



2016 Entry Guidelines

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Deadline dates & fees

For both online entry and paper submission

Full Contractor/ Registered Designers/ Group

Early Bird Discount 17:00 28th April £215.00 per entry / Additional Entries: £190.00 (+ VAT) per entry or
09th June 17:00 - £250.00 / Additional Entries: £225.00 (+ VAT) per entry

International Award/ Affiliate/ Employer Excellence Award

Early Bird Discount 09th June - £215.00 per entry / Additional Entries: £190.00 (+ VAT) per entry or
14th July 17:00 - £250.00 per entry / Additional Entries: £225.00 (+ VAT) per entry

Late entries will not be accepted

Award Entry Workshop dates

Contractor/Group TBC
Affiliate TBC
Designer TBC

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*If you require further information before submitting an entry for the BALI National Landscape Awards please contact: **Emily Feeney/Kirsty Wood: BALI**, Landscape House, Stoneleigh Park, Kenilworth, Warwickshire, CV8 2LG. Tel: 02476 698658/ 02476 698654. Email: <mailto:awards@bali.org.uk>
Web: www.bali.org.uk & www.baliawards.co.uk*

1. About the BALI National Landscape Awards

Winning a BALI National Landscape Award promises to change the way you and your business are perceived, such as the kudos and respect these industry awards command. A feature of the landscape industry's calendar now celebrating its 40th Year, no other Awards scheme for designers and contractors demands the level of professional excellence expected by the BALI Awards judging panel of acclaimed industry experts. Every construction and design project is visited personally by a judge, and scrutinised individually. If that's not enough, the judges jointly deliberate each decision to ensure consensus that the winners really do represent the very best in landscape construction and design. Acknowledging and rewarding professional excellence are the key objectives of the BALI National Landscape Awards.

2. The Award Adjudication Criteria

The expert adjudication panel, whose joint industry experience totals some 200 years, have firm criteria against which to judge the schemes that are submitted each year by BALI members. These include:

- Interpretation of the client/designer's brief
- Complexity of the project
- Quality of workmanship
- Choice and use of materials
- Success in overcoming major challenges
- Client satisfaction

Size doesn't matter, as far as the BALI National Landscape Awards are concerned. There are categories appropriate to all scheme sizes/values and the same criteria apply, whether it is a small domestic garden or a large public landscaped space. The effect of winning an award is the same – the admiration of your peers, a motivational boost for you and your staff, and a priceless marketing tool, whether you work in the private, commercial or public sectors.

3. What the Adjudication Panel view as an Award Winning Scheme

The adjudicators look for a high standard of workmanship, the use of quality materials, overall professional presentation and quality of the submission within each scheme. Whilst judging a portfolio or visiting a scheme they look for attention to detail in design, construction, planting and maintenance where applicable. Whilst a strong design may help first impressions, an innovative approach or unusual solution to overcoming a problem is highly valued.

After careful consideration **Principal Award** winners are selected from BALI award winning entries within each category. The adjudicators look for schemes which demonstrate exceptional level of craft skills, often where the contractor has responded proactively to unexpected site problems or client demands. Such schemes will have exceptional client satisfaction and often present contractors/designers with a high degree of difficulty, yet still have been executed to a high level of quality. These schemes are commonly considered by the judges to have the 'Wow factor' in their overall visual impact.

A Principal winner from a UK National scheme that is deemed to be 'perfect in its realisation', utilising the very highest quality workmanship with clean finish, creative/sustainable use of materials/recycling and demonstrates excellence in project management, could result in the prestigious **Grand Award**.

4. Judging process & Adjudication Panel

- Entries will be assessed for their quality and standards of professional skill.
- Judging of all entries will take place between June and August.

- Categories 1A – 1Y and 2A & B will be allocated an Adjudicator. They will arrange an appointment to visit your scheme between June & August. Photographs will be taken and a report completed. Your adjudicator will then present your scheme at the adjudication deliberation meeting at the end of August. The panel then review all entries in each category and select winners.
- Categories 1Z, 3A and 4A are judged on submitted material only, no site visits are undertaken. The submission material is given to an adjudicator who will review content, photos and videos and complete a report. The Chairman of the adjudication panel will review all reports and discuss at the Adjudication Deliberation meeting. The panel will then select winners.
- Feedback on entries is available by written request to awards@bali.org.uk from 15th September to the 15th of October only. The Adjudicators' decisions are final and no correspondence will be entered into.

The Adjudication Panel

Headed up by Chairman Greg Allen, the Adjudicators are all industry experts independently appointed by the BALI Board of Directors annually.



Chairman
Greg Allen



Andrew Legg



Robin Templar-
Williams



Stephen Roberts



Richard Barnard



John Melmoe



Jason Lock



Madge Moore



Peter Jennins

5. Winning an Award

- The adjudication panel may award or not award schemes within each category.
- Once the Adjudication Deliberation has taken place you will be notified by letter from BALI around the 2nd week in September advising if you have won a BALI award.
- All winners will be invited to submit professional photographs of schemes for promotion.
- BALI and Horticulture Week will publicise all winners in their own media plus other industry publications. All award winners are displayed on www.bali.org.uk & www.baliawards.co.uk a minimum of three years.
- Whilst the winner remains a Registered member of BALI they will be promoted as an Awards Winner within the BALI Annual Who's Who Directory
- Within each category, a Principal Award may be awarded to a scheme that demonstrates exceptional standards. These will be announced at the Awards Ceremony in December.

- The best UK National scheme across categories 1A-1Y will be awarded the perpetual trophy for the Grand Award which will be presented at the Award Ceremony in December.
- All BALI Members receiving a Principal Award, Special Award, Employer Excellence Award or Grand Award will be presented with their award on stage at the Awards Ceremony in December.
- All Principal and Grand Award winner information is press embargoed until 16:00 on the day of the Awards Ceremony in December.
- All winning schemes will receive one plaque. Additional plaques can be purchased up to two weeks before the ceremony to be given to you at the ceremony. All plaques purchased after this will be distributed in the New Year. A plaque order form is available upon request from awards@bali.org.uk.
- All winners of a BALI National Landscape Award are permitted to use the relevant BALI Award Winners' logo which will be sent directly to the entrant email address from awards@bali.org.uk on the day of the ceremony.

6. Award Categories – all bandings include VAT

6.1 Open to Registered Contractor/Group Members of BALI

Domestic Garden Construction

A domestic scheme which may include any/all aspects of landscaping i.e. hard and/or soft etc., with a total construction cost including materials to fit within the following:

Category	Total Cost Banding (Including VAT)	
1A	Under £30K	1B Between £30K – £60K
1C	Between £60K – £100K	1D Between £100K – £250K
1E	Over £250K	

Soft Landscaping Construction (non-domestic)

A scheme which is overwhelmingly soft landscape construction (may include small hard elements) with a total construction cost including materials to fit within the following:

1F	Under £300K	1G Between £300K – £1.5 million
1H	Over £1.5 million	

Hard Landscaping Construction (non-domestic)

A scheme which is overwhelmingly hard landscape construction e.g. paved surfaces, in both cost and extent (may include small soft elements) with a total construction cost including materials to fit within the following:

1I	Under £300K	1J Between £300K – £1.5 million
1K	Over £1.5 million	

Community and Schools Development

1L	A scheme built for a school or community area which may contain both hard and/or soft landscape.
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Regeneration Scheme

A scheme which transforms derelict or neglected land into a valuable landscape, including a neglected historic, designed or natural site. This includes historic park restoration and land rehabilitation for nature conservation.

- 1M Under £500K
- 1N Over £500K

Grounds Maintenance

- 1O Free public access (*A park or supermarket car park, technology parks, golf courses, etc*)
- 1P Limited public access (*Business parks, Military base, service provider facilities, etc*)
- 1Q Private value under £50K (domestic or private contracts value under £50K)
- 1R Private value over £50K (domestic or private contracts value over £50K)

BALI Registered Contractors and Registered Designers joint submission

- 1S Recognition of joint working relationship between BALI Registered Designers and Contractors. This joint submission must have been designed by a BALI Registered Designer and built by BALI Registered Contractor. The design will be assessed followed by a site visit.

Sports Grounds & Leisure Facilities

- 1T Specialist area of replacing or creating complex drainage/irrigation, turf design, seeding for the installation of Sports Grounds or Leisure Facilities.

Interior Landscape – installation only

- 1U Contractor who shows innovation & clever use of planting within interior environment.

Interior Landscape – maintenance only

- 1W Only regular contracts of interior areas – large or small.

Best Innovation / Technology used in a Landscape Scheme

- 1X Recognises the advancement in the use of technical solutions in landscape schemes and the ability of BALI contractors to meet the demands of installing complex features and innovative design elements. E.g. lighting, drainage, irrigation, water features, natural swimming pools, green walls, etc.

Green Roof Installations and Roof Gardens

- 1Y Specialist niche market which includes the more traditional Roof Gardens and the emerging market of Green Roof installations.

6.2 Open to all Registered Contractors and Overseas Members of BALI

International Award

- 1Z For a contract undertaken outside the UK. The International Award can be either a domestic or commercial contract, interior or exterior. Overseas maintenance schemes will be judged within the Maintenance Category. *This is a paperwork submission only. No judging visits undertaken.*

6.3 Open to Registered Designer Members of BALI

Design Excellence Award

Recognising the Registered Designers who satisfy the design brief of the client. *Judging visit will take place for this category.* The total construction cost should be within the following:

Category	Total Cost Banding
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- 2A Overall scheme under £50K
- 2B Overall scheme over £50K

BALI Registered Contractors and Registered Designers *joint submission*

- 1S Recognising the joint working relationship between BALI Registered Designers and Contractors. The entered scheme must have been designed by a BALI Registered Designer and built by BALI Registered Contractor. *Judging visit will take place for this category.*

6.4 Open to Registered Affiliate Members of BALI

Affiliate Exceptional Service

- 3A Exceptional service demonstrated by a BALI Affiliate member in terms of; technical support, exceeding customer expectation, proactive involvement in BALI regional and national events, customer support and guidance, efficiency of service, product range and development, good complaint resolution procedures, flexibility in supporting budget constraints, flexibility with delivery issues. *This is a paperwork submission only. No judging visits undertaken.*

6.5 Open to all Affiliate, Registered Designer and Contractor Members of BALI

Employer Excellence Award

Recognition to the contribution being made to the landscape industry by BALI members that achieve excellence through staff development and exemplary business practices. This is a paperwork submission only. No judging visits undertaken.

- 4A Turnover of under £2.5m
- 4B Turnover over £2.5m

6.6 Special Awards

Special Awards are discretionary and are selected by the adjudication panel from amongst the category Award Winners and can vary from year to year.

7. Guidelines for Entering

7.1 BALI Full Contracting/Group Member Categories 1A – 1Y

Entry Deadlines

Early Bird Discount 28th April £215.00 per entry

09th June £250.00 per entry

Eligibility

- Only active Registered Contractor Members can enter the BALI National Landscape Awards Categories 1A – 1Y.
- Construction schemes that have won a BALI Award within the last two years may not be entered.
- Maintenance schemes must have held their maintenance contract for at least two years. The same scheme cannot be entered again within three years of last entry.
- The entered scheme(s) must have achieved practical completion within 12 months of date of submission in June 2016.
- Only complete contracts should be submitted for an Award. No partial schemes of larger schemes will be accepted, unless part of a clearly defined contracted phase of works.

Judging

- All Registered Contractor schemes will receive a site visit from an adjudicator between June and August. The Adjudicator will liaise directly with you and your client to organise a convenient date.
- BALI will presume that, upon receiving your entry, permission has been granted from the client/designer/architect for entry, site visit and promotion.
- Joint submissions for category 1S with a Registered Designer are judged on a) Design excellence b) site visit from an Adjudicator.

Permissions & Copyright

- All entry material including photographs must be free of copyright and other restrictions in connection with reproduction in the media.
- All material submitted, including photographs will become the property of BALI for use in promotional material.
- BALI reserves the right to withdraw any entry or Award.

How to Enter Categories 1A – 1Y

Step 1 Enter & pay online at www.baliawards.co.uk. Early Bird Discount 28th April £215.00 per entry or 09th June £250.00 per entry.

Complete and print your entry form then submit to BALI with the following;

Step 2 Compile and submit an A4 folder submission pack (A3 for drawings/sketches is allowed) clearly labelled with entry number, company name and scheme name, in line with the deadline dates, that includes the following:

- A clear, informative description (max 1 side A4), explaining the clients brief, scope of the contract and how you have met/exceeded client expectations.
- Evidence of practical completion date (*sign off sheet, formal Architects completion certificate, proof of payment, defects schedule or similar*).
- A detailed scheme specification and/or tender specification.

- Include details of any unusual features, problems with access, site constraints, ground conditions, unexpected problems and how they were overcome.
- Please provide evidence of any underground work that can't be seen after completion such as top and sub soil, sophisticated drainage schemes or application of adhesives.
- A clean copy of the scheme plan (easily foldable for referral during visit). If submitting a partial scheme include plans that clearly define phases.
- Identify all work carried out by unrelated third parties.
- Financial summary/bill of quantities. Please note the scheme value must fit within category bandings. These values include VAT.
- Digital Photographs on a CD or Memory stick. A minimum of five representative photographs of completed work. Before and during images are desirable to help demonstrate impact.
- Location map of scheme (preferably online map i.e. google maps).
- Sensitive sites must have a letter of introduction or pass for the Adjudicator to gain admission without delay.

7.2 BALI International Award Category 1Z

Entry Deadline:

Early Bird Discount 09th June £215.00 per entry
or 14th July £250.00 per entry

Eligibility

- Only Registered Contractors and Overseas Members of BALI can enter the BALI National Landscape Awards Category 1Z.
- Schemes that have won a BALI Award within the last two years may not be entered.
- Overseas Maintenance schemes must be entered into categories 1N – 1R and must have held their maintenance contract for at least two years. The same scheme cannot be entered again within three years of last entry.
- The entered scheme(s) must have achieved practical completion within 12 months of date of submission in June 2016.
- Only complete contracts should be submitted for an Award. *No partial schemes of larger schemes will be accepted, unless part of a clearly defined contracted phase of works.*

Judging

- All Overseas schemes are judged purely on the submission pack presented. This includes client brief, design plans, photographs, video and supporting narrative. *No sites visits are undertaken unless paid for by entrant.*
- BALI will presume that, upon receiving your entry, permission has been granted from the client, designer/architect for entry and promotion.

Permissions & Copyright

- All entry material including photographs must be free of copyright and other restrictions in connection with reproduction in the media.
- All material submitted will become the property of BALI for use in promotional material.
- BALI reserves the right to withdraw any entry or Award.

How to Enter

Step 1 Enter & pay online www.baliawards.co.uk. **Entry Deadline:** Early Bird Discount 09th June £215.00 per entry or 14th July £250.00 per entry.

Print and post your entry form and submit to BALI with the following;

Step 2 Compile and submit an A4 folder submission pack (A3 for drawings/sketches is allowed) clearly labelled with entry number, company and scheme name, in line with the deadline dates, that includes the following:

- A clear, informative description (max 1 side A4), explaining the clients brief, scope of the contract and how you have met/exceeded client expectations.
- Evidence of practical completion date (*sign off sheet, formal Architects completion certificate, proof of payment, defects schedule or similar*)
- A detailed scheme specification and/or tender specification.
- Include details of any unusual features, problems with access, site constraints, ground conditions, unexpected problems and how they were overcome.
- Please provide evidence of any underground work that can't be seen after completion such as top and sub soil, sophisticated drainage schemes or application of adhesives
- A clean copy of the scheme plan. If submitting a partial scheme include plans that clearly define phases.
- Identify all work carried out by unrelated third parties.
- Financial summary/bill of quantities.
- Digital Photographs on a CD or Memory stick.
A minimum of five representative photographs of completed work. Before and during images are desirable to help demonstrate impact.
- Video to support submission. This does not need to be a professional production but it should include real footage and NOT still photographs with supporting audio
- Location map of scheme (preferably online map i.e. google maps).

7.3 BALI Registered Designer, Design Excellence Categories 2A – 2B & 1S

Entry Deadline:

Early Bird Discount 28th April £215.00 per entry

Or 09th June £250.00 per entry

Eligibility

- Only active Registered Designer Members can enter the BALI National Landscape Awards Categories 2A – 2B and 1S (jointly with a Registered Contractor)
- Schemes that have won a BALI Award within the last two years may not be entered.
- Your design must have achieved practical completion between June 2015 & June 2016, your design may have been produced before June 2015.
- Only complete contracts should be submitted for an Award. *No partial schemes of larger schemes will be accepted, unless part of a clearly defined contracted phase of works.*
- The contractor(s) who have implemented your design does not need to be a BALI Registered Contractor Member unless entering category 1S.

Judging

- Design Excellence entries into categories 2A & 2B will receive a site visit from an adjudicator between June and August. The Adjudicator will liaise directly with you and your client to organise a convenient date.
- BALI will presume that, upon receiving your entry, permission has been granted from the client/designer/architect for entry, site visit and promotion.
- Joint submissions with a Registered Contractor into category 1S are judged on a) Design Excellence b) site visit from an Adjudicator.

Permissions & Copyright

BALI will presume that, upon receiving your entry, permission has been granted from your client for

entry and promotion.

- All entry material including photographs must be free of copyright and other restrictions in connection with reproduction in the media.
- All material submitted will become the property of BALI for use in promotional material.
- BALI reserves the right to withdraw any entry or Award.

How to Enter

Step 1 Enter & pay online www.baliawards.co.uk. **Entry Deadline:** Early Bird Discount 28th April £215.00 per entry or 09th June £250.00 per entry.

Print your entry form and submit to BALI by post with the following;

Step 2

Compile and submit an A4 folder submission pack (A3 for drawings/sketches is allowed) clearly labelled with entry number, company and scheme name, in line with the deadline dates, that includes the following:

- A clear, informative description (max 1 side A4), explaining the clients brief, scope of the contract and how you have met/exceeded client expectations.
- Evidence of practical completion date (*sign off sheet, proof of payment or similar*)
- Site survey
- Client quotation
- Contractor specification
- Copy design plans to include Planting plan/planting list/working drawing. If submitting a partial scheme include setting out plans/construction detailing where applicable that clearing defines phases.
- Include details of any unusual features, problems with access, site constraints, ground conditions, unexpected problems and how they were overcome.
- Financial summary (design fees, material costs, etc) Scheme costs must fit within category bandings including VAT.
- Digital Photographs on a CD or Memory stick. A minimum of five representative photographs of completed work. Before and during images are desirable to help demonstrate impact.
- Location map of scheme (preferably online map i.e. google maps).

7.4 BALI Affiliate Exceptional Service Category 3A

Entry Deadline:
Early Bird Discount 09th June £215.00 per entry
Or 14th July £250.00 per entry

Eligibility

- Only active Affiliate Members can enter the BALI National Landscape Awards Category 3A.

Judging

- Affiliate entries are judged purely on the submission pack presented. *No sites visits are undertaken.*
- Your entry will be distributed to three independent judges who offer a variation of knowledge both within our industry and business. They will evaluate your portfolios and send them back to BALI with written report. All entries will then be reviewed by the Chairman of the Adjudication Panel before winners are announced.

Permissions & Copyright

- BALI will presume that, upon receiving your entry, permission has been granted for entry and promotion.
- All entry material including photographs must be free of copyright and other restrictions in

connection with reproduction in the media.

- All material submitted will become the property of BALI for use in promotional material.
- BALI reserves the right to withdraw any entry or Award

How to Enter

Step 1 Enter & pay online at www.baliawards.co.uk. **Entry Deadline:** Early Bird Discount 09th June £215.00 per entry or 14th July £250.00 per entry

Print your entry form and submit to BALI by post with the following;

Step 2 Compile and submit **three copies** of an A4 folder submission pack clearly labelled with entry number and company name, in line with the deadline dates, that includes the following:

- In no more than 2,000 words, a description of your products and services and a statement of why you think your company should be honoured as the BALI Affiliate demonstrating 'Exceptional Service'.
- Following the above statement, please find below suggestions of what to include within your portfolio. **You may pick and choose what is relevant to you**, and make additions. Please note that evidence is required with all statements.
 - Details of how products reflect the needs of the industry and your customers
 - Evidence of keeping abreast of latest products and technology to inform your clients
 - Details of customer specialist training provision where appropriate
 - Evidence of exceptional communication from enquiry to delivery and/or completion of project
 - Evidence of how your staff are rewarded for delivering exceptional service
 - Evidence of how your equipment helps you maintain high standards
 - Evidence of exceeding customer expectations - sample testimonials
 - Evidence of customer retention
 - Details of reward/incentive schemes for your customers
 - Evidence of how you have used the BALI network to grow your business
 - Involvement in BALI regional and national events
 - Evidence of working alongside other BALI members to deliver complete service
 - Samples of PR about your business, products and services

7.5 Employer Excellence Award Category 4A & 4B

Entry Deadline:
Early Bird Discount 09th June £215.00 per entry
Or 14th July £250.00 per entry

Eligibility

- Only active Registered Members can enter the BALI National Landscape Awards Category 4A.

Judging

- Employer Excellence Award entries are judged purely on the submission pack presented. *No sites visits are undertaken.*
- Your entry will be distributed to three independent judges who offer a variation of knowledge both within our industry and business. They will evaluate your portfolios and send them back to BALI with written report. All entries will then be reviewed by the Chairman of the Adjudication Panel before the winners are selected.

Permissions & Copyright

- BALI will presume that, upon receiving your entry, permission has been granted for entry and promotion.

- All entry material including photographs must be free of copyright and other restrictions in connection with reproduction in the media.
- All material submitted will become the property of BALI for use in promotional material.
- BALI reserves the right to withdraw any entry or Award.

How to Enter

Step 1 Enter & pay online at www.baliawards.co.uk. **Entry Deadline: Early Bird Discount 09th June £215.00 per entry or 14th July £250.00 per entry.**

Print your entry form and submit to BALI by post with the following;

Step 2 Compile and submit **three copies** of an A4 folder submission pack clearly labelled with entry number and company name, in line with the deadline dates, that includes the following:

- In no more than 2,000 words, a statement of why you think your company should be honoured as 'Employer Excellence Award'.

You should demonstrate how you value your employees, and support a work- life balanced ethos within the business. The adjudicators will be looking for a proactive and innovative approach to the provision of skills development, and increasing the quality of the existing workforce, that supports an array of staff training opportunities at all levels.

Suggestions to include within your portfolio:

- Company vision and mission statements
- Recruitment process
- Employee handbook
- Staff turnover in past five years
- Are you working with the Investors in People Framework?
- Describe how you allocate resources to training and developing your people? How do you evaluate the impact of training on the business success?
- Give examples of innovative learning approaches
- Details of how you may have gone above and beyond to help an employee
- What have company Directors and managers done to give something back to industry and staff?
- What is your policy on career progression? Evidence of employee continued professional development policy?
- With workforces getting older, demonstrate what you are doing to adapt to employee needs
- Sample job description and performance appraisal
- Training matrix and career progression
- Recognition of service
- Internal communication tools
- Testimonials from employees
- Photographs
- Publications & PR