

# Submission Guidelines

Phase 1: Deadline – 29<sup>th</sup> June 2018



Submissions should showcase why the entry is an exemplary Passivhaus scheme, highlighting not how it has achieved the standard, but why it is exceptional! We are seeking high performance schemes that are beautiful, and innovative with potential to significantly impact the industry/market.

## Online Registration Form

All submissions must be registered and submitted [online](#). The online form will collect general project details as outlined below.

### Project details

- Project name
- Award Category
- Project description (150 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

## PDF Submission

The online registration form should be accompanied by an A4 landscape PDF/ powerpoint submission, no larger than 10MB and a maximum of 20 pages. Registrations without a submission file will not be considered. 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
- Category

### 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 PE or PER (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.



## 5. Summer comfort and ventilation strategy

- Summer comfort and ventilation strategy. Design approach, simplifications, ventilation needs & solutions, 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](#).

## 6. 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.

## 7. 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?

## 8. 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?

**29<sup>th</sup> June 2018  
ENTRY DEADLINE**

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)

Follow [@PassivhausTrust](#)

**#PHTawards2018**

