



APPLICATION FORM AND GUIDELINES FOR APPLICANTS

**CLOSING DATE FOR APPLICATIONS
SUNDAY 31 AUGUST 2025**

PLANNING AND REGULATORY SERVICES



GUIDELINES FOR APPLICANTS

PURPOSE OF SCHEME

The Scottish Borders Design Awards 2025 Scheme aims to recognise and promote good place design within the Scottish Borders. It is administered by the Planning Service of the Council and runs every two to three years.

ELIGIBILITY

Projects, which must be within the Scottish Borders, should have been fully completed between 31 August 2021 and 01 June 2025. The Scheme is open to all building and place schemes, in both urban and rural areas.

CATEGORIES

There are six categories of awards (applications can be considered for more than one category or award):
Building of the Year

- 1) **The Building / Place of the Year** – The Main Award, selected from the winners of all categories
- 2) **Small Project Award**, celebrating innovation and excellence in design for projects with a contract value of up to £500,000
- 3) **Large Project Award**, for projects over £500,000,
- 4) **Regeneration and Conservation Award**, Commending projects that breathe new life into historic buildings or underused sites
- 5) **Residential Project Award**, this category celebrates outstanding residential design at all scales
- 6) **Placemaking Award**, recognising developments that successfully shape or enhance public spaces and community identity.

ENTRY FEE

There is no entry fee.

AWARDS

Winners will be presented with a certificate (for the owner, designer and contractor) will be presented to the winners 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 2025 Application Form, fully completed
- A high-resolution PDF format file of a single A1 portrait display board

The display board should incorporate the following information:-

- A location plan which clearly identifies the building
- Drawings (including a floor plan) and photographs of the completed building
- An area of text giving details of the project, for example, the client's brief; the designer's concept; details of the designer and contractor; completion dates etc. (The text should not be larger than A5 size and be located at bottom right hand side of the board)

*Note: Shortlisted entries will be required to supply a hardcopy single A1 **vertical** display board (the boards must **not** be glass framed, but may be laminated)*

All submissions should be made to:

heritage@scotborders.gov.uk

and for non-electronic elements:

Heritage and Design, Planning and Regulatory Services, Scottish Borders Council, Council Headquarters,
Newtown St. Boswells, MELROSE, TD6 0SA

TIMESCALES

All entries must be received by **SUNDAY 31 AUGUST 2025**. Judging will take place thereafter and the winners notified during September/October. An Award Ceremony will take place in October/November.

JUDGING PANEL AND JUDGING VISITS

The judging panel is independent of the Council and will include independent built environment experts. The judging panel will initially consider all the entries submitted and draw up a shortlist of buildings to visit. A timetable for the judging visits will then be drawn up and shortlisted applicants will be contacted in advance which are likely to be spread over two days, 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.

QUESTIONS

All queries should be addressed to:

Heritage & Design Officer, Planning and Regulatory Services (as address above)

Email: heritage@scotborders.gov.uk

APPLICATION FORM

APPLICANT (ARCHITECT/ DESIGNER'S DETAILS)

NAME:

ORGANISATION:

ADDRESS:

POSTCODE:

TEL. NO:

EMAIL:

ADDRESS OF NOMINATED BUILDING

POSTCODE:

BUILDING OWNER

NAME:

ADDRESS:

POST CODE:

TEL. NO (HOME):

MOBILE NO: This is needed to be able to make contact if necessary, during the judging process

EMAIL:

CONTRACTOR'S DETAILS

NAME:

ADDRESS:

POST CODE:

TEL. NO:

EMAIL:

APPLICATION FORM (continued)

DETAILS OF NOMINATED BUILDING

CATEGORY (please indicate to which category best describes your entry)

- ☐ BUILDING / PLACE OF THE YEAR
- ☐ SMALL PROJECT AWARD
- ☐ LARGE PROJECT AWARD
- ☐ REGENERATION & CONSERVATION AWARD
- ☐ RESIDENTIAL PROJECT AWARD
- ☐ PLACEMAKING AWARD

DATE OF BUILDING COMPLETION:

WHY DO YOU CONSIDER THE BUILDING MERITS AN AWARD?

CONDITIONS

1. I confirm that the project was completed between 31 August 2021 and 01 June 2025.
2. I confirm that the current building owner has consented to the submission of this project for the 2025 Scottish Borders Design Awards.
3. I understand that the application material is submitted entirely at my own risk, and that the Council, whilst taking reasonable care of it, cannot be held liable for its loss or damage.
4. I agree to the use of the material submitted, in the form of an exhibition and associated external communications, at the Council's discretion, on the understanding that it will be available for uplift later in 2025
5. I agree to submit my application in accordance with the entry requirements.

SIGNATURE OF APPLICANT

Date: