



# HIA AWARDS ENTRY CHECKLIST

**Your submission must include all the items in the following checklist. It is recommended you check you have digital files on your computer for each of the items below. You can modify and revisit your submission at any time prior to submitting the entry.**

## PROJECT PROMOTION DESCRIPTION

- Submit a description of at least 60 words about your entry  
*Detail aspects that are unique or unusual about the project, project challenges, client brief, innovations, environmental features, technology, use of materials etc. Used for promotion/publicity as well as judging purposes.*

## STAMPED APPROVED PLANS

- Floor Plan
- Site Plan (with North Point)
- Elevations

*Plans provided must reflect the finished building work. There should be no variations between submitted plans and the finished building work. The plans should be the approved plans stamped from the council or private building surveyor, including any amendments approved to those plans before or during construction.*

## LIST OF MATERIALS

- List and description of internal and external materials  
*1-2 pages, including manufacturer, colours and special features.*

## ENERGY RATING ASSESSMENT

- Complete copy of energy rating certificate, BASIX certificate or 'deemed to satisfy' assessment report or information supplied with building application  
*If project exceeds a thermal performance rating of six stars (or equivalent) or Energy target scores for BASIX (NSW).*
- Provide the rating/score

## PROJECT PRICE

- Provide a copy of the page of the contract that states the contract price, with the client's signature
- Include a summary of variations to the contract, with client signature where variations were made
- Provide itemised details + costs of works by owner or others  
*Your Project Price must reflect the entire cost of the home as viewed by the judges. This is inclusive of your contract price + variations + all works supplied or carried out by owner/others.*  
*Your project price must include GST, site works, all extras, final PC and provisional sum adjustments. Do not include land price, landscaping/pools where they do not form a structural component of the home, and the cost of removable appliances for example fridges, microwaves.*  
*Your project price determines which price category your project fits into (where applicable).*

## BUILDERS OWN PROJECT

- Supply a signed letter on company letterhead stating the complete cost to build an identical project (including builders margin), which would be the price offered to the home buying public  
*For builders own projects a formal contract may not be applicable.*

## DISPLAY HOMES / APARTMENTS

- Sales brochure and price list

## PROJECT HOME ENTRIES

- Supply display home brochure the project home is based on

## CERTIFICATE

- Supply Certificate of Occupancy, Completion Certificate or equivalent notice of completion

## PHOTOGRAPHS

- Fifteen (15) images must be uploaded per category/project entered  
**Renovation / Addition ONLY**
- Up to ten (10) before photos (in addition to images above)  
**Outdoor Project ONLY**
- 6-8 colour images

## ADDITIONAL ITEMS

- Date of practical completion
- Map with directions to project
- Owner's name and contact details
- Area of project including land
- Cost per square metre
- Value of site works