



British Council for Offices  
Awards 2017

# Entry Guide

Entries Open: Wednesday 5 October 2016  
Entry Deadline: Friday 25 November 2016



*Rewarding Excellence in Office Space Since 1992*

In association with  
**ESTATES  
GAZETTE**

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# INTRODUCTION

## The British Council for Offices Awards 2017

The British Council for Offices (BCO) exists to research, develop and communicate best practice in all aspects of the office sector. It delivers this by providing a forum for the discussion and debate of relevant issues.

One of the BCO's primary objectives is to define excellence in office space. As part of this objective, our annual awards programme provides public recognition for top quality design and functionality and a benchmark for excellence in workplaces. The programme acknowledges innovation and focuses external attention on examples of best practice.

Entries are submitted online and this guide will take you through this submission process step by step.

*Please make sure you read this guide thoroughly to ensure that you give your project the best opportunity to stand out from the crowd.*

**ALL SUBMISSIONS WILL NEED TO BE COMPLETED BY:  
5PM FRIDAY 25 NOVEMBER 2016**



BCO REGIONAL WINNER 2013  
*Commercial Workplace*  
Wakefield One, Burton Street,  
Wakefield



# BCO AWARDS CHAIRMAN'S STATEMENT



2016 marked 'the rise of the creative building', which saw a crop of developments come to fruition where the judges could not help but say "I want to work there". The winners, and many nominees, displayed the 'wow' factor that came from stunning architecture, imaginative use of materials and inspirational design – and this throughout the length and breadth of the country and in all award categories.

The high calibre of buildings that entered the 2016 awards is testament to how far our industry has progressed. The office sector has evolved to offer these great workplaces. It has learnt new construction techniques, improved sustainability and enhanced design skills. It has learnt that the best buildings have people at their heart.

In recognition of this, the BCO has brought in a few changes to the 2017 awards, to ensure that future winners continue to provide buildings that 'we all want to work in'. We have followed the movement and the trends in the market to keep the awards relevant and fresh and have made it a more straightforward entry process, which is less reliant on technical data.

Whilst 'The BCO Guide to Specification' will remain a cornerstone of the judging process, its application will be more specific to each project and the judging process will recognise its relevance to that development. In 2017, what will count is the practical application of the Guide. It is not about numbers and data, but about how the building is used, and how the design has assisted working practices. Sustainability will be considered in the real world: what it means for the wellbeing of the staff and the efficiency of the office.

We have also introduced some size criteria and boundary changes. The Award for Projects up to 2,000 m<sup>2</sup> is reduced to 1,500m<sup>2</sup>, which will lessen overlap with other categories for these smaller buildings and acknowledge that in most parts of the country a 2,000m<sup>2</sup> scheme is a significant office development. And the South East will no longer be judged alongside the London region, to make those entries more competitive and relevant to their fellow nominees.

Also, rather than just receiving a nomination to the national awards, the regional judges will now give a trophy to the best innovation project. Although the new Regional Innovation Award cannot be directly entered – it will remain as the regional judges' nomination – it does offer additional opportunity for projects to be celebrated in their region for something that is innovative and that the teams can be proud of.

The regional committee chairman, in consultation with the judging committee, will also decide upon a winner to receive a regional equivalent to the National President's Award. And again, whilst it cannot be entered directly, the new Regional Committee Chair's Award, will recognise the importance of those individuals or companies that make significant contributions to their local markets.

BCO Award winners define excellence – so only the best offices will ever win one of our awards – this will continue to be the case. The rigorous nature of the competition will be upheld, the judging will be as robust, but the process of entering will be more accessible.

The winners will provide benchmarks as to how to provide aspirational and inspirational offices and above all they will provide great places in which to 'work'.

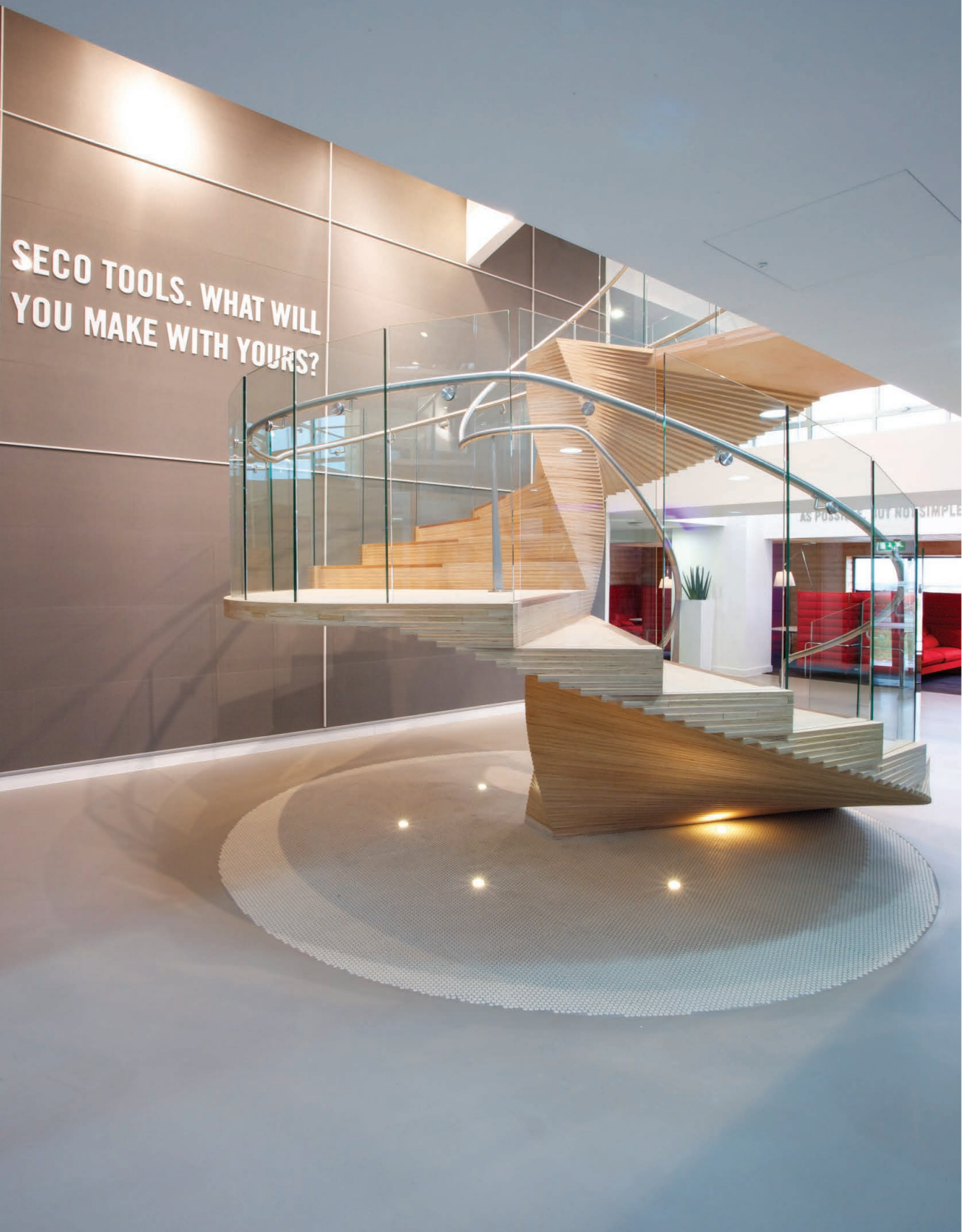
**Nigel Clark**  
*BCO Awards Chairman 2017*

TO VIEW A FULL LIST  
OF THE 2017 JUDGING  
PANELS PLEASE GO TO  
[www.bco.org.uk/judging](http://www.bco.org.uk/judging)

BCO REGIONAL WINNER 2014

*Corporate Workplace*

*Wylde IA – Seco Tools (UK), Adams Way,  
Springfield Business Park, Alcester, Warwickshire*



# BENEFITS OF WINNING A BCO AWARD

The BCO Awards are widely respected within the commercial property sector as they display the strength of British office design and illustrate a combination of excellence from the clarity of purpose in the brief; ingenuity of product; clever design solutions where appropriate; and delivery on time and within budget. Winning a BCO Award provides members of the project team with a multitude of benefits, including:

## REGIONAL & NATIONAL PROFILE

The BCO regional awards events feature all entrants. Winners are announced on stage and go forward to be shown in their winning category at the national awards dinner. A winning project is showcased in front of at least 2,000 individuals within the commercial property industry.

## AWARD WINNERS SUPPLEMENT

As media partner of the BCO Awards, Estates Gazette publishes our annual Awards Supplement, which is distributed to their circulation list of circa 25,000 individuals, in addition to BCO members, and attendees at the national awards dinner.

## PRESS

Media coverage cannot be guaranteed, but each year the BCO team sends out post-event press releases listing our winners. In previous years, coverage has appeared in Estates Gazette, Building Design, AJ Construction News, The Guardian, and The Times.

## ONLINE PRESENCE

All winners are promoted in the Awards section of [www.bco.org.uk/winners](http://www.bco.org.uk/winners). Winning projects will also be featured in our email newsletters and remain on our website as part of an ever-growing library of previous winners.

## A SHINING TROPHY & AWARD WINNERS' LOGO

Share the news of your success by displaying in your reception area the eye-catching BCO trophy and certificate, which each winning project is awarded. Winners also receive a logo that can be used to promote your success in print and online.

## MEMBERS TOUR

The BCO invites all winners to open their doors for a tour so that our members, and guests, can take a look around, hear about the successes of the project and meet the team. This provides an excellent opportunity for informal networking and business development.

## JUDGES FEEDBACK

All entrants receive a copy of their score from the judges in comparison to the median score awarded in their category.



# THE SUBMISSION

To submit a project for the 2017 BCO Awards, you must register for our BCO Awards on the entry site at [www.bcoawards.co.uk](http://www.bcoawards.co.uk)

Once registered, you can create multiple entries, which will save as you go along, allowing you to return and complete at your leisure. *The deadline for all entries to be submitted is 5pm, Friday 25 November 2016*, and once you have submitted your entry you will be able to return to review it but not amend it.

All projects for the 2017 Awards must have been completed between 1st January 2013 and 1st November 2016 and the significant use of the building should be for offices. Only the office area will be judged. Projects do not need to be occupied in order to be eligible for submission.

## ONE PROJECT DETAILS

### CATEGORY

Select your category for entry:

#### CORPORATE WORKPLACE

This award is open to either a building commissioned by owner-occupiers or a joint venture between a developer and an occupier. The entry will be judged on the combined merits of its base build and fit out.

#### COMMERCIAL WORKPLACE

A new building initiated on a speculative basis for commercial letting including buildings that are substantially pre-let or sold on to an occupier. In this category, only the base build will be judged.

#### FIT OUT OF WORKPLACE

An award for a space or spaces within a building, judged on the interior fit out.

#### REFURBISHED / RECYCLED WORKPLACE

A corporate or commercial building where significant works have been carried out to adapt the existing building to modern office use. No more than 49% of the net internal area of the building may be new build.

#### PROJECTS UP TO 1,500M<sup>2</sup> NET

This award is open to all projects up to 1,500m<sup>2</sup> of net office area in any of the previous categories.

*Regional winners go on to compete for a national award in their category and the chance for an additional trophy in the following category:*

#### BEST OF THE BEST

The Best of the Best Award will be presented to the project that is deemed particularly exemplary. Chosen from the national winners, this award is a true testimony to the vision shown by the project team.

*If you wish to enter your project in more than one category, you must submit a new form and a fee is payable for each category entered.*

*The following BCO Awards are by nomination or invitation only:*

#### REGIONAL INNOVATION AWARD

This award recognises significant innovation in one or more fields, for example: unique or differentiated sustainability, wellbeing, information and communications technology, lighting, procurement, social programme, mixed use and regeneration. Winners in this category are nominated and chosen by the regional judges from any of the other categories and announced at the regional awards. All Regional Innovation Award winners go on to compete for the National Innovation Award.

#### REGIONAL COMMITTEE CHAIR AWARD

This award is presented by the regional committee chair for an outstanding contribution to the property industry in the region. This might be a project, company or individual, or perhaps a combination of all three. The BCO regional committee chair, regional judging chair and BCO regional committee choose the recipient of this award.

#### NATIONAL PRESIDENT'S AWARD

This special award is presented for an outstanding contribution to the property industry. This might be a project, company or individual, or perhaps a combination of all three. The BCO president, awards chairman and BCO chief executive choose the recipient of this award and the BCO president presents it at the national awards dinner in October.

#### TEST OF TIME AWARD

This award is by invitation of the national judging panel and open to awards winners from four years ago. The award recognises factors such as adaptability, savings in use, increased staff retention and / or reduced staff absenteeism. All winners of a BCO award in 2013 will be invited in early 2017 to enter their winning project for a chance to win the BCO Test of Time Award at next year's national awards dinner in October 2017. To find out more, email [events@bco.org.uk](mailto:events@bco.org.uk)



BCO REGIONAL WINNER 2013

*Fit Out of Workplace*

*Microsoft, Project Edison Building 2 & 3,*

*Microsoft Campus, Thames Valley Park, Reading*



## REGION

Select your region. The BCO judging regions are defined by county, as listed below:

### LONDON

All 32 London boroughs and Central London

### THE MIDLANDS AND CENTRAL ENGLAND

Bedfordshire / Buckinghamshire / Cambridgeshire / Derbyshire / Hertfordshire / Leicestershire / Lincolnshire / Norfolk / Northamptonshire / Nottinghamshire / Rutland / Shropshire / Staffordshire / Suffolk / Warwickshire

### NORTH OF ENGLAND, NORTH WALES AND NORTHERN IRELAND

#### NORTH OF ENGLAND

Cheshire / Cumbria / Durham / Lancashire / Northumberland / Westmoreland / Yorkshire

#### NORTH WALES

Anglesey / Caernarfonshire / Flintshire / Merioneth

#### NORTHERN IRELAND

### SOUTH OF ENGLAND AND SOUTH WALES

#### SOUTH OF ENGLAND

Berkshire / Cornwall / Devon / Dorset / Essex / Gloucestershire / Hampshire / Herefordshire / Kent / Oxfordshire / Somerset / Surrey / Sussex / Wiltshire / Worcestershire

#### SOUTH WALES

Brecknockshire / Carmarthenshire / Cardiganshire / Glamorgan / Monmouthshire / Montgomeryshire / Pembrokeshire / Radnorshire

### SCOTLAND

## PROJECT DETAILS

Enter your project details:

- Project name\*
- Project address
- Project postcode
- Project size (m<sup>2</sup>)
- Completion date

*\*The project name as you wish it to be referred to throughout the competition (using upper and lower case as you would like it to appear). Please note: the award is made to the building and not the company occupying the building.*

Enter your project team details:

- Company
- Contact name
- Telephone number
- Email address

For each of the applicable project team members;

APPLICANT / PR / CLIENT / BUILDING OWNER / OCCUPIER / PROJECT MANAGER / QUANTITY SURVEYOR / BRIEF CONSULTANT / ARCHITECT / INTERIOR DESIGNER / M&E ENGINEER / STRUCTURAL ENGINEER / CONTRACTOR / INVESTMENT / PROPERTY COMPANY / DEVELOPER / AGENT

*Please ensure that the information you list is accurate because the BCO will reproduce these on screen and in print.*

*Data Protection Notice: It is the applicant's responsibility to gain permission from team members to be contacted by the BCO. If this permission has not been obtained, only the company name and telephone number should be completed.*

*Disclaimer: The BCO accepts no liability for any inaccurate information contained within the submitted entry; it is the responsibility of the applicant to provide accurate information.*

# TWO PROJECT INFORMATION

## UPLOAD MAIN PROJECT DOCUMENT

This is the main part of the submission where you are asked to present your answers to the judges' questions in pdf format which you will need to upload to complete your submission.

### GENERAL GUIDELINES

In the main, judges access the project information on their mobile devices during their judging tours. For this reason, the file size of the main document must be kept to a minimum. Please bear in mind each judge will be considering between 30-50 entries.

Please make sure your main project document:

- does not exceed 20MB
- includes between 5-10 photographs
- is a maximum of 25 sides of A4 (including images), Arial 11 font size with black text on a white background

Please DO NOT include a full set of building plans. Usually a plan of basement, ground and typical upper floor will suffice, unless the upper floors differ significantly.

*Please make sure to address all of the judges' questions A to D in your submission. If you are unable to provide insight into any of the questions posed, please explain why you are unable to do so in order that the judges can take this into account when drawing up their conclusions.*

### EXECUTIVE SUMMARY

Please include an executive summary of no more than 200 words at the beginning of the submission, focusing on the reasons why your entry stands out and is worthy of a relevant award. The purpose of the summary is to act as a quick reference and reminder during the judging visits.

*NOTE: The executive summary and photographic documentation may be published on the BCO website.*

## JUDGES' QUESTIONS

Each of the following questions will be scored by the judges. Please keep your answers in each section to a maximum of 300 words. This is your opportunity to extol the differences and virtues of your scheme.

### AIMS & COMMERCIALITY

#### A1. PROJECT AIMS AND ENTERPRISE

- > Explain the rationale for the project, a summary of the brief and key objectives of the project.
- > Outline particular challenges and successes.
- > Describe any innovation in any of the following: concept, design, procurement, construction and / or occupation.

#### A2. UTILITY OF BUILDING OR FIT OUT

- > Describe how the project has addressed the brief and taken account, where relevant, of issues such as multi-occupancy and future flexibility.
- > Details of any enhancements made to the base-build.
- > Future proofing.

#### A3. VALUE, COST AND PROGRAMME

- > Added value – identify any specific initiatives that have added value for one or more stakeholders.
- > Procurement route.
- > Project programme (key dates for appointment, planning consent, start on site, practical completion and occupation where applicable).
- > Net/gross areas – the gross internal area and net internal area (total building and floor by floor).
- > Cost information – details on the cost of the scheme including, as a minimum:\*
- > a) The cost information as requested in the form (see opposite) – to be completed online.
- > b) The base date of the quoted costs.

PROJECT COSTS & AREAS	
Total cost: shell & core in £	(Enter amount)
Total cost: CAT A in £	(Enter amount)
Total cost: CAT B in £ (inc furniture)	(Enter amount)
Area: GIA in Sq ft	(Enter amount)
Area: NIA in Sq ft	(Enter amount)
Base date (day/month/year)	(Enter date)

Based on the figures entered above the system will auto-calculate the two tables below:

£/GIA	£/m <sup>2</sup>	£/ft <sup>2</sup>
Shell & core		
CAT A		
Sub-total		
CAT B		
TOTAL		

£/NIA	£/m <sup>2</sup>	£/ft <sup>2</sup>
CAT A		
CAT B		
TOTAL		

Please provide any additional cost detail as necessary and highlight any specific key cost drivers / abnormal costs below:

*\*Please note: cost information will remain confidential and only viewed by the judges and awards administrators.*

#### DESIGN AND ACCOMMODATION

##### B1. BCO GUIDES

- > How have you utilised the BCO Guide to Specification and / or BCO Guide to Fit Out?
- > Where have you deviated from them?

##### B2. GENERAL ARRANGEMENTS

- > Please describe all relevant aspects from use of site to context, internal planning and circulation.

##### B3. INTERNAL ENVIRONMENT

- > What drove the approach to the reception, common areas, user controls, lighting, daylight and integration / connection to the exterior.

##### B4. INTERNAL SPACES (if applicable)

- > Please describe the approach to workplace from space planning to finishes, facilities, signage and security.

##### B5. BUILD QUALITY, DURABILITY AND MAINTENANCE

- > What was your approach to quality, longevity of construction / finishes, maintenance and management, and measures to optimise cost in use?

#### SUSTAINABILITY AND WELLBEING

##### C1. ECONOMIC AND SOCIAL INITIATIVES

- > What are the sustainable measures in your project? What have you done that is different or better?
- > What economic and social initiatives have you adopted?

##### C2. EPC

- > What is your EPC rating, e.g. BREEAM, LEED, SKA etc?

- > Have you received any other environmental accreditation? Please provide evidence.

##### C3. HEALTH AND WELLBEING

- > What health and wellbeing initiatives have you adopted?

##### D. LIFTING THE SPIRITS

- > Describe what sets this project apart from the norm and therefore why the project should be considered for an award.

BCO NATIONAL WINNER 2014

*Fit Out of Workplace*  
*Arthur J Gallagher, The Walbrook Building,*  
*25 Wallbrook, London*



BCO REGIONAL WINNER 2014  
*Fit Out of Workplace*  
Three Glasgow,  
123 Vincent Street, Glasgow



## THREE PROJECT IMAGES

Photographs are invaluable, particularly if they show people using and enjoying the workplace. Please include exterior and interior photographs of the project that best illustrate the scheme and where possible include people in your images to show the working environment.

The nature and quality of the digital images provided will be important to the judging and to the presentation in the awards ceremony and brochure. If the pictures supplied are too small, we cannot use them on screen or in print.

Please upload 10 different digital photographs (not CAD images) in support of your submission:

### LOW RESOLUTION VERSIONS

For the judges to view online, please upload thumbnail versions of your 10 project photographs to the following specification:

- *Size:* 800px max width or height along longest edge
- *Resolution:* 72dpi
- *Colour:* RGB Colour
- *Format:* JPEG (.jpg)
- *File name:* Project name with description of photograph (e.g. BCO reception area)

### HIGH RESOLUTION VERSIONS

For use on screen at the awards events, for press enquiries, and for inclusion in the printed Award Winners Supplement – please upload a single zip file of your 10 project photographs to the following specification:

- *Size:* 26cm minimum width
- *Resolution:* 300dpi minimum
- *Colour:* RGB Colour
- *Format:* JPEG (.jpg)
- *File name:* Same file name as the low resolution version

## FOUR SUBMIT PROJECT

Once all stages are complete and all mandatory fields have been completed, you will be able to submit and pay for your entry (£370 + VAT 20% = £444).

Payment can be made by credit or debit card online, or by cheque made payable to “British Council for Offices” and sent to:

*BCO Awards 2017*  
*Createvents*  
*450 Brook Drive*  
*Reading, Berkshire RG2 6UU*

### *CLOSING DATE FOR ENTRIES:*

*5PM, FRIDAY 25 NOVEMBER 2016*

Full terms and conditions for entry can be found at [www.bco.org.uk/enter/terms](http://www.bco.org.uk/enter/terms)

## THE NEXT STAGE

All submissions will be assessed by a BCO regional awards judging panel – a list of which can be found at [www.bco.org.uk/judging](http://www.bco.org.uk/judging)

You will be contacted if your project has been successful and is to be visited by the regional judges. Visits are scheduled to take place between January and February 2017.

If you go on to win a regional award, a visit by national judges will be arranged. Visits are scheduled to take place in June and July 2017.

Whilst every effort is made to give as much notice as possible for the judges' visits, it is sometimes necessary to arrange these at short notice. Please note that judges' schedules are very tight and alternative dates are unlikely to be available. If a visit is cancelled at short notice, the judges may not be able to reschedule.

The BCO reserves the right not to grant an award in any region or category if, in the opinion of the judges, no scheme submitted reaches the necessary standard.

## KEY DATES

### 2016

5 October	Entries open
25 November	Closing date for entries
1 December	Regional table sales open

### 2017

January – February	Regional judging
5 April	<i>Northern Awards Dinner</i> The Lowry Hotel, Manchester
7 April	<i>Scottish Awards Lunch</i> The Grand Central Hotel, Glasgow
25 April	<i>London Awards Lunch</i> London Hilton, Park Lane, London
27 April	<i>Midlands &amp; Central England Awards Lunch</i> Birmingham Town Hall
4 May	<i>South of England and South Wales Awards Dinner</i> At-Bristol, Bristol Harbourside
1 June	National table sales open
June – July	National judging
3 October	<i>National Awards Dinner</i> Grosvenor House Hotel, Park Lane, London





BCO REGIONAL WINNER 2015  
*Projects up to 2,000m<sup>2</sup>*  
20 Bentinck Street, London

## ENQUIRIES

CREATEVENTS  
450 Brook Drive,  
Reading, Berkshire, RG2 6UU  
Tel: 01183 340085  
Email: [clare@createvents.co.uk](mailto:clare@createvents.co.uk)

78-79 Leadenhall Street  
London EC3A 3DH

events@bco.org.uk  
020 7283 0125

[www.bco.org.uk](http://www.bco.org.uk)



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