

This document shows the information needed and questions asked throughout the submission

**Submission form questions for the following categories:**

- Best Residential Extension
- Best Conversion or Alteration to an Existing Home
- Best Conversion to a Single New Home
- Best Individual New Home
- Best Small New Housing Development - 5 units or fewer (for private sale or rent)
- Best Medium Volume New Housing Development – 6 to 30 units (for private sale or rent)
- Best High Volume New Housing Development - more than 30 units (for private sale or rent)
- Best Small Social Housing (30 or fewer units)
- Best Large Social Housing (more than 30 units)
- Best Non-residential Extension, Alteration or Conversion
- Best Non-residential New Build
- Best Public or Community Building

**Step one:**

- Region – Please select from the drop down list, if you are unsure of the region, please click here to check: [labc.co.uk/your-local-council-building-control-department](http://labc.co.uk/your-local-council-building-control-department)
- Category – Please select from the drop down list
- Project, nominee (person) or partner company name – This is the name that will be used on the LABC website, please ensure you enter the name that you would like shown
- Local Authority Building Control Team - Please select from the drop down list, select the local authority building control team you worked with on this project. If you are entering a 'people' category, please select the local authority the person has the relationship with.

**Submitter information:**

- Do you work in a Local Authority Building Control Team – Yes or No
- Submitter First Name
- Submitter Last Name
- Submitter Job Title
- Submitter Company
- Submitter Email Address
- Submitter Telephone Number
- Submitter Company Twitter (optional)

**Project Information:**

- Description of project
- Project Address - Please use the following format: Street Address | Post Town | Postcode
- Project Completion Date - Projects entered into the 2025 awards must have a completion certificate dated between 1 January 2024 and 31 December 2024 issued by a Local Authority Building Control Team.

**Project Questions:**

- Why does this project deserve to win? (Min 100 words – max 300)  
*Consider what is special or unique about the project? Was the project delivered on time and on budget? Was the client happy with the project?*
- Give an example of how the site team and building control team worked well together? (Min 50 words – max 100)
- Give an example of a design problem that the team overcame? (Min 50 words – max 100)
- Give an example of a site problem that the team overcame? (Min 50 words – max 100)
- Were communications between the project team and building control effective? (Min 20 words – max 100)  
*Please give specific examples – e.g., using the LABC inspection app, arranging pre-commencement meetings.*
- How did this project exceed minimum building regulations standards? (Min 50 words – max 100)  
*E.g. did you use renewable energy? How does your project exceed Part M? Did you adopt any fire strategy solutions to ensure safety of people in and around the building?*
- How did you ensure the site was safely managed? (Min 20 words – max 100)
- **OPTIONAL** - If any, what active waste management strategies did you use and how did you implement them? (Min 20 words – max 100)
- If you are a customer submitting the nomination form, would you like your building control team to be considered for the Local Authority Building Control Team of the Year award? Yes/No
- If yes, please explain why your local authority building control team should be considered for this award?

**Project Team Questions:**

Project Team Members - In this section you'll be giving details of the team members involved in the project.

Local Authority Building Control Surveyor - This should be the surveyor you worked with from your Local Authority Building Control Team

- Local Authority Building Control Surveyor first name
- Local Authority Building Control Surveyor last name
- Surveyor job title
- Surveyor email
- Surveyor telephone
- Surveyor address line 1
- Surveyor address line 2 (optional)
- Surveyor town/city
- Surveyor postcode

Contractor Company - These are the contact details for the contractor involved in the project.

- Contractor Company
- Contractor first name
- Contractor last name
- Contractor job title
- Contractor email
- Contractor telephone
- Contractor company twitter username (optional)
- Contractor address line 1
- Contractor address line 2 (optional)
- Contractor town/city
- Contractor postcode

Architect/designer Company - Please complete your project's architect or designer contact details.

- Architect/designer company
- Architect/designer first name
- Architect/designer last name
- Architect/designer job title
- Architect/designer email
- Architect/designer telephone
- Architect/designer twitter username (optional)
- Architect/designer address line 1
- Architect/designer address line 2 (optional)
- Architect/designer town/city
- Architect/designer postcode



Client - This is where you'll complete the client's contact details.

- Client company
- Client first name
- Client last name
- Client job title
- Client email
- Client phone number (optional)
- Client twitter username (optional)
- Client address line 1
- Client address line 2 (optional)
- Client town/city
- Client postcode

Do you have other project team members you'd like to include?

A maximum of 4 other team members can be added. For each team member you will need to provide their contact details as above.

**Attachments:**

Please upload a minimum of 3, maximum of 6 hi-res photos.

Take them on a sunny day if possible so they show the project at its best!

Project plans are also helpful so please include these where applicable.

All images should ideally be 300dpi or 2000 pixels

Document types

**Please do not upload a PDF file, as this will not be accepted.**

Upload JPEG or PNG files.

A maximum of six pieces can be uploaded with your entry.

Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields.

We may use your photos and/or content in our marketing materials. Do you give your consent?

- Yes - photos and other content
- Yes - photos only
- No

Would you like us to keep you informed about certain things. Tick if you agree to receiving occasional emails about: (optional)

- Awards
- Building regulations and compliance
- CPD training