



# ENTRY FORM

**Closing date Friday, 26th June 2020**

(Office use)  
Entry Ref.

**1. Name of organisation or individual submitting the entry:**

\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email \_\_\_\_\_  
Tel No \_\_\_\_\_ Signature \_\_\_\_\_

**2. Name and full address of the project or nominated craftsman or Sussex Heritage Person of the Year:**

\_\_\_\_\_  
\_\_\_\_\_

**3. Please submit one side of A4 covering the following:**

- 1) A short resume of the brief and its aims for the project.
- 2) A brief description of the project.
- 3) Explain any particular difficulties relating to the site, planning, building regulations or construction, the steps that had to be taken to overcome them and how this has impacted on the final design.
- 4) Demonstrate the approach to sustainability, biodiversity and energy efficiency and explain their integration into the design.

- 4. Permissions:** Local Authority Have all planning consents been obtained? YES  NO   
Owners Do you have the owner's permission to submit this entry? YES  NO

**5. Which Category do you wish to enter?**

*(tick ONE category as applicable - If you are unsure, please call us on 01243 576 524)*

Large Scale Residential (over 10)  Mid-Scale Residential (2-10)  Small Scale Residential (1)  Ecclesiastical   
Commercial  Landscape  Building Crafts  Sussex Heritage Person of the Year  Public & Community   
(Please feel free to name any individuals who have made an exceptional contribution to the project)

**6. Name of the owners of the site:** \_\_\_\_\_ Tel No \_\_\_\_\_

Email \_\_\_\_\_ Address \_\_\_\_\_

**7. Contact details to arrange judges' visit:**

Name \_\_\_\_\_ Tel No \_\_\_\_\_ Email \_\_\_\_\_

**8. When was the work completed?:** *(All projects must be fully completed within the past 3 years; except the Landscape and Garden category)*

\_\_\_\_\_

**9. Names, addresses and telephone numbers of ALL main parties/contractors involved in the project:**

**Please make sure that all the information on the form is accurate as it will be used in printed materials. Sussex Heritage Trust is not responsible for any incorrect information supplied on this form.**

Architect/Surveyor/Project Officer/Designer (please list your qualifications) \_\_\_\_\_

Site Manager \_\_\_\_\_  
\_\_\_\_\_

Contractors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Craftsmen \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

# design for the future, respect for the past

## HAVE YOU INCLUDED THE FOLLOWING WITH YOUR ENTRY (please tick)

### ENTRY FEES:

- Commercial and Large Scale Residential - **£150 per entry**
- Mid-Scale Residential - **£120 per entry**
- Building Crafts Award - **£50 per nomination**
- Sussex Heritage Person of the Year - **£50 per nomination**
- All other categories - **£100 per entry**

### PROJECT DETAILS:

- A maximum of 6 before and 6 after photographs (*Good resolution digital images via email or on USB. Please supply uncompressed jpgs or tiffs, as these will be used for promotional material and displays.*)
- PLANS, restricted to a copy of the planning application and drawings as applicable, preferably A4.
- A detailed LOCATION MAP and POST CODE of the project.
- All entries must be received both in the post to the Sussex Heritage Trust Address and by email, [office@sussexheritagetrust.org.uk](mailto:office@sussexheritagetrust.org.uk)**

**CLOSING DATE FOR ENTRIES: FRIDAY, 26TH JUNE 2020**

**JUDGING DATES: TUESDAY, 6TH AND WEDNESDAY, 7TH OCTOBER 2020**

**LUNCH AND CEREMONY: WEDNESDAY, 25TH NOVEMBER 2020 AT 12.30PM**

This form is also available electronically on [www.sussexheritagetrust.org.uk](http://www.sussexheritagetrust.org.uk)

### SUSSEX HERITAGE TRUST AWARDS LUNCH AND ENTRY FEE PAYMENT

Please send me \_\_\_\_\_ tickets @ £70 each for the Sussex Heritage Trust Awards Lunch and Ceremony on Wednesday, 25th November 2020 at 12.30pm

**Please note that the office is unable to reserve tickets and payment must be received to secure tickets.**

### DONATION

I would like to enclose a donation

I enclose payment of £ \_\_\_\_\_ Please 'tick' here if you would like your donation to be treated as a Gift Aid Donation.

Name \_\_\_\_\_

Company \_\_\_\_\_

Tel No \_\_\_\_\_ Email \_\_\_\_\_

Guests' names and companies \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_

### TOTAL AMOUNT

	Entry Fees	£ _____
Please indicate as appropriate	Tickets	£ _____
	Donation	£ _____
(VAT not applicable)	<b>Total Amount</b>	<b>£ _____</b>

### PAYMENT OPTIONS (please tick)

- by Cheque, payable to Sussex Heritage Trust Limited
- by BACS, please contact the administrative office for details
- by card payment, please contact the administrative office to pay over by telephone
- if you would like a receipt

Please note that all information supplied is put on the Sussex Heritage Trust database. It is not passed on to a third party. Details of the Trust's Privacy Policy is available at [www.sussexheritagetrust.org.uk](http://www.sussexheritagetrust.org.uk). If you do not wish to receive information about the Sussex Heritage Trust then please tick the box.



### Send all information to:

Mrs Helen Reeve, Sussex Heritage Trust  
Chichester Enterprise Centre, Room 42,  
Terminus Road, Chichester PO19 8FY  
Email: [office@sussexheritagetrust.org.uk](mailto:office@sussexheritagetrust.org.uk)  
Registered Charity No: 274366

Tel No: 01243 576 524

Web: [www.sussexheritagetrust.org.uk](http://www.sussexheritagetrust.org.uk)