

ENTRY CHECKLIST HOUSING PROJECTS

All housing entries must collate and upload the following items:

- 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
- Third party certification**

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 PROFESSIONAL

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..
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

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