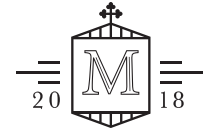


Environment & Planning

Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
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DX57825 King's Lynn
www.west-norfolk.gov.uk



**MAYOR'S
DESIGN AWARDS**

The Mayor's Design Awards 2018 Application form

Please ensure all contact details are fully completed, including email addresses.

1 Please give a brief description of the scheme:

.....
.....
.....

2 Please select a category which best describes your scheme:

- | | | |
|---|---|--|
| <input type="checkbox"/> Single new build | <input type="checkbox"/> Small multiple new build | <input type="checkbox"/> Community amenity |
| <input type="checkbox"/> Conversion | <input type="checkbox"/> Landscape enhancement | <input type="checkbox"/> Extension |
| <input type="checkbox"/> Repair/Refurbishment | <input type="checkbox"/> Shop front | <input type="checkbox"/> Commercial |

3 Address or location of the scheme:

.....
.....

4 Name of the owner or client:

Address:

.....

Telephone Number:

Email address:

5 Agent / Architect / Designer details

Company Name:

Contact name(s):

Address:

.....

Telephone Number:

Email address:

6 Builder or Contractor details

Company name:

Contact name(s):

Address:

.....

Telephone Number:

Email address:

7 Date of completion of the scheme:

8 Please give any further information about the scheme and why you think it is worthy of an award. Please indicate any particular problems solved, how the scheme has enhanced the environment and any details of the sustainability of the scheme. (Continue on a separate sheet if necessary).

.....
.....
.....
.....
.....
.....
.....
.....

9 Nominator details

Name:

Address:

.....

Telephone Number:

Email address:

Please indicate your involvement in the scheme:

- | | |
|--|---|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Client |
| <input type="checkbox"/> Architect | <input type="checkbox"/> Designer |
| <input type="checkbox"/> Parish Councillor | <input type="checkbox"/> Amenity Society |
| <input type="checkbox"/> Local resident | <input type="checkbox"/> Member of the public |

Signed: Date:

**Closing date for receipt of applications is Friday 20th April 2018
Please detach this form and keep the Guidance notes for information**



The Mayor's Design Awards

Guidance notes

The Mayor's Design Awards are annual awards, intended to recognise the efforts made by private clients, their architects or designers and contractors, to improve the standard of design and construction within the Borough. The Council is interested in recognising work which has especially improved a site and its surroundings.

The following guidelines should be followed when preparing an entry, to ensure eligibility of the application.

- 1 The awards are aimed at small scale works, by local companies and/or private individuals. Large schemes or projects carried out by public companies are excluded.
- 2 Nominations can be made for any new single building, house or small scale project, extensions, conversions or refurbishment work, shop fronts, landscaping and enhancement work, within the complete range of residential, commercial, agriculture and amenity schemes.
- 3 Only the exterior of the scheme will be judged as the awards are intended to recognise enhancements to the area. Interior aspects of the building will therefore not be considered as part of the entry.
- 4 Innovative solutions to design problems and regard for sustainability will be of particular interest although not essential, and you are invited to explain these aspects in detail on the application form.
- 5 Entries may be submitted by owners, clients, architects, designers, contractors, manufacturers, Parish Councils, civic or amenity groups and members of the public.
- 6 There is no limit to the number of entries from each source but in all instances, the owners/occupiers permission must be obtained before the nomination is made.
- 7 Schemes will only be considered if they have been completed between January 2016 and March 2018 including the landscaping of the site.
- 8 All sections of the application form must be completed. Please ensure all contact details are accurate and include email addresses as these will be used for correspondence. Incomplete application forms may be returned.
- 9 Entries must be accompanied by a completed entry form and supported by photographic evidence. Before and after photographs must be submitted to show the enhancement. These photographs should be submitted either by uploading to our website, via the online form, by email or on a CD.
- 10 Completed entry forms and photographs can be submitted online at **west-norfolk.gov.uk** or by email to: jane.forder@west-norfolk.gov.uk

or post to:
Jane Forder
Mayor's Design Awards
Environment & Planning
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX
- 11 Closing date for entries is Friday 20th April 2018.
- 12 The award ceremony will take place on 25 September 2018.

The Mayor's Design Awards

The process

- 1 All entries received by the closing date will be considered by the Judging Panel, which consists of The Mayor, selected Members of the Planning Committee and The Development Control Section.
- 2 A sifting process will take place and a shortlist of schemes will be compiled.
- 3 Only the shortlisted schemes will be considered for an award and will be inspected on a site visit by the Judging Panel.
- 4 Owners/occupiers of the shortlisted schemes will be notified of the date of the site visit.
- 5 All contributors named on the application forms of the shortlisted schemes will be invited to attend the Award Ceremony.
- 6 Nominators of the schemes which were not selected for the shortlist will be advised by letter.

Organised by

Borough Council of
**King's Lynn &
West Norfolk**



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