



Australian
Institute of
Architects

NEWCASTLE
ARCHITECTURE
AWARDS

2023

Entry Handbook

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1.0 OVERVIEW

Congratulations on your decision to submit an entry in the Australian Institute of Architects Architecture Awards Program. The Institute's Awards Program enables public and peer recognition of the innovative work of our members and provides the Institute with a valuable mechanism to promote architects and architecture across Australia and internationally.

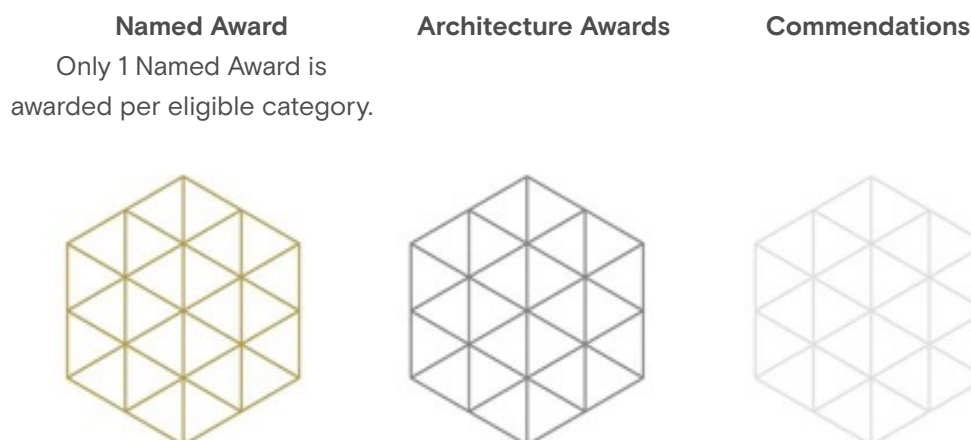
The National Architecture Awards is an integrated, hierarchical program resulting in annual awards at National, Chapter (state, territory or international) and, in some states, Regional levels. To enter the National Architecture Awards, Institute members are required to submit projects at the relevant Chapter or Regional level depending on the project's location.

Following a review of this document, entrants should also familiarise themselves with the [Awards, Prizes and Honours Policy](#).



1.1 Types of Awards

Awards in each category are based on a three-tier system, in decreasing order of merit.



1.1.1 Named Award

The first and highest award in each category is the 'Named Award'. The award is given to the work judged to be the most significant for the advancement of architecture in each category. The award carries the name of a respected person and represents the pinnacle of projects in each category. There is only one winner of the Named Award in each category in any year.

Commendations can be solely conferred in a given category without requiring a Named Award to be conferred. If the Jury do not find any projects worthy of awards in a category, they are not required to confer any Awards or Commendations, regardless of the number of entries received. Projects awarded a Named Award are not eligible for any future Awards Program.

1.1.2 Architecture Awards

This is a work of excellence demonstrating consummate architectural skill that contributes to the advancement of architecture. Projects awarded an Architecture Award are the best projects in each category that have not won the Named Award. More than one Architecture Award may be given in a category, and an Architecture Award may be given regardless of the number of eligible entries received in a category.

Projects awarded an Architecture Award at National level are not eligible for any future Awards Program, except where nominated for **Category 12: Enduring Architecture Award**.

1.1.3 Commendations

This is for projects of special merit, demonstrating significant architectural skill that have not won a Named or Architecture Award. More than one Commendation may be given in a category. A Commendation may be given regardless of the number of eligible entries. Projects given a Commendation or no award by a Chapter or Region may resubmit in one future Awards Program.

Please note that all projects awarded Named Awards and Architecture Awards by Chapters progress to be considered by the National Jury and are considered equally at a National level. The National Jury is however unable to visit all eligible projects even if they received a Named Award at Chapter level.

The National Jury determines its shortlist of projects to be visited based solely on the entry material supplied via the online entry system. Entrants do not have an opportunity to present to the National Jury prior to the shortlist being determined so it is important that the online submission covers all of the relevant material for judging purposes. It is essential that your entry recognises that judging will be based on the **Core Evaluation Criteria** and that these are addressed within the Project Description text provided as part of your entry.

1.2 Core Evaluation Criteria

1. Conceptual framework: Underlying principles, values, core ideas, and philosophy of the project.
2. Public and Cultural Benefits: The amenity of the project and its conceptual contribution to the public domain
3. Relationship of Built Form to Context: Concepts engaged with new and pre-existing conditions.
4. Program Resolution: Functional performance assessed against the brief.
5. Integration of Allied Disciplines: Contribution of others, including engineers, landscape architects, artists and other specialists to the outcome.
6. Cost/Value Outcome: The effectiveness of decisions related to financial issues.
7. Sustainability: The benefit to the environment through design.
8. Response to Client and User needs: Additional benefits interpreted from the brief, serving the client or users and the community.

2 HOW TO ENTER

2.1 Eligible Entrants

To enter the National Architecture Awards, an entrant must be a registered architect and Institute member. To be eligible to enter, entrants must:

- be an architect registered in the State or Territory of the project, and
- be an Institute Member at the time of entry (member level 1, fellow or life fellow), and
- be a principal of the practice who owns, or is a formal licensee, of the copyright in the work being entered.

Where the entrant is a formal licensee (does not own the copyright), the entry must be accompanied by a written agreement from the copyright owner stating that the work may be entered for an award.

For the purposes of the Awards and wherever it is used in this Handbook, the “entrant” is the eligible Institute Member that is authorising the entry of the project into the Awards. During the entry process, Entrants are required to enter their Institute member number and will be the member responsible for authorising the entry and for all information and data that is submitted.

2.2 Eligible Projects

To be eligible, projects must have reached practical completion by 31 July in the year of judging. Projects are to be entered in the Chapter or Region where they are located, not where the entrant or practice is located. Entrants who have carried out projects outside of Australia may enter those projects in the International category.

Refer [Awards, Prizes and Honours Policy](#) and **16.0 Frequently Asked Questions for further information.**

2.3 Entry Categories

Projects entered in the National Architecture Awards may be new, renovated or altered and extended structures.

On entry, members entering must either select the category most appropriate to their project, or enter in multiple categories. Mixed use projects will be considered under the category applicable to the predominant use of the project. Individual components of a mixed use project can be judged in the appropriate individual category and the submission should be tailored accordingly. A separate entry fee must be paid for each category entered – refer **3.7 Entry Fees**.

However, as per [Awards, Prizes and Honours Policy](#) juries may choose to consider projects in categories other than the category the project was originally entered in. It is at the jury's discretion to consider a project in an alternative category provided it is eligible in the proposed category. There is no requirement for the entrant to be informed of such a re-allocation. The entrant may be contacted for further information if there is uncertainty about the eligibility of a project in a particular category.

2.3.1 Direct Entry National Categories

Some categories at Chapter level are split into subcategories. Please check your **Chapter Specific Requirements** for details. Award winners in Chapter subcategories progress to the National Awards in their parent category.

Category 1	Public Architecture	Projects in this category must be predominantly of a public or institutional nature generally falling within BCA Class 9. However, this category does not include projects falling within the definition of Educational Architecture or any BCA Class 9b building used primarily for educational purposes.
Category 2	Educational Architecture	Projects in this category may be any preschool, primary, secondary or tertiary educational facility and/or joint research facilities in which an educational institution is a significant partner. Education projects may not be entered in the Public Architecture category.
Category 3	Residential Architecture – Houses (New)	Projects in this category must be residential in nature, generally falling within BCA Class 1a, and must be new builds. Projects with up to two self-contained dwellings may be entered in this category.
Category 4	Residential Architecture – Houses (Alterations and Additions)	Projects in this category must be residential in nature, generally falling within BCA Class 1a, and must include renovations or alterations or additions to an existing building, whether or not the building was residential in nature in the first instance. Projects with up to two self-contained dwellings may be entered in this category.

Category 5	Residential Architecture – Multiple Housing	Projects in this category must be residential in nature and comprise of or include two or more self-contained dwellings (whether or not the building includes uses for other purposes).
Category 6	Commercial Architecture	Projects in this category must be built primarily for commercial purposes, generally falling within BCA Classes 3b, 5, 6, 7 and 8.
Category 7	Heritage	This category is for any built conservation project or study developed in accordance with the Australia ICOMOS Burra Charter, or any adaptive reuse of a heritage structure. Refer to 3.3 Digital Material: Statement of Significance or more information.
Category 8	Interior Architecture	Projects in this category must be interior spaces and environments within a new building or the refurbishment of an existing building.
Category 9	Urban Design	Projects in this category may be single buildings, groups of buildings or non-building projects, studies or masterplans, which are of public, civic or urban design in nature. Awarded projects must have enhanced the quality of the built environment or public domain or contribute to the wellbeing of the broader community.
Category 10	Small Project Architecture	<p>Projects in this category will be those considered to be “small” in terms of area or budget. Projects are recognised that have been constrained by space or cost restrictions, but have achieved a level of invention, creativity and craftsmanship despite these constraints. This category can accommodate projects, typically projects in the public realm, which may be over-looked against larger scale projects in other categories or may be transient or experimental in nature, such as exhibition design, set design, playgrounds, architectural sculptures or installations that may or may not be able to be visited by the Jury. Projects of all functional types may be considered.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Residential projects are not eligible for this category. • Projects concurrently entered into any other category are not eligible for this category.

Category 13	International Architecture	Any project located outside Australia will only be eligible for an award in this category. Entries in this category must first be considered for International Chapter Architecture Awards and Commendations by the International Chapter Jury. Please refer to the International Chapter Specific Requirements for more information.
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2.3.2 Indirect Entry National Categories (Secondary Categories)

Members cannot enter these categories directly, although there will be the opportunity to provide further information for jurors in the online entry system.

Category 11	Sustainable Architecture	This category recognises projects which excel as architecture, and also display innovation and excellence in terms of environmental sustainability. Refer to 2.3.4 Sustainable Architecture Category
Category A1	COLORBOND Award for Steel Architecture	This category recognises buildings in which steel products play a significant role in the architectural solution and which exemplify innovation in the use of steel products. Use of BlueScope products, including COLORBOND®, is a criterion for selection or award. Jury consideration of entries in this category will include consultation with a nominated BlueScope representative at Chapter and National levels. This Award is not given at a Regional level. Engineering, infrastructure and other non-building projects are not eligible for this category.

2.3.3 Other National Categories

Category 12	Enduring Architecture	Buildings of outstanding merit that, considered in a contemporary context, remain important as high quality works of architecture. Members are not able to enter this category directly, and are considered by recommendation only to the relevant Jury at Chapter level. No more than one award is to be made annually at a National level or by any Chapter. No Named Awards or Commendations are given in this category. Refer to 2.3.5 Enduring Architecture Category for more information.
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Some Chapters also run Chapter Specific Prizes which align with National Award entries. Please refer to your Chapter Specific Requirements for further information and to see what other categories are available for entry. Chapter Specific Prizes do not progress to the National Awards.

2.3.4 Sustainable Architecture Category

Australian architects have in many cases been international leaders in designing responsive, responsible, and delightful works of architecture that 'do more with less'. The Sustainable Architecture category is intended to support, encourage and celebrate this significant contribution. Where many projects engage on a technical level in respect of the performance aspects of the building, measured through rating tools, the aim of the Sustainable Architecture category is to recognise the value of creative and intelligent thinking in achieving enduring and meaningful value through a holistic design response.

The category also aims to recognise integrated design thinking not only for individual works of architecture, but also in the broader ecological context. The entry requirements for this category are deliberately open-ended to allow the jury to recognise exemplary contributions to sustainable architecture.

Members who submit a sustainability statement and complete the [sustainability checklist](#) in their award entry will be considered for this award. The jury considers entries in terms of the value that the project has generated in each of the environmental, social and economic domains, on the basis of descriptions submitted as part of the entry process. As the number of entries differ from Chapter to Chapter, the judging and shortlisting processes will also differ.

2.3.5 Enduring Architecture Category

Members are not able to enter this category directly. Projects considered in this category will be determined by the Chapter Committee and/or assembled jury tasked with judging this category. Members, non-members and non-architects are however encouraged to put forward recommendations to Chapters for the Enduring Architecture Category. Recommendations can be emailed to the relevant Chapter Awards Coordinator by the entry closing date.

Although not essential, any additional information supplied upon recommendation will greatly assist the jury, such as the project name, practice name, address, relevant contacts, drawings and photographs.

The jury considers recommendations, previous award winners and the state's Register of Significant Twentieth Century Architecture to determine a shortlist of projects for consideration. The jury will incorporate any new recommendations on a master list that will be revisited annually.

Before projects are visited and/or awarded, the Institute must ensure that the current building owner has provided their written consent to be considered for this award. Once a winner has been determined, additional material related to the project are gathered for publication purposes.

2.4 The Entry Process

Please check your Chapter Specific Requirements as steps 2 to 4 differ between Chapters.

Step 1: Online entry

Step 2: Submission of additional material

Step 3: Presentation of entry to jury (not applicable in all Chapters)

Step 4: Site visits by jury

Step 5: Chapter Award presentations

Step 6: National Jury site visits

Step 7: National Awards presentation

2.5 Key Dates 2022

Online Entries Close	Additional Material Deadline *no further changes accepted	Presentation to Juries	Awards Presentation
27 June – 2 September 2022	n/a	n/a	Friday 18 November 2022

3.0 SUBMISSIONS

Members must submit their entry via the [Online Entry System](#) and can nominate another person to make the entry on their behalf or be the contact person for all enquiries related to the submission. However, the authorising Member (the Entrant) remains the person who is eligible to make and responsible for all information and data that is submitted.

Entrants are required to enter the member number of the endorsing Institute member during the entry process. Once you have entered the member details and selected the entry Chapter and category, the following details are required:

Project Attribution (Entry Name)	<p>The project attribution is used by the Institute in all publicity which includes all media materials, printing of Award certificates, Chapter and National winner announcements and the Institute's websites, galleries and digital and printed communications.</p> <p>The Institute does not accept responsibility for incorrect spelling of or missing project attributions submitted by entrants. The project attribution must be agreed and consented to by all authors, including joint authors, and original authors of existing works, before the entry is submitted. Only individuals, not your practice, can give the necessary consent in relation to their authorship of a work. Refer 4.2 Moral Rights. Please note some publications have their own Style Guide and project attributions may be amended accordingly.</p>
Project Details	Address, cost, size, building contract, BCA class, client details
Project Team	Practice, construction and consultant teams, listed in order of involvement in the project
Project Descriptions	<p>Project description responding to Core Evaluation Criteria, media summary and subcategory descriptions.</p> <p>In preparing pitches to external media outlets and the production of Awards collateral, the Institute's media team will refer to the media summary provided in your entry which may be edited or modified as required by the Institute to ensure clarity and consistency. These descriptions are integral to promoting projects and are therefore a good platform to outline key features of the project rather than company details. Refer 4.0 Conditions of Entry, 4.1 Copyright and 4.2 Moral Rights.</p> <p>Word limit:</p> <p>Project description (500 words)</p> <p>COLORBOND® Award for Steel Architecture Statement (150 words)</p> <p>Sustainability Statement (150 words)</p> <p>Media Summary (150 words)</p>

Client perspective	Please have your client, in their own words, provide a 100-word (or less) response to the following question: How does the design benefit the way you live/work/play/operate/educate/other? (100 words)
Digital Material	Refer below (3.1, 3.2 & 3.3)
Additional Material	Refer below (3.4 & 3.5)

3.1 Digital Material: Images

Entrants are required to upload 10 high-resolution photographs of the project that can be used by the Institute for promotional purposes. Please note that these images are used for judging purposes and may also be sent to the media. All entrant images will also be displayed in the Institute's online gallery after the National Awards are announced. Images may be used by the Institute on its websites and in digital and print communications in ways that promote architecture and the Australian architectural profession.

Entrants are required to select a 'hero' shot of the project which is the image that the Institute will favour over others in any promotional media. Please upload this photo as your first image (labelling it with number '00' at start of file name). If this image is deemed inappropriate the Institute will select an alternative image. At least one image should be in a landscape, 16:9 ratio format.

Before uploading, please label all images as such; Imagenumber_EntryID_Project_Practice_Photographer.jpg
For example: 01_53-heritage_JonesResidence_ABCArch_XYZ Photographers.jpg

- Entry ID – This is assigned to your entry at the start of the submission process and contains a number and the category tag. It is listed to the left of your entry name under 'My entries' (in Award Force).
- If your Project or Practice names are particularly long, please abbreviate them to the most important/recognisable information and add 'et al' after this section in the file name. This will prevent the file name from becoming excessively long.

NB: It is imperative that your photographer is credited in your image file name, otherwise they may not be appropriately credited in promotional materials.

Image Requirements	Typical Projects	Heritage Projects	Interior Projects
File type: JPEG Image quality: Maximum quality setting Image size: Minimum size A4 Resolution: 300dpi Colour: RGB File size: Must not exceed 10MB per image Orientation: Landscape preferred Bleed: Full bleed Images are not to be digital renders, include white or black bars, annotations, text, be image montages (two images together) or collages (multiple images in one document).	2 x site context/setting 3 x different external elevations 3 x interior views 2 x building views	Photographs that show the building in its original state are required for the Heritage category. Entrants will also need to upload 2 'before' images in addition to the standard 10 'after' images.	1 x exterior/envelope 1 x entry 3 x wide interior views 3 x details

3.2 Digital Material: Plans and Drawings

Entrants are required to submit between 1 and 6 high resolution drawings that represent your project. These should be uploaded as a single PDF file with one plan or drawing per page. Drawings will be used to describe your project to juries and may also be used in publications such as Architecture Australia. If there are extenuating circumstances that require drawings not to be published, please check the 'not for publication' box when uploading and contact your local Chapter prior to submission.

Vector-based drawings, hand drawings/sketches and digital renders are acceptable. At least one floor plan must be submitted. Entrants are also encouraged to submit a site plan, elevation(s) and section(s) where applicable.

Plan Requirements:

- Minimum A4 size
- PDF format not exceeding 1MB per page, and collated into a single PDF file with one plan or drawing per page
- Legible for digital and print purposes, avoiding too many complex elements
- Show scale bar, scale and north point
- Vector-based PDF file black or grey lines to be greyscale, not as CMYK. Colour use for highlighted elements only
- Hand drawings and sketches minimum resolution 1200dpi
- Digital renders minimum 300dpi



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3.3 Digital Material: Statement of Significance (Heritage entries only)

If entering the Heritage category, a Statement of Significance is required. The Statement of Significance is the statement related to the heritage/cultural significance of the existing building usually associated with its heritage listing. Formal listings are to be uploaded in PDF format, while other descriptions may be entered into the corresponding text box.

If the building has no formal listing, you will need to outline the project's significance yourself. If you are preparing your own statement, the Institute's [Register of Significant Buildings](#) provides a guide for what should be included in a Statement of Significance.

3.4 Additional Material: Copyright Forms

It is the entrant's responsibility to ensure that each of the three [Copyright Consent Forms](#) are properly completed, signed and uploaded as part of their submission to the online entry system. At a minimum, every entry must be accompanied by a Form A from the owner and a Form B and C from the third-party photographer of the images submitted. For information on when you need to use each of the Forms, **refer to 4.1 and 4.2 below.**

3.5 Additional Material: Exhibition Material

As part of the entry process, entrants may be required to submit additional material in the form of exhibition content, such as A1 or A2 display boards. Please refer to your **Chapter Specific Requirements** for information and submission deadlines. The National Jury do not access the Additional Material provided at Chapter/Regional level. The Institute is not responsible for any damage that may be caused to your exhibition material while it is on display or during dismantling and transport.

3.6 Confidential Information

The entry form contains a section for basic project-related financial information. During the Awards process this information will be confidentially disclosed to relevant Jury members only.

At the conclusion of the Awards this information may be used by the Institute for its research and records. The Institute will make every effort to de-identify that data from a particular project.

3.7 Entry Fees

Region/Chapter	Standard Entry Fee ex GST	A+ Membership Entry Fee (10% discount) ex GST
NSW – Newcastle*	\$350	\$315

**Winners of Newcastle Awards will be required to pay an additional State entry fee to be considered for the NSW State Awards.*

There is no additional charge for progression to the National Architecture Awards. Entry fees are exclusive of GST.

Payments are to be made via the online entry system.

An entrant may submit multiple entries into the Australian Institute of Architects National Architecture Awards, provided that each is fully compliant with the entry requirements and the relevant fee is paid for each entry. A single project may be entered in multiple categories with a separate entry fee required for each category.

3.8 Refunds & Additional Charges

Entrants are not eligible for a refund if entries do not meet the requirements as outlined **4.0 Conditions of Entry** or if they are withdrawn after the closing date (please refer to the key dates on the [awards webpage](#)). Administration fees may apply on top of entry fees for changes to entries made after the closing date.

4.0 CONDITIONS OF ENTRY

By checking the box on the online entry form you indicate that you agree to the Awards Terms and Conditions of Entry which includes the policies and procedures in this Handbook. By submitting an entry to the Awards, you are effectively making a legal promise to the Institute that you have met all your copyright obligations and you agree to protect the Institute against all claims and disputes by third parties that arise because of some issue with the copyright or moral rights associated with the project of materials.

The Institute has the sole discretion to refuse an entry or remove it from consideration for an award if the Institute is of the opinion that the entry:

- Does not comply with the Terms and Conditions of Entry.
 - Is not consistent with the nature and spirit of the awards or is inappropriate, offensive, indecent, or illegal. (For example: an entry contains inappropriate or offensive words or images; an entry contains words or images that have potential for a claim of defamation; the project has generated publicity in the media for being inappropriate or offensive to the public or for casting architecture or the built environment in a negative light).
- OR**
- Breaches or infringes (is likely to breach or infringe), or there is an active dispute about, a third party's copyright or moral rights. Refer to 4.1, 4.2, 4.3 and 4.4.

4.1 Copyright

Copyright and moral rights are also relevant to the "Project Materials" you submit with your entry to the Awards and in turn, the way the Institute can legally use or display those Project Materials for the Awards and more broadly to promote architecture. Some of the Project Materials may have been created by another person (the 'author') or the copyright over them might be held by another person or company. For this reason, the Institute requires you to either own the copyright in the materials or to have obtained all the necessary permissions (a copyright licence) from the copyright owners to:

- submit the project for consideration and
- allow the Institute to use, reproduce or adapt the Project Materials as needed for the Awards and.
- allow the Institute to use, reproduce or adapt the Project Materials to promote architecture and the Australian architectural profession.

You must get permission from the owner and/or client to submit the project in the Awards. We have included a template [Form A: Owner/Client Consent](#) that you can send to the owner or client to give consent. Using this form will give you the first type of permission you need to enter the project. To make it easy for the owner/client, you might want to fill in all the entry details first. We recommend that you use Form A for all projects you enter into the Awards.

By entering the Awards you agree that the Institute is allowed to reproduce, exhibit, publish, and/or communicate the material and information you give about the Project and to adapt or use the Project Materials and any portion of it, or give permission to others to do so, in different ways or contexts as the Institute needs to for the purposes of the Awards and the promotion of architecture, as required. For the purpose of the Awards, 'Project Material' includes all words, images and other materials (including models, film and video) whether in digital, printed or 3D format, you submit online or give to the Institute in connection with your entry.

The Institute requires that either:

- you personally, or your practice, own(s) all copyright in the project and the Project Materials, and you authorise the Institute to use them as needed for the Awards, including for publicity;

OR

- you promise that you personally have, or your Practice has, the authority of each and every owner of the copyright in the project, and the Project Materials to authorise and you do authorise the Institute to use them as needed for the Awards, including for publicity.

If you or your practice does not own all copyright in the Project Materials, use Form B (licence) along with Form C which lets you list the Project Materials you are being given permission to use.

If the Institute is put on notice of a dispute concerning copyright associated with any part of the Project Materials, then 4.0 C above may apply. It is the entrant's responsibility to ensure [Copyright Consent Forms A, B & C](#) are signed and submitted in Award Force before the applicable chapter entry closing date.

4.2 Moral Rights

Being the owner of copyright is not the same as the moral rights that the author(s) who created the design has. Copyright is a legal right (like owning property) that can be created, bought, sold and transferred between individuals or companies—so the person who “holds” copyright might not be the original author(s) who created the work.

Moral Rights are individual rights that come into existence when an author creates a work. This includes architects and their design; or photographers and their images. A creative author can't transfer, sell or terminate their Moral Rights, but they can give permission to other people (like to an architecture practice employer) that they don't expect to be acknowledged as an author (“attribution”) of that creative work or architectural design or photographic image.

Under the moral rights provisions of copyright law, entrants to the Awards must ensure that they, or the practice of which they are a principal, are authorised to attribute authorship of the project contained in their entry.

Attribution is a legal and moral obligation that every person in the world has to publicly and properly acknowledge the actual author (and all co-authors) of a creative work, like an architectural design.

All Project Materials submitted online or in hard copy must include a 'Project Attribution' (see Form B at the end of this handbook). This Project Attribution is a short form of attribution of the designer's moral rights that is comprised of the project name and the practice name, for example: XYZ House, John Smith Architects or where there are various contributors (co-authors) to the design, for example: Falling Bridge, Archie Architecture with John Dutch Engineering. This should include attribution of original authors of entries where the project is an alteration, addition or fitout and the original author can be reasonably identified. The Project Attribution will be used by the Institute in all publicity which includes all media materials, printing of award certificates, State and National winner announcements and the Institute's website(s), and digital and print communications.

The Institute cannot accept responsibility for incorrect or incomplete project attributions submitted by entrants and relies on each entrant to submit this information correctly. The project attribution must be agreed and consented to by all authors, including joint authors, before the entry is submitted. Authors have the right to give their consent to not be specifically acknowledged as an author of work. This is known as: consent to non-attribution of moral rights, or a “waiver”. Such consent must be in writing (or can be incorporated as a term of an employment contract). Only individuals, not your practice nor a company, are “authors” under the Moral Rights laws who can give the necessary consent/waiver to not be attributed as an author of a work.

A person or an entity (i.e. your practice) who has copyright, or a copyright licence, can pass on the moral rights consent of the individual authors if the author has already given a consent to that person or entity on the condition that it can be passed on to others who acquire the copyright or are given the right (a licence) to use the copyright.

In relation to the awards, the Institute fits in to the latter category because it is the recipient of your grant to the Institute of a licence. We will assume you have the authority to grant it and you promise this when you agree to the [Awards Terms and Conditions](#). If the Institute is put on notice of a dispute concerning moral rights associated with any part of the Project Materials, then 4.0 C above may apply.

For further information on copyright and moral rights refer to Acumen, the Institute's online database of architectural practice advisory material: acumen.architecture.com.au

- [Architects and copyright](#)
- [Copyright and architectural photography](#)

How to get...	Use...	Who signs/gives it?	For example...?
Consent to enter the Awards	Form A	Owner/client	In all cases, you must get consent from the owner/client to submit an entry to the Awards. Also use Form A if the Owner owns the copyright to the project design.
Copyright permission for the Project Materials and Project Attribution	Form B + C	Author or copyright holder	Every co-author or joint contributor to the design; the builder or consultant who contributes to the design; photographer of Project Materials being submitted to the project. If the Owner owns the copyright in the project design, use Form A. Won't need this Form for any co-author or joint contributor who has waived their moral rights in the project design.

4.3 Pre-judging Public Listing of Project Attribution

Shortly after the online entry system has closed in each Chapter, all project attributions submitted for the 2021 Awards program will be uploaded to the [Institute's awards webpage](#). The publishing of project attributions provides entrants and any members of the public with an opportunity to check the attributions.

The Institute accepts comments from members of the Institute and the public regarding the project attributions for one month following release of the details. If any problems are identified an entry will be suspended. The entrant is required to resolve any issue before the relevant jury begins deliberation. No late attribution changes will be accepted and all details supplied in the entry at time of deadline will be used for all Awards related activity and promotion.

After notice is given to the entrant of the issue, and if it is not resolved satisfactorily, the Institute may withdraw acceptance of the entry in accordance with 4.0 C above and will notify the entrant if this is the case.

4.4 Your Indemnity to the Australian Institute of Architects

Copyright, moral rights and confidentiality obligations create rights which may be legally pursued by you, the owner or other third parties. You, as the entrant, are responsible for ensuring copyright, moral rights and confidentiality requirements are met before submitting your entry. The Institute relies on you to have taken all the necessary steps to 'put your house in order' in relation to these issues before you submit your entry.

As a condition of entry, each entrant gives the Institute a legally enforceable promise to reimburse any direct and indirect costs in relation to a claim against the Institute concerning the entry. This includes, but is not limited to breaches of copyright and moral rights, as a result of the Institute using the information and Project Materials contained in your entry for the purposes intended, where the Institute had no notice that there was an issue.

The amount you must pay includes any damages the Institute pays and the Institute's actual legal costs. The indemnity is contained within the entry form and becomes operative when you check the box signifying your acceptance of the Terms and Conditions. Because the legal requirements of copyright and moral rights are so critical, the Institute reserves the right to remove the entry from consideration if inconsistency in the entry form, or information received, puts the integrity of the entry, or indemnity, in doubt. However, the Institute will not do so without seeking clarification from you as the entrant, and allowing reasonable attempts to rectify any defect or discrepancy the Institute is concerned about.

5.0 JUDGING

The judging process adopted by Chapter and Regional Juries will reflect the process required of the National Jury as per [Awards, Prizes and Honours Policy](#) except that the shortlisting of entries is not mandatory, and all entrants in a category may be required to present or submit to interview, and all entries in a category may be visited. In some Chapters there are different juries responsible for different categories. Please refer to your **Chapter Specific Requirements** and the 2022 Jury Handbook for more information.

5.1 Jury Selection

To facilitate openness and transparency, Members, Chapters and National Council will be encouraged to nominate prospective National jurors, but the final composition will be determined by the President. Architects on National, Chapter or Regional Juries will be Member Level 1 Institute members, Fellows or Life Fellows of the Institute.

National jurors will not serve more than two years consecutively. Jurors shall not serve on a Chapter or Regional Jury for more than three years consecutively.

5.2 Jury Composition

The National Jury will comprise:

- The Immediate Past President (at the time of final judging) (Chair);
- A senior respected and awarded architect;
- A senior respected and distinguished architect;
- A younger emerging architect; and
- An architectural commentator or academic

Composition of the Chapter and Regional Juries should reflect the range of backgrounds required of the National Jury.

5.3 Unsuccessful Entries

Because only projects receiving Named Awards and Architecture Awards are eligible to be considered for a National Award in the same year, projects awarded a Commendation or no award by a Chapter or Region may resubmit in one future Awards Program.

However, projects that received a Named Award or Award in Category 11: Sustainable Architecture and/or Category A1: COLORBOND Awards for Steel Architecture at any level (National/Chapter/Region), but received no Named Award or Award in any other category at any level, may be resubmitted in categories other than Category 11: Sustainable Architecture and/or Category A1: COLORBOND Awards for Steel Architecture at any level (National/Chapter/Region). Even so, entries may be judged at the National Awards level only once.

6.0 MEDIA & PUBLICITY

The National Architecture Awards showcase projects recently completed by Institute members both in Australia and overseas and provide an excellent opportunity to promote the industry to the broader community. The Institute actively seeks to promote the Awards program and individual project entries to media outlets for the purpose of increasing the awareness and understanding of the architecture profession as well as advocating for good design and the use of architectural services in future projects of all types and scales.

By entering the Awards program, you are agreeing to partake in this opportunity to raise not only the profile of the profession but also of your own practice through local, national, online and social media avenues. As part of the Institute's work in promoting the Awards the media team produces media releases to be sent to media outlets including print, online, TV and radio. We also liaise closely with media and respond to requests from journalists to provide specific information about entered projects and will pitch individual projects with unique stories to relevant media.

The Institute will provide images to the media for use in the promotion of the National Awards Program, highlighting the need for correct use of attributions, along with media summaries and subcategory descriptions. The Institute will not divulge confidential details regarding the project including addresses, client details or costs to media with the exception of our Media Partners, Architecture Australia and The Australian's WISH magazine solely for the purposes of preparing their coverage of the Awards (confidential information will not be published). Images are not provided to the media for use in any context other than the promotion of the Awards unless you have given us permission to do so. Images may be used by the Institute in collateral and activities for the purpose of promoting the awards program, and architecture and the Australian architectural profession.

In addition to your Media Summary, having the following additional information and resources will assist the media team to promote your project and may increase your chance of media/social coverage:

- Video footage of your project that can be used for television purposes. As this is an expensive endeavour the Institute does not recommend commissioning video coverage solely for the Awards program (which may never be used).
- Approval by the clients for TV camera crews to film the project and possibly interview the client.
- Social Media account details including Twitter, Instagram and Facebook names so we can follow you and tag you in posts.

National Award entries provide a great catalogue of current architecture that showcases trends and exceptional projects. Media outlets often find this gallery of projects a very useful tool in preparing and guiding their architecture coverage throughout the year.

If a media outlet is interested in a project for a non-Awards related article or feature, the Institute ensures that permission is received from the entrant before proceeding. These opportunities may include print features of residential projects in the weekend papers and trend-based stories.

If you have any concerns regarding media and publicity, please contact: media@architecture.com.au

7.0 CHAPTER SPECIFIC REQUIREMENTS:

NEWCASTLE ARCHITECTURE AWARDS

7.1 Key Dates

	Newcastle Architecture Awards
Online entries open	Monday 27 June 2022
Online entries close	Friday 2 September 2022 11:59pm AEDT
Presentation to Juries	N/A
Jury visits	Monday 19 September 2022 – Thursday 22 September 2022
Awards presentation event	Friday 18 November 2022

7.2 Additional Material

In addition to the completion of your online entry, please submit the relevant additional materials.

CONSENT FORMS – Due Friday 2 September 2022

It is the entrant's responsibility to ensure that all relevant Copyright Consent Forms are signed and uploaded as part of their submission to the online entry system. These forms are available on the Institute Awards webpage.

All online entry content must be submitted by Friday 2 September 11:59pm (AEDT) for Newcastle entries. **No extensions will be provided.** If your entry content is not ready by the closing date, you will be asked to submit in the following year's Awards program.

7.3 Awards in NSW

Refer to website: [Nsw & Newcastle Architecture Program](#)

*Awards are conferred after considering all entries across all categories

**Members are not able to enter this category directly. See 2.3.5 Enduring Architecture Category for more information.

7.4 Newcastle Specific Awards and Prizes

The following is awarded at a regional level but does not progress to the NSW Architecture Awards.

Award/Prize

Newcastle Architecture Medal

Description

Best overall contribution to architecture in Newcastle. No fees apply for this award and all entries will be considered by the jury.

Entry instructions and fee

Fee: included in entry fee Selected by awards jury from eligible entries

7.5 Newcastle Judging Process

The Newcastle Architecture Awards have a single jury responsible for reviewing entries across multiple categories. Selection process:

1. Jury members are appointed by the Chapter President in consultation with relevant Chapter committees. The jury composition shall reflect the make-up of the profession a diversity of experience.
2. A single jury will review all entries across all categories.
3. It is expected that all jury members will visit each project.
 - The site visit duration for each project is 30 minutes for smaller projects, 45 minutes for medium size projects and 60 minutes for larger projects.
 - The site visit schedule will be issued by the NSW Chapter. Entrants are required to coordinate with their team and client/s.
4. Following site visits and further deliberation, the jury will determine the awarded projects.

Those projects that receive an Award in the Newcastle Architecture Awards are eligible to be considered in the NSW Architecture Awards. Eligible projects may progress to the NSW program only if the entrant pays, on invoice, the difference in entry fees. Successful entrants will be contacted after award announcements to confirm their wish to progress.

7.6 NSW Chapter Judging Process

The NSW Chapter has multiple juries, each responsible for one or more categories. All juries include a Jury Chair and are overseen by an overarching Chair of Juries.

Jury 1 Public Architecture / Educational Architecture

Jury 2 Residential Architecture – Houses (New)

Jury 3 Residential Architecture – Houses (Alterations and Additions) / Small Project Architecture

Jury 4 Residential Architecture – Multiple Housing

Jury 5 Commercial Architecture / Urban Design

Jury 6 Interior Architecture

Jury 7 Heritage

Jury 8 Sustainable Architecture

Jury 9 Enduring Architecture

Jury 10 COLORBOND® Award for Steel Architecture

Jury selection process:

- Jury members are appointed by the Chapter President in consultation with relevant Chapter committees. Juries shall reflect the make-up of the profession a diversity of experience.
- All jurors in the primary categories are selected after a call for EOIs from the membership, apart from guest jurors or lay members. EOI submissions are considered for a period of five years before a re-submission is required. Jurors for secondary categories such as Sustainable Architecture and COLORBOND® Award for Steel Architecture are appointed by the NSW Chapter Council in consultation with relevant committees.
- The number of positions on each jury is determined by program requirements from year to year. In NSW, each primary category jury consists of three jurors. In the case where the jury consists of four members, the fourth is intended to be a lay member, media representative or suitable expert.
- The composition of the NSW Architecture Awards juries will be announced to the membership prior to the online close of entries date.

Awards selection process:

1. The Awards jurors are appointed to review all entries in their award categories.
2. All entrants are required to present their project to the Awards jury.
3. Each relevant jury will determine a shortlist and select the projects they wish to visit after the presentation.
 - The site visit duration for each nominated entry is 20 minutes only.
 - The site visit schedule will be issued by the NSW Chapter. Entrants are required to coordinate with their team and client/s.
 - It is expected that the majority of jury members will visit each project. Metropolitan projects must be visited by all jurors, with all, or a smaller number of jurors visiting regional projects.
4. Following site visits and further deliberation, each jury will determine the awarded projects.

7.7 Country Division Architecture Awards Program

There is a separate Country Division Architecture Awards Program, please contact the NSW Chapter for further information.

For more information please contact the NSW Chapter:

Peter Fry – Awards and Prizes Manager

E: peter.fry@architecture.com.au

FREQUENTLY ASKED QUESTIONS

QUESTION 01

I am a member of the Institute and I am the Principal of the practice entering the awards. I am an architect but not registered in the required State of entry. The project architect is registered in the required State of entry, but is not the Principal of the practice. Should the entry be made under my name or the project architects name?

ANSWER 01

The entry should be made under your name as the principal; but you will also need to be registered in the relevant State or Territory of entry.

QUESTION 02

I am an architect registered in the relevant State or Territory of entry, and I am a member of the Institute. The organisation I am employed by, and the organisation who the copyright is attributed to, is a Government organisation, a University, or a multidisciplinary design firm. As a result, the “principal” in this instance is not an architect or a member of the Institute. Can this organisation still enter the project in the awards?

ANSWER 02

Yes, provided that there is a defined unit or division within the organisation that operates as, or like, an architectural practice, and the entrant has responsibility for the operation of that unit. If such a unit does not own the copyright, the entry must be accompanied by a written agreement from the copyright holder stating that the work may be entered for an award.

QUESTION 03

I am a member of the Institute as an employee of an A+ practice, but I would like to enter the Awards under the name of my private practice, for a project undertaken by my private practice. Can I still enter, and do I need to set up my own A+ practice?

ANSWER 03

Yes you can still enter, provided you meet all three key eligibility criteria, as entry is linked to an individual member number. To gain maximum marketing coverage around your entry, the Institute would strongly encourage you to sign up as an A+ practice as your private practice. Please contact our membership team if you have any questions regarding the benefits of A+ Membership.

QUESTION 04

I am a member of the Institute and I am the principal of the practice entering the awards. I am an architect but not registered in the required State of entry. The local architecture firm we collaborated with is registered in the required State or Territory of entry. Can the entry be made under my name?

ANSWER 04

If the principal of the local firm is a member and registered in the required State of entry, the entry should be made under their name. If not, either they will need to become a member of the Institute, or you will need to be registered in the State or Territory of entry.

QUESTION 05

I am an architect based in Australia and I am a member of the Institute. I wish to enter a project located in Singapore (or other location) in the International Category. I undertook the project in association with a local Singaporean architecture firm; do I also need to be registered in the country where the project is located?

ANSWER 05

You will need to ensure that you meet all legal obligations associated with practicing architecture in the country where the project is located. In some countries, associating with a local practice may be sufficient. In others you may need to be registered. Claiming authorship of a project in any location amounts to an acknowledgement that you are practicing architecture in that location.

QUESTION 06

I am an International member of the Institute. I work for a large international architecture firm and I was project architect on an international project that I wish to enter in the architecture awards. The principal of my firm is not a member of the Institute and I am not sure whether they are eligible to become a member. Can the entry be made in my name, or does the principal of my firm need to become a member?

ANSWER 06

The Principal of the practice responsible for the project must be a member of the Institute.

QUESTION 07

How old can a project be to be entered in the Awards?

ANSWER 07

There is technically no limit, as long as the project is completed by 31 December in the year preceding the year of judging. Advise the entrant to just bear in mind that the majority of entries the project would be competing against will have been completed in the last couple of years, so this is something to be considered when deciding whether to enter the project or not.

QUESTION 08

I am a graduate and have completed an urban design project that I would like to enter in the Awards, how do I do this?

ANSWER 08

Unfortunately, you cannot. Entry to all categories in the Institute's Awards program is limited to registered architects.

QUESTION 09

My project was entered and shortlisted in a previous year's Awards; can it be entered in this year's awards?

ANSWER 09

Yes, provided that the project was not awarded an Architecture Award or Named Award (and therefore did not progress to the National Awards). Projects that were not awarded anything or those that were awarded Commendations can be entered in one future Awards program.

QUESTION 10

Is it possible to get a copy of, or replicate my entry from last year's awards?

ANSWER 10

Yes, if you are using the same Award Force login, your previous entries should be available. If you are using a different login, contact your Chapter Awards Coordinator and they will be able to provide it for you.

QUESTION 11

The project I would like to enter is a temporary exhibition space, can I still enter this if it is dismantled before the Awards are announced?

ANSWER 11

Yes you can, but it must be entered in the Small Project Architecture category, as this allows transitional projects that cannot be site visited.

QUESTION 12

My project fits into multiple categories. How do I choose which category to enter?

ANSWER 12

As a general rule, the project should be entered in the category which is the building's predominant use, however provided the entry material and entry presentation speaks to the category the project is entered in, it can be entered in whichever eligible category you choose, or multiple categories. Projects can be entered in as many categories as entrants choose, but multiple entry fees will apply. Once one entry is completed, entries can be 'copied' on your login page from the 'my entries' section to save time, and then edited to suit. Jurors are required to check for entries that they believe are in unsuitable categories, so there is a check point in place.

QUESTION 13

Can you explain the Small Project category, how big is small?

ANSWER 13

There is no set answer for this question unfortunately. The Small Project category was introduced to recognise projects that may otherwise be overlooked in other categories, so if the project is either small in budget or small in size, then the project can go in this category. Because of this, projects entered in the Small Project Category cannot be entered any other categories. Also, residential projects cannot be submitted in the Small Projects Category. Juries are briefed that projects in the Small Project category can differ vastly and are judged accordingly, however if they feel that the project is not small it can be moved by the jury to another category after entries close.

QUESTION 14

I'm an A+ member with a practice, however, have done a project on the side under my own practice. Do I need to be an individual member, or can I enter while being a member under my A+ practice?

ANSWER 14

Entries are submitted alongside your individual membership details, so yes, you can, provided that you remain a member for the duration of the Awards program (if you leave the A+ practice you must arrange payment for your own membership). When you enter, the field 'Practice name for publication' under the 'Practice Team' tab is what will be used as the attribution for the project, so this can be whatever you want it to be.



2023 NEWCASTLE ARCHITECTURE AWARDS ENTRY HANDBOOK

Contact

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