

Scottish Awards for Quality in Planning 2019 (SAQP2019) - Guidance

Aims

The aims of the Awards are to promote and raise the profile of good practice. Plus, allow people to vote for their favourite shortlisted project through our People's Choice Award.

For some inspiration, please check out the [2018 winners plus all of the 34 shortlisted projects](#).

SAQP2019

Categories

The Judges will make recommendations to the Scottish Ministers on Awards, under the following 5 categories:

- Partnership
- People
- Place
- Plans
- Process

The Judges can also recommend an Overall Winner Award.

What projects are eligible?

To merit an Award, entries must demonstrate innovative work in planning and related activities, through partnership, place, plans, processes or by involving children and young people – at whatever scale. The types of project could include regeneration, conservation, environmental improvement or co-ordinating different initiatives.

All entries must demonstrate how they relate to the planning system.

The five categories are:

1. **Partnership** – how communities, public and private bodies are coming together and using innovative ways to get development moving and the planning system delivering quality and accessible places.
2. **People** – show where the participation of a person or people has made a demonstrable effect on the transformation of a place innovation in the participation of a person or people (whether young or old) making a demonstrable effect on the transformation of a place or within the planning system. **Note:** This category builds on from the success, from last year, of including a children and young people category, so we would be particularly keen to see more projects from this group.
3. **Place** – architectural building, development, town centre regeneration, place achieved through public and private bodies (house builders or commercial) coming together to get quality and accessible development delivered.
4. **Plans** – may include work on any aspect of statutory development planning, as well as other plans, policy including its design, plus supplementary guidance, masterplans and strategic plans.

5. **Process** – any aspect of the planning process where it has produced added value including efficient and effective processes.

Completion of projects

The work involved in every entry **must be complete** and have operated long enough for a fair assessment of its achievements.

If the project is part of a phased development, it is recommended that all phases are complete prior to submitting an entry.

Who can enter?

Anyone can enter the planning awards. This includes local authorities, consultants, community groups, house builders, developers, public agencies, voluntary organisations plus school and youth groups.

Judging criteria

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

- **Innovation** – Demonstrate innovation, no matter how simple, in your approach or achievement and how it has improved the delivery of a project.
- **Impact** – Demonstrate the impact that the project has had.
- **Transferability** – Explain how the lessons learnt from the project can be or have been passed on or shared with other organisations.

AWARDS' PROCESS

The Awards' process will begin in March 2019 and will be completed at a ceremony in Edinburgh on 20 November 2019. Further notice on the ceremony will be issued later in the year but it will be an opportunity to network and celebrate. Shortlisted applicants will be allowed to bring an allocated number of guests.

Stage 1 Application

Please give yourself enough time to prepare the application form(s). You have from 20 March until the closing date on 17 May 2019 to apply. Your entry should have two parts:

- **Part 1:** Completed application forms with reference to the category relevant to the work. This is the word document (available online) which should be sent to the SAQP mailbox. SAQP@gov.scot
- **Part 2:** Up to 6 images (A4 size only) that are representative of the project. These can include photographs, front covers, logos, maps, plans or drawings but must be of a high quality. The image resolution **must** be at least 300 dpi and submitted on a CD or pen stick. The CD or pen stick must be clearly labeled to link with the title of your entry. Please indicate which of the images you would prefer to be used in any promotional material. The images may be used to promote the application, both print and online, and possibly displayed at the Awards ceremony. Please therefore ensure that you have confirmed that the images can be used in this manner by any copyright holder.

The submission should not include any other supporting material.

Early submissions will be appreciated.

Stage 2 Judges' shortlisting

Your work will be assessed by the panel of independent Judges. The quality of your initial submission will decide whether your entry is chosen for the next stage. If shortlisted, you may be asked to provide extra information.

The results of the shortlisting will be announced in June 2019. All shortlisted entries to SAQP2019 will be entered into this year's People's Choice Award.

Stage 3 Site visits and presentations

Shortlisted applicants will be contacted to make arrangements for either a site visit or an interview date which will take place during September 2019.

Whether you are selected for a site visit or a short interview, you will be asked to prepare a short (two to six minutes) video which will form the basis of a brief presentation for the Judges. This allows you an opportunity to expand upon your original written submission.

Stage 4 The Judges' final selection process

On completion of the interviews and site visits, the Judges will finalise their recommendations on the winning entries.

Stage 5 Shortlisting / Awards Ceremony

Those shortlisted to receive an Awards will be contacted over summer 2019 and may be asked to provide further photographs to exhibit at the Awards ceremony which will take place in Edinburgh on 20 November 2019.

**Scottish Government
March 2019**