

## Commercial/Office Building Project of the Year - Application Form

**Sponsored by:**



The Commercial/Office Building Project of the Year is open to projects of all sizes and types of commercial property/office developments completed within the last 18 months.

Please note your document should be **no more than 10 pages** (5 double sided sheets) and 2000 words max (including your 250 word summary). If you wish, you may include an appendix of 4 further pages of visuals or photos that you think may be relevant to your entry. **3 Copies of all material must be submitted by post to CMG, Block C, Apex Building, Blackthorn Road, Sandyford, D18 H7R8**

|  |  |
|--|--|
| Summary                                    | In no more than 250 words summarize why this project deserves to win this award in 2022 and why it stands out from the rest  |
| Technical Challenges, Innovative solutions | Highlight the technical challenges that were specific to this project, and outline any innovative solutions that were used to overcome these challenges                        |
| Innovative use of Materials and Equipment  | Highlight any innovative use of materials or equipment that makes this project distinctive.  |
| Health Safety and Welfare                  | Summarise the approach to health, safety and welfare adopted on this project. Please include evidence of safety certification, and safety related achievements on the project. |
| Sustainability                             | Summarise the approach to sustainability that was adopted on this project.   |
| Stakeholder Engagement                     | List and explain the measures that were taken to ensure that stakeholders were fully engaged with the project.   |
| Impact on the Community                    | Outline how the completion of this project will impact on the surrounding environment and those that work in its locality.   |
| Time and Cost                              | Explain the actions that were taken to ensure that the project met its time and cost targets. Was there any time constrictions due to covid-19?                                |
| Fire safety compliance                     | Highlight how this project meets all relevant fire safety requirements or even goes that bit further than standard requirements.   |

### **Essential tips for a successful entry**

A successful application must address all of the points above. Marks will be allocated only on the evidence provided.

Use the above headings shown to highlight your answers to those specific questions. **DO NOT** include company marketing brochures in your entry.

Include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits. Concentrate on facts that can be substantiated.

You can use bullet points, charts and photographs in your submission. 4 extra pages (in addition to the original 10 pages) of charts and photographs, which are particularly important for the judges to be able to see your projects or innovations, can be included.

Don't underestimate the presentation! – the better impression you make with the judges could improve your chances in a tight race. Please remember that **ONLY THE FIRST 10 PAGES** of core information (and the 4 pages of visuals/photographs of supporting material that you may have provided as an appendix) of your submission will be assessed

## Application (please complete in block capitals)

|                      |  |
|----------------------|--|
| Contact Name         |  |
| Job Title            |  |
| Company Name         |  |
| Address              |  |
| Telephone            |  |
| Email                |  |
| Tax Registration No. |  |

NB. This form must be signed by a Director, Chairman or Chief Executive of your organisation

|              |  |
|--------------|--|
| Date         |  |
| Signed       |  |
| Name in Caps |  |
| Job Title    |  |

### Client References

Please fill in details of at least one client we can contact in relation to this project

#### Client Reference 1

|                     |  |
|---------------------|--|
| Client Company Name |  |
| Client Contact Name |  |
| Client Phone Number |  |

#### Client Reference 2

|                     |  |
|---------------------|--|
| Client Company Name |  |
| Client Contact Name |  |
| Client Phone Number |  |

### Checklist

- ☐ Have you filled in your contact details on the entry form?
- ☐ Have you filled out the relevant form and/or provided evidence (photographic or other) where appropriate?
- ☐ Have you provided three unbound copies of all entry material including the completed entry form