

## 2020 Entry Form

The OPT Awards recognise projects in and around Oxford that make a positive contribution to the city's built and natural environment.

### Categories

- 1 Building Conservation
- 2 New Buildings
- 3 Small Projects
- 4 Landscape & Public Realm (includes Nature Conservation)
- 5 Temporary Projects (which contribute to the enjoyment of our streets and places)

This year we are introducing a new **Green Award** to celebrate those projects which demonstrate exemplary work towards sustainability. All entries, no matter the category, are eligible and will be considered for this award – so please fill out the relevant section in the form.

### Eligibility

- Located in Oxford or its green setting, including Abingdon
- A public building, or a building to which there is public access and/or is visible from the public realm
- Completed since December 2016

### Who can nominate a project?

Anyone can enter a building, whether they be the owner, architect, consultant, occupier or a local resident. You just need to make sure you have the owner's consent.

### Awards Process

- A Judging Panel is appointed as a cross section of local people with a wide range of skills and knowledge of Oxford.
- All the projects get a visit.
- **OPT Awards Evening 2020 to be held on Tuesday 3 November at St John's College**
- Plaques: outstanding contribution to Oxford
- Certificates: significant contribution to Oxford
- Letters of Commendation: positive contribution to Oxford

### How to enter

Complete your entry form using the following **guidance notes** and send to **Katie** at [k.wylie@oxfordpreservation.org.uk](mailto:k.wylie@oxfordpreservation.org.uk) by the **closing date of Friday 22 May 2020**.

The OPT Awards 2020 are sponsored by

## **OPT Awards Guidance Notes 2020**

**Photographs:** Please supply two 'before' (if applicable) and two 'after' professional-standard digital images in jpeg format of file size 300Kb+, for use in presentations.

**All information supplied on the following form must be written as you wish it to appear in any publication or certificate.**

1. **Name of Project:** State the title of the project.
2. **Address of Project:** Provide a full address, including the postcode.
3. **Date of Completion:** Eligible projects must have been completed since December 2016.
4. **Categories:** Tick the box you feel is most appropriate to the project. OPT reserves the right to change the category in which a project is entered. If completing electronically, delete as appropriate.
5. **Description:** Briefly describe the project in up to 300 words.
6. **Contribution to Oxford:** Explain how the project contributes to the historic environment and/or its green setting in up to 200 words.
7. **Was there any professional development or learning of new conservation skills?** In up to 100 words, give details of any opportunities for professional development, e.g. apprenticeships, new skills gained, etc.
8. **The Green Question:** In no more than 200 words, tell us how your project contributes to sustainability and the climate change agenda, e.g. wildlife provisions, renewable energy generation, sustainably sourced materials, re-use, etc.
9. **Community Engagement and Enhancement:** In up to 100 words, describe how the local community were consulted or engaged in the project. Explain what provisions (if any) were introduced in order to contribute to the local community.
10. **Project Team:** Give details of project team members. Should your application be successful, this is the information which will appear in any publications relating to the Awards. Please ensure all details are correct. No more than four members of the project team should be included. Only company names to be used and not named individuals.
11. **Public Authority Officers:** Include any details of particular person/s who have made a significant contribution to the project, e.g. Local Authority Planning or Conservation Officers, Historic England, etc.
12. **Additional Information:** If there are any particular stories or history that is of interest relating to the project, e.g. the site has particular local relevance, describe them in up to 100 words.
13. **Owner Consent:** No submission can be accepted without the owner's consent.
14. **Viewing Arrangements:** Provide contacts who will be available for viewings in June and July.
15. **Confirmation:** Sign to confirm all details in the application are correct.

***OPT reserves the right to use information and images for presentation and marketing purposes.***

If you have any queries, please contact **Katie Wylie** at [k.wylie@oxfordpreservation.org.uk](mailto:k.wylie@oxfordpreservation.org.uk)

The OPT Awards 2020 are sponsored by

**Carter Jonas**

**MATHEWS  
COMFORT**  
— Insurance Brokers —  
est 1851.

  
**CRITCHLEYS**  
EST. 1906

## OPT Awards Entry Form 2020

**Please ensure at least two 'before' (if applicable) and two 'after' photographs are submitted with this application.**

**1 Name of Project**

**2 Address of Project**

**3 Date of Completion**

**4 Categories**

- Building Conservation
- New Buildings
- Small Projects
- Landscape & Public Realm (includes Nature Conservation)
- Temporary Projects (which have contributed to the enjoyment of our streets and places)

**5 Description**

The OPT Awards 2020 are sponsored by

**Carter Jonas**

**MATHEWS  
COMFORT**  
— Insurance Brokers —  
est 1851.

  
**CRITCHLEYS**  
EST. 1906

**6 Contribution to Oxford**

**7 Does the project contribute to any professional development or expanding of skills bases?**

**8 The Green Question**

**9 Community Engagement and Enhancement**

The OPT Awards 2020 are sponsored by

**Carter Jonas**

**MATHEWS  
COMFORT**  
— *Insurance Brokers* —  
*est 1851.*

**CRITCHLEYS**  
EST. 1906

<b>10 Project Team</b>	
<b>Company Name</b>	<b>Profession</b>
<b>Contact Details</b>	
Name:	
Email:	Telephone:
<b>Company Name</b>	<b>Profession</b>
<b>Contact Details</b>	
Name:	
Email:	Telephone:
<b>Company Name</b>	<b>Profession</b>
<b>Contact Details</b>	
Name:	
Email:	Telephone:
<b>Company Name</b>	<b>Profession</b>
<b>Contact Details</b>	
Name:	
Email:	Telephone:
<b>11 Public Authority Officers</b>	

The OPT Awards 2020 are sponsored by

**Carter Jonas**

**MATHEWS  
COMFORT**  
— Insurance Brokers —  
est 1851.

  
**CRITCHLEYS**  
EST. 1906

**12 Additional Information**

**13 Owner Consent**

Tick or type 'YES' to confirm that the owner's consent has been obtained for this submission.

Name of owner:

**14 Viewing Arrangements**

**Contact 1**

Name:

Email:

Telephone:

**Contact 2**

Name:

Email:

Telephone:

**15 Confirmation**

***OPT reserves the right to use information and images for presentation and marketing purposes. I confirm that all details and enclosed materials in this application are correct.***

**Signature**

**Date**

**Applicant Contact Details**

Name:

Company:

Address:

Email:

Telephone:

The OPT Awards 2020 are sponsored by

**Carter Jonas**

**MATHEWS  
COMFORT**  
— Insurance Brokers —  
est 1851.

  
**CRITCHLEYS**  
EST. 1906