



最佳園林大獎

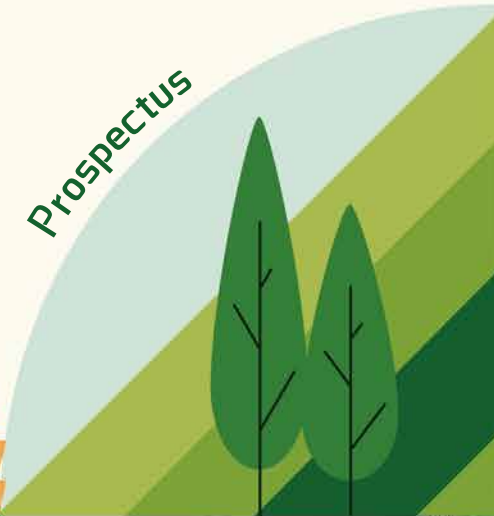
私人物業

Best Landscape Award
Private Property Development
2024



參考手冊

Prospectus



截止接受提名
Deadline for submission of nominations
17.5.2024 (5 pm)

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Enquiry
2601 8026
www.lcsd.gov.hk



Best Landscape Award for Private Property Development 2024

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

The Award aims to bring about sustained improvement in the environment in private property developments and promote greening by giving recognition to private developments that excel in landscape design and horticultural maintenance and encouraging private bodies to incorporate more green elements of quality in the planning and management of horticultural efforts for the benefit of such developments.

2 General Conditions

2.1 Categories

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

(A) Domestic Property

(a) Large-scale Domestic Property

(with a site area of 20 000 square metres or above)

- (i) Properties below 6 years of age
- (ii) Properties between 6 and below 21 years of age
- (iii) Properties of 21 years of age or above

(b) Medium-scale Domestic Property

(with a site area from 2 000 square metres to below 20 000 square metres)

- (i) Properties below 6 years of age
- (ii) Properties between 6 and below 21 years of age
- (iii) Properties of 21 years of age or above

(c) Small-scale Domestic Property

(with a site area under 2 000 square metres)

- (i) Properties below 6 years of age
- (ii) Properties between 6 and below 21 years of age
- (iii) Properties of 21 years of age or above

(B) Non-domestic Property**(e.g. hotels, shopping malls, commercial buildings, schools under the Direct Subsidy Scheme (private premises) and private schools)****(a) Large-scale Non-domestic Property****(with a gross floor area of 40 000 square metres or above)**

- (i) Properties below 6 years of age
- (ii) Properties between 6 and below 21 years of age
- (iii) Properties of 21 years of age or above

(b) Small and Medium-scale Non-domestic Property**(with a gross floor area under 40 000 square metres)**

- (i) Properties below 6 years of age
- (ii) Properties between 6 and below 21 years of age
- (iii) Properties of 21 years of age or above

Note: The age of the property is calculated from the date of issue of the Occupation Permit (OP) by the Building Authority of the Buildings Department to the deadline of nomination.

2.2 Assessment Criteria

2.2.1 The green features of an entry will be assessed based on the following criteria:

(a) Soft Landscape Design

- Visual and landscape quality;
- Sustainability, including site coverage of greenery;
- Enhancement to urban livability;
- Improvement to micro-environment;
- Improvement to neighbouring landscape; and
- Use of new construction techniques and modern construction solutions

(b) Tree and Horticultural Management and Maintenance

- Excellence of tree management, with work covering the records on survey, protection and reprovision in relation to all the trees in the site as well as tree risk management;
- Excellence of horticultural and landscape maintenance;
- Formulation of a sound work regime for the delivery of tree related services by workers / employees in a safe and healthy manner, with reference to the prevailing guidelines on occupational safety and health issued by the Labour Department and the guidelines on arboriculture occupational safety and health issued by the Development Bureau;
- Plant health and proper pruning;
- Environmental cleanliness and hygiene conditions;
- Involvement and interaction of users; and
- Use of new technology in maintenance.

The weighting of assessment criteria in various categories is as follows:

Category	Soft Landscape Design	Horticultural Maintenance
(a) Properties below 6 years of age	70%	30%
(b) Properties between 6 and below 21 years of age	50%	50%
(c) Properties of 21 years of age or above	30%	70%

2.2.2 “The Environmental Efficiency Award” is given in each category. The assessment criteria, each with equal weighting, are as follows:

- (a) Effective use of materials (i.e. Application of the “3R” principle of reducing, reusing and recycling);
- (b) Achievement of horticultural sustainability; and
- (c) Promotion of environmental awareness and green living.

2.3 Eligibility

- 2.3.1 Each entry must be situated within Hong Kong and be managed, designed or built by a private body.
- 2.3.2 Entries may be nominated by the developer/management company/design company/owners’ organisation/landscape or horticultural company of the property with prior consent from the owners’ representative group of the property concerned (if applicable). The Award will bear both the names of the winning property and the nominating organisation.
- 2.3.3 The landscape greening areas of the entry must be for communal use or accessible by the public and/or residents.
- 2.3.4 The greening/landscaped areas of the entry should be permanent features and completed. Removable pots/planters would not be counted.
- 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 entry comprises two or more phases, those phases to be nominated as one single entry should belong to the same age category. The age of the property is calculated based on the date the Occupation Permit (OP) is issued by the Building Authority of the Buildings Department.
- 2.3.7 Each entry can only be nominated once in the same year of competition.

2.4 Language

Entry documentation must be presented in English or Chinese.

2.5 Compliance

All entries will be adjudicated according to the regulations and requirements of this Prospectus. **Failure to comply with these regulations may lead to disqualification**, subject to the sole discretion of the Panel of Judges.

2.6 Panel of Judges

- 2.6.1 All entries and related documents will be adjudicated by the Panel of Judges comprising representatives from the Organiser and co-organisers, horticulturists and environmentalists.
- 2.6.2 In case of inability on the part of any judge to discharge his/her duties, he/she may be replaced by a person nominated by the Organiser.
- 2.6.3 Members of the Panel of Judges for each category shall not be in any way associated with any entries in the respective category. The judges must declare in advance their interest in any entries with which they are associated.

2.7 Nomination Period

- 2.7.1 The nomination period is from 1 March to 17 May 2024 (at or before 5:00 p.m.).
- 2.7.2 Any notice served by the Organiser to nominating organisations shall be deemed to be properly served when it has been sent by post, facsimile or e-mail according to the postal address, facsimile number or e-mail address provided by the nominating organisations.

2.8 Adjudication

- 2.8.1 Adjudication is tentatively scheduled to take place in July 2024. The Panel of Judges may, if necessary, request from the nominating organisations further information about the entries and/or conduct site visits on the day of adjudication before making a final decision.
- 2.8.2 The decision of the Panel of Judges is final.

2.9 Awards

- 2.9.1 Each category has the “Gold Award”, the “Merit Award” and the “Environmental Efficiency Award”.
- 2.9.2 The Panel of Judges will decide the awards to be presented and their numbers based on the quality of the entries. The Organiser reserves the right not to bestow any award in any category if the judges consider that no entries in an individual category have met the required standard for the awards.

2.10 Copyright

- 2.10.1 The Organiser reserves the right to retain all entry documentation and to use/publish the contents for the purposes of promotion and publicity of the competition. All submitted documents and materials (including DVD/memory card/USB flash drive) will not be returned to participants/organisations.

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

2.11 Results of Adjudication

- 2.11.1 The results of the competition will be announced in October or November 2024. Design drawings, photos and videos of the winning entries may be uploaded to the webpage of the Organiser for public viewing. The Organiser may produce a video with the winning entries for promotion and publicity of the event.
- 2.11.2 An award ceremony is tentatively scheduled for October or November 2024.

3 Information and Documentation required for Entries

3.1 Content and Format of Documentation

- 3.1.1 The nominating organisation shall submit a set of **digital design drawing** consisting of a maximum of 2 pages (horizontal, at a resolution of at least 4960×3508 pixels, not less than 300 dpi, and in JPEG/TIFF format) to present an entry. The whole set of design drawing may include a description of about 300 words (in Chinese or English) with photos introducing the project. The content may include the following:
- (a) Basic information of the nominated project
- Site area / Gross floor area
 - Building coverage
 - Area of landscaped garden
 - Site coverage of greenery (i.e. a percentage calculated by dividing the total area of greenery by the total area of the project)(please also indicate the greenery area on the general layout plan as required in paragraph 3.1.4(c) below)
 - The age of the property
- (b) Information on design and efficiency
- Greening effect
 - Landscape design concept (together with a brief description of the general landscape layout plan and plant list as required in paragraphs 3.1.4(d) and (e) below)
 - Arrangements for tree and horticultural management and maintenance, such as tree preservation and protection, tree risk management, horticultural and landscape maintenance
 - Special landscape features

- Site condition before/after completion of project
 - Significant or unusual constraints
 - Award(s) or recognition for environmentally friendly, green or other measure(s)/ initiative(s) employed
 - Occupational safety and health measures
- 3.1.2 The nominating organisation is also required to submit a **video** of not more than 3 minutes (horizontal, video dimension of 16:9 at a resolution of 1080p or above, and in MP4/AVI/WMV/MOV format) showing the greening facilities, landscape design, relevant basic facilities, landscape features, etc. of the project.
- 3.1.3 The above design drawing and the video should include sufficient information for the Panel of Judges to make a comprehensive assessment of the project.
- 3.1.4 In addition to the above drawings and videos, the nominating organisation should also submit the following information:
- (a) A completed nomination form (in PDF format);
 - (b) Digital photos showing the project (at a resolution of 8 million pixels or above, in JPEG/TIFF format, and no more than 30 in number) and a text file of relevant description (in TXT/DOC format);
 - (c) The **General layout plan** of the project (at a resolution of 3 million pixels or above, and in JPEG/TIFF format) (please indicate the greenery area on the plan);
 - (d) The **General landscape layout plan** of the project (at a resolution of 3 million pixels or above, and in JPEG/TIFF format); and
 - (e) A **Plant list** introducing the species, quantity and features of the plants (in TXT/DOC format).
- 3.1.5 The nominating organisation should provide a **copy of the Occupation Permit (OP)** of the project for verification of the age of the building. Copy of the OP can be obtained upon filing an application to the Building Authority of the Buildings Department. For details, please visit:
https://www.bd.gov.hk/en/resources/forms/form_brop.html
- 3.1.6 The nominating organisation of a **domestic property entry** should also provide **documentary proof of the entry's site area** (for example: the land leases issued by the Lands Department, land register records issued by the Land Registry or the approved building plans issued by the Buildings Department) for verification. For details of the land register records issued by the Land Registry or the approved building plans issued by the Buildings Department, please visit the following webpages:
Land Registry: <http://www.iris.gov.hk>
Buildings Department: https://www.bd.gov.hk/en/resources/forms/form_brop.html
- 3.1.7 The nominating organisation of a **non-domestic property entry** should also provide **documentary proof of the entry's gross floor area** (for example: the building records issued by the Buildings Department) for verification. For details of the buildings records, please visit:
https://www.bd.gov.hk/en/resources/forms/form_brop.html

3.2 Submission methods

- 3.2.1 The nominating organisation should submit the duly completed nomination form at **Appendix** together with all necessary documentation required in paragraph 3.1 above.
- 3.2.2 The nomination form and documentation stored in a DVD/memory card/USB flash drive must reach the Secretariat of the Best Landscape Award for Private Property Development 2024 on or **before Friday, 17 May 2024** (no later than 5 p.m. for submission in person or by email; for postal submission, the date of postmark will be taken as the date of receipt) at the address below. For submission by email, please send digital files of the nomination form and documentation or a hyperlink for downloading the digital files to the Secretariat through Green Campaign Section, Leisure and Cultural Services Department at the email address below, with “Best Landscape Award for Private Property Development 2024” and the name of the nominated property specified in the email header. Name of the nominated property should be stated in the file name of all digital documentation. **A nomination will only be considered as successful submission when the sender receives acknowledgement from the Secretariat.** If the nominating organisation does not receive acknowledgement email from the Secretariat within 7 days from the date of submission, the organisation should contact the Secretariat by phone for enquiry.

The Secretariat,
Best Landscape Award for Private Property Development 2024
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.
(Email Address: gcs@lcsd.gov.hk)

Office hour: Monday to Friday (9 a.m. to 1 p.m. & 2 p.m. to 5 p.m.)
Closed on Saturday, Sunday & public holidays

- 3.2.3 The Prospectus can be downloaded at the “Best Landscape Award for Private Property Development” page on the LCSD website:
<https://www.lcsd.gov.hk/en/green/property/index.html>

4 Fee

Entry is free of charge.

5 Enquiries

Telephone: 2601 8026
Email Address: almica1@lcsd.gov.hk