



New Zealand Planning Institute 2011 Annual Awards

Nomination Form

New Zealand Planning Institute

Awards Nomination Form



Who can nominate for an NZPI Award?

Award nominations may be drawn to the attention of the Awards Committee in any of the following ways:

1. The Committee may conduct an independent survey;
2. Any member of the Institute may commend an applicant to the Awards Committee at any time;
3. Any member of the Institute may submit evidence of his/her own suitability as an applicant.

How will the Awards Committee decide?

The Awards Committee shall make a decision on the Awards nomination having regard to the relevant criteria applying to each class of award. Click here to [see Award criteria.](#)

The Awards Committee shall have the discretion to apply the most appropriate award category, notwithstanding the category under which the nomination is made.

Please note that all decisions made by the Awards Committee are final and discussions will not be entered into.

How will you know if you have been successful?

If you have been successful in your nomination both the nominee and the Award recipient (if different) will be advised confidentially of that success prior to the Awards Ceremony.

The Awards will be presented within the context of the NZPI Annual Conference which will be held 1- 4 May 2012.

Enquiries

Should you have any queries regarding any information provided in this package please contact Susan Houston, CEO of NZPI on 09 5206277 or susan.houston@planning.org.nz or aaron.beckett@planning.org.nz

Due Date for all Nominations

Nominations are required to be with NZPI no later than 20 February 2012.

Please note the nomination can only be for **ONE** Award Category.

New Zealand Planning Institute

Awards Nomination Form



Submitters Details

Name of Person Submitting
this Nomination

Name of Your Company

Your Address

Suburb/City

Your Phone Contact Details

Your Email



Please note that the nomination can only be for **ONE** Award Category.

Nominee Details (if different from above)

Name of Person /Project being
Nominated

Name of Company

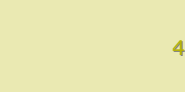
Address

Suburb/City

Phone Contact Details

Email

If successful who will
receive the Award at the
Awards Dinner (please note,
that this is a criteria of entry)



Person/Project Details

Title of Nomination

Award Category Being Entered

Lead Agency of the Work

All name (s) to appear on Certificate/Award/
Medal to be listed here:

Is the Person /Company being nominated the
sole owner of the Nominated project and
accompanying material? Please circle.

Yes
No

If not, please provide details of all partner or-
ganizations on the following page.

Are the Project Team, all authors and the client
fully aware of this nomination?
Please circle.

Yes
No

Is the Applicant and Nominee (if different) a
member of NZPI Please circle.

Yes
No



Team, including all authors (you wish to be acknowledged if appropriate)

Name of Company

Contact Name

Address

Suburb /city

Phone

Email

Name of Company

Contact Name

Address

Suburb /city

Phone

Email

Name of Company

Contact Name

Address

Suburb /city

Phone

Email



Intellectual Property Conditions Governing Nomination

1. No nomination for NZPI Awards will be considered unless the copyright and IP requirements of the Awards programme are fully satisfied.
2. No nomination for NZPI Awards will be considered unless the nominee or his/her representative has committed to attending the Awards Dinner.
3. There may be IP implications in both the nominated project and in the materials that accompany the nomination.
4. You must grant NZPI (or procure) the rights in the IP of both the Nominated Project and in the accompanying nomination, that are required to allow NZPI to select, edit and reproduce the works for the purposes of the NZPI Awards for Planning Excellence.
4. To do this, you must either:
 - A) Own the necessary IP and give NZPI the permission it requires or,
 - B) Obtain a written consent from the owner (s) of the IP to use the IP for the purposes of the Awards Programme or,
 - C) Provide a written promise that you have the rights you say you have
 - D) In this respect you must indemnify the NZPI for any costs or expenses whatsoever that result from any proven third party adverse claim.
5. A nomination will not be considered unless the required permission and indemnity is given by the owner of the IP.
6. Please complete the Awards for Planning Excellence Copyright and IP Rights Notifications form on the following page and submit with your application. Please note that your application will not be considered without the completion of this form.



Copyright and IP Rights Notification

Part 1—Nominated Project

- 1. I am the sole author/ copyright owner of the Nominated Project
- 2. If you are not the author/ copyright owner of the Nominated Project please provide details of the author/copyright owner below:

- 3. Please tick one of the following that applies to you: in relation to moral rights:
 - A) I am the IP rights owner of the Nominated Project and I consent to my work being reproduced, exhibited, published, communicated and or adapted by the NZPI for the purposes of the Awards and authorship will be attributed to me.
 - B) I have the written consent from the true author of the Nominated Project (please attach) who agrees to their project being reproduced, exhibited, published, communicated and /or adapted for the NZPI for the purposes of the Awards and authorship will be attributed to the author.
 - C) I am not the IP rights owner and I do not have consent from the true author in making this nomination.

Part 2—Nomination Documents

- 4. I am the copyright owner of the nomination material (including written, graphic, photographic, drawings etc).
- 5. If you are not the copyright owner of the nomination material please provide written permission (and attach) from the owner of the material for their nomination material to be reproduced, exhibited, published, communicated and /or adapted for the NZPI for the purposes of the Awards and authorship will be attributed to the true author.

Signature

The statements I have made above are true and correct. I declare to indemnify the NZPI in any event that I have made false, misleading and /or deceptive statements and agree to pay NZPI jointly or severally, any damages and/or legal costs that may arise from my false, misleading and /or deceptive statements .

Signed

Dated



Your Checklist:

Please tick to indicate that you have included the following materials with your electronic nomination in the format outlined below:

- Completed Nomination Form
- Completed Copyright and IP Rights Notification Form and any permissions required
- The nomination formatted as described below.
- Associated planning documents including executive summary (if there is one).

Format of Nominations



Please provide one copy of the following in electronic form only for each nomination:



A covering letter of no more than two pages that offers:

A description of the Project Scope

A description of the unique challenges and innovative use of planning techniques

A description of the outcome and how it was achieved

Why you believe the project merits an NZPI Award



4 high resolution JPEG images of the project, the logos of those who should be acknowledged and an A3 Poster depicting the project.



Text for the Awards citation (not to exceed one page double –spaced in 12 point Times New Roman font)

Please note:

- Materials included with your submission will not be returned
- Late entries will not be accepted or considered
- Please **email** your nominations to: aaron.beckett@planning.org.nz (Phone 09 5206277) no later than 20 February 2012.
- **The NZPI Awards Panel decision is final and discussions will not be entered into.**