



# CAP AWARDS

COMMONWEALTH ASSOCIATION OF PLANNERS  
AWARDS FOR OUTSTANDING PLANNING  
ACHIEVEMENT IN THE COMMONWEALTH

# 2018

CALL FOR SUBMISSIONS



ENTRIES CLOSE 24:00 BST  
31 JULY 2018

GLOBAL  
PRIORITIES  
SUSTAINABLE  
HUMAN  
SETTLEMENTS  
INNOVATION  
CO-OPERATION  
ADVANCEMENT



The CAP Awards for Outstanding Planning Achievement in the Commonwealth seek to champion the very best examples of planning practice in the Commonwealth. The Awards aim to:

- Disseminate outstanding planning practice in the Commonwealth, particularly where applicable across different Commonwealth countries.
- Demonstrate the valuable role that planners and planning have in the Commonwealth in helping to create resilient and sustainable communities and adequate shelter for all.
- Promote the ways in which the science and art of planning can benefit the public and improve the well-being of society in the Commonwealth.

## ENTRIES

Entries will only be accepted from CAP member associations and individual members of CAP member associations. Individuals and associations may submit more than one entry provided a separate submission is made for each.

Projects, plans or strategies, or other components of the Award entry must be completed or substantially completed at the time of the Awards submission entry.

There is no charge for entries.

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## JUDGING AND ANNOUNCEMENT OF WINNERS

Entries will be judged by a panel of judges whose decision will be final. The judges will identify a short list of entries which will be published on the CAP web site and through other media channels. Commendations may be given in addition to the winner. Should the judges feel that none of the entries meets the required standard then no award will be given.

The judges are:



Professor Barbara Norman



Trudi Elliott CBE  
CAP Patron



Emeritus Professor Cliff Hague OBE  
CAP Honorary Vice President

The overall winner and commendations will be announced at the Gala dinner of the Planning Africa Conference to be held in Cape Town on 16 October 2018. <http://www.planningafrica.org.za/>

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## CRITERIA

Entries are invited which meet the aims of the Awards. Entries will be assessed against the criteria below and entries should address these criteria in the application, noting that not all of these may be applicable.

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### Commonwealth Context

- Demonstrate the significance of the entry to the Commonwealth.
- Demonstrate any transferable principles or elements that may be useful to others in the Commonwealth.

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### Sustainable Development

- Identify short, medium and long term public benefits arising from the project.
- As appropriate, show how the project has:
  - Incorporated and addressed economic, social and environmental objectives.
  - Addressed the UN's Sustainable Development Goals.
  - Addressed climate change and risks from natural disasters.
  - Incorporated resilience planning.

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### Outcomes and Social Benefit

- Show how the project has, where relevant:
  - Benefited the public and well-being of society as a whole.
  - Impacted the economy.
  - Impacted the environment.
  - Taken into account indigenous or relevant cultural values.

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### Planning Content and Skills

- Demonstrate the quality of professional planning work undertaken.
- Show the impact that planners have made to the success of the project and identify whether they have had an effective leadership roles.

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### Community Engagement and Inclusive Planning

- Show how the design of the project has sought engagement with all key stakeholders including politicians, community leaders, residents, businesses, women, youth, and other stakeholders.
- Show how the needs of all of the potential users of the project have been taken into account to ensure everyone is able to participate equally, confidently, and independently.
- Show how the project has sought to promote equality and diversity issues, including the specific needs of youth, the aged, women, ethnic groups, the mobility impaired, the poor, and disadvantaged communities.

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### Good Practice

- Show what creative and innovative techniques and processes have been undertaken.
- Show how the approaches undertaken are applicable to other parts of the Commonwealth.

## TERMS AND CONDITIONS

- Entries must be received by the deadline date. Late entries will not be considered.
- An entry will presume that all necessary permissions or authorisations on behalf of any other person or group involved in the project have been obtained.
- CAP reserves the right to publish all submitted material (including images and logos) on the CAP web site and through social media and other communication channels.
- An entry will presume that there are no restrictions or fees payable for the reproduction of the photographs or any other submission materials.
- CAP is not liable for any costs you incur submitting your entry.
- The decisions of the judging panel are final and no correspondence will be entered into before or after the event.
- Entries will be disqualified if the word limits for the Entry Form summary (150 words) and Submission Document (2,250 words) are exceeded.
- Entries will be disqualified if the file size of 10mb is exceeded.

## QUESTIONS

If you have any questions about entering the Awards please contact:  
Annette.odonnell@rtpi.org.uk.

## HOW TO ENTER

1 Complete the attached Awards Entry Form.

2 Prepare an Award Submission Document (2,250 words maximum) explaining how your entry meets the Award aims and the judging criteria. Please include any relevant illustrations and graphics and relevant web links.

Your completed Entry Form and Submission Document must be submitted by e-mail to: Annette.odonnell@rtpi.org.uk

3 Entries must be submitted before **24:00 (BST) 31 July 2018**

The Awards Entry Form and Submission Document must not exceed 10mb.

For further information about CAP please visit:  
[www.commonwealth-planners.org](http://www.commonwealth-planners.org)



# 2018 CAP AWARDS

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## ENTRY FORM

1. Title of the entry project: \_\_\_\_\_

\_\_\_\_\_

2. Project location (including country): \_\_\_\_\_

\_\_\_\_\_

3. Details of person submitting the entry

Name and qualifications: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact telephone number (including international dialling code): \_\_\_\_\_

Which CAP member association you are a member of? (eg. Planning Institute of Australia):

\_\_\_\_\_

4. Individuals and organisations involved in the project: \_\_\_\_\_

\_\_\_\_\_

5. Please provide a summary description of the project including a single graphic illustration (150 words maximum). Note that if your entry is shortlisted this summary and graphic will be uploaded to the CAP web site).

*Your completed Entry Form and Submission Document (see Call for Submissions for details of requirements) must be submitted by e-mail before **24.00 (BST), 31 July 2018** to: [Annette.odonnell@rtpi.org.uk](mailto:Annette.odonnell@rtpi.org.uk)*

