

BCO

British Council for Offices
Awards 2019

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**BCO
AWARDS
2019
ENTRY GUIDE**

Lead sponsor



Awards

Entries Open:
Wednesday 3 October 2018

Entry Deadline:
Friday 30 November 2018

Rewarding Excellence in Office Space Since 1992

2019 BCO AWARDS

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**DEFINING EXCELLENCE
IN OFFICE SPACE**

**BCO
AWARDS
2019**

In association with
EG

Sponsored by
SHAWMOSSETT



INTRODUCTION

THE BRITISH COUNCIL FOR OFFICES AWARDS 2019

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 30 November 2018

BCO NATIONAL WINNER 2017

Innovation

*Sea Containers
18 Upper Ground,
London*



BCO AWARDS CHAIRMAN'S STATEMENT

The quality of BCO Award entries – and in turn the quality of the winners – improves every year, which is no mean feat considering the impressive level it starts from.

On our judges' visits this year we saw running tracks, table tennis tables, sleeping pods, science labs for the public, full scale working bars and even a hot air balloon. On a wider scale, we saw buildings providing the foundations for regeneration projects, stimulating further development and spurring on the growth of businesses. As we travelled across the country, we appreciated the ever-increasing scope and variety as to what now constitutes a 'workplace'.

This year we noticed that the design was focused on the occupier. Rather than squeeze every inch of lettable floorspace out of a building, there was an appreciation of the value of communal spaces, particularly within a multi-let building. Two entries received WELL accreditation and it is likely that this form of endorsement will go the way of BREEAM and other environmental certifications in becoming commonplace, and we expect to see more in 2019.

The democratisation of the design process is becoming more sophisticated as staff engagement programmes are more intuitive and valued in a development. As workers see their ideas turn into reality, they consider themselves stakeholders in their offices and as a result, productivity and staff retention increases, which in turn adds value to a building.

As technology akin to Trip Advisor gives 'customers' – or tenants as they used to be known – the power to rate their workplaces, building managers are upping their game to ensure five-star reviews. This trend of appreciating the need for a landlord to continue the hard work after handing over the keys is reflected in the BCO Test of Time Award, which will return next year. This Award honours those buildings that are providing the best workplaces years after delivery and which adapt to meet the requirements of their 'customers'.

It is gratifying to see how the changes that were introduced to the awards process in 2017 have become embedded in such a short time, demonstrating their worth. The Regional Innovation Award has spurred entrants on to highlight certain aspects of their scheme in the knowledge that they have an extra platform to receive wider recognition. And the Regional Committee Chair's Award has given many regional individuals and companies a deserved spot in the limelight.



'The BCO Guide to Specification' is being updated for re-publication next year, which is timely given it has never had as much relevance for the industry as it does in present times. Developers are faced with unique demands, and while they cannot always return to their previous projects for examples, they can find reassurance, guidance and inspiration from the book. The best projects do not use the Guide as a doctrine but instead use a mixture of common sense in conjunction with some sound pointers from the BCO – this is a well balanced formula and long may it continue.

The judges look for winners that provide an aspirational and inspirational workplace, they look for examples that educate the industry and which demonstrate best practice.

For those that are preparing to enter the 2019 Awards, look at the 2018 winners and compare them with your project. What has your building done that others can learn from, what aspects are you particularly proud of and where have you displayed excellence?

We wish you good fortune and the respect you deserve, and that you will also take your place on the podium in the future.

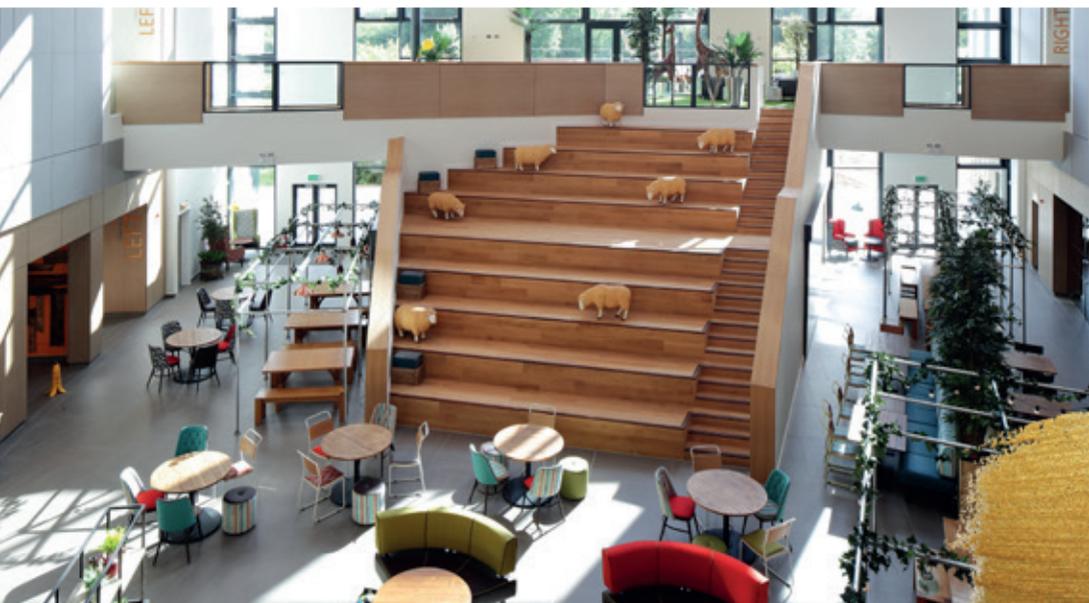
NIGEL CLARK
BCO Awards Chairman

**TO VIEW A FULL LIST OF THE 2019
JUDGING PANELS PLEASE GO TO**
www.bco.org.uk/judging

BCO REGIONAL WINNER 2017

Fit Out of Workplace

*KPMG Glasgow
319 St Vincent Plaza,
Glasgow*



**BCO REGIONAL
WINNER 2017
(HIGHLY COMMENDED
BY NATIONAL JUDGES 2017)**
Corporate Workplace

*Moneypenny, Western
Gateway, Wrexham*

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.



BCO NATIONAL WINNER 2017

Commercial Workplace

8 Finsbury Circus, London

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

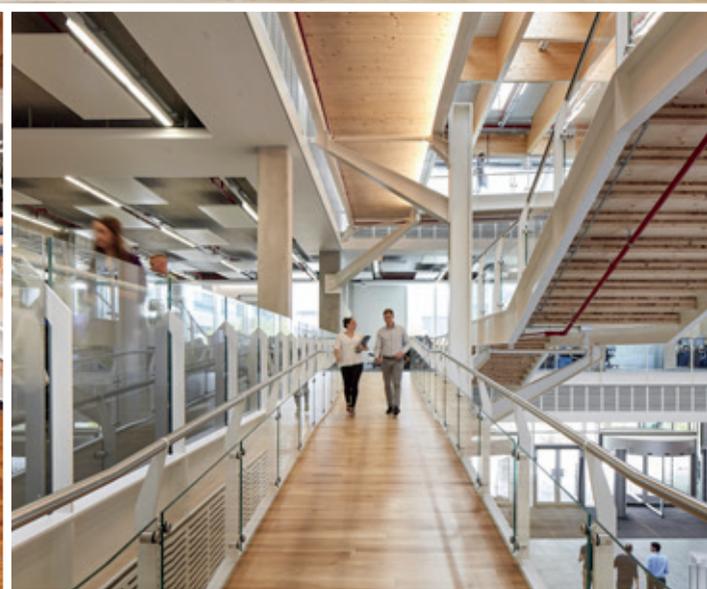
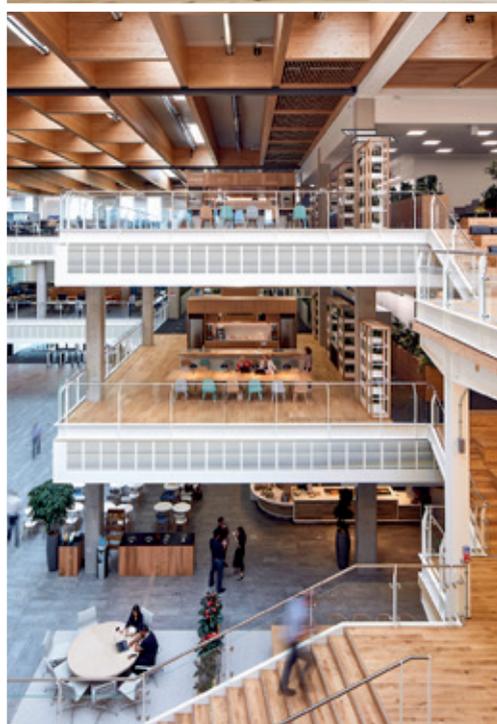
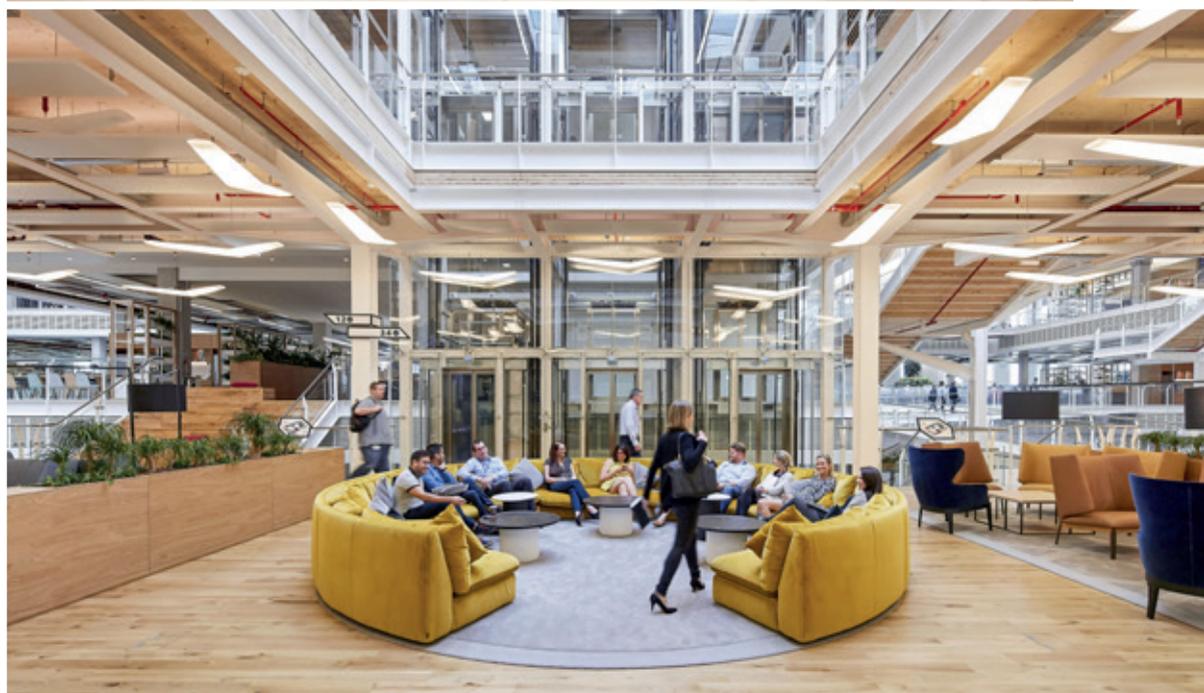
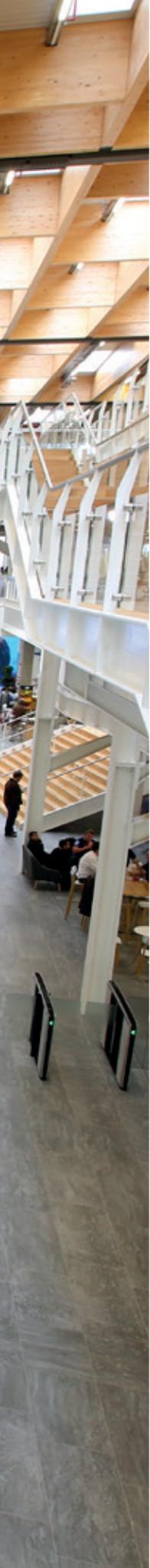
All entrants receive a copy of their score from the judges in comparison to the median score awarded in their category.

BEST OF THE BEST 2017
BCO NATIONAL WINNER 2017

Corporate Workplace

Sky Central
Sky, Grant Way,
Isleworth, Middlesex





THE SUBMISSION

To submit a project for the 2019 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 30 November 2018, and once you have submitted your entry you will be able to return to review it but not amend it.*

All projects for the 2019 Awards must have been completed between 1st January 2015 and 1st November 2018 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; Tel: 01183 340085).

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 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.

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 2014 will be invited in early 2019 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 2019.

To find out more, send an email to events@bco.org.uk

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.



**BCO NATIONAL
WINNER 2017**

Fit Out of Workplace

*The Estée Lauder Companies
One Fitzroy, 6 Mortimer Street,
London*

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

**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.

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 abnormalities, which are to be identified in the comments box.

- > b) The base date of the quoted costs.

BCO REGIONAL WINNER 2017

Projects up to 1,500m²

*The Creative Quarter,
8a Morgan Arcade,
Cardiff*



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 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. 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 (£380 + 20 % VAT = £455).

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 2019
Createvents
450 Brook Drive
Reading, Berkshire
RG2 6UU*

**CLOSING DATE FOR ENTRIES:
5PM, FRIDAY 30 NOVEMBER 2018**

Full terms and conditions for entry can be found at 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

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 2019.

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 2019.

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

2018

3 October	Entries open
30 November	Closing date for entries
3 December	Regional table sales open

2019

January - February	Regional Judging
29 March	<i>Midlands & Central England Awards Lunch</i> The ICC, Birmingham
30 April	<i>London Awards Lunch</i> London Hilton, Park Lane, London
9 May	<i>South of England & South Wales Awards Dinner</i> We The Curious, Bristol Harbourside
17 May	<i>Scottish Awards Lunch</i> EICC, Edinburgh
23 May	<i>Northern Awards Dinner</i> The Principal Manchester
1 June	National table sales open
June – July	National Judging
1 October	<i>National Awards Dinner</i> Grosvenor House Hotel, Park Lane, London



ENQUIRIES

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

BCO REGIONAL WINNER 2017

Commercial Workplace

*Highly Commended by
the National Judges 2017
Tomorrow Building,
MediaCityUK, Manchester*



BCO REGIONAL WINNER 2017

Fit Out of Workplace

*Maersk, The Point, Market Street,
Maidenhead, Berkshire*



78-79 Leadenhall Street
London EC3A 3DH

events@bco.org.uk
020 7283 0125

www.bco.org.uk

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