



APPLICATION FORM AND GUIDELINES FOR APPLICANTS

**CLOSING DATE FOR APPLICATIONS
MONDAY 13 DECEMBER 2022**

PLANNING AND BUILDING STANDARDS



Supported by:

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Borders
DISTILLERY.

SCOTTISH BORDERS DESIGN AWARD SCHEME 2022

GUIDELINES FOR APPLICANTS

PURPOSE OF SCHEME

The Scheme aims to recognise and promote good building design and placemaking within the Scottish Borders. It is administered by the Planning Service of the council and normally runs every two years.

ELIGIBILITY

Projects, which must be within the Scottish Borders, should have been fully completed between **01 January 2018** and **31 August 2021**. The Scheme is open to all built development types, in both urban and rural areas.

CATEGORIES

There are four categories of awards (applications can be considered for more than one category or award):

- 1) New Build (individual buildings); Residential
- 2) New Build (individual buildings); Commercial (Non-Residential)
- 3) "Placemaking" – new developments that contribute to creating a sense of place
- 4) Work to Existing Buildings (including conversion/ extension)

Across all four categories the council will also be seeking exemplars in sustainable design that go above and beyond the standard sustainability measures to positively engage with the climate emergency.

ENTRY FEE

There is no entry fee.

AWARDS

Winners will be presented with a certificate (for the owner, designer and contractor) at an Awards Ceremony.

ENTRY DETAILS

Applicants can be the architect/designer or owner. Applicants should ensure that they have the consent of the current owner of the property before submitting an application.

Entries should be accompanied by:-

- Scottish Borders Design Award Scheme 2022 Application Form, fully completed
- A short (no more than 8 A4 pages) presentation document, submitted as a high resolution PDF format file.
- A short (c.3-5 minute) video tour/walk-through introducing the development and explaining why you consider it merits a Design Award
- Up to a maximum of five high resolution photographs, submitted as jpeg
- Privacy Notice Permission Slip, fully completed

The presentation should incorporate the following information:-

- A location plan which clearly identifies the building
- Drawings (including a floor plan) and photographs of the completed building
- Short text giving details of the project, for example, the client's brief; the designer's concept; completion dates etc. (The text should be no longer than one A4 page)

The photographs, presentation and video (or extracts thereof) will be used for the assessment process and at the awards ceremony. Inclusion of personal information should be avoided. The assessment will be of the quality of the development rather than the quality of the application.

Scottish Borders Council reserves the right to use the high resolution photographs for promotion of the Design Awards and for the general promotion of good design on its website, design-related events and other promotion material. Please ensure any photo credits are included.

The completed application form and privacy notice permission slip should be emailed to:
heritage@scotborders.gov.uk

Any documents that have a large file size should be sent via [WeTransfer](#). The link to the WeTransfer should be included in the email with the application form.

TIMESCALES

All entries must be received by **MONDAY 13 DECEMBER 2022**. Judging will take place thereafter. An Award Ceremony will take place in February/March, subject to covid restrictions at this time.

JUDGING PANEL AND JUDGING VISITS

The judging panel is independent of the Council and will include a lay chair, John Fordyce (Borders Distillery) and independent built environment experts. The judging panel will initially consider all the entries submitted digitally and draw up a shortlist of buildings to visit.

A timetable for the judging visits will then be produced. These are likely to be spread over two days in January/February. Shortlisted applicants will be contacted in advance, as it is helpful if the owner or agent can meet us at the property. It will not be possible to amend timing of visits to suit individuals.

In light of ongoing challenges and in extenuating circumstances, the council reserves the right to undertake the judging without site visits if required, and the submissions should be made with this in mind.

QUESTIONS

All queries should be addressed to: heritage@scotborders.gov.uk

SCOTTISH BORDERS DESIGN AWARD SCHEME 2022

APPLICATION FORM**FULL ADDRESS OF NOMINATED DEVELOPMENT**

POSTCODE:

DETAILS OF NOMINATED DEVELOPMENT

CATEGORY (please indicate which category/categories best describe your entry)

- ☐ NEW BUILD (individual building) RESIDENTIAL
- ☐ NEW BUILD (individual building) NON-RESIDENTIAL
- ☐ PLACEMAKING (development creating a "sense of place")
- ☐ WORK TO EXISTING BUILDINGS (including conversions / extensions)

DATE OF BUILDING COMPLETION:

WHY DO YOU CONSIDER THE BUILDING MERITS AN AWARD?

HOW DOES YOUR DEVELOPMENT DELIVER SUSTAINABLE DESIGN?

APPLICANT

NAME:

ORGANISATION:

TEL. NO:

EMAIL:

RELATIONSHIP TO THE DEVELOPMENT:

CONTACT DETAILS TO ARRANGE SITE VISIT

NAME:

ORGANISATION:

TEL. NO (HOME):**MOBILE NO:****A phone number is required in order to be able to make contact if necessary during the judging process**

EMAIL:

RELATIONSHIP TO THE DEVELOPMENT:

BUILDING/DEVELOPMENT OWNER

NAME:

ADDRESS:

POST CODE:

TEL. NO:

EMAIL:

ARCHITECT/ DESIGNER'S DETAILS

NAME:

ORGANISATION:

ADDRESS:

POSTCODE:

TEL. NO:

EMAIL:

CONTRACTOR'S DETAILS

NAME:

ADDRESS:

POST CODE:

TEL. NO:

EMAIL:

DOORS OPEN DAYS

[Doors Open Days](#) is Scotland's largest free festival that celebrates Scotland's places, history and culture, new and old. Taking place each September, the festival offers access to over a thousand sites and events across the country, in-person and through online activities. I would be interested in hosting a Doors Open Days event (in-person or online) and would be happy to be contacted regarding this:

OWNER	YES / NO
ARCHITECT / DESIGNER	YES / NO
CONTRACTOR	YES / NO

CONDITIONS

1. I confirm that the project was completed between 01 January 2018 and 31 August 2021
2. I confirm that the current building owner has consented to the submission of this project for the 2022 Design Award.
3. I agree to the use of the material submitted as part of the Design Awards, for promotion of the Design Awards and for promotion of good design as detailed in the application form guidelines and privacy notice, and have submitted a completed privacy notice permission slip with the application.
4. I agree to submit my application in accordance with the entry requirements.

SIGNATURE OF APPLICANT

Date: