

# National Railway Heritage Awards Entry Form 2018

The entrant must clearly specify which part(s) of their premises are the subject of their entry so that the judges can direct their inspection accordingly and the Adjudicators know what they are assessing.

Please

o complete all relevant sections of the entry form. (NB. ONLY this electronic version of the Entry Forms will be acceptable as a valid entry)

o Electronically upload supporting materials and photographs wherever possible. If you need to upload more, please repeat the process. (NB. A few photographs prior to the commencement of work are particularly important as this enables us to understand what has been achieved. Similarly please supply any aerial scheme photographs if available)

o If you have material that cannot be uploaded, please send to the Joint Chairman of Judges, Theo Steel at 20 St Augustines Avenue, Southend on Sea, Essex, SS1 3JH

o If you have any queries regarding the entry, please contact Theo Steel on 01702 831577 or at [Theo.steel@nrha.org.uk](mailto:Theo.steel@nrha.org.uk)

o The closing date for entries is Sunday 13th May 2018. (NB. If the entry is received after this date, or it is apparent that the scheme is incomplete, we will try and be flexible regarding the entry but may need to 'hold it over' until the 2019 competition)

\*Required

## 1 FULL TITLE OF ENTRY

1. **Full title of entry \***

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## 2 ENTRANT

NOTES:

(1) Any entry by a sub-group of a heritage railway shall send confirmation that it is made with consent and approval of the parent railway company

(2) Where an entry is submitted by a contractor/architect confirmation must be submitted that the client's approval for the submission has been obtained.

2. **organisation \***

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3. **individual or officer making the entry \***

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4. **address**

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5. **phone**

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6. **e-mail \***

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7. **press office contact**

include name, telephone and email (if applicable)

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8. **individual to whom the Awards ceremony invitation should be addressed.**

include name, status and/or title, postal address, telephone and email (if applicable)

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### 3 VIEWING THE ENTRY

Judging is usually undertaken by two judges during the period June to mid August. We require our judges to be accompanied by an informed representative from your organisation who will be able to talk about the entry: how research was undertaken, how the work progressed and any issues that arose during the project. Please provide a contact name within your organisation. (If suitable arrangements cannot be achieved the Entry may be held over until the following year)

9. **Contact name within your organisation?**

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### General requirements

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10. **Safe access**

Please note that it is assumed that the making of this entry authorises the judges to safely take photographs of it (and its immediate surroundings where necessary) for the purposes of the competition. If any important areas are outside normal public access it is required that safe access be provided and should be detailed below, as should also any signing-in requirements

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11. **PPE (Personal Protection Equipment)**

Will PPE be provided if required and if not, what is required by the Judge to safely undertake the inspection?

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## 4 PLAQUES

If this entry receives an Award, please state the correct titles for A and B:-  
(NB – please précis as space is limited on the plaques - there is a limit of 56 characters for each!)

12. **A. of the entry**

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13. **B. of the entering organisation(s) to appear on the plaque**

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14. **C. Duplicate plaque(s) required: number**

Duplicate plaques may be requested when the entry form is submitted. This constitutes a formal order and cannot subsequently be cancelled. Each plaque costs approximately £330 + VAT

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15. **D. Name of authorising person**

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## 5 ENTRY MATERIAL

Please note that all materials submitted with this entry become the property of the organisers and may be used, together with any photographs taken, for publication in the media unless the Joint Chairman of Judges, Theo Steel is notified that their return is requested.

## 6 ABOUT THE ENTRY

16. **the structure(s) that comprise the entry**

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17. **location**

including directions as necessary and map reference for rural non-station locations. (For remote locations please be very specific and indicate points of access)

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18. **past history**

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19. **present use and (as necessary) proposed new use**

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20. **What were your objectives with regard to the building's conservation or restoration?**

Detail specific conserved original building features. Where conservation was not possible please indicate why. For replaced missing, or damaged, aspects of the building please indicate your research process

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21. **details of work done:**

Please be very clear as to which structure(s) or work is to be inspected by the Judges.

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22. **new work**

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23. refurbishment

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24. describe any areas of conservation and/or restoration

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25. repairs

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26. outline any areas (if any) which were subject to operational constraints including details of any isolation and possession regimes and any effect that this had on the final scope of work

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27. were constraints placed upon work undertaken by the local Conservation Officer?

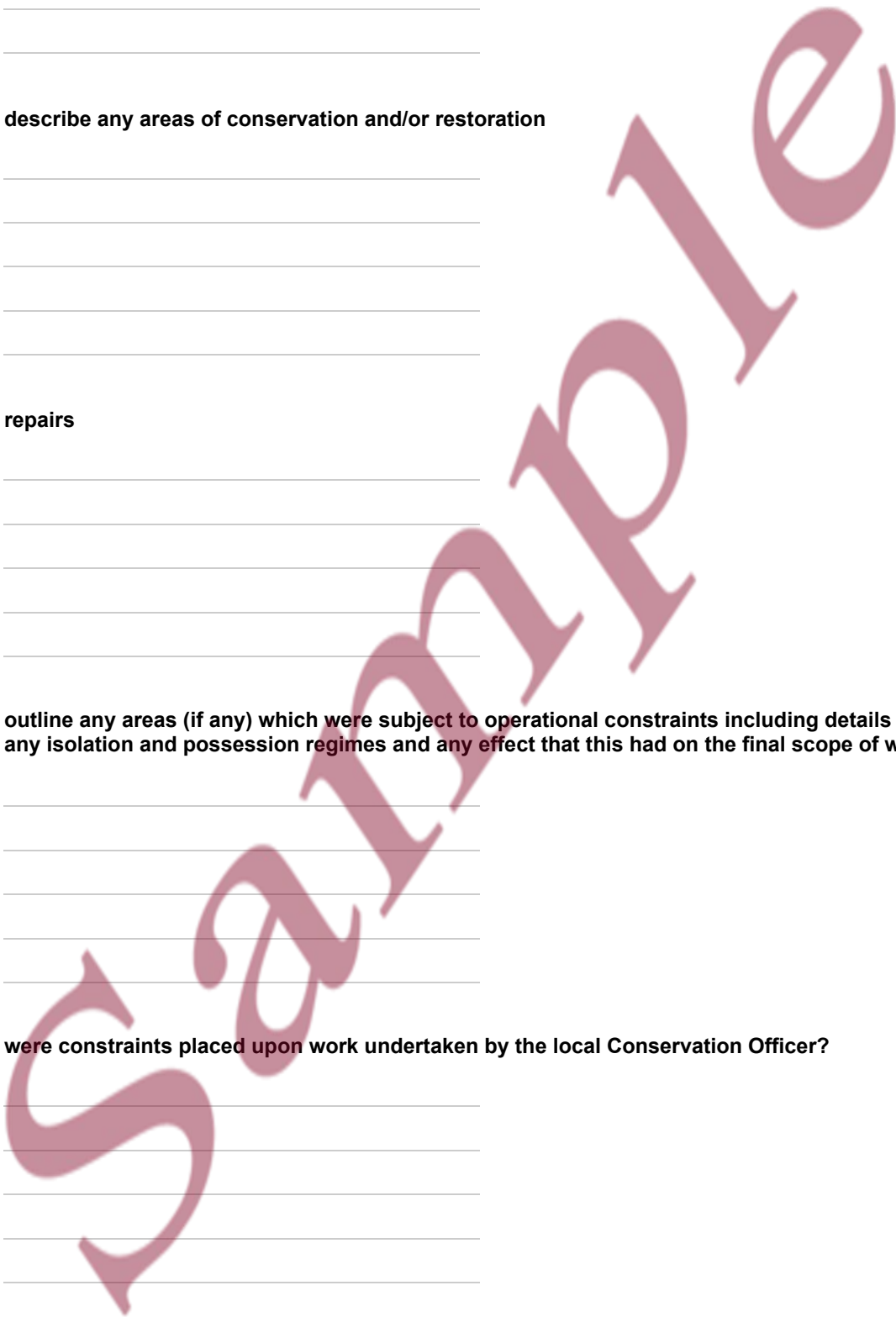
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28. **improved disabled access**

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29. **when did work commence?**  
(in its various phases as necessary)

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30. **completion date(s)**

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31. **ongoing maintenance**  
details of future planned maintenance schedules

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32. **approximate total cost in Pounds Sterling**

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33. **OR approximate total cost Euros**

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34. **please give names and contributions of all the funding partners**

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35. **is the entry officially 'Listed' as being of historic or architectural interest**

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36. **please give details**

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37. **and/or in a conservation area**

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**7 Please indicate the approximate extent (%) of work carried out by**

38. **contractors**  
%

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39. **volunteers**  
%

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40. **own organisation**  
%

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41. **community group**  
%

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42. other

%

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## 8 AUTHORISATION OF ENTRY

I have read the conditions of entry and the general information shown and, on behalf of the above names, agree to be bound by those conditions.

43.

**Please confirm acceptance of conditions**

by entering an "X" in the space below

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44.

**Name**

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45.

**Job Title**

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46.

**Your Email \***

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47.

**Date**

dd/mm/yyyy

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PLEASE SUBMIT THIS FORM BY 13TH MAY 2018 (with any relevant supplementary information)

Theo Steel

Joint Chairman of the Judges

20 St. Augustines Avenue, Southend on Sea, Essex, SS1 3JH

tel: 01702 831577 email: [theo.steel@nrha.org.uk](mailto:theo.steel@nrha.org.uk) to whom all enquiries should

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