

# Submission Guidelines

Phase 1: Deadline – 10 April 2017



Submissions should showcase why the entry is an exemplary Passivhaus scheme, highlighting not how it has achieved the standard, but why it is exceptional!

## Online Registration Form

All submissions must be registered and submitted online. The online form will ask for general project details. This should be accompanied by an A4 landscape PDF/ powerpoint submission, no larger than 10MB and maximum of 20 pages. Registrations without a submission file will not be considered.

### Project details

- Project name
- Award Category
- Project description (300 words)
- Project address

### Applicant Details

- Applicant name (organisation/ individual – this will be indicated against the Award listings and on the certificate.)
- Name of main contact
- Main contact details including address, email & telephone no.
- Website

## Submission

The following information is required for all complete submissions. All submissions will be judged electronically and should be easily viewed on screen. Below is a slide guide. If any information is missing, please provide explanations why.

### 1. Main project image

- Project name
- Applicant name

### 2. Project Overview

- Location
- Construction type
- Construction completion date
- Occupancy date
- Certification date
- [Gross External Area](#) (m<sup>2</sup>)
- Treated Floor Area (m<sup>2</sup>)
- Construction costs (£/m<sup>2</sup>)\*
- Form Factor Ratio

### Energy

- Primary Energy (kWh/m<sup>2</sup>/a)
- Heating Demand (kWh/m<sup>2</sup>/a)
- Heating Load (W/m<sup>2</sup>)
- Air Changes (@50pascals)
- Heat source(s)

### Team Credits

- Client/ Developer
- Architect
- Passivhaus Consultant
- Certifier
- Contractor
- Other

\* Total construction costs (omitting land purchase and landscaping) divided by the gross external area. Please refer to the [standardised cost template for further guidance](#). Please advise us if your calculation differs to this.

### 3. Passivhaus Certificate

- Project description & any other claims/ environmental standards

### 4. Architectural Design & Aesthetics (max 5 slides)

- Site plan & design statement (max 200 words) highlighting key philosophy & approach.
- Plans, sections & elevations
- Internal images highlighting the quality of indoor environment & daylighting.
- External images highlighting the response to context, shading/ fenestrations, materiality, and form.



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## 9. Summer comfort and ventilation strategy

- Summer comfort and ventilation strategy. Design approach, simplifications, window ventilation innovations, shading strategy, use of summer bypass.
- PHPP % of the year overheating
- Further guidance and metrics can be found in the document [Design for Summer comfort in the UK](#).

## 10. Performance & feedback

- Evidence/ analysis of performance: Ideally monitored internal environment data; temperature, RH% & CO<sub>2</sub> for winter and summer.
- As a minimum anecdotal evidence from occupants' feedback (recordings/ POE survey/summer comfort quote.)
- If available, comparison of predicted energy demand (kWh/m<sup>2</sup> TFA) to actual use, by fuel source.

## 11. Construction approach

- Details of innovative implementation, for example, the steps that were taken to achieve budget constraints simplify build-ability/ replicability or ease of use.
- Was it a specialised or standard fabric/system? Simple detailing or radical solutions?

## 12. Lessons Learned

- What was special about this building? (Materials, tight budget, challenging site, design evolution, deliberately standard, self-build, social/community aspect etc.).
- What would you do differently?

**SUBMISSION DEADLINE  
10 APRIL 2017**

PDF/Powerpoint file  
MAX 10MB  
MAX 20 pages  
A4 Landscape

If your supporting documentation is over 10MB or you have any queries, please contact:

[Yogini@passivhaustrust.org.uk](mailto:Yogini@passivhaustrust.org.uk)

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