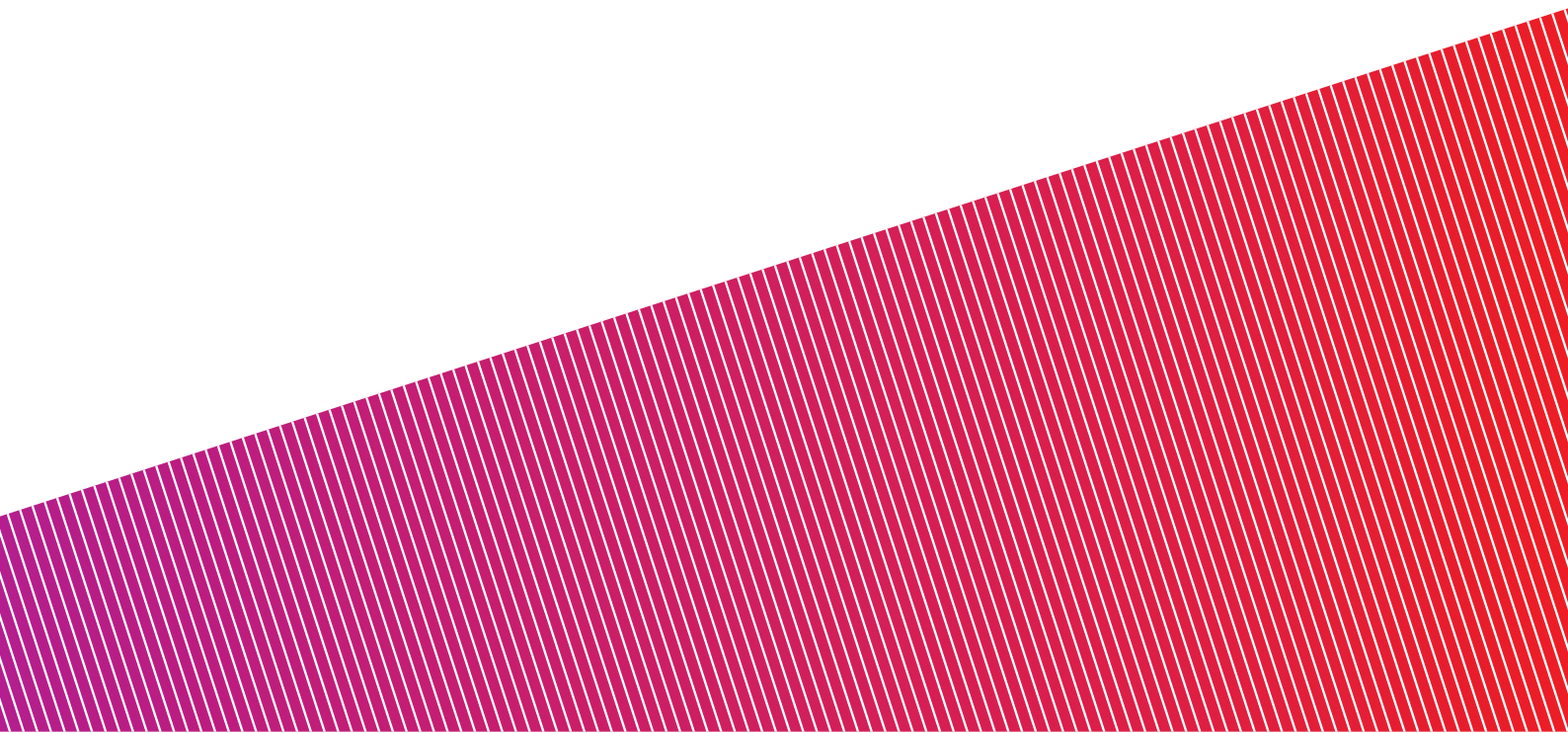


**Landscape
Institute**
Inspiring great places

Landscape Institute Awards 2012

Guide for Entrants



Contents

- 1 Introduction
- 2 Conditions
- 2 General entry requirements
- 3 Awards timetable 2012
- 4 Images
- 4 Terms of entry
- 6 Categories

“The Landscape Institute Awards are presented to encourage and recognise outstanding examples of work by the landscape profession. The Awards aim to bring greater awareness of the best contributions from Landscape Institute members in creating an improved environment.”

The Awards aim to:

- promote the art and science of landscape architecture
- advance the knowledge and understanding of the discipline
- celebrate professional expertise
- reward schemes that demonstrate a high level of commitment to sustainability

Conditions

- Payment must be made when registering entry to the Awards. The closing date for registering is Friday 11 May 2012.
- All entries must incorporate the official Entry Form and must contain the correct reference number.
- The closing date for the receipt of entries is 2 pm on Tuesday 10 July 2012. The day and time specifically cater for Royal Mail guaranteed next day deliveries. Entries not completed and received on this date will be declared invalid and the Entry Fee will be forfeited.
- The entrant must be a chartered landscape architect responsible for the production of the work. The only exceptions to this are in the student categories.
- The consent of the chartered landscape architect responsible and the client or owner of the work must be obtained prior to entry and confirmed by their signature on the Entry Form.
- The entry must be the sole work of the practice as signed. If not, then other contributors must be acknowledged.
- To be valid all entries require the following material to be submitted by the closing date:
 - 1 **Entry Form – this must be incorporated into your bound entry.**
 - 2 **One CD containing the entry in its entirety as a pdf, all images supplied as jpegs at 300 dpi, a reference sheet for the images and the certificate order form.**
 - 3 **Special Category Requirements.**

Items 2 and 3 must be placed in a separate envelope that should be taped to your bound A3 entry. Each item must be clearly marked with your entry reference number.

- Details of the required content and format of the entry material, including any special category requirements, are provided in the General Entry Requirements and the individual category details. The Landscape Institute reserves the right to return any materials submitted as unsuitable in specification or quality and to request replacement.
- An entry to the Awards scheme will presume permission to publish all submitted material and particulars of successful schemes, including the jurors' reports. This may include print publication and exhibition material submitted. The wording of reports will be based strictly upon the details given on the Entry Form.
- Submitted material will be retained by the Landscape Institute and will not be returned. The organiser cannot accept any responsibility for submissions that are late, lost, mislaid or damaged by Royal Mail or other delivery companies. It is recommended that entrants make two copies of their submission, one for their records and one to be sent by recorded delivery or with a reputable courier.

General Entry Requirements

Entry Form

An A3 entry form pro-forma, containing your entry reference number, will be e-mailed to you within two weeks of the registration deadline (Friday 11 May 2012). All sections on the entry form must be filled in. If a particular question is not relevant to your entry please mark that section 'n/a'.

The entry form must be incorporated as the first few pages of your bound A3 entry. Judges will be using the information provided here as a quick overview for the entry so it is important that all information requested is clearly provided in the order set out in the entry form pro forma.

A3 bound submission

Submissions must be supplied as a bound A3 document with a maximum of 12 pages; this allows up to 24 sides of A3 to be displayed, including the information requested in the entry form pro-forma. All pages of text and images must be supplied within this document, unless otherwise stated in the individual category requirements. All work should be shrunk to fit the A3 size.

The CD and special category requirements should be inserted in an envelope and taped to the inside front cover of the A3 bound document. Entries that do not fulfil these guidelines will not be considered for the award. Do not submit material not directly related to the project being entered for judging.

How to enter

Read through the category details in this book to help you select the category or categories to enter. Remember that 'typical entries may include' is to prompt ideas and it not an exhaustive list of projects that may be submitted.

You can now fill in the Registration Form online and pay using Paypal. You do not need a Paypal account as credit card payments can also be made using this method.

Should you require an invoice to make payment, please submit your Awards Registration Form with a purchase order (not just a purchase order number) and we can send an invoice to you. This option is available when filling in the online Registration Form. The Registration Form will be sent to the Landscape Institute automatically and you can send an electronic purchase order to SabinaM@landscapeinstitute.org or post it to Sabina Mohideen, Events and Competitions Officer, Landscape Institute, Charles Darwin House, 12 Roger Street, London WC1N 2JU. Please note that your Entry Form for individual projects will not be sent to you until purchase orders have been received at the Landscape Institute.

General Entry Requirements continued

Cheques are not accepted.

The deadline for submitting your Registration Form is Friday 11 May 2012.

Should you decide not to enter the Awards please send an e-mail confirming this by Monday 25 June 2012 and you will then receive a 50% refund of your payment. No refunds will be given for notification of withdrawal after this date. Refunds will not be given for entries that are not within the entry criteria or eligibility rules.

The Entry Fee is £145 (inclusive of VAT) for each entry. Entry to the two Student categories is free.

Paying for multiple entries only requires one payment.

Awards timetable 2012

Awards registration and payment deadline

Friday 11 May 2012

Entry Form distribution

These will be e-mailed by Friday 18 May. If you have requested an invoice but your purchase order has not been received this will take longer.

Completed entries returned

Tuesday 10 July, by 2 pm

Judging and site visits

July – October 2012

Awards Ceremony confirmation forms

Return to the LI by Monday 12 November

Awards Ceremony

Thursday 29 November

Ensure you incorporate a completed entry form at the start of each entry. The form includes a statement that 'there are neither restrictions nor fees payable for the reproduction of the photographs or any other submission materials'. Acknowledgements will be printed with any reproduced materials.

Ensure that you incorporate the right Entry Form with your submission, when you are submitting multiple entries. Every Entry Form will have a unique reference number in the top right hand corner consisting of a category code and three numbers. This is the unique code for your award entry and must be quoted each time you contact the Landscape Institute with a query regarding your entry.

You must write your reference number on each aspect of your submission for the Awards, including the CD and any special category requirements.

This will help ensure that all your items are kept together and will assist with the smooth running of the Awards.

The category codes are:

Communications and Presentation	CP
Design under 1 ha	DU1
Design 1-5 ha	D1-5
Design over 5 ha	DO5
Heritage and Conservation	HC
Landscape Management and Sciences	LMS
Landscape Policy and Research	LPR
Neighbourhood Planning	NP
Strategic Landscape Planning	SLP
Student Dissertation	SD
Student Portfolio	SP
Urban Design and Masterplanning	UDM

CD

Each CD must contain the following information:

- 1 The entry in its entirety, as one file, including the entry form incorporated into this document. This should be provided as a pdf.
- 2 A folder containing all images in your submission as jpegs, at 300dpi+. This folder should give the entry reference number and indicate that the images contained in it are 300 dpi images.
- 3 The completed certificate order form
- 4 The image reference sheet, a template of which will be provided to you

Images

Images must be submitted digitally on a CD. All images must print up to A4. The CD should have each image supplied as a high-res JPEG file (300dpi+). Do not submit photographic prints, negative films or slides. Give each image a file name for easy identification. CDs must have the entry reference number on them.

Each image in the A3 submission must be numbered and an image reference sheet submitted listing each numbered image along with the name of the photographer/artist/company to be credited in any publicity. Please also include the client for the scheme. A brief description (max 15 words) of each image must also be submitted so they can be understood easily. Please note that this sheet must be included on the CD that accompanies your entry.

Please choose, and indicate in the image reference sheet mentioned above, six photographs you would like to be used in the presentation at the Awards ceremony, should you win an award. These photos will also be used in publicity for the Awards. As a result the provenance must be stated and the images must be publishable and creditable.

It is essential that images are informative, instructive and a credit to both the project and the landscape architect's involvement. If possible, they should describe the mood and show the major elements. 'Before' images are helpful, especially for the judges when making their decisions. Images may represent all seasons if appropriate.

The images are mainly for promotional purposes, if these are not submitted then the Landscape Institute will be unable to include pictures in any promotional materials. Images at 300dpi are for use in print media.

Specific category requirements

Each award category may also have its own specific requirements. Select the relevant award category and follow the specific requirements of that category.

The Student Portfolio and Dissertation awards

These are to be submitted as per the category specifications. Entries in the student categories are not required to be submitted as an A3 document. Entry forms can also be submitted separately for these categories.

Certificate Information

In the event of your winning an award and we need to know how many certificates you will require and what they should read. Please note that two framed certificates will be provided. We will provide as many extra unframed certificates as you require, at a cost of £4 each. Examples from 2011 and a Certificate Order Form will be e-mailed to you with your entry form and it should be completed and included on the CD that accompanies your entry.

Presentation

Please note that judges will be taking the quality of presentation into consideration when making their decisions.

Commitment to sustainability

The Landscape Institute Awards are dedicated to promoting and rewarding schemes that demonstrate a high level of commitment to economic, environmental and social sustainability. It is recommended that, where relevant, you demonstrate this in your entry by clearly showing how your scheme responds to the Landscape Institute's current policy statements on climate change, green infrastructure and housing.

www.landscapeinstitute.org/policy

Terms of entry

Categories

Entries of all sizes and types are welcome and will be considered within the following categories:

- Communications and Presentation
- Design under 1 ha
- Design 1-5 ha
- Design over 5 ha
- Heritage and Conservation
- Landscape Management and Sciences
- Landscape Policy and Research
- Neighbourhood Planning
- Strategic Landscape Planning
- Student Dissertation
- Student Portfolio
- Urban Design and Masterplanning

The three Design categories must adhere to the size names in the category: under 1ha; between 1 and 5 ha; over 5ha.

The Landscape Institute reserves the right to place an entry in a different category if it is felt that the entry meets those criteria better than that of the category to which it has been submitted.

Eligibility:

- Work completed during the ten year period to the end of June 2012 will be eligible for the 2012 Awards unless otherwise stated in the specific category details. Particular care should be taken to avoid entering schemes prematurely before they can be satisfactorily assessed. See individual categories for details.
- Submissions entered for the Landscape Institute Awards must be the work of either an individual chartered member of the Landscape Institute or an office, department or section headed by a chartered member of the Institute.
- Work may be entered for more than one award category provided the material submitted for each category is separate; relevant to the specific requirements of the award category; and is not duplicated in other entries. An Entry Fee must be paid for each category entered.
- Work which has already received a Landscape Institute Award may not be re-entered in the same category for a period of five years.

Adjudication

- Adjudication will be undertaken by jurors appointed by the Landscape Institute. For each category of entry a jury will be convened comprising both members and non-members of the Landscape Institute.
- The chair and the juries will select work for the Awards from each of the categories, where appropriate. Should the judging panels feel that none of the work meets the required standard then no award has to be given.
- From these award-winning entries the President of the Landscape Institute will select one piece of work for the presentation of the President's Award for the Best Landscape Architecture Scheme of the Year.
- Adjudication will take place between July and October 2012. The LI will assist the judges in organising site visits where required.
- The Peter Youngman Award is given to an individual or project for an outstanding contribution to landscape and will be chosen by the Landscape Institute Awards Committee. Members can now nominate projects/individuals for this award. Please submit two pages of A4 with your recommendation to SabinaM@landscapeinstitute.org. The deadline for the Peter Youngman Award recommendations is Friday, 1 July 2012.

Announcement and presentation:

- The decisions of the judging panels are final and no correspondence will be entered into before or after the event.
- The results of the 2012 Landscape Institute Awards will be announced and the presentations made on at the Awards Ceremony 2012, which will be held in November. Please see the Landscape Institute website for the confirmed date of the Ceremony.
- Certificates will be prepared for presentation to the professional members, clients, contractors, students and schools (where relevant) of all award-winning submissions.
- A maximum of two certificates per entry will be framed.
- Attendance of the Awards Ceremony will only be guaranteed once an Awards Ceremony booking form has been received by the Landscape Institute. This must be done by two weeks in advance of the Ceremony. Without it the Landscape Institute cannot guarantee the dietary requirements, name badges and so on will be catered for as requested.

Confidentiality

All material entered will be treated by the Awards Committee and judges as confidential.

The A3 entry

In some instances a report or publication may be included in the entry but this is detailed in the individual category requirements where appropriate.

Where a report, book or other is submitted copies of the salient pages should be inserted in the A3 submission document and the original document sent in as well. The judges also noted that when certain areas were highlighted, commented on and explained in the main A3 submission it helped guide them and gave a better understanding of the entry prior to their more in-depth considerations.

Entrants

The A3 document ensures that all entrants have a similar format in which to showcase their work. Entrants have to critically assess and evaluate the work conducted on a project and choose those that best illustrate and represent the tasks undertaken and the challenges met. Each entry is allowed up to 24 sides in which to display the entry submission, including the information required on the entry form. Entries that include more than 24 sides of A3 will be asked to remove additional sheets.

The entire entry, images at 300 dpi, image reference sheet and certificate order form should be submitted on the CD. The judges will have a limited time to look over all the information so it is a good idea to be selective with the photography submitted. Try to select an arrangement of images to illustrate the project but that are easy for those outside the profession to understand for promotional purposes.

All work must be submitted in A3 format. This may involve reducing some drawings or just using parts of them.

The Landscape Institute strongly recommends that you make at least one copy of all materials submitted as part of your entry in case of loss or damage in transit. The LI will keep successful entries in the library for future reference.

Please note that the LI does not return entries, whether they are successful or not, once they have been submitted for the awards.



Communications and Presentation

Achievement in communicating information relating to landscape and/or landscape architecture to those within or outside the profession. The emphasis should be on the medium employed to express the information with landscape issues at its core and any results achieved.

Typical entries may include:

- Business pitches – presentation materials and supporting documents
- Promotional plans and campaigns including marketing materials, such as a leaflet, or press releases with cuttings/broadcast coverage generated
- Websites, company or project specific
- Information for the general public introducing them to the profession
- Public or community consultation/engagement materials from exhibitions and workshops etc
- Explanatory or promotional documents, films, publications
- Materials used in schools such as lesson plans and handouts, projects introduced
- Induction details and explanatory notes for work experience participants
- Presentations on landscape history or planning design technology
- Competitions entries

Specific requirements for entry:

- Copy of the communications material
- Evidence of results achieved or feedback from those with whom the materials communicated

Main criteria for judging:

- Identification of target audience
- Identification of key message(s) and ability to focus on these in communication
- Appropriate choice of medium
- Design of medium: graphics, images and relevance to message and audience
- Exploration of potential of medium
- Clarity of communication
- Understanding of achievements and improvements for future communications and materials

Entry Note: DVDs, CDs and so on may be submitted. Any websites should be submitted on disc for the judging panel and a URL should also be provided so that it may be viewed online.

Design

There are three categories for design.

The categories are:

- Design under 1ha
- Design 1-5ha
- Design over 5ha

Projects submitted in this category must have been implemented and formally handed over to the client and received at least one year's maintenance by 1 July 2012. For any large projects that have involved phasing of landscape work the phase(s) being submitted must have been completed and received at least one year's maintenance and reached the end of the defects liability period by 1 July 2012.

Please note that schemes entered in this category do not have to be new projects. You are welcome to enter projects that are five years old, or more.

Design under 1ha

Projects under 1ha that have been implemented and formally handed over to the client.

Typical entries may include:

- Interior landscape and private gardens
- Roof gardens
- Community gardens*
- Pocket parks*
- Play areas*
- School grounds*
- Village greens*
- Landscape or public art projects

Specific requirements for entry:

- Copies of at least three of the most significant drawings (A3 maximum)
- Size of the site provided

Main criteria for judging:

- Sustainability of scheme
- Quality of concept
- Design quality, appropriateness and expression
- Cost effectiveness
- Robustness
- Imaginative ways of involving the community (if relevant)*

* If the scheme had community influence or involvement then a report outlining this involvement, consultation and how the community were engaged by the designer(s) should be included. Evidence of the influence should be demonstrated, such as how the design changed as a result of community input – drawings or written explanation – photographs from workshops, press cuttings etc.

Design 1-5ha

Projects between 1 and 5ha that have been implemented and formally handed over to the client.

Typical entries may include:

- Public and private schemes for educational establishments, hospital grounds, private estates/properties, etc
- Seafronts, parks and gardens, town squares and the constructed public realm such as streetscapes
- Landscape or public art projects
- Small to medium scale commercial and housing schemes

Specific requirements for entry:

- Copies of at least five of the most significant drawings (A3 maximum)
- Size of the site provided

Main criteria for judging:

- Sustainability of scheme
- Quality of concept
- Design quality, appropriateness and expression
- Ability to meet and address the brief
- Technological innovation
- Environmental sensitivity
- Demonstration of design value to client

Design over 5ha

Projects of over 5ha that have been implemented and formally handed over to the client.

Typical entries may include:

- Land reclamation and conservation
- Major commercial and housing projects
- Coastal and river restoration
- Highways and transport infrastructure schemes
- Flood alleviation schemes
- Regional parks

Specific requirements for entry:

- Copies of at least five of the most significant drawings (A3 maximum)
- Size of the site provided

Main criteria for judging:

- Sustainability of scheme
- Quality of concept
- Design quality, appropriateness and expression
- Ability to meet and address the brief
- Technological innovation
- Environmental sensitivity
- Demonstration of design value to client

Heritage and Conservation

Heritage and conservation schemes for historic landscapes for which either:

- at least one phase of the project has been completed on site or;
- the strategy or plan has led to a successful application for funding from HLF or another source.

Typical entries may include:

- Conservation management plans
- Heritage strategies
- Historic landscape assessments
- Restoration management plans
- Heritage landscape masterplans

Specific requirements for entry:

Copy of the reports and/or project masterplan

Main criteria for judging:

- Thoroughness of historic research
- Interpretation of heritage landscape and features in final scheme
- Clarity and quality of proposals and recommendations
- Evidence of stakeholder involvement
- Relevance of proposals to contemporary landscape and uses

Landscape Management and Sciences

Projects which have incorporated a significant contribution from a landscape manager or scientist where this input is reflected in the planning, design, ecology and management of a particular site, scheme or strategy.

Typical entries may include:

- Management plans and ecological strategies for designated landscapes and habitats
- River catchment and coastal plans and strategies
- Habitat restoration, management and monitoring plans
- Parks and open spaces management plans
- Historic landscape restoration plans and strategies
- Protected species method statements and action plans
- Soil and hydrology assessments and management strategies
- Guidance or advice notes on biodiversity, protected species or habitat management
- Surveys, plans and strategies for public realm associated with business parks, educational facilities and housing and other development

Specific requirements for entry:

- One copy of the survey, management plan or strategy and supporting documentation
- Before, progress and after photographs
- Records of monitoring reviewed against the aims and objectives

Main criteria for judging:

- Clear demonstration of the added value provided by the landscape manager or scientist throughout the project
- Sustainability in terms of conservation and enhancement of intrinsic landscape and biological value, resources, innovative solutions and contribution to ecosystem services
- Clarity of advice and recommendations: specifically aims and objectives and delivery through conservation, enhancement and management
- Evidence of a clear understanding of the plan or guidance by those responsible for implementation
- Quality and thoroughness of surveys and other supporting information
- Evidence of implementation of advice and recommendations
- Evidence of monitoring and review

Entry Note: Bound reports may be submitted to accompany the A3 folder in this category if appropriate. These should be no larger than A3 in size. The judging panel may refer to such reports in part but the main entry requirements should be addressed in the official folder.

Landscape Policy and Research

Research, guidance and strategies that have played, or will play, a significant role in influencing policy affecting the landscape at an international, national, regional or local level and/or the development of the profession and furthering the art and science of landscape architecture.

Typical entries may include:

- Reports, consultations or research influencing legislation or policy
- Publications which promote an understanding of landscape and/or landscape architecture
- Landscape led planning policy or guidelines and strategies devised to guide the development process in the built and natural environment
- Research to develop technological innovation and sustainable design and management
- Landscape led educational strategies or policy documents
- Studies and Publications that promote the arts and sciences of landscape architecture such as historical research, the development of design theory and the contribution of practitioners
- Influential expert witness statements and supporting evidence presented at public inquiry

Specific requirements for entry:

- Copy of study, report or publication
- Evidence of influence (eg case studies giving guidance, newspaper reports, subsequent policy documents/guidance, etc)

Main criteria for judging:

- Contribution to the art and science of landscape architecture
- Significance and influence of the work to the profession and the planning, design and management of landscape and the public realm
- Degree to which it raises aspirations and understanding within society for quality environments
- Clarity and thoroughness of the document
- Innovation and imagination in research and presentation

Entry Note: Bound reports, books or other materials which make up the policy and research project may be submitted to accompany the A3 submission in this category if appropriate. These should be no larger than A3 in size. The judging panel will refer to these but are unlikely to have sufficient time to read it in full therefore it is important that important pages, research notes, conclusions, etc and so on are included in the folder.

Images six images need not be supplied in this category but the cover of the book is required and, if possible, a few other images that may be contained within the book.

Neighbourhood Planning

Landscape studies and activities that have led, guided or influenced planning projects at a local level.

NB: entries should specifically address local projects and not those outlined in the Strategic Landscape Planning category.

Typical entries may include:

- Local area and site related landscape studies and appraisals contributing to local development, site development or master planning
- Design codes/guides
- Advice documents
- Planning or development briefs
- Site master plans
- Environmental assessments/appraisals

Specific requirements for entry:

Study or planning documents, where there are too many for the file choose those most relevant or supply in such a way as to fit the submission requirements

Main criteria for judging:

- Imaginative concept and development of concept and/or ideas
- Quality of research, investigation and analysis encompassing a number of techniques
- Contextual responsiveness
- Contribution to the art and science of landscape architecture
- Innovative and challenging proposals which have progressed the concept or ideas

Entry Note: Bound reports may be submitted to accompany the A3 folder in this category if appropriate. These should be no larger than A3 in size. The judging panel may refer to such reports in part but the main entry requirements should be addressed in the official folder.

Strategic Landscape Planning

Landscape studies or plans that have led, guided or influenced planning projects at an international, national or sub-regional level.

Typical entries may include:

- Landscape character assessments
- Landscape appraisals
- Planning policy formulation relating to land use change and/or development at a strategic level
- Strategic landscape masterplans
- Sustainable development strategies
- Regeneration strategies
- Land or resource management strategies
- Transport strategies, hydrological studies etc, in which landscape architects have played a significant role

Specific requirements for entry:

- Study or planning documents, where there are too many for the file choose those most relevant or supply in such a way as to fit the submission requirements.
- Main criteria for judging:
 - Degree to which landscape issues have underpinned or been integrated with other socio-economic or cultural considerations
 - Impact on decision-making (significance of actual, or potential, influence)
 - Effective and creative use of landscape assessment techniques and judgements as studies leading to strategies or policies influencing broader planning studies (some of the work in this category may not use landscape assessment techniques)
 - Quality of research and analysis
 - Creative and imaginative proposals
 - Degree to which it had contributed to the development of the art and science of landscape architecture

Entry Note: Bound reports may be submitted to accompany the A3 folder in this category if appropriate. These should be no larger than A3 in size. The judging panel may refer to such reports in part but the main entry requirements should be addressed in the official folder.

Student categories

Portfolio and dissertation work produced by students who have successfully **completed a landscape course during the three years to July 2011 – NOT July 2012** – at a school accredited by the Landscape Institute is eligible for submission. Work by the same student may be entered in both categories. Work which has already received a Landscape Institute Student Award may not be re-entered.

Student entries must be accompanied by a completed Entry Form and Statement. Images on CDs and Reference Sheets are required in these categories for use at the Awards Ceremony and in any promotional literature relating to the award winners.

The Statement should be no more than 500 words and provide background information including:

- Personal approach to projects
- Special qualities
- Research
- Inspirations
- Experience gained in and around the course

Student Dissertation

This should be a dissertation completed as part of an undergraduate or post-graduate course accredited by the Landscape Institute.

Brief details of the research problem, hypothesis and research methodology should be provided. If these details are contained within the dissertation and have been established by the student then a summary should be provided of 500 words, maximum.

Specific requirements for entry:

One copy of the dissertation document(s) should be provided.

Main criteria for judging:

- **Choice and focus of subject** – appropriateness of response to brief and value to the landscape profession.
- **Clarity of purpose and structure** – ways in which aims and objectives are set out and appropriateness of dissertation structure for its purpose.
- **Research and review** – quality and breadth of background research and literature review, including appropriate citing of references and sources.
- **Methodology** – quality and appropriateness of methodology and its application, including clarity of procedures used.
- **Analysis and interpretation of results** – analytical ability, demonstrated, including appropriate development and application of criteria for interpreting results and making judgements.
- **Communication** – quality of communication and expression including written style, grammar, illustrations and graphic presentation.
- **Conclusions/summary** – appropriateness, reliability and usefulness of conclusions of the subject addressed.

Student Portfolio

This should include selected drawings and other communication material representing projects from each year of the completed course and identified accordingly (Year 1 etc).

A short summary of the individual project briefs or the full brief should be attached for each project.

Specific requirements for entry:

- Work must be submitted bound in no larger than A3 format.
- Up to A1 size sheets may be folded, inserted and bound in the portfolio.
- Material larger than that detailed above will be excluded from assessment.
- Photographs of other work (eg models) may be included on the CD.
- It is recommended that the portfolio should not contain more than 30 sheets.
- A broad range of projects should be illustrated but one specific project should be shown in greater detail.

Main criteria for judging:

- **Sustainability** – demonstration of sustainable approach, including low-energy or energy efficient designs, good hydrological management, pollution prevention or reduction, bioengineering techniques etc.
- **Research** – depth and relevance of background research and its expression.
- **Brief** – appropriateness and vision in response to the brief.
- **Design rationale** – clarity and appropriateness of aims, objectives, strategies and design concept(s).
- **Design quality** – the portfolio should demonstrate a high quality of landscape design.
- **Creativity and innovation** of proposals, including use of materials and technologies.
- **Context** – quality of response to site context in physical, cultural, social, political, economic etc terms.
- **Scale of working** – ability to work at, and through, different scales, from strategic and planning issues to detailed design considerations.
- **Technical and functional aspects** – quality of approach to developing technically and functionally sound proposals.
- **Presentation and communication** – appropriateness of media used to give quality and effective communication.
- **Communication** – quality of communication and expression including written style, grammar, illustrations and graphic presentation
- **Conclusions/Summary** – appropriateness, reliability and usefulness of conclusions the subject addresses

Urban Design and Masterplanning

Area based regeneration projects. Projects should be led, or jointly led, by a landscape architect and may involve other disciplines in the role(s) of co or sub-consultants.

Projects should exhibit:

at least one completed phase of the project or a strategy, development framework or master plan that has achieved a planning status – eg it forms part of a successful planning application; has become a Supplementary Planning Guidance; or forms the basis of an Area Action Plan

Typical entries may include:

- Urban design frameworks
- Development frameworks or master plans
- Development or design briefs
- Design codes

Specific requirements for entry:

Copy of the reports and/or project masterplan.

Main criteria for judging:

- Effectiveness of the proposals in supporting the objectives of sustainable development
- Thoroughness and rigour of project approach
- Clarity and quality of design proposals and recommendations
- Evidence of stakeholder involvement
- Project deliverability

Entry note: bound reports may be submitted to accompany the A3 submission in this category if appropriate. These should be no larger than A3 in size. The judging panel may refer to such reports in part but copies of the salient pages should be inserted in the A3 submission.