

Retail Project of the Year 2019

The Retail Project of the year is open to projects of all sizes and types of retail units completed within the last 18 months.

Please note your document should be **no more than 10 pages** (5 double sided sheets) and 1000 words in total (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.**

Heading	Details required
1. Summary	In no more than 250 words summarize why this project deserves to win this award in 2019 and why it stands out from the rest
2. 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
3. Innovative use of Materials and Equipment	Highlight any innovative use of materials or equipment that makes this project distinctive.
4. 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.
5. Sustainability	Summarise the approach to sustainability that was adopted on this project.
6. Stakeholder Engagement	List and explain the measures that were taken to ensure that stakeholders were fully engaged with the project.
7. Impact on the Community	Outline how the completion of this project will enhance the lives of those who live or work in its locality
8. Time and Cost	Explain the actions that were taken to ensure that the project met its time and cost targets.

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.

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Application (please complete in block capitals)

Contact Name		
Job Title		
Company Name		
Address		
Telephone		email
Tax Registration Number		
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?