



Scottish Awards for  
Quality in Planning

Guidance and Application Form

2005



SCOTTISH EXECUTIVE



RTPI

mediation of space - making of place

# 01

## About the Awards

### Background

The Scottish Awards for Quality in Planning began in 1997 and have grown in success each year. They are a small part of the Scottish Executive and the RTPI's objective to raise the standard of quality in planning, but they are an important part. This is why the Minister for Communities is delighted to launch the ninth year of the Awards.

### Aims

The aims of the Awards are to stimulate the creativity of those engaged in planning, both in the process and in the quality of actual development produced, and to raise the profile of good planning practice.

Further details of the Awards can be found on the Scottish Executive's Planning home page: [www.scotland.gov.uk/planning](http://www.scotland.gov.uk/planning).



## Closing date for applications

**9 September 2005**

This guidance provides details about the Awards, explains the process and how to enter. It is split into the following three sections:

**Section 1** Background information

**Section 2** Awards categories, eligibility and judging criteria

**Section 3** Awards process

### The application form is attached.

Please read each section before deciding whether to enter. If you wish to enter, complete the application form and prepare the appropriate material to send to the address at the end of the form. If you need to discuss any details about the Awards, please contact either Graham U'ren – RTPI in Scotland (0131 226 1959) or John O'Brien – Scottish Executive (0131 244 7061).

# 02

## Awards categories, eligibility and judging criteria

### Awards categories

The Judges will make recommendations on Awards and Commendations, to the Scottish Ministers, under the following four categories:

- Development Plans
- Development Control
- Development on the Ground
- Community Involvement

In addition, the Judges may recommend an **Overall Winner Award**.

The Scottish Executive retains full control over the entry criteria and the judging process. In the event that no submission of sufficient merit is received, the Judges reserve the right to decline to make any recommendations for Awards.

### What projects are eligible?

■ **Type** – To merit an Award, entries must demonstrate outstanding work in planning and related activities, through plans, processes and projects – at whatever scale. For example, the Development Plans category may include work on any aspect of statutory development planning, as well as other plans, policy and supplementary guidance. In the Development Control category, any aspect of improving the service will be accepted, as well as cases where the process has produced added value eg e-planning. The Development on the Ground category can include a wide range of projects and outcomes which relate to planning policy, improve the built environment, regenerate a local area, or have a positive impact on the community. The Community Involvement category is to recognise the positive role of people in planning. Its aim is to bring forward outstanding examples of community empowerment, where groups have been active with or through the planning service. The types of project include regeneration, conservation, information, environmental improvement or

co-ordinating different initiatives. The entries should identify where communities have been most effective either in partnership with local authorities, developers, other stakeholders or on their own account, in making places work better.

- **Completion of projects** – The work involved in every entry must be complete and have operated long enough for a fair assessment of its achievements. If part of a phased development, it is recommended that all phases are complete prior to submitting an entry.

### Who can enter?

Anyone can enter the planning Awards. This includes local authorities, consultants, community groups, developers, public agencies and voluntary organisations.

### Judging criteria

In the evaluation process the following criteria, as appropriate, will be taken into account and should be specifically addressed in your submission:

- **Professional knowledge** – Ability to apply professional knowledge in achieving a quality product.
- **Management** – Exemplary efficiency and effectiveness in mainstream planning.
- **Partnership** – Extent to which planners have worked in partnership with other agencies.
- **Regeneration** – Enhancement of the physical environment through urban design.
- **Innovation** – Originality of achievement or approach.
- **Sustainable development** – Balancing economic development with the environment and social justice.
- **Community interest** – Demonstrating that planning has achieved benefits for the community, including equal opportunities.
- **Customer satisfaction** – Positive evidence and feedback on planning achievements.

# 03

## Awards process

The Awards process starts in June 2005 and will be completed with a presentation by the Minister at a ceremony in Edinburgh on 9 March 2006.

### Stage 1 – Deciding whether to enter

Discuss any projects which could be entered into the Awards with your colleagues.

The scale of the project is not necessarily relevant to the evaluation of the achievement.

### Stage 2 – Entering

If you decide to enter, allocate sufficient time to prepare the application form(s). You have from June until the closing date in September to complete the task.

Your entry must consist of two parts:

**Part 1** – Completed application form with reference to the criteria relevant to the work.

**Part 2** – Six images that are representative of the project. These can include photographs, front covers, logos, maps, plans, drawings or promotional leaflets but must be of a high quality. The image resolution should be at least 300 dpi and **must** be submitted on a CD-ROM in jpeg format. The images will be included in the Judges' Report as well as being displayed at the Awards ceremony. The submission should only comprise of the completed application form and images. Any other supporting material will not be accepted.

Only one copy of each application form and CD-ROM is required. Application forms should preferably be sent electronically. CD-ROMS must be sent by post and should be clearly labelled. Early submissions will be appreciated. All entries will be put on the Scottish Executive website. Failure to comply with the requests on the application form could result in your submission being invalid. If the Judges request further information, you must respond timeously.

### Stage 3 – Judges' short listing

Your work will be assessed by a panel of three independent Judges appointed by the Minister for Communities. The quality of your initial submission will determine whether your entry is selected to move on to the next stage. If shortlisted, you may be asked to provide supplementary information.

### Stage 4 – Site visits and presentations

Shortlisted applicants will be contacted by the RTPI to make arrangements for either a site visit or an interview date which will take place during September or October 2005. As a guide, those entries for the Development on the Ground category will generally require a site visit.

Whether you are selected for a site visit or a short interview, you will have to prepare a brief presentation for the Judges. This allows you an opportunity to expand upon your original written submission. Guidelines will be issued to all successful applicants to help prepare for the presentation, but it should be treated as an informal process.

### Stage 5 – The Judges' final selection process

On completion of the interviews and site visits, the Judges will finalise their recommendations on the winning entries in November. A Judges' report recording all entries and comments will be submitted to the Minister and will be available at the Awards ceremony.

### Stage 6 – Preparation of display boards

Those selected to receive awards will be contacted in January in order to allow time to prepare one A1 display board per entry and material for a folder of the winning entries for the Awards ceremony in March 2006.

**Please make sure you have read all the notes carefully before deciding whether to enter.**

# Application form

Please make sure you have read all the notes carefully before you start to fill in the application form. This application form can either be completed by hand or electronically – it is available on the Planning homepage at [www.scotland.gov.uk/planning](http://www.scotland.gov.uk/planning). Please complete all **five** sections. The deadline for submitting applications is **9 September 2005**. An acknowledgement letter will be sent to the person who has completed this form.

**1 Please provide a name and contact details of the lead organisation responsible for this work.**

Name	<input type="text"/>
Job title	<input type="text"/>
Organisation	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

**2 If this is a joint application, please list the other partners who had a key role. You should also inform your partners that you are nominating the project for an award.**

1	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>
5	<input type="text"/>	6	<input type="text"/>

**3 Tick the category of nomination**  Development Plans  Development Control  Development on the Ground  
 Community Involvement

**4 Title of entry**

**5 Please complete the form on the following page by providing a brief summary of the piece of work you have entered. You must also conclude with a key reason as to why you think this work merits an Award. Only the two A4 pages supplied here can be used and your text must fit within the boxes. The font size should be no less than 12pt.**

The judging criteria are set out below. Please tick **only** the **key criteria** relevant to your entry:

- |   |   |                                       |  |
|---|---|---------------------------------------|--|
| <input type="checkbox"/> Professional knowledge | <input type="checkbox"/> Innovation         | <input type="checkbox"/> Management   | <input type="checkbox"/> Sustainable development |
| <input type="checkbox"/> Partnership            | <input type="checkbox"/> Community interest | <input type="checkbox"/> Regeneration | <input type="checkbox"/> Customer satisfaction   |

**YOU MUST DESCRIBE, IN YOUR WRITTEN SUBMISSION, HOW THE CRITERIA WHICH YOU HAVE TICKED RELATE TO YOUR PROJECT.**

Description of project

Context – describe the background to the project.

What are the aims and objectives of the project?

Timescale – over what timescale has the project been developed?

Action – Explain the process and action taken

Explain the role of the key partners

Results – what results were achieved?

Conclusion – In summary, why does this piece of work merit an Award?

**Checklist** (Please tick) – see section 3 of Guidance

**Part 1** I have completed all five sections of this application.

**Part 2** I have supplied at least six images on CD-ROM, of the quality specified, to represent the project.

**Note: Only complete submissions will be accepted.**

**Signed**

**Date**

Please detach the application form and send your material to the:

Scottish Awards for Quality in Planning

RTPI in Scotland

57 Melville Street

Edinburgh EH3 7HL.

Telephone enquiries 0131 226 1959 or email [scotland@rtpi.org.uk](mailto:scotland@rtpi.org.uk).

**Closing date for applications is 9 September 2005.**

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