awards are judged by a team of respected planning professionals from the region. The judges will review all entries received and determine a shortlist for the category.

**Awards ceremony**

The winners and highly commended entries will be announced at our Awards Presentation Evening on 5 November at The Roundhouse in Derby. All entrants will be invited to book places at the event in due course.

Contact us

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

**Terms and Conditions**

* Full submissions must be received by the RTPI by Friday 26 June 2020.
* Without both the entry form and images the submission will not be counted.
* Word counts will be checked. A variation of up to 10% will be allowed, but anything beyond that will not be considered by the judges.
* The RTPI are not responsible for any undelivered emails or late entries. We will confirm receipt of all entries by close of play on Thursday 2 July 2020.
* The winner will automatically be entered into the National Awards for Planning Excellence for 2021.
* The RTPI reserves the right to use any images and logos you submit for promotional purposes.
* The RTPI reserves the right to share submissions with our member magazine *The Planner.*
* The RTPI reserves the right to share submissions and entry forms with our judging panel*.*
* 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 retains permission to publish all submitted material and particulars of successful entries. This may include online and print publication, and successful entrants may be offered other promotional opportunities. Winning and highly commended entries may feature as case studies in future RTPI work demonstrating best practice and the value of planning.
* Submitted material will be retained electronically by the RTPI.
* The RTPI 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.