



Small Planning Consultancy of the Year Category Criteria and Entry Information

Entry Form Deadline: Friday 8 December 2017

Submission Deadline: Friday 15 December 2017

The RTPI Awards for Planning Excellence are the most established and respected awards in the planning industry, and continue to champion very best examples of planning in our society. The awards aim to:

- Demonstrate the positive and critical role planning and planners play in place-making
- Promote the art and science of planning for the benefit of the public
- Demonstrate the positive impact planning has on our quality of life
- Celebrate professional expertise
- Disseminate new models of working and examples of best practice

Being shortlisted or winning these prestigious awards is a clear demonstration of the quality of your work. All shortlisted and winning entrants will be provided with an RTPI Awards for Planning Excellence logo, which can be used on your own website, email, social media and promotional materials. The awards are judged by a team of respected planning professionals.

Criteria

This award recognises the achievements of small planning consultancies with between one and five Chartered Town Planners (MRTPI or FRTPI).

In addressing the criteria below please use examples of specific projects on which significant planning input has been required during the 24 months ending 30 September 2017. The projects used in the submission should have been implemented or achieved planning consent by this date. Colour photography, plans or other images that help illustrate your work may be included in the submission.

Development and application of imaginative approaches and techniques to achieve high quality planning solutions.

May include: the scale and scope of an issue/project that the organisation was engaged in. What challenges were faced? What techniques or tools were used? How were problems overcome and decisions made? What actions were taken to ensure the successful outcome?

Client/applicant/partners satisfied with the service provided.

May include: timeliness, flexibility, and ability to respond imaginatively to a brief, quality of public engagement, presentation and communication. Consultation responses, and feedback from the local authority to the planning agent or developer, and vice versa could also be relevant.

Ability of chartered town planners to manage multi-disciplinary projects or to work within a multi-disciplinary environment.

May include: how practitioners influenced or led a project to conclusion, evidence of effective partnership working and mediation, as well as providing a value for money service for clients.

Commitment to inclusive planning that enables everyone to participate equally, confidently and independently in everyday activities.

May include: consultation with hard to reach groups, urban design that meets the needs of an ageing population, best practice in addressing equality and diversity issues.

Commitment to staff development, business improvements and active participation in professional and educational activities.

May include: staff training and quality assurance certification, opportunity for volunteering, representation on official or professional bodies or RTPI Regions, and links with educational institutions.

Why should your organisation win this award (maximum 500 words).

Please ensure your submission also includes both a 25 word and a 100 word overview of the team and your work. Should you be shortlisted, these overviews will be used across the Awards' marketing and publicity.

For help with your submission, please view our 'How to Win' guide [here](#).

How to enter

1. Complete the entry form on our website by **Friday 8 December 2017**.
2. Create your submission addressing all of the questions set out in the judging criteria (submission file size must be no more than 10MB).
3. Send your postal submission by **Friday 15 December 2017**. Please ensure your postal submission contains the following:
 - 2x hard copies of your submission.
 - Memory/USB stick which contains:
 - 1x electronic copy of your submission (max 10MB).
 - Up to 3 images of your team/your work (max 1MB each) – should you be shortlisted, these images will be used in the awards publicity campaign and during the ceremony. In the file name, please state who we need to credit the images to.

Please send to:
Awards for Planning Excellence 2018
The Royal Town Planning Institute
41 Botolph Lane
London
EC3R 8DL

Upon receiving this we will acknowledge receipt by close of play **Monday 18 December**.

[Click here for the online entry form](#)

Terms and Conditions

- Full submission received by the RTPI by Friday 15 December 2017.
- Without both the electronic entry form and the full submission the entry will not be counted.
- The RTPI are not responsible for any lost or late entries. We suggest you send postal entries recorded delivery. We will confirm receipt of all entries by close of play on the 18 December.
- Should your submission be shortlisted, the entrant is required to attend the Awards Ceremony on the evening of the Thursday 24 May 2018 at Milton Court in Central London.
- The RTPI reserves the right to use any images and logos you submit, for promotional purposes.
- The RTPI reserves the right to share entrant details with our member magazine *The Planner*.
- An entry will presume that there are no restrictions or fees payable for the reproduction of the photographs or any other submission materials
- The RTPI retains permission to publish all submitted material and particulars of successful entries, including the judges' reports. This may include online and print publication, and successful entrants may be offered other promotional opportunities. Winning and shortlisted entries may feature as case studies in future RTPI work demonstrating best practice and the value of planning.
- Submitted material will be retained by the RTPI and will not be returned. The RTPI cannot accept any responsibility for submissions that are late, lost, mislaid or damaged by delivery companies.
- The Royal Town Planning Institute is not liable for any costs you incur submitting this entry.
- The decisions of the judging panel are final and no correspondence will be entered into before or after the event.

Judging process

The judges will review all entries received from candidates and determine a shortlist. Profiles of the shortlisted entrants will be taken from their entry submission will be published on the RTPI's website on 6 February 2018.

Presentation

The winners of the RTPI Awards for Planning Excellence 2018 will be announced at a presentation to be held at Milton Court in Central London on the evening of Thursday 24 May 2017. All entrants will be invited to book places at the ceremony when tickets go on sale in February 2018.

Contact us

If you have any questions about entering the RTPI Awards for Planning Excellence, please contact awards@rtpi.org.uk or 020 7929 9457.