**Guidance for Submissions**

**Criteria**

The aim of this award scheme is to reward excellence within the British Precast membership and to publicise the progress of the industry towards sustainability.

The theme for each submission shall be sustainability. The broad scope of sustainability covers environmental, social and economic issues. Topics might include:

* Recycling
* Minimisation of waste and ancillary materials (e.g. packaging)
* Low energy manufacturing solutions (e.g. curing, Compressed air management)
* Use of secondary or recyclable materials
* Vehicle efficiency and reduced transport emissions
* Water use reduction
* Responsible sourcing and ethical labour initiatives
* Employee training and social support initiatives
* Solutions/ initiatives leading to lower embodied/ operational carbon footprint
* Contribution to Sustainable construction projects
* Biodiversity and conservation
* Environmental product declarations
* Community liaison
* Support of local organisations
* Working with educational establishments
* Circular Economy solutions (e.g. design for disassembly, etc.)
* Sustainable procurement or supply chain initiatives

Many of the above subjects are focused on environmental impact. However, to encourage thinking regarding sustainability all entries must cover social, economic and environmental benefits although in many cases there will be focus on only one or two aspects of sustainability.

The entries will be judged as follows:

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| **Benefits** | What are the benefits of the project to the company, client, end-user, community and/or the environment? |
| **Innovation** | This concerns the originality of the project in terms of subject and/or approach. |
| **Wider applicability** | Points will be gained if the idea is transferrable to other sites or member companies. |
| **Employee participation** | Employee participation in the project will gain further credit. |

**Submission of hard copy and e-documents of entry in MS word, PDF format, electronic media storage or via email.**

**One Entry Form for each distinct Entry. Entries will be considered for any additional categories and do not need to be duplicated.**

**All entries shall be submitted to:** **amy.potter@britishprecast.org**

**Entries should comprise the following:**

Each entry shall only be considered for the award if it includes the following:

1. A completed entry form.
2. An executive summary that provides an accurate representation of the project that can be used after the awards as a basis for promotional purposes. This must be a maximum of 200 words.
3. The body of the submission must not exceed 1000 words and must refer to the four criteria outlined above.
4. All entries shall be supported by appropriate photographs or illustrations. These shall be saved separately as JPEG files in high resolution.
5. The entry form must be signed by a director of the company and be accompanied by a soft copy of the project entry which can be sent in USB, CD or through email or cloud storage sharing.

**General Conditions**

**1.** Entries may be submitted by any of the parties listed on the entry form.

**2.** Any or all of the Judges must be allowed access to any project submitted to enable them to inspect it prior to recommending it for an award.

**3.** The Judges will have the right to reject any entry for which the documentation does not in the opinion of the Judges comply with the above details.

**4.** All materials submitted in connection with entries shall become the property of British Precast.

**5.** British Precast reserves the right, without the payment of fees or royalties, to make whatever use it may consider desirable of all material submitted in connection with the entries, including the publication of photographs and names, and to select from the entries at its own discretion material for exhibition or publication, irrespective of the results of the award.

**6.** The decision of the Judges shall be binding on all persons. The discretion of the Judges to make or withhold an award or awards is absolute. No form of discussion or correspondence relating to any decisions will be entered into by the Judges.

**7.** The Judges may make no awards if suitably outstanding entries are not submitted.

**8.** By submitting an entry for this award, the party making the submission hereby warrants to the Judges and to British Precast that it owns the copyright to all of the plans, photographs and other images submitted, or has obtained the copyright owner’s consent to the submission, and the potential use of them as outlined in the paragraphs above, and the party making the submission hereby indemnifies British Precast and the Judges against any liability that may arise out of the submission to, or use by, British Precast of any such plans, photographs or other images, howsoever arising.

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| **Entrant Company:** |  |
| **Entrant Contact Name:** |  |
| **Address:** |  |
| **Project/ Initiative Title:** |  |
| **Tel:** |  |
| **Email:** |  |
| **Director Signature:** |  |
| **Date:** |  |

**Entry Information & Data:**

*(Please use additional pages if required)*

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| **Brief Description of Entry/ Summary of project/initiative (200 words maximum):** |
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| **Details of supporting references – client/contractor/subcontractor/architect/consulting engineer:** |
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**Detailed Information on Project/Initiative:**

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| **Materials, Products, Sourcing, Processes & Supply:** |
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| **List and append any relevant research and test reports:** |
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| **Please make the case for your entry here – use additional pages as required:** |
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