



## SUBMISSION TEMPLATE

Main Awards (Award For Conservation, Conservation & Innovation, New Design in Heritage Contexts, and Special Mention)

The **Project Report** shall provide comprehensive information using the pointers below. If Part (E) is not relevant to your submission, please state 'NA'. Photographs and drawings should be included for reference.

### PART (A) INTRODUCTION (max 500 words)

1. Describe the key objectives of the project and the client's brief.
2. Provide project details such as project size and cost.
3. Provide information on planning parameters and, site/regulatory constraints and sale site conditions if any.
4. Provide the project timeline including stakeholder engagements.

### PART (B) RESEARCH (max 1,000 words)

1. Briefly state the historical background of the site and its neighbourhood e.g. when was the building built, what it was built for, brief history of its neighbourhood etc.
2. Describe the building's **original** design intent i.e. architectural style, building techniques and materials, spatial and environmental qualities.
3. State past uses and functions of the building, highlighting any which are significant e.g. who occupied the spaces, what it was used for, the changes etc.
4. Describe the present social and cultural significance of the site, if any, and its relationship with the community e.g. what roles does the site play internationally, locally and within its neighbourhood, the community's relationship with the building etc.

### PART (C) PRE-PROJECT CONDITION (max 500 words)

1. Provide detailed photographic and written documentation of site condition.
2. List and describe all known additions and alterations made over the years before works commenced.
3. Highlight any other factors which contributed to the existing condition of site e.g. weather conditions, pest/weed damage, neglect by past occupiers, inappropriate use etc.

**PART (D) CONSERVATION AND DESIGN APPROACH** (max 1,500 words)

1. Explain how the overall site planning respects and responds to the heritage building and its setting in fulfilling the client's brief for the project. Consideration should be given to the history, terrain and wider social significance of the site.
2. Explain how the building has been put to meaningful adaptive reuse and is suitable for the typology of the building, appropriate and sensitive to the site and its context.
3. Describe innovative solutions, if any, to ensure a coherent and sensitive design of any new additions and explain how they relate and respond to the conserved building and / or features.
4. List all new interventions made within the heritage building to meet modern needs such as M&E services, fire and building safety requirements, and how their design and implementation respect the historic fabric, scale and form of the building.
5. For projects where there are new extensions or blocks, describe the detailed design approach, including scale and form, choice of material, construction method etc., explain how the design approach for the new draws inspiration from, respects and enhances the inherent qualities of the heritage building and / or site context.

**PART (E) CONSERVATION PROCESS** (max 1,500 words)

*\*Not Applicable to the Submission for 'Award for New Design in Heritage Contexts'*

1. Explain the conservation principles and methodology applied for the project.
2. Provide evidence of assessment of potential challenges and well-considered solutions prior to works.
3. Provide documentary evidence of adherence to the "3R" principle of maximum Retention, sensitive Restoration and careful Repair.
4. Provide evidence of "Top-Down" approach i.e. to start from the roof downwards with the floors and roof retained and use of protective measures to ensure structural integrity where relevant.
5. Explain the rationale behind the choice of construction techniques, detailing, materials, paint colour schemes and finishes. These should be compatible to the building's original architectural qualities.
6. Provide details of how conservation specialists, craftsmen etc., if any, were involved in the project.
7. Provide documentation of unforeseen circumstances, if any, that occurred during the conservation process and mitigating measures taken.

**PART (F) SOCIAL AND CULTURAL CONTRIBUTIONS** (max 2,000 words)

1. Describe how key stakeholders and partners have been engaged for the project. This includes current and previous users of the space, key members of the community and/or neighbourhood etc.
2. Provide details of heritage interpretation elements used to recall memory and promote the historical significance of the site to the wider public e.g. on-site storyboards, regular outreach programmes, brochures etc.
3. Provide a Heritage Management Plan (HMP) to guide and ensure long-term post conservation maintenance in terms of regular scheduled checks, proper cleaning/repair techniques, preventive measures to address potential problems etc. The HMP should also articulate the heritage values of the building and how future use/programming support these values. (Submission for 'Award for New Design in Heritage Context' may include Building Management Plan instead.)
4. Provide details of environmental sustainability in the conservation and design approach, if any e.g. low carbon footprint, use of natural light and ventilation, upcycling of materials etc.
5. Describe and show how the project has a transformative impact on the neighbourhood, community and/or industry, if any e.g. it could rejuvenate an area, empower the community or influence and propel industrial standards in the field of conservation etc.
6. Explain how the project can serve as an exemplary reference for other future projects in terms of its features, ideas and methods used.
7. Provide at least two testimonials from occupants and/or community, as well as tangible evidence in the form of surveys, news articles, audio-visual materials etc. demonstrating how the project has had a positive impact on the end user and/or community, and accessible for public to enjoy and appreciate the site.

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