



OXFORD
PRESERVATION
TRUST

Environmental Awards 2009 Entry Form

Oxford Preservation Trust's Environmental Awards recognise projects which make a significant contribution to the conservation or improvement of Oxford's built and natural environment.

Which projects are eligible?

Projects are judged on the contribution they make to Oxford and/or its green setting. Your project should be located in Oxford or its Green Belt (including Abingdon) and be relevant to one of the categories as described below. It must have been completed within the last three years (no earlier than 1st January 2006).

Please note that projects are only eligible for an Award if they are in the public domain; they must be accessible to the public or visible from a public highway.

Who can nominate a project?

Nominations are welcome from owners, architects, or anyone associated with a project. It is essential that the owner's permission is sought prior to making a nomination.

Categories

1. Building conservation
2. Environment / Landscape enhancement
3. New buildings
4. Small projects

The Awards

The entries go through a two-stage process, and are judged by an awards panel who visit the projects. The Panel is appointed by Oxford Preservation Trust to represent a wide range of expertise and knowledge of Oxford.

Two types of awards are given:

- Certificates – to projects which make a significant contribution
- Plaques – to projects considered to be outstanding.

How do I enter a project?

To enter, please complete this form and return it, with the additional documents listed on page 4, **by 24 April 2009**.

By post Oxford Preservation Trust
10 Turn Again Lane
St Ebbes
Oxford
OX1 1QL

By email info@oxfordpreservation.org.uk

If submitting your entry by email, please print out and sign the Declaration on page 4 and return this by post before the closing date.

The 2009 Environmental Awards are sponsored by



Name of project

Short description *(no more than 30 words)*

Category in which you think your project might be considered

- Building conservation
- Environment / Landscape enhancement
- New building
- Small project

Date of completion *(this must be no earlier than 1.01.06)*

Tell us how your project contributes to Oxford and/or its green setting, and why you believe it should receive an Award. *(in no more than 100 words)*

Public access

Please give us details of how/when your project is accessible to the public. Our judges will need to be able to visit the project, and public access is an essential element of eligibility for an Award.

Description of the work

Please give us details of the work undertaken. This must relate to the aspects of the project which will be assessed for an Award, i.e. work visible in the public domain. *(in no more than 500 words)*

Contact details *(these details will be used for the wording of all reports and awards, so please ensure they are accurate)*

Owner

Name

Address

Tel Email

Architect or designer

Name

Address

Tel Email

Principal contractor

Name

Address

Tel Email

Additional documents

1. A location map with the site of your project clearly marked
2. A set of drawings or sketches detailing the work carried out (where appropriate).
3. A set of photographs showing the project before and after completion, for use in the judging process and for marketing materials. Please provide good quality, professional-standard prints of at least 6 x 4” or digital images, in jpeg or tiff format, of good resolution (as a guide, file size should be at least 300Kb).

Please note that we are unable to return any materials submitted.

Declaration

I confirm that the enclosed material and photographs are free from copyright or other restrictions in connection with their reproduction in the national, local and technical press and on television.

I confirm that I have the consent of the owner to enter this project in the Environmental Awards.

Name

Signature Date

Address

Tel Email