



SURREY HISTORIC BUILDINGS TRUST  
**SURREY HERITAGE AWARDS 2017**

**NOTES FOR ENTRANTS**

Surrey Historic Buildings Trust has launched a new awards scheme – **The Surrey Heritage Awards** – to promote the conservation, preservation, care, repair and enhancement of historic buildings and areas in the County of Surrey. In particular we are seeking to highlight and recognise Best Practice in the care and conservation of old buildings, and adherence to the principles of building conservation advocated by the Society for the Protection of Ancient Buildings (SPAB).

Eligible projects include repair of part or all of a historic structure, the alteration/extension of a historic building or a new building in an historic setting such as a conservation area.

District and Boroughs should submit 'before' and 'after' drawings and/or photographs of the conservation project with a short statement of why the project is considered worthy of recognition. Fuller details are set out on the attached form. Entries will be judged from the paperwork and roadside visit unless closer inspection is necessary and the owner has agreed to this.

Private individuals and their agents should apply on the attached form.

**TIMETABLE FOR THE 1<sup>ST</sup> SURREY HERITAGE AWARDS**

*For projects completed on or since: 1 July 2013*

*Opening date for entries: 1 July 2016*

***Closing date for entries: by 12.00 noon on 31 October 2016***

*Judges' visits will take place during December 2016 and January 2017*

*Shortlist Announcement: 20 March 2017*

***Awards Presentation: at 5.00 pm on Wednesday 29 March 2017 at Loseley Park, near Guildford, Surrey – by kind permission of Mr Michael More-Molyneux, Her Majesty's Lord-Lieutenant for the County of Surrey.***

*Special guest speaker: Dame Helen Ghosh, Director-General of The National Trust.*

# ENTRY CONDITIONS

## Rules

A project must be entered for the Surrey Heritage Awards under one of the project types given below. A building may be entered under more than one category and thus more than once. However, a separate entry form must be completed for each different project type entered and only one Award annually is usually made.

1. The repair of part of an old building or one of its key architectural features.
2. The repair, with or without alterations, of a complete old building.
3. The extension of an old building or a new building in an historic setting.

Nominations of projects in receipt of a grant from Surrey Historic Buildings Trust are welcomed. Projects in receipt of grants from other sources may be submitted also.

## Entry Criteria

The building must be located within the administrative County of Surrey (i.e. County Council boundaries). The building must be of historic value but it does not have to be either listed for its architectural or historical interest or in a conservation area. The project must have been substantially completed within three years of the closing date for entries. Where part only of the building is being entered, the building as a whole does not have to be complete. Award entries may be submitted by any member of the project team. Where an entry is made by anyone other than the owner(s), the written permission of the owner(s) must be obtained prior to the submission of the entry.

Each entry must be submitted with a completed entry form and the documentation listed. Entries must be received no later than the closing date. All documentation submitted must be free of copyright or other restrictions in respect of their reproduction in any media.

## Entry Documentation

All entries must be accompanied by the documentation listed below. Incomplete entries will not be considered. All documents must be no larger than A4 size, printed on one side only, unbound, and each clearly labelled with the name of the project. The documents should be sent loose in a clear plastic A4 wallet.

- A completed, signed and dated entry form.
- A list of the project team showing key personnel, company names and addresses and including the building owner, professional consultants, building contractors, craftworkers and specialist suppliers.
- A project summary of not more than 500 words, typed in not less than 12 pt font on one sheet.
- A description of the project works, including the materials and workmanship specification, of not more than 500 words, typed on not more than one sheet.
- Not less than three and not more than six 'before', 'during' and 'after' photographs sufficient to explain the project. At least one must show it completed and all must be printed on photographic paper.
- Up to six key drawings plus a location plan with the building and the access from the public highway clearly marked.
- Where relevant, a copy of the planning permission and/or listed building consent granted for the project together with one copy of the associated drawings.

SHBT reserves the right to use submitted documents for publicity purposes.

## Judging

Entries will be judged by a panel appointed by the SHBT Board of Trustees to include representatives of SHBT together with external assessors. Correspondence cannot be entered into regarding the decisions of the judges. Projects placed on the shortlist for the Surrey Heritage Awards will be visited by the judges. Owners and occupiers must be prepared to allow access at mutually agreed times.

The winning and highly commended entrants will be informed around 10 days before the date of the Awards presentation. Other entrants will be notified of the results either at the announcement of the shortlist or around 10 days prior to the award being made at the presentation.

## Awards

Usually, only one overall Surrey Heritage Award will be made annually, with recognition also given to the runner-up and to other conservation projects highly commended by the judges. However, judges will be able to confer joint Awards in cases where this is considered more appropriate than a single overall winner.

Judging will take into account the ways in which the project conserves and enhances the historic value and architectural character of the building. Consideration will also be given to whether or not the project makes a distinguished contribution to the architectural heritage of Surrey.

The winner will be awarded a plaque and a certificate commemorating the event. The plaque is for mounting on the building in a place easily visible to visitors. Runners-up and highly commended projects will also be awarded certificates.

# DISTRICT/BOROUGH ENTRY FORM

Please type or print clearly in black using capital letters throughout the entry form.

## PROJECT DETAILS

Authority: .....

Building/Project Name: .....

Full Address if not the same as above:

.....

.....

..... Postcode:.....

Please tick judging category

1. The repair of part of an old building or one of its key architectural features.

2. The repair, with or without alterations, of a complete old building.

3. The extension of an old building or a new building in an historic setting.

Completion Date: .....

Brief Description: .....

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## OWNER'S DETAILS

Please notify the owner that the nomination has been made.

Name: .....

Full Address if not the same as above:

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..... Postcode:.....

Telephone: .....

Email: .....

Please include the following:

This entry form

A statement of up to 500 words stating why you believe the project is worthy of recognition.

Before and after photographs or drawings illustrating the work.

The reference of any formal permission, if appropriate.

# ENTRY FORM

Please type or print clearly in black using capital letters throughout the entry form.

## PROJECT DETAILS

Project Name: .....

Building Name: .....

Full Address: .....

.....

..... Postcode:.....

Please tick judging category

- 1. The repair of part of an old building or one of its key architectural features.
- 2. The repair, with or without alterations, of a complete old building.
- 3. The extension of an old building or a new building in an historic setting.

Completion Date: .....

Brief Description: .....

.....

.....

## ENTRANT DETAILS

Name(s): .....

Organisation: .....

Position(s): .....

Full Address: .....

.....

..... Postcode:.....

Telephone: .....

E-mail: .....

## DECLARATION

I/We enclose the documentation listed below and wish for the project described therein to be considered for the Surrey Heritage Awards.

- This entry form.
- A project team list.
- A project summary.
- A project works description.
- 'Before', 'during' and 'after' photographs.
- Key drawings plus a location plan.
- Where relevant, a copy of the planning permission and/or listed building consent and associated drawings.

I/We understand that entries will be acknowledged, but will not normally be returned, and that correspondence cannot be entered into concerning decisions.

I/We accept and will abide by the entry conditions and, in particular, confirm that:

- The permission of the owner has been obtained.
- The submitted documents are free from copyright or other restrictions in respect of any reproduction in any media.

I/We accept full responsibility for the completeness and accuracy of the statements made in this entry form and accompanying documentation.

Signature: .....

Name: .....

Position: .....

Date: .....

Entries must be received not later than the closing date for entries given in the Notes for Entrants and should be sent to the address given below. There is no entry fee but donations to the SHBT are welcome.

Any queries should be addressed to Andy Smith, Surrey Historic Building Trust, 24 Floral Court, Ashted, Surrey KT21 2JL, e-mail: [friends@surreyhistoricbuildings.org.uk](mailto:friends@surreyhistoricbuildings.org.uk), tel: 07737 271676. Also further copies of this entry form, and the notes, and information on the work of the SHBT may be obtained from the website [www.surreyhistoricbuildings.org.uk](http://www.surreyhistoricbuildings.org.uk).