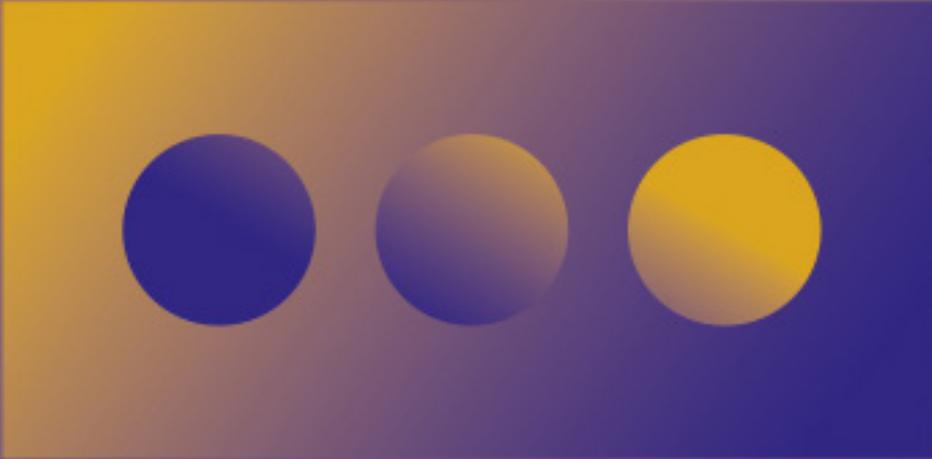
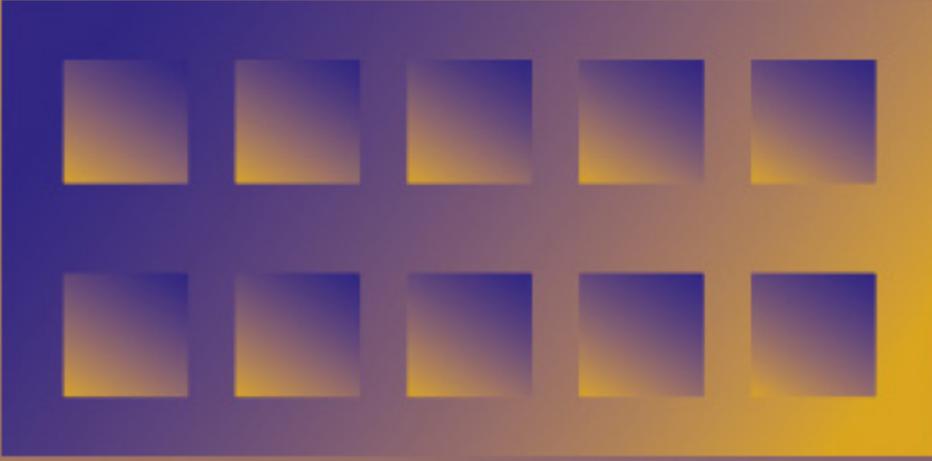
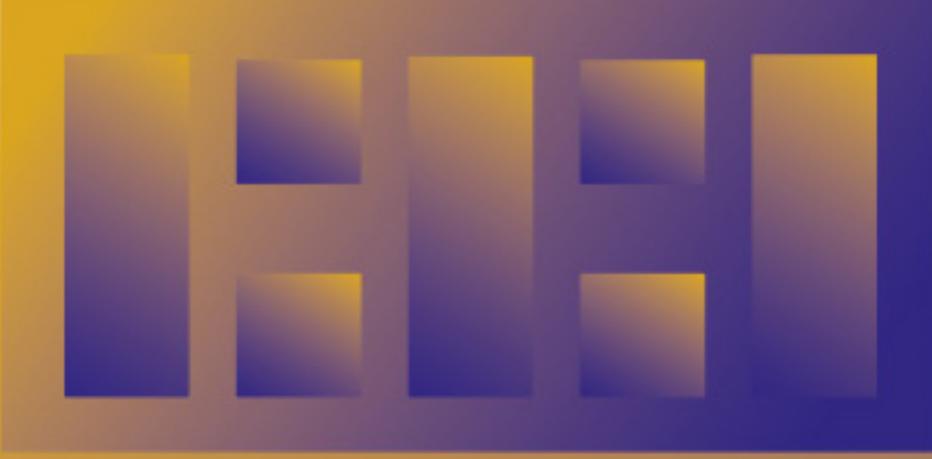


# BRICK AWARDS 2019 USER GUIDE - ENTRIES



## INTRODUCTION

This guide is intended to provide entrants to the Brick Awards 2019 with an outline of that which they need to prepare in order for the process of entry to be as straight forward as possible. If you have questions related to the entry process, after reading this guide, please do not hesitate to contact the Association by email at [matildemenegotto@brick.org.uk](mailto:matildemenegotto@brick.org.uk) or by phone on 0207 3237033.

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## REGISTRATION

In order to enter a project into the Brick Awards, you will need to register on the Award Force platform (<https://brick.awardsplatform.com>) and provide your contact details and details of your occupation.

A confirmation email will be sent to your email address, which will include a link you must click in order to complete the registration process. If you have previously entered the Brick Awards via the Award Force platform you should be able to simply login with your existing login details.

## STARTING AN ENTRY

After registering, you will be able to log in to Award Force and start your entry.

On the left of the screen, you will find a purple section labelled 'My entries' where you will be able to see all the entries you have started/submitted. Click 'Start new entry' at the bottom of the page to create a new entry.

You will be asked to pick a category and enter the name of the entry: our suggestion is to use the name of the project.

Each entry must satisfy certain requirements, which vary depending on the category you wish to enter. Category descriptions and their respective entry requirements are provided on the entry portal and feature at the end of this user guide.

## NAVIGATION

When completing the entry, in most categories you will see 5 sections at the top of the page, each of which provides an explanation as to what is needed in their respective sections:

- 'Details'
- 'Entry Form'
- 'Project Description'
- 'Attachments: Project Photos'
- 'Attachments: Project Drawings'

You will also see 4 buttons at the bottom of the page with the following functionality:

- 'Save + next', allows you to move from one section of the entry form to another without losing your progress
- 'Save + close', allows you to save the entry and come back later to complete the submission
- 'Preview', allows you to preview your entry
- 'Submit entry', will submit your entry

In specialist categories you may see more than 5 sections if, for example, they require more than one project to be submitted.

## **ENTRY FORM**

For each entry you must provide:

- Project: name, address, postcode, completion date
- Brick: brick manufacturer(s), brick name(s)
- Architect/Designer: practice name, contact details
- Brickwork Contractor: company name, contact details
- Client/Developer: name, contact details
- Main Contractor (optional): name, contact details

## **PROJECT DESCRIPTIONS**

Project descriptions should focus on the way in which clay brick, in particular, has contributed to the project's success as well as accounting for the general architectural and/or craft-related merits of the project more generally. The description should not exceed 500 words.

## **ATTACHMENTS**

### Project Photos

Please ensure that all project images meet the following specifications:

- Full colour (300dpi) hi-res
- JPEG format
- Minimum individual file size is 2MB

### Project Technical Drawings

Please ensure that drawings include at minimum:

- The site-plan
- At least 1 floor plan
- At least 1 brickwork detail

## MANAGING ENTRIES

In your 'My entries' home page, you will see the list of the entries you've created. You can copy, delete, download or view the pdf version of each of your entries. Select one or more items and choose the action you prefer.

You may decide to copy your entry if you wish to enter the same project into multiple categories. In order to do so, select the entry you wish to replicate on your My Entries home page and then click the 'copy' button. Then, click on the copied entry and select the category into which you wish to replicate the project entry.

This function is only available to use when replicating an entry into a second category which has identical entry requirements as the first. For example, Public and Commercial both require the same number of projects, images and descriptions so a project may be replicated from one to the other. This would not be the case however, with a Public building one wished to enter into the Specialist Brickwork Contractor category because, the latter requires two projects and a business description. Please see category requirements for further details.

Please note: entries are listed by season so, entries you may have made in previous years will be hidden unless you select the relevant season.

## CATEGORY OPTIONS

### Main categories

Individual Housing Development  
Small Housing Development  
Medium Housing Development  
Large Housing Development  
Urban Regeneration  
Commercial  
Public  
Education  
Refurbishment  
Innovation

### Special categories

Craftmanship  
House Builder  
Specialist Brickwork Contractor  
Worldwide

## CATEGORY REQUIREMENTS

The following criteria apply to all **Main categories** as well as **Craftsmanship**

### Project

All projects entered into this category must have been completed within the two years immediately preceding the date of entry. Projects previously shortlisted may not be re-entered.

### Location

All projects entered into this category must be sited within the UK.

### Brick/Paver

All projects must extensively use a Brick Development Association member clay brick or paver (members listed on entry form).

### Images

All entries must supply 6 high-resolution photographs of the completed project, to include:

- At least 1 picture of the whole building/main elevation
- At least 1 close-up picture of the brickwork

### Drawings

All entries must supply a minimum of 3 and maximum of 6 technical drawings of the completed project, to include:

- The site-plan
- At least 1 floor plan
- At least 1 brickwork detail

### Text

A written description of the project (circa 500 words) must be supplied for all entries.

The following criteria apply to the **House Builder** category

#### Business Description

A description of the business (circa 500 words) must be supplied for all entries. This description should include supporting details on the following activities:

- Quality Assurance
- Health and Safety
- Training and Skills
- Number of apprentices
- Accident frequency rate

Up to 3 supporting documents may also be supplied to evidence monitoring and evaluation of business performance in these areas.

#### Project

Basic details of four individual projects must be supplied with each entry as an example of the widespread use of brick across the house builder's portfolio. All projects entered into this category must have been completed within the three years immediately preceding the date of entry. At least two of these projects must not have been entered into the Brick Awards before.

#### Location

All projects entered into this category must be sited within the UK.

#### Brick/Paver

All of the projects must extensively use a Brick Development Association member clay brick or paver (members listed on entry form).

#### Images

All entries must supply 1 high-resolution photograph of each completed project, to include the whole building or main elevation.

The following criteria apply to the **Specialist Brickwork Contractor** category

#### Business Description

A description of the business (circa 500 words) must be supplied for all entries. This description should include supporting details on the following activities:

- Quality Assurance
- Health and Safety
- Training and Skills
- Number of apprentices
- Accident frequency rate

Up to 3 supporting documents may also be supplied to evidence monitoring and evaluation of business performance in these areas.

#### Project

Two individual projects must be supplied with each entry as an example of the consistently high quality achieved by the entrant. All projects entered into this category must have been completed within the two years immediately preceding the date of entry. Projects previously shortlisted may not be re-entered.

#### Location

All projects entered into this category must be sited within the UK

#### Brick/Paver

One of the two projects must extensively use a Brick Development Association member clay brick or paver (members listed on entry form). The second project may also satisfy this criteria or, use a non-member clay brick or paver.

#### Images

All entries must supply 6 high-resolution photographs of each completed project, to include:

- At least 1 picture of the whole building/main elevation
- At least 1 close-up picture of the brickwork

#### Drawings

All entries must supply a minimum of 3 and maximum of 6 technical drawings of each completed project, to include:

- The site-plan
- At least 1 floor plan
- At least 1 brickwork detail

#### Text

Two separate written project descriptions must be supplied per entry, one for each project (circa 500 words).

The following criteria apply to the **Worldwide** category

Project

All projects entered into this category must have been completed within the two years immediately preceding the date of entry.

Projects previously shortlisted may not be re-entered.

Location

Projects entered into this category may be sited anywhere in the world.

Brick/Paver

Projects may use any clay brick or paver.

Images

All entries must supply 6 high-resolution photographs of the completed project, to include:

- At least 1 picture of the whole building/main elevation
- At least 1 close-up picture of the brickwork

Drawings

All entries must supply a minimum of 3 and maximum of 6 technical drawings of the completed project, to include:

- The site-plan
- At least 1 floor plan
- At least 1 brickwork detail

Text

A written description of the project (circa 500 words) must be supplied for all entries.

Slave Labour

All entries must provide evidence that the bricks' supply chain does not rely on slave labour.

## CATEGORY DESCRIPTIONS AND CRITERIA

### INDIVIDUAL HOUSING DEVELOPMENT

The Individual Housing Development category welcomes myriad design and build styles each year, from arts-and-crafts-inspired rural properties to contemporary urban in-fill projects. Single residential dwellings of any style may be entered into this category. Projects must have been completed within the last two years, and substantially use BDA-member bricks.

### SMALL HOUSING DEVELOPMENT

The Small Housing Development category welcomes new-build, private- and public-sector residential developments, sited in the UK, which comprise up to 25 units. These may include the residential element of a larger mixed-use project. Projects must have been completed within the last two years, and substantially use BDA-member bricks.

### MEDIUM HOUSING DEVELOPMENT

The Medium Housing Development category welcomes new-build, private- and public-sector residential developments, sited in the UK, which comprise between 26 and 100 units. These may include the residential element of a larger mixed-use project. Projects must have been completed within the last two years, and substantially use BDA-member bricks.

### LARGE HOUSING DEVELOPMENT

The Large Housing Development category welcomes new-build, private- and public-sector residential developments, sited in the UK, which comprise 101 units or more. These may include the residential element of a larger mixed-use project. Projects which constitute a clearly identifiable Phase of a larger scheme will be considered to be complete if, the Phase is fully accessible and habitable. Projects must have been completed within the last two years, and substantially use BDA-member bricks.

## HOUSE BUILDER

House builders who have used BDA-member brick extensively across multiple UK residential developments may enter this category. Alongside evidence of sound architecture and craftsmanship, the house builder must demonstrate outstanding contribution to the industry, evidenced by apprenticeships, training, quality assurance, sustainability and commitment to health and safety.

Four separate images, each an example of an individual project, must be submitted alongside a business description that accounts for the ways in which the business meets the above criteria.

Projects which constitute a clearly identifiable Phase of a larger scheme will be considered to be complete if, the Phase is fully accessible and habitable. Projects must have been completed within the last three years, and substantially use BDA-member bricks. At least two of the projects must not have been previously entered into the Brick Awards.

## URBAN REGENERATION

Projects that represent the whole or part of, a major urban redevelopment and whose objective is regeneration, may be entered into this category. Projects must have been completed within the last two years, and substantially use BDA-member bricks.

## COMMERCIAL

Projects intended for commercial use may be entered into this category. Examples of commercial use may include: offices, retail, leisure or industrial units and mixed-use schemes. Projects must have been completed within the last two years, and substantially use BDA-member bricks.

## PUBLIC

Projects intended for public use may be entered into this category. Examples of public projects may include those funded by public or lottery money, or through a PFI (private finance initiative), or are designed to fulfil a public function or service. Projects must have been completed within the last two years, and substantially use BDA-member bricks.

## EDUCATION

Projects intended for use within primary, secondary, further or higher education may be entered into this category. This does not include student accommodation, which may be eligible in the housing categories. Projects must have been completed within the last two years, and substantially use BDA-member bricks.

## REFURBISHMENT

Projects that refurbish all or a substantial part of an existing building may be entered into this category. Projects must have been completed within the last two years, and either: substantially use BDA-member bricks or; substantially use reclaimed brick if, they are reasonably suspected of being originally manufactured in the UK.

## INNOVATION

Projects that demonstrate an innovative application of clay bricks or clay products may be entered into this category. Projects must have been completed within the last two years, and substantially use BDA-member bricks.

## CRAFTSMANSHIP

Projects which demonstrate bricklayers' exceptional skill and the highest level of craftsmanship may enter this category. The category welcomes all building types from sculptural work to large-scale brickwork detailing. Projects must have been completed within the last two years, and substantially use BDA-member bricks.

## SPECIALIST BRICKWORK CONTRACTOR

Specialist brickwork contractors may enter this category. Two separate project examples must be submitted. Alongside outstanding craftsmanship, the contractor must demonstrate outstanding contribution to the industry, evidenced by apprenticeships, training, quality assurance, and commitment to health and safety. Both projects must have been completed within the last two years, and at least one of the projects must substantially use BDA-member bricks.

## WORLDWIDE

Projects that would otherwise be eligible for any one of our domestic categories but, which either use a non-BDA-member brick substantially or, which are sited outside of the UK, may be entered into this category. Projects must have been completed within the last two years.

## ARCHITECTS' CHOICE

Projects may not be entered directly into this category. Rather, once the shortlist has been announced, the Architects' Choice category is an opportunity for finalists' peers to appraise shortlisted projects and by voting, contribute directly to the UK's celebration of exemplary brick architecture. Practicing Architects and students of Architecture may vote in the Architects' Choice competition. Only projects in domestic, architecturally-focused categories are eligible for the Architects' Choice. The project that receives the most independent votes, wins.

## SUPREME

Projects may not be entered directly into this category. Rather, from the collection of UK project category winners, the judges select the project that is most impressive in a broad range of criteria. The Supreme Award is the highest accolade offered by the Brick Awards and recognises exemplary planning, design, construction and overall satisfaction of brief.

