

**BCO**

British Council for Offices

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**BCO  
AWARDS  
2020  
ENTRY GUIDE**

Lead sponsor



In association with



Entries Open:  
*Wednesday 2 October 2019*

Entry Deadline:  
*Friday 29 November 2019*

**Awards**

*Rewarding Excellence in Office Space Since 1992*

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# INTRODUCTION THE BRITISH COUNCIL FOR OFFICES AWARDS 2020

*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 the 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 29 November 2019





## BCO AWARDS CHAIRMAN'S STATEMENT

*In order to win a BCO Award, projects need to stand out in a world class field. The winners need to get everything just right – and then surprise with something extra.*

The best workplaces of 2019 did just that, and in so doing, challenged preconceptions as to what constitutes a workplace. The best offices can give service provision lessons to the hospitality sector, they lead the way in engineering, they set new architectural standards, they have advanced technological solutions and they have made a difference to this country's carbon footprint.

What united all those workplaces that met the BCO's raison d'être of 'defining excellence', are those with 'people' at their very core. They are the offices which provide the stage and environment to attract, retain, support and nurture the very best talent and look to the future by providing relevant workplaces for the next generation. Getting this right leads to commercial success.

Occupiers are taking advantage of their 'excellent' office spaces. The buildings and work floors are the physical embodiment of who they are, what they do and most importantly, their values and how they care for their staff. Amenities on offer in 2019 included fine dining, DJ decks, a whisky bar, dart boards, playrooms, a roof top pool and retreat rooms.

It is also apparent how far the industry has advanced its expertise and in addition to the five categories;

the BCO Innovation and Test of Time Awards give extra opportunity to further highlight some of these feats. There were many wonderful structural engineering solutions, daring and very complicated refurbishments and the contribution that intelligent building management systems make to a successfully run building is now fully apparent.

It is important that the workplace acknowledges its role as the hub of a community and in these days of struggling high streets, it is heartening to see offices provide economic boosts to their localities. The BCO does not expect an Award winning 'workplace' to fit into a set list of requirements or match a set definition. But it does expect it to be excellent and to be that, it must have people at heart.

If you are looking to enter the 2020 Awards, do not be put off by this demand for excellence; be inspired by it. Look at those that have pushed the boundaries this year and see what your project can do to make a difference.

We wish you the best of luck, and we hope to see your excellent workplaces on display in the future.

**TONY HORDON**  
*Chairman of the BCO Awards 2020*

**TO VIEW A FULL LIST OF THE 2020 JUDGING PANELS PLEASE GO TO** [www.bco.org.uk/judging](http://www.bco.org.uk/judging)



**BCO NATIONAL WINNER 2018**  
Refurbished / Recycled  
 Here East, Queen Elizabeth Olympic Park, Stratford, London



**BCO REGIONAL WINNER 2018**  
Refurbished / Recycled  
 Thames Tower, 37-45 Station Road, Reading



**BCO REGIONAL WINNER 2018**  
Refurbished / Recycled  
 55 Colmore Row, Birmingham



**BCO REGIONAL WINNER 2018**  
Refurbished / Recycled  
 Neo, 9 Charlotte Street, Manchester

# **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 6,000 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](http://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**

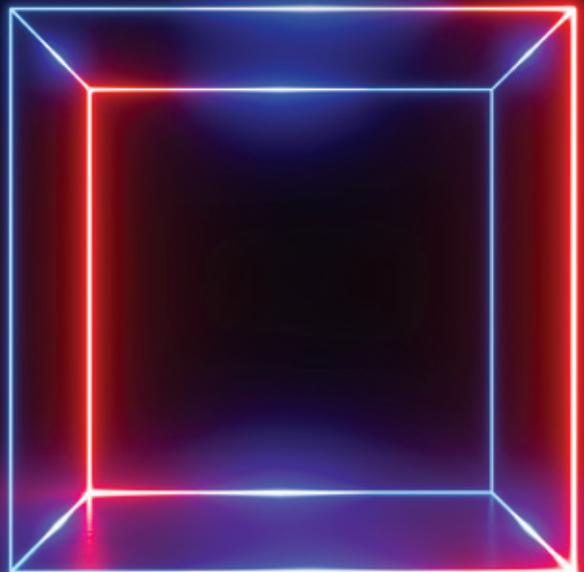
Share the news of your success by displaying in your reception area the eye-catching BCO trophy and certificate, which each winning project is awarded. Winners also receive a logo that can be used to promote your success in print and online.

## **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.

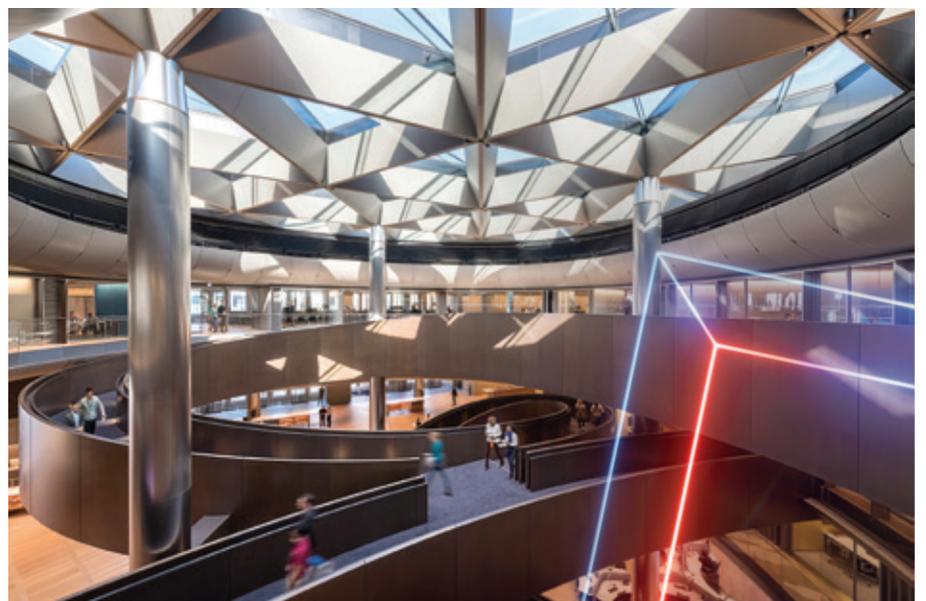
## **JUDGES FEEDBACK**

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



**BEST OF THE BEST 2018**  
**BCO NATIONAL WINNER 2018**  
Corporate Workplace  
Bloomberg, 3 Queen Victoria Street,  
London





# THE SUBMISSION

To submit a project for the 2020 BCO Awards, you must register for our BCO Awards online 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 29 November 2019, and once you have submitted your entry you will be able to return to review it but not amend it.*

All projects for the 2020 Awards must have been completed between 1st January 2016 and 1st November 2019 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:

If you are unsure about the category, please contact Createvents (Email: [clare@createvents.co.uk](mailto:clare@createvents.co.uk); Tel: 01733 294524).

#### 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.

*If you wish to enter your project in more than one category you will need to submit a new form, a separate submission document and a fee will be payable for each category entered. Make sure each of your submission documents reflect the requirements of the category being entered and please also upload different images and material, reflective of the category.*

*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.

## TEST OF TIME AWARD

This award is by invitation of the National Judging Panel and open to past Award winners from five years ago. The Award recognises the demonstration of factors such as adaptability, savings in use, increased staff retention and / or reduced staff absenteeism. All winners of a BCO Awards in 2015 will be invited in early 2020 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 2020.

To find out more, send an email to [events@bco.org.uk](mailto:events@bco.org.uk)



**BCO REGIONAL WINNER 2018**  
 Projects up to 1,500m<sup>2</sup>  
 itison house,  
 29 Cochrane Street,  
 Glasgow

## 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

*\*We require this information in order to arrange the visits and clarify any queries we might have with regards to your application.*

### 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 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.*



**BCO REGIONAL WINNER 2018**  
 Projects up to 1,500m<sup>2</sup>  
 Alpha Works, Suffolk Street,  
 Queensway, Birmingham



## 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 submission 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.

If your entry involves refurbishment, it is important to include 'before and after' images to illustrate the scope of refurbishment that has been undertaken.

*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. It is also helpful if you include the question within your submission, followed by your response.

### 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. CAT B to include audio visual installations, but exclude furniture, client IT installations, professional fees, move costs and VAT.  
All costs to include project abnormals, which are to be identified in the comments box.
- > b) The base date of the quoted costs.

## PROJECT COSTS & AREAS *To be completed online*

Total cost: shell & core in £	(Enter amount)
Total cost: CAT A in £	(Enter amount)
Total cost: CAT B in £	(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. Lack of cost information will affect the Judges ability to score this section.*

## 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. Building Facilities, 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?
- > What other features does the building provide for the occupants? (e.g. Wired score, connectivity, resilience etc)

## 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. Sustainability

- > What is your EPC rating? Please be specific how this relates to your project.
- > Environmental certification e.g. BREEAM, LEED, SKA etc? (Please provide full copies of the certificates).
- > Have you received any other form of environmental accreditation?

### C3. Health and Wellbeing

- > What health and wellbeing initiatives have you adopted? (cycling provision, gym or other wellbeing facilities, biophilia, etc).
- > Did the building achieve accreditation (e.g. WELL score, Fitwell etc). Please provide full copies of the certificates.

### D. Lifting The Spirits

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

## 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 (£385 + 20% VAT = £462).

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 2020  
Createvents  
24 Tesla Court, Innovation Way,  
Lynch Wood, Peterborough  
PE2 6FL*

**CLOSING DATE FOR ENTRIES:  
5PM, FRIDAY 29 NOVEMBER 2019**

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 2020.

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 2020.

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

### 2019

2 October	Entries open
29 November	Closing date for entries
2 December	Regional table sales open

### 2020

January - February	Regional Judging
20 March	Midlands & Central England Awards Lunch The ICC, Birmingham
24 April	Scottish Awards Lunch The Grand Central Hotel, Glasgow
28 April	London Awards Lunch London Hilton, Park Lane, London
30 April	Northern Awards Dinner The Principal Manchester
14 May	South of England & South Wales Awards Dinner We The Curious, Bristol Harbourside
1 June	National table sales open
June – July	National Judging
6 October	National Awards Dinner Grosvenor House Hotel, Park Lane, London



## ENQUIRIES

CREATEVENTS  
24 Tesla Court, Innovation Way,  
Lynch Wood, Peterborough  
PE2 6FL

Tel: 01733 294524  
Email: [clare@createvents.co.uk](mailto:clare@createvents.co.uk)

**BCO NATIONAL WINNER 2018**

Fit Out of Workplace

*Registers of Scotland -  
SVP Platform, Glasgow*



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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