

BCO

British Council for Offices
Awards 2018

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ENTRY GUIDE 2018

Lead sponsor



Awards

Entries Open:
Wednesday 4 October 2017

Entry Deadline:
Friday 24 November 2017

Rewarding Excellence in Office Space Since 1992

2018 **BCO** **AWARDS**

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INTRODUCTION

THE BRITISH COUNCIL FOR OFFICES AWARDS 2018

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.

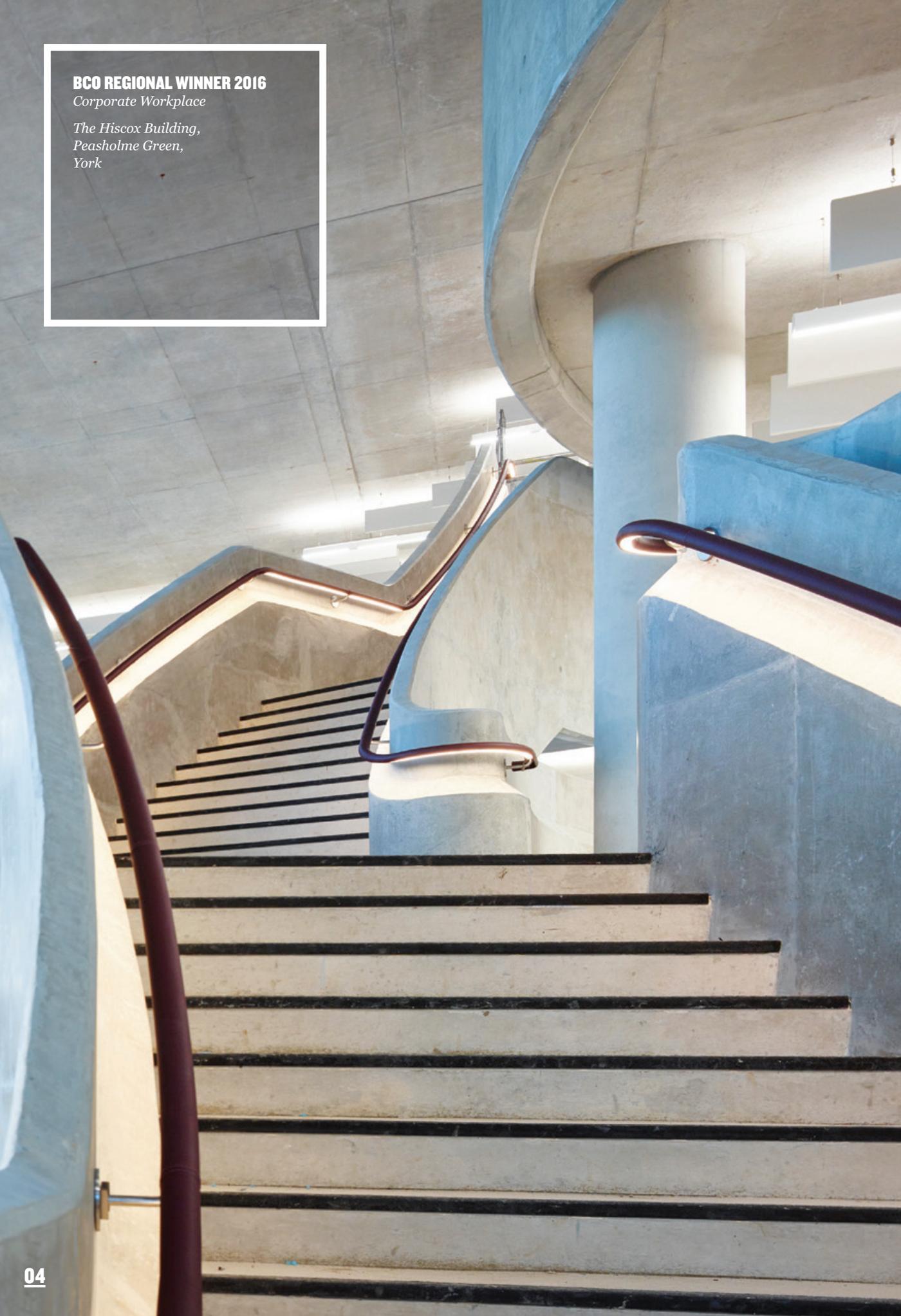
**ALL SUBMISSIONS WILL NEED TO BE COMPLETED BY:
5PM FRIDAY 24 NOVEMBER 2017**



BCO REGIONAL WINNER 2016

Corporate Workplace

*The Hiscox Building,
Peasholme Green,
York*



BCO AWARDS CHAIRMAN'S STATEMENT



To view a full list of the 2018 judging panels please go to www.bco.org.uk/judging

Most aspects of constructing a building require exact science: measurements, ratios, thresholds, resistance, resilience, load bearing capabilities, etc. But what goes on inside does not need such precise calculations. In recognition of this, the BCO made some alterations to the entry and judging process for 2017, and they appear to have succeeded.

No building will be considered for a BCO Award if its engineering, structure, frame and construction are not exact. So to make your already excellent building stand out requires flair, creativity and vision. The 2017 winning projects used the BCO Guide to Specification and the BCO Guide to Fit Out as tools to assist them in experimentation, formulation and problem solving - they used the guides to stimulate, not restrict.

All the winning buildings showed that they were designed for the people who work in them, who collaborate, create and invent in them. They demonstrated how they had involved their staff in the design process from day one, and accrued the benefits once up and running. As the judges toured the offices of the UK, we saw motivated and productive staff, who were happy and comfortable in their workplaces.

The introduction of the Regional Innovation Awards has proved a great success. It rewarded schemes for displaying forward thinking and inventiveness. This will continue as entrants consciously highlight certain innovative achievements as they appreciate the additional recognition they may receive.

Last year's changes to the BCO Awards have proved successful by freshening up the process and making it more straightforward to enter. The BCO Award winners continue to define excellence and only the best offices will ever win one of the coveted BCO trophies. In 2018, just as now when we expect a building to be sustainable and constructed to the highest standard, we will expect that all workplaces will have people at their heart.

NIGEL CLARK

BCO Awards Chairman 2018

BCO NATIONAL WINNER 2016

Fit Out of Workplace

*Berghaus HQ, Sunderland
Enterprise Park, 12 Colima Ave,
Sunderland*

VENTURE YOU HAVE ON
WALK IN THE PARK OF
E CAN HELP YOU ACHI

YOUR LIST
TO CLIMB
LEVEL IT
BERGHAUS



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, EG 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 EG, 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. Winning projects will be shared across our social media platforms, 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

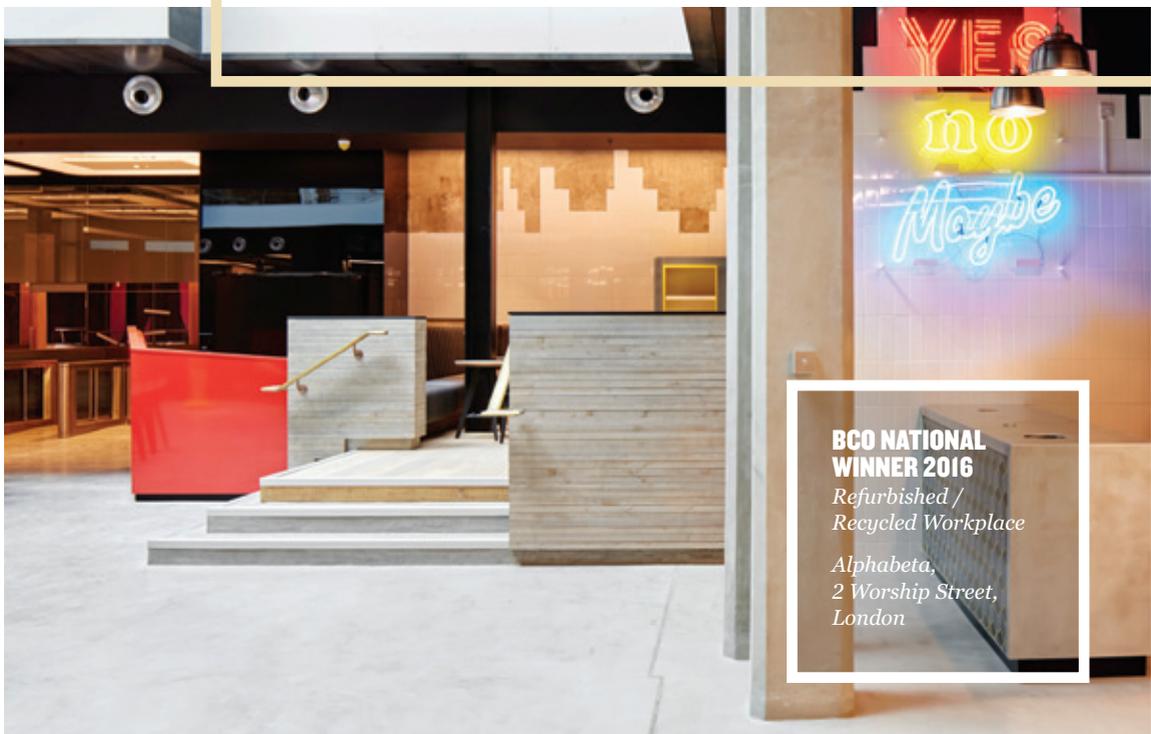
Share the news of your success by displaying in your reception area the eye-catching BCO trophy and certificate, which each winning project is awarded. Winners also receive a logo that can be used to promote your success in print and online.

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.



BCO NATIONAL WINNER 2016

*Refurbished /
Recycled Workplace*

*Alphabeta,
2 Worship Street,
London*

THE SUBMISSION

To submit a project for the 2018 BCO Awards, you must register for our BCO Awards online at 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 24 November 2017*, and once you have submitted your entry you will be able to return to review it but not amend it.

All projects for the 2018 Awards must have been completed between 1st January 2014 and 1st November 2017 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 1,500M² NET

This award is open to all projects up to 1,500m² of net office area in any of the previous categories.

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.

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.

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.

CHANGES TO THE TEST OF TIME AWARD

This award rewards previous BCO award winners that have gone on to fulfil their original aspirations and intentions. It recognises factors such as adaptability, savings in use, increased staff retention and / or reduced staff absenteeism. This award is by invitation of the national judging panel and used to be open to awards winners from the previous four years. Going forward we will be extending the evaluation period to five years, so the winners of a BCO award in 2014 will only be invited in early 2019 to enter their winning project for a chance to win the BCO Test of Time Award in 2019. To find out more, email events@bco.org.uk

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 (m²)
- 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 DETAILS

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 make sure your answers for each sub-sections (A1, A2, etc - D) do not exceed 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.

BCO BEST OF THE BEST 2016 BCO NATIONAL WINNER 2016

Corporate Workplace

The Enterprise Centre,
University of East Anglia,
Norwich Research Park,
Norwich



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 ²	£/ft ²
Shell & core		
CAT A		
Sub-total		
CAT B		
TOTAL		

£/NIA	£/m ²	£/ft ²
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? Please provide evidence.

- > Have you received any other environmental accreditation e.g. BREEAM, LEEDS, WELL, SKA, etc? 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 2016

Commercial Workplace

*The Leadenhall Building,
122 Leadenhall Street,
London*



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 (£375 + VAT 20% = £450).

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 2018
Createvents
450 Brook Drive
Reading, Berkshire RG2 6UU*

**Closing Date For Entries:
5PM, Friday 24 November 2017**

Full terms and conditions for entry can be found at www.bco.org.uk/enter/terms



BCO REGIONAL WINNER 2016

Projects up to 2,000 m²

*Natixis Global Asset Management,
1 Carter Lane,
London*

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

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 2018.

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 2018.

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

2017

4 October	<i>Entries open</i>
24 November	Closing date for entries
1 December	Regional table sales open

2018

January – February	Regional judging
18 April	<i>London Awards Lunch</i> London Hilton, Park Lane, London
20 April	<i>Scottish Awards Lunch</i> The Grand Central Hotel, Glasgow
26 April	<i>Midlands & Central England Awards Lunch</i> Birmingham Town Hall
3 May	<i>Northern Awards Dinner</i> The Principal Manchester
10 May	<i>South of England & South Wales Awards Dinner</i> At-Bristol, Bristol Harbourside
1 June	National table sales open
June – July	National judging
2 October	<i>National Awards Dinner</i> Grosvenor House Hotel, Park Lane, London

BCO REGIONAL WINNER 2016

Fit Out of Workplace

*Whitespace, Norloch House,
36 King's Stables Road,
Edinburgh*

ENQUIRIES

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

A photograph of a dining room. In the center is a large, rectangular wooden table with a prominent geometric pattern of light-colored wood inlay on its top surface. Several clear plastic chairs are arranged around the table. On the table, there is a glass bottle, a glass, and a black object. In the background, a dark door is visible, and a large, ornate chandelier hangs from the ceiling. The wall behind the table has text printed on it.

BASKERVILLE

TYPEFACE

BY JOHN BASKERVILLE

1757

OFFERED TO THE PUBLIC
WITH UTMOST CARE & QUALITY

78-79 Leadenhall Street
London EC3A 3DH

events@bco.org.uk
020 7283 0125

www.bco.org.uk

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