

## Conditions of Entry

1. All gardens and landscapes entered must be incorporated within new homes (and where applicable refurbished or renovated homes) completed or under construction between 1<sup>st</sup> January 2009 and 30<sup>th</sup> June 2012. The garden/landscape cannot have been entered in an NHGA award before or previously received a NHGA award. A new garden/landscape in a formerly unreleased phase of a development entered previously is permitted. Judges reserve the right to move submissions, where appropriate into an alternative category.
2. All entries must be submitted on the official entry form (which can be photocopied or downloaded from the website) and sent with the entry fee. By the Part 2 deadline date all supporting documentation such as written material, photographs, images, plans, designs, budgets and plant lists must be submitted flat (folded where necessary) in an A4 size wallet or folder clearly identifying the name of the entrant and the award category entered.
3. All entry forms must be completed in full and the conditions of entry strictly adhered to. A cheque, BACS or online transfer payment for the appropriate fee plus vat must accompany each Part 1 entry (only one cheque, BACS or online transfer to cover the fee for multiple entries is required). Please make all cheques and payments payable to **Chutney Communications Limited**. A receipted vat invoice will be supplied.
4. There is a two-part entry system to the New Homes Garden Awards. We require the initial registration of your entries (part 1) and fees by Thursday 31st May 2012 and all supporting entry material, images and photographs (part 2) have to be submitted by Friday 20th July 2012. You will be reminded by email what is required for Part 2 of the entry submission with all entry specification requirements and format details.
5. No entries may be withdrawn after receipt and all payments made are non-returnable. Entrants may submit as many individual entries as they wish in all categories and if appropriate you may enter the same garden or landscape into more than one category. Please note that if the same garden/landscape is entered into more than one category, the entire entry presentation must be duplicated, so there are separate and clearly identified submissions for each entry.
6. Judges will be looking for clearly and concisely presented material in the format requested, that gives them as much detail as possible about the garden, site or landscape entered. Entrants must also provide details of why the entry is worthy of an award and must ensure that all submitted documents are in the required format to assist judges draw up the short list of entries.
7. Where judges are unable to reach a final decision or entries are of an equally high standard, entrants may share awards. If the entries are deemed of insufficient merit, the number of awards may be reduced in that particular category. The organiser's reserve the right to add or remove judges, amend entry criteria and amend or merge award categories without notice or explanation. If the judges are unable to make a final decision from the material presented a site visit may be necessary. An appointment to arrange the visit will be made with the entrant or the entrant's representatives.
8. In all categories, entrants should ensure that the entry forms are completed in full and all the required contact details are included, particularly the name of the person responsible for the award entry.
9. Please note that the name and logo you submit with your entry will be the details used on any subsequent promotional, advertising and marketing material.
10. Entry to the New Homes Garden Awards will be taken as a right to publish, broadcast, promote and display on-line the photographs, images, descriptions and other particulars and materials of all submissions together with any photography or images from the awards presentation. Entry confirms that entrants have obtained all necessary consents, permissions and clearances in respect of any third party rights regarding any such particulars, images and materials.
11. Please note that entries will not be returned. If you require the return of your entry and the supporting documentation it must be collected from our offices within 14 days of the awards presentation.
12. All entries received after the closing date or those failing to include the required information when due will not be considered for an award.
13. All entrants should include a digital image of their logo (jpeg, pc format on cd/dvd/memory stick) with part 2 of their submission (due 20<sup>th</sup> July 2012) which may be used on-line for promotion and other media activity. Please ensure your image is clearly identified with your name and the category entered.

14. Categories 1 – 12 are open to house builders, social landlords and housing associations. Categories 14 – 23 are open to, landscape architects, landscapers and garden designers. In categories 1 – 12 the projects entered must be those designed and/or built or commissioned by the house builder or association, their in-house or contracted designer, landscaper, landscape architect or contractor. Entrants in categories 12, 22 and 23 should submit evidence from at least three different projects and the entry must be accompanied by an entry in at least one other category.
15. No entry is required for categories 24 and 25 as these awards will be selected from the entries received.
16. Entries in category 9, Best Show House Garden should include a design plan, plant list, budget and where appropriate the name and address of the designer and/or landscaper. You should also supply a written description of why the particular design was chosen and its merits in relation to the site and the surrounding area.
17. For entries in categories 4 and 10 your submission should include a plan of the whole development together with before and after photography, sustainable merits and impact, an environmental or sustainability plan, landscaping plan for communal leisure areas, ponds, water features, recreation areas, wildlife, and conservation schemes, wooded areas and other areas of interest.
18. In all categories where the overall quality, versatility and design of the garden or landscaping is being assessed entries should include a plan, plant list, budget allocated, photographs, images on dvd/cd/memory stick (jpeg pc format) and design drawings to assist the judges. Where appropriate please also include any environmental or ecological plans, maintenance plans, the dimensions of the garden (metric or imperial) and the name and address of the designer, landscape architect or landscaper. Please make all plans submitted either A4 or A3 (folded to A4) and where possible all digital images high resolution (again jpeg pc format). All submissions should comply with the requirements detailed in the conditions of entry.

**Single Entry £325.00 plus vat (£390.00)**

**Multiple Entries £275.00 plus vat (£330.00) each**

**Please make cheques and transfers payable to CHUTNEY COMMUNICATIONS LTD**

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