

# Entry Checklist – Housing Projects

All housing entries must collate and upload the following items:

Label your files with your company name and item uploaded, for example, Joe B Homes\_Contract

## **Project details**

Includes date of completion, owner details, value of site works, final cost and sqm of project.

## **60-word promotional description**

## **Written Submission**

Your written submission forms an integral part of your entry. It is your opportunity to explain the features, benefits and HIA GreenSmart principles that you have incorporated into the home.

Your written submission must address the following:

1. Each of the judging criteria for the category entered
2. Evidence of HIA GreenSmart principles incorporated in the housing project
3. Benefits derived from implementing HIA GreenSmart principles in the design, construction and promotion of the project
4. Evidence of site conditions and site management practices undertaken before, during and after works.

Can be uploaded as word doc or pdf.

## **Stamped Approved Plans**

Plans should indicate the particular HIA GreenSmart practices included in the design or building. All plans must show North point. Renovation/Addition must include plans showing old and new work.

Plans to be uploaded are limited to:

1. Floor Plan
2. Site Plan
3. Elevations

## **Energy rating assessment**

For example, energy rating certificate, BASIX certificate or 'deemed to satisfy' assessment report.

## **Certificate of Occupancy or equivalent Completion Certificate**

## **Project Price**

Copy of the page of the contract that states the price with the client's signature. Include a summary of variations with client signature where appropriate. Include any works by owner or others (if applicable) to give the complete cost of the project.

Display home category only – supply sales brochure and price list.

## **List of Materials**

Description of internal and external materials; including manufacturer, colours and special features.

## **High Resolution Photographs**

Upload 10-15 images showing standout features and environmentally-friendly aspects relevant to the category entered.

Photos must be high resolution, landscape oriented and a minimum 300dpi in JPG or TIF format.

Renovation/Addition must include four before photos.

Images are used to promote winners and finalists. Professional quality images should be provided at time of entry.

## **Declaration**

You are asked to tick a box declaring, among other things, you have the owner's consent to enter the project.

## **Entry Fee**

An entry fee of \$220 per entry must be paid at the time of submitting your entry. The online entry system allows entries to be duplicated and entered into additional categories where the project meets the requirements. Additional entry fees are payable per entry.



# Entry Checklist – HIA GreenSmart Product

All HIA GreenSmart Product entries must collate and upload the following items:

## **Product details**

Includes date product placed on Australian market.

## **Written Submission**

Your written submission forms an integral part of your entry. It must address the following criteria:

- Reference to each of the judging criteria
- Material Data Sheets outlining the environmental credentials of any product components
- An outline of the relevance of the product to the residential building industry
- A description of your company's role in the manufacturing of this product and bringing the product to market.
- What form your distribution rights take eg. sole distributor.
- The estimated market cost and any potential for export.

Can be uploaded as word doc or pdf.

Provide evidence

- Supporting claims that the product is recognised as Australian Made where these claims are made.
- That the product can deliver energy, water or resource efficiency in its operation over traditional products.
- Of the product placement on the market within 24 months prior to the closing date of entries.

## **High Resolution Photographs**

Upload up to ten (10) images of the product.

Photos must be high resolution, landscape oriented and a minimum 300dpi in jpg or tiff format.

Images are used to promote winners and finalists. Professional quality images should be provided at time of entry.

## **Written Consent from the Manufacturer, if applicable**

If you are a distributor entering the product without the manufacturer as a joint entrant.

## **Entry Fee**

An entry fee of \$220 per entry must be paid at the time of submitting your entry.



# Entry Checklist – HIA GreenSmart Professional

All HIA GreenSmart Professional entrants must collate and upload the following items:

## Applicant details

Includes date of HIA GreenSmart Professional course attendance

## Written Submission

Your written submission forms an integral part of your entry. It must address the HIA GreenSmart Professional entry questions on page 12 and 13.

Can be uploaded as word doc or pdf.

## Stamped Approved Plans

Plans should indicate the particular HIA GreenSmart practices included in the design or building of a project undertaken by the HIA GreenSmart Professional and referenced in the written submission. All plans must show North point.

Plans to be uploaded are limited to:

- Floor Plan
- Site Plan
- Elevations

## High Resolution Photographs

Upload 1-2 images of the applicant (landscape orientation), preferably on a building site.

Upload images of projects relevant to the applicant.

Photos must be high resolution, landscape oriented and a minimum 300dpi in jpg or tiff format.

Images are used to promote winners and finalists. Professional quality images should be provided at time of entry.

## Entry Fee

An entry fee of \$220 per entry must be paid at the time of submitting your entry.