**ENGLAND’S FAVOURITE CONSERVATION AREA AWARD 2018**

**Guidance Notes**

**Top tips for a good submission**

**Make that first impression count!** Tell us clearly why you are nominating the conservation area for the award. Why do you think it is special? How is it different to other conservation areas? Does it have a distinctive character and how does this manifest itself? Your submission shouldn’t be long, but it needs to make an impact. Remember, this is your chance to show the judges why you are proud of the conservation area and why you think it deserves a national award.

**Community involvement and impact!** England’s Favourite Conservation Area Award celebrates conservation areas that incorporate buildings, places and spaces that are loved by local people, for their sense of place, distinctive character and positive impact on the local community so your submission needs to address these points. What has been the community’s role in the conservation area? For example, could it be through successful partnership working, strong local leadership, determination to overcome challenges? Has community participation the made a difference to the conservation area?

**Sell your conservation area!** Images bring your submission to life so it is worth spending time finding good quality photographs, or going out and photographing the conservation area yourself. For example, if you are nominating it for its distinctive character try to capture this in several different photographs. If there’s an aspect of the conservation area that has been enhanced, show us ‘before’ and ‘after’ images. Online videos can also be helpful to show aspects of the conservation area. If a video has already been prepared, you could include the weblink in your submission.

**Look at the application form before the deadline** Entries must be submitted through the [online application form](http://www.civicvoice.org.uk/get-involved/designawards/design-award-2017-application-form/).Please note that you cannot save the form and return to it later, so we advise you to download the Word version of the application form and copy and paste your answers into the online form when you are ready to submit.

**Terms and Conditions**

**Eligibility**

Only conservation areas in England are eligible for the awards.

**Nominations**

Nominations should be made by local community groups and organisations including:

* Civic Societies
* Residents’ Associations
* Town and Parish Councils
* Neighbourhood Forums
* Building Preservation Trusts
* Community councils
* Development Trusts
* Local history societies
* Community arts groups
* Other community based voluntary organisations.

**Entry Submissions**

Entries must be submitted using the online [application form](http://www.civicvoice.org.uk/get-involved/designawards/design-award-2017-application-form/) (unless other arrangements have been made and agreed with Civic Voice prior to the closing date).

The closing date for England’s Favourite Conservation Area Award is entries is **Tuesday September 18th 2018.** This coincides with the anniversary of the date of the designation of Stamford, Lincolnshire as England’s first conservation area in 1967.

In submitting an entry for consideration for England’s Favourite Conservation Area Award it is assumed by Civic Voice that the nominating body will have secured the agreement of relevant local authority prior to submitting the application.

This should include permission to submit all necessary information and publication of entry images on the Civic Voice website (and the use of the same to promote the awards).

Information provided by the nominating body will only be used for the purposes of England’s Favourite Conservation Area Award. Personal contact information will not be disclosed to other parties.

Civic Voice will not disclose any personal contact information provided to other third parties.

**Judging panel**

The judging panel for England’s Favourite Conservation Area Award will be appointed and managed by Civic Voice. The panel will have a mixed knowledge of, expertise and interest in conservation.

The judges’ decisions will be final.

At the discretion of the panel there may also be a number of commended entries or special prizes. In the event of the judges being unable to determine a single award winner, it will be left to their discretion to offer several awards.

For the award-winning conservation areas, those nominating the areas will be celebrated for their ambassadorial role, as will the relevant local authority.

The judges will publish their citations for the award winner(s) online at [www.bigconservationconversation.com](http://www.bigconservationconversation.com).

**Further information:**

If you have any questions, please contact Civic Voice.

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