

# CONSERVATION AWARDS APPLICATION FORM - 2019

Please complete all of the questions below.

Please ensure that all names are correctly spelt as DHBT will not be responsible for any mistakes on issued certificates

## **I. Name & address of person submitting the entry:**

Name:

Address:

Contact details:

Email address:

Telephone no:

Mobile no:

## **2. Category of entry:**

*(please tick the appropriate category)*

- a. Repairs of an historical building or structure [being any wall or part of a structure of an historical nature or in an historical setting.
- b. Restoration of an historic building or structure.
- c. A new build structure in an historic setting including an AOB or Conservation Area or an extension to a Listed building.
- d. Regeneration of an historic building or group of buildings.

## **3. Details of the project:**

Title of the project:

Address of the project:

Postcode:

Which Local Authority area is it in?

## **4. Owner's Details:**

Name:

Address:

Email address:

Telephone no:

Mobile no:

Has permission been obtained from the owner/occupier for this project to be submitted?

YES

NO

**5. Brief description of the project:**

This should cover the brief, the design approach, implementation, budget constraints, timescales and the approximate cost of the work. (Please keep your description to no more than 500 words).

*Please use a separate sheet if you prefer but advise us here.*

**6. Details of those involved with the project:**

To assist these might include the architect or surveyor, structural engineer, quantity surveyor, main contractor, project manager, specialist contractors, conservators and authorities who have been particularly helpful in seeking the solution. It should also include any grant source for funding, where applicable.

*Please ensure that you include all those that you wish to be featured on the Certificate, the Winners brochure and on the DHBT web site should your project be successful.*

Role in the project	Organisation/Company	Contact name	Contact email address

## 7. Conservation details:

Please describe how the project demonstrates conservation Best Practice (please keep your description to no more than 1500 words). For guidance consider the significance of the building including elements of special significance, conservation issues posed, project specific conservation philosophy and key conservation techniques employed.

*NB – you may submit this as a separate document which includes photographs of the works in progress if this helps explain the conservation philosophy and techniques. If you choose this route please advise us here.*

## 8. Supporting information:

You may submit the information electronically via email to [haldonbelvedere@gmail.com](mailto:haldonbelvedere@gmail.com) or via a digital download service such as Dropbox or WeTransfer or via memory stick or CD. Paper form is also acceptable (2 copies required).

YES NO

Please provide:

**Site context plan** - which should include a 1:1250 or 1:500 OS map to show the site in relation to its surroundings.

**Plans, elevations and section** (as appropriate) - showing the proposed building or proposed works as prepared for pricing purposes in other words in sufficient detail to explain the scheme. If the project is an extension or conversion, before and after plans should be submitted. If an extension it should be clearly marked on the plan.

**Photographs** - up to 10 images in total showing the scheme in its setting (max. of 2), images of the scheme internally (if appropriate) and externally giving a sense of the scheme and identifying specific details which you feel are important. Please ensure each photograph is clearly labelled and credited to the copyright owner.

**Schedule of works** - or other documentation which explains in detail the conservation approach and the materials used.

**Copyright ownership** - an email from the copyright owners of the drawings and photographs permitting their publication is attached.

## 9. Application fee & submission:

The application fee for each entry is £25.  
*Entries will only be accepted on receipt of the application fee.*

Please pay the entry fee via BACS (preferred method) using your project name as reference. Please advise by email once the payment has been made.

Payment is to be made to:

Lloyds Account Name: **Devon Historic Buildings Trust** (set as an individual)  
Sort Code: 30-80-37  
Account Number : 74213868  
**Amount payable £25**  
Project Name must be used as a reference (use first 12 characters only)

If you wish to pay by cheque please contact Debbie Parnall on 07751256694 for details.

All payments must be made at the time of entry and no later than 5.00pm on Monday 15th April 2019.

We confirm that we have read the Application Guide relating to the Award Scheme, and that we are submitting all of the information as set out on the form.

Signed

Date

We would recommend that your application is sent electronically via email to [haldonbelvedere@gmail.com](mailto:haldonbelvedere@gmail.com) with all application documents attached as PDF files. Or send via a digital download service such as Dropbox or WeTransfer. Memory sticks, CD's or paper applications must be sent via recorded delivery to:

DHBT Conservation Awards,  
DHBT c/o 22 Clyst Heath,  
Clyst Heath,  
EXETER  
EX2 7TA

On receipt of your application you will receive an email acknowledging that it has arrived. Your application will be checked and you will be advised by a further email if there are any inconsistencies with the entry requirements.

*For further advice or help relating to your Awards Scheme application, please read the Application Guide available on [www.dhbt.org.uk](http://www.dhbt.org.uk) or contact Sue Spackman by telephone on 01822 615221 or by email via [awards@dhbt.org.uk](mailto:awards@dhbt.org.uk)*