

Best Landscape Award for Private Property Development 2014

Prospectus

Organiser : Leisure and Cultural Services Department

Co-organisers : Home Affairs Department, The Hong Kong Institute of Architects, The Hong Kong Institute of Landscape Architects, Institute of Horticulture (Hong Kong), The Hong Kong Institute of Surveyors, Professional Green Building Council and The Hong Kong Association of Property Management Companies

1 Objectives

This Award aims to sustain the betterment of living environment in private property and to promote excellence in greening by outstanding landscape design and horticultural maintenance.

2 General Conditions

2.1 Categories

The Soft Landscape Design and Horticultural Maintenance Award is presented in three categories.

(a) Large Scale Domestic Property (at least 4 domestic buildings AND with more than 1 000 domestic units)

- (i) Properties up to 5 years of age
- (ii) Properties between 6 to 10 years of age
- (iii) Properties between 11 to 20 years of age
- (iv) Properties over 20 years of age

(b) Domestic Property (not exceeding 1 000 domestic units OR less than 4 domestic buildings with more than 1 000 domestic units)

- (i) Properties up to 5 years of age
- (ii) Properties between 6 to 10 years of age
- (iii) Properties between 11 to 20 years of age
- (iv) Properties over 20 years of age

(c) Non-Domestic Property, such as aided schools, shopping malls and commercial buildings

- (i) Properties up to 5 years of age
- (ii) Properties between 6 to 10 years of age
- (iii) Properties between 11 to 20 years of age
- (iv) Properties over 20 years of age

Note: The age of the property (determined as on the day of close of registration) is based on the date of certificate of compliance (CC) issued by the Lands Department. The date of occupation permit (OP) issued by the Building Authority would only be considered if CC is not applicable.

2.2 Assessment Criteria

2.2.1 The green features of nominated project will be assessed broadly on the following criteria :

- (i) Soft Landscape Design
 - Visual and landscape quality;
 - Sustainability including site coverage of greenery;
 - Enhancement to urban livability;
 - Improvement to micro-environment; and
 - Improvement to neighboring landscape.
- (ii) Horticultural Maintenance
 - Excellence of horticultural maintenance;
 - Tree care;
 - Health and hygiene conditions;
 - Landscape maintenance plan; and
 - Involvement and interaction of users.

The weighting of assessment criteria at various categories are as follows:

Category	Soft Landscape Design	Horticultural Maintenance
(i) Properties up to 5 years of age	70%	30%
(ii) Properties between 6 to 10 years of age	50%	50%
(iii) Properties between 11 to 20 years of age		
(iv) Properties over 20 years of age	30%	70%

2.3 Eligibility

- 2.3.1 The nominated project must be situated within Hong Kong. Any private developer and private body in Hong Kong may nominate entries for the Award.
- 2.3.2 The landscape greening areas of the nominated projects must be for communal use, accessible by the public and/or residents.
- 2.3.3 The Organiser reserves the right to reassign the nominated project to a more relevant category different from the one proposed by the nominating organisation without giving prior notification.
- 2.3.4 The Panel of Jurors for each category shall not be in any way associated with any nominated projects in the respective category. The Jurors must declare in advance their interest in any nominated project with which they have been associated.
- 2.3.5 A partially completed project as at the closing date for the nomination will not be accepted unless the phasing of the project is so obvious as to enable the completed portion to be considered as a separate entity.

- 2.3.6 If the nominated project comprises two or more phases, the nominating organisation should decide to nominate the project as one single entry or separate entries by phases. The age of the property is based on the date of CC for the latest phase.

2.4 Language

- 2.4.1 Entry documentation must be presented in English or Chinese.

2.5 Compliance with Regulations

- 2.5.1 All entries will be examined according to the regulations and requirements of this Prospectus. **Failure to comply with these regulations will lead to disqualification.** Any such disqualification shall be at the absolute discretion of the Panel of Jurors.

2.6 Panel of Jurors

- 2.6.1 All entry documentation and nominated projects will be examined by the Panel of Jurors comprising representatives from the Organiser and the Co-organisers, horticulturists and environmentalists.
- 2.6.2 In case of inability on the part of any Juror to act, he/she will be replaced by a person to be nominated by the Organiser.

2.7 Timetable

- 2.7.1 The schedule of the Award is listed as follows:

Period	Item
24 February 2014	Submission of entries starts
23 April 2014 (5:00p.m.)	Deadline for submission of entries
May 2014	Adjudication
June 2014	Awards presentation ceremony

- 2.7.2 All dates including those for submission, enquiries and assessment are subject to change on the advice of or with the agreement of the Organiser or the Panel of Jurors. Notice of any change of the timetable will be sent to all registered nominating organisations and publicised on LCSD's website by the Secretariat as soon as possible.
- 2.7.3 Any notice served by the Organiser to registered nominating organisations shall be deemed to be properly served when addressed and sent by post, facsimile or e-mail to the information submitted by the registered nominating organisations.

2.8 Adjudication

- 2.8.1 The Panel of Jurors may request for further information about the nominated projects and/ or conduct site visits as required before coming to a final decision.
- 2.8.2 The decision of the Panel of Jurors is final.



2.9 Awards

2.9.1 The Panel of Jurors will present the Award to the meritorious projects in each category.

2.9.2 The number of Awards to be presented is at the discretion of the Jurors. The Organiser reserves the right not to bestow an award in any category if the Jurors consider nomination has not met Juror's expectation and award standard.

2.10 Copyright

2.10.1 The Organiser reserves the right to retain all entry documentation and to use/publish the contents at its discretion for the purposes of promotion and publicity of the Award. All submitted documents and materials are non returnable to applicants/organisations.

2.10.2 The nominating organisation shall make sure that the materials submitted do not infringe any copyrights. For materials the copyrights of which are owned by the nominating organisation, the nominating organisation shall grant the Government the rights to use, adapt, copy, distribute, display and publish the materials. The nominating organisation shall seek prior agreement from the copyrights owner for the Government to use, adapt, copy, distribute, display and publish the submitted materials which are owned by a third party.

2.11 Results

2.11.1 The results of the Award will be announced in June 2014 after which the Organiser will stage a public exhibition of winning entries.

2.11.2 All awards will be presented at a ceremony organised by the Organiser tentatively in June 2014.

3 Requirements of Entry Documentation

3.1 Entry Documentation

3.1.1 All information of the nominated projects has to be presented on **two separate A2-size (420mm x 594mm) foam boards, each not exceeding 6mm in thickness.**

3.1.2 A minimum font size of 12 shall be used for the written submission on the presentation boards. The information included on these boards should be sufficient for the Jurors to make a complete assessment of the project.

3.1.3 The information on the boards should contain about 300 computer typed words in Chinese or English text with at least 5 photos introducing the nominated project, such as –

(i) Basic Information

- Gross area of the project
- Building coverage
- Landscape area
- Site coverage of greenery
- Number of flats
- Date of construction
- Date of completion (Refer to Clause 2.1)

(ii) Design and Quality Information

- Greening effect
- Landscape design concept, such as general landscape layout plan
- Horticultural maintenance arrangement, such as horticultural strategy, including tree inspection and pruning strategy, and horticultural and tree maintenance schedule, etc.
- Special features of landscape
- Condition of the site before/after completion of project
- Significant or unusual constraints
- Environmental recognition
- Any other award acquired

3.1.4 The greening/landscaped areas of the nominated projects should be permanent features. Removable pots/planters would not be counted.

3.1.5 A video in CD/DVD format of up to 60 seconds duration showing the greening features and its related infrastructure and building of nominated project should be provided. The file format of video must be saved in either of MPEG/AVI/WMV format.

3.1.6 High resolution digital versions of photographs (5 million pixels or above) and text file in either of TXT/DOC format of nominated project brief mentioned in Part Three paragraph 3.1.3 above in a CD/DVD should be provided. The file format of photographs must be saved in either of JPEG/TIFF format.

3.1.7 A general layout plan with at least 300 dpi resolution of the nominated project should be provided in a CD/DVD, general landscape layout plan mentioned in Part Three paragraph 3.1.3 above should also be provided if available.

3.2 Fee

3.2.1 There is no entry fee.

3.3 Registration and Submission

3.3.1 Each entry should include a duly completed Registration Form at **Appendix** together with all necessary documents.

3.3.2 Completed Registration Form together with the two separate A2-size (420mm x 594mm) presentation boards, a video in CD/DVD format showing the nominated project and a CD/DVD with general layout plans and text file of nominated project brief and high resolution digital versions of photographs as digital formats specified in Part Three paragraph 3.1.5 and paragraph 3.1.6 above must reach the Secretariat of the Best Landscape Award for Private Property Development 2014 not later than 5:00 p.m. on Wednesday, 23 April 2014 at the address below :

The Secretariat,
Best Landscape Award for Private Property Development 2014
c/o Green Campaign Section,
Leisure and Cultural Services Department,
11/F, Leisure and Cultural Services Headquarters,
1-3, Pai Tau Street, Sha Tin, New Territories.

3.3.3 Prospectus can be obtained at the following locations :

- (a) The Secretariat of the Best Landscape Award for Private Property Development 2014 on 11/F, Leisure and Cultural Services Headquarters, 1-3, Pai Tau Street, Sha Tin;
- (b) Green Education and Resource Centre, 1/F, Kowloon Park Office, 22 Austin Road, Tsim Sha Tsui, Kowloon;
- (c) All District Leisure Services Offices of the Leisure and Cultural Services Department;
- (d) All District Offices of the Home Affairs Department; or
- (e) Downloaded from the following website : www.lcsd.gov.hk

4 Enquiries

Telephone : 2601 8026

Email Address : almica@lcsd.gov.hk

Best Landscape Award for Private Property Development 2014

Registration Form

1. Entry Property

Name of Property : _____ (English)
 _____ (Chinese)

Location : _____

* Date of certificate of compliance (CC) issued by the Lands Department/date of occupation permit (OP) issued by the Building Authority : _____ (dd/mm/yy)

Note: Entry may be made by the Management Company/Design Company/Owners' Organisation/Landscape or Horticultural Company of the property with the consent of the Owners' Organisation of the property concerned if applicable. The Award will bear the name of the property and the name of the nominating organisation.

Category of the entry : (Please tick one only)

(a) Large Scale Domestic Property (at least 4 domestic buildings AND with more than 1 000 domestic units)

- (i) Properties up to 5 years of age ☐
- (ii) Properties between 6 to 10 years of age ☐
- (iii) Properties between 11 to 20 years of age ☐
- (iv) Properties over 20 years of age ☐

(b) Domestic Property (not exceeding 1 000 domestic units OR less than 4 domestic buildings with more than 1 000 domestic units)

- (i) Properties up to 5 years of age ☐
- (ii) Properties between 6 to 10 years of age ☐
- (iii) Properties between 11 to 20 years of age ☐
- (iv) Properties over 20 years of age ☐

(c) Non-Domestic Property (such as aided schools, shopping malls and commercial buildings)

- (i) Properties up to 5 years of age ☐
- (ii) Properties between 6 to 10 years of age ☐
- (iii) Properties between 11 to 20 years of age ☐
- (iv) Properties over 20 years of age ☐

Note: The age of the property (determined as on the day of close of registration) is based on the date of certificate of compliance (CC) issued by the Lands Department. The date of occupation permit (OP) issued by the Building Authority would only be considered if CC is not applicable.



2. Nominating Organisation

(a) I have obtained the consent of the relevant Management Company/Design Company/Owners' Organisation/Landscape or Horticultural Company/_____ * in nominating the above property to enter the Best Landscape Award for Private Property Development 2014.

(b) I have read the prospectus and agreed to the terms and conditions contained therein.

Nominating Organisation : _____ (English)

_____ (Chinese)

Contact Person : (Mr/Mrs/Ms/Miss) * _____

Postal Address : _____

Telephone : _____ Fax : _____

E-mail address : _____

Signature : _____

Name of Representative : _____

Post : _____

Organisation Chop

Date : _____

Note: * Delete or fill in as appropriate

Handling of Personal Data Collected in this Registration Form

1. Purpose of Collection : The personal data provided in this form will be used for the purpose of adjudication of the Best Landscape Award for Private Property Development 2014 and other matters in relation to the Award. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your entry or correspond with you.
2. Classes of Transferees : The personal data you provided in this form may be disclosed to other government bureaux or departments for cross reference should the need arise.
3. Access to and Change of Personal Data : You have a right of access and correction to the personal data provided under the Personal Data (Privacy) Ordinance (Cap.486), including the right to obtain a copy of your personal data detailed in this form. In case of need, please write to us. Upon verification of signature and official chop, the request will be followed up.

ACKNOWLEDGEMENT OF REGISTRATION

To : _____ (Attn. : _____ ,
Fax : _____)

Name of Property: _____

(The following part will be completed by the office)

1. This serves to acknowledge receipt of your :
 - (i) registration form;
 - (ii) two separate A2-size presentation boards;
 - (iii) a video in CD/DVD format showing the nominated project; and
 - (iv) CD/DVD with high resolution digital versions of photographs, general layout plans and text file of nominated project brief.
2. The registration number of your entry is _____.

Official Chop

Date

