

## PROJECT AWARDS

These awards recognise outstanding civil engineering achievement, innovation and ingenuity in South West England.

Please read through the Information Pack before filling in this form and direct any queries by email to [ICE South West](mailto:ICE_South_West).

To fill in this form use Acrobat Reader for best results ([download here](#)) before saving and returning it.

↓ Form starts here ↓

## ENTRY FORM

**STEP 1—CONFIRM** your intention to submit an entry via email to [ice.southwest@ice.org.uk](mailto:ice.southwest@ice.org.uk) by **Friday 4 April 2025**. Include the title and location of each project, year of construction and the name, role and contact details of the lead company.

**STEP 2—COMPLETE** all sections of this form.

**STEP 3—SUBMIT** the signed form along with the required supporting materials to [ice.southwest@ice.org.uk](mailto:ice.southwest@ice.org.uk) by 5pm on **Wednesday 30 April 2025**.

### 1—PROJECT DETAILS

#### Name of PROJECT

Full address of project including postcode

Date of completion

Website link to the project

#### Project VALUE

Overall cost of the project

Cost of this phase of the project

Select the relevant CATEGORIES

Project VALUE (choose one)

Under £10 Million

Over £10 Million

Project TYPE (choose one)

New Build

Re-engineered

### 2—PROJECT TEAM CONTACT DETAILS

Lead company/organisation entering the awards:

Name of APPLICANT

Company/organisation

Job title

Company's role in project

Phone number

Company address

Email

Lead company Press Office/Communications contact:

Name of Communications CONTACT

Phone number

Email

Job title

### 3—NAMES OF ALL KEY PARTNERS (e.g. client, consultant, contractor, architect etc.)

**NAME Contact 1**

Company/organisation

Company's role in project

Key contact: name and job title

Phone number

Email

**NAME Contact 2**

Company/organisation

Company's role in project

Key contact: name and job title

Phone number

Email

**NAME Contact 3**

Company/organisation

Company's role in project

Key contact: name and job title

Phone number

Email

**NAME Contact 4**

Company/organisation

Company's role in project

Key contact: name and job title

Phone number

Email

Please continue on a separate page if necessary.

## 4—PROJECT SUMMARY

In no more than 200 words, **SUMMARISE the main aspects or highlights of the project (or project phase)**, giving an overview of how the judging criteria have been met and the stand out achievements of the scheme:

*Refer to summary of the key criteria below. Details of project eligibility can be found on page five of the Information Pack.*

### KEY CRITERIA SUMMARY

- ✓ **Innovation and creativity** in design and construction
- ✓ **Commitment to the UNSDGs**, resilience, carbon reduction and delivering nature-positive outcomes
- ✓ **Excellence in collaboration**, project management and financial control
- ✓ Exemplary **health and safety** record
- ✓ **Inclusion and community**
- ✓ **Positive impact** on the region

## 5—INNOVATION AND CREATIVITY IN DESIGN AND CONSTRUCTION

In no more than 200 words, **EXPLAIN** how the project demonstrates innovation and creativity in design and construction. What consideration was given to temporary works as part of the build process? Highlight any new ideas, streamlined processes or effective use of technologies:

## 6— COMMITMENT TO THE UN SUSTAINABLE DEVELOPMENT GOALS (UNSDGs)

In no more than 200 words, **DESCRIBE** how the project meets the **UNSDGs** and contributes to **climate resilience and carbon reduction**. **OUTLINE** measures to **improve biodiversity** and deliver outcomes that are **nature-positive**:

## 7—EXCELLENCE IN COLLABORATION, PROJECT MANAGEMENT & FINANCIAL CONTROL

In no more than 200 words, **DESCRIBE** how the project used **collaborative working** across teams, partners and stakeholders to achieve positive outcomes and efficiencies. **EXPLAIN** the measures taken for the project to **meet deadlines and budgets**:

## 8—EXEMPLARY HEALTH AND SAFETY RECORD

In no more than 200 words, **DESCRIBE** what actions were taken to instil a **culture of health and safety** and minimise accidents. How many serious accidents occurred, if any?:

## 9—INCLUSION AND COMMUNITY

In no more than 200 words, **DESCRIBE** what the project has done to support a **more inclusive society** by implementing aspects of **inclusive design** and/or **embedding a culture of inclusion** within the project. How had the project considered **the needs of the whole community**? **EXPLAIN** how the project has **added social value**:

## 10—POSITIVE IMPACT ON THE REGION

In no more than 200 words, **OUTLINE** how the project has contributed to **improving the South West region**, economically, socially or environmentally. Provide **EVIDENCE of positive outcomes to date** and/or explain how the project is expected to **benefit the region in the future**:

## 11—MORE PROJECT INFORMATION

In no more than 500 words, **DESCRIBE any further project information** you would like drawn to the attention of the Judging Panel. *This is your opportunity to highlight anything not already covered in previous sections or add further detail about key project highlights:*

## 12—PEOPLE’S CHOICE AWARD SUMMARY

In less than 150 words, **DESCRIBE** your project in a nutshell. **SUMMARISE** the main challenge or problem solved and the **core achievements** of the project. **HIGHLIGHT** the key impact it has delivered for the region.

*Use plain language suitable for the public. Avoid jargon or technical language:*

## 13—UNSUNG HERO

In no more than 150 words, **NOMINATE** a person from the project team, partners or wider community who deserves a **special mention as an unsung hero**. This could be someone whose contribution is often overlooked or underestimated but who has gone above and beyond to make a positive difference. For example, you may wish to recognise someone who has championed an important aspect of the project such as sustainability, inclusion or social value.

## 14—PRESS RELEASE FORM

List your local newspaper(s) here:



## 15—TOP PROJECT FACTS

Provide 3 **SHORT FACTS** (up to 25 words each) about the project that the public might find fascinating or impressive:

## SUBMISSION CHECK LIST

(tick when completed)

**Completed entry form** incl. signed agreement on next page

**PowerPoint presentation** (maximum 10 slides)

Up to 10 **high-resolution images** (photographs and/or drawings—**size guide:**  
**3500px wide / 5MB / 300dpi**) plus video files showcasing your project

**Entry fee** if applicable

**COMPLETE** this form by *SIGNING THE AGREEMENT* on the next page, then **SUBMIT** this ENTRY FORM together with all SUPPORTING DOCUMENTS via email, **Wetransfer** or other file sharing method to [ice.southwest@ice.org.uk](mailto:ice.southwest@ice.org.uk).

## CONDITIONS OF ENTRY

- A. **Fill in and sign the entry form**, confirming that any negative publicity or health and safety concerns have been declared and addressed on the entry form. If your project is shortlisted, you should update the judges on any developments during the site visits.
- B. Projects or project phases must have been **constructed within the ICE South West region and completed** between 1 January and 31 December 2024. Any phase of a project may be submitted but must be sufficiently implemented to be appraised. Projects of all sizes are welcomed, including temporary or emergency schemes.
- C. **Entrants must give full details of all project team partners** (contractors, consultants etc.) and ensure that the information provided in the entry is correct and approved as necessary. ICE South West accepts no responsibility for the publication of inaccurate information supplied with the entry.
- D. **ICE South West will use the contact details provided** to communicate with project partners as necessary.
- E. **Entry is conditional on entrants agreeing to cooperate** with ICE South West in obtaining publicity for their schemes, which may include allowing media access to sites and spokespeople.
- F. **Submission of an entry is taken to imply the granting of permission to publish all submitted details** including material and images of the successful schemes. Material relating to successful entries will be retained for publicity and archive purposes.
- G. **All images and videos submitted must clearly show copyright and crediting details**, otherwise ICE South West will assume that none are needed.
- H. **Judges must be allowed reasonable access** to inspect shortlisted projects (accompanied by a filmmaker) on either **10 or 11 September 2025**. During the site visit, judges should be able to speak to the client and a community representative (where applicable) and the nominated unsung hero.
- I. **The decision of the Judging Panel is final**. Judges have absolute discretion to reject any entry which does not comply with the requirements of the rules.
- J. **Feedback on entries will not be given** except in exceptional cases and at the discretion of the chair of judges.
- K. **By entering this award, you give permission** for ICE South West and its project partners to contact you regarding participation in relevant ICE South West projects and initiatives to showcase inspirational engineering.

## AGREEMENT

(please tick box)

**I declare that I have read, understood and agree to the conditions of entry listed above.**

**Name (print clearly)**

Date

Signature

Should you have problems with signing the form electronically, please print off this document/page, sign it and email it back to [ice.southwest@ice.org.uk](mailto:ice.southwest@ice.org.uk).