

# HKICON Conservation Awards

2022

Organized by The Hong Kong Institute of Architectural Conservationists

## APPLICATION FORM

### Section A: Regulations

The Hong Kong Institute of Architectural Conservationists (HKICON) Conservation Awards (hereafter, “the Awards”) are now open for submissions of entries. The award recognizes exemplary efforts by local professionals to conserve built heritage and to promote excellence in the field of heritage conservation in Hong Kong.

#### 1. Award and Frequency

- i. The Awards, which are established for an indeterminate period, shall be awarded on an annual basis.
- ii. The Awards shall consist of a number of winners to be determined by the jury in the following categories:
  - a. Conservation Award, which demonstrates outstanding achievement in all criteria
  - b. Special Mention, which demonstrates noteworthy achievement in selected criteria
- iii. The Awards will be made out in the name stated in the project entry form. To recognize the team’s efforts, certificates of recognition will be presented to all parties included in Section E of the Application Form.
- iv. The format and number of awards may vary from time to time at the discretion of HKICON and the jury.

#### 2. Eligibility Rules and Conditions

- i. The applicant must be a registered HKICON Associate Member, Professional Member, Corporate Members or Fellow. Every submission entry is required to satisfy the nomination requirements, as stipulated in Section B by seeking the endorsement from three HKICON Professional Members and/or Fellows who are not affiliated with the submitted project.
- ii. Entries may be submitted by the registered owner, registered tenant, or conservation consultant, architect or designer, any of whom would have had to be involved in the process, preferably throughout the entire project duration.

- iii. One or more entries may be submitted by each HKICON Associate Member, Professional Member, Corporate Members or Fellow.
- iv. Each entry submitted shall be made strictly under only one of the three listed categories: (1) Restoration; (2) Adaptive Reuse; (3) Interpretation. (Please refer to Section C of the Application Form.) The same project can apply for multiple entries under separate submissions.
- v. The submitted project must be officially completed (by published or documented proof of the date of the official opening or commissioning) within the period from **31 August 2020 to 30 August 2022**.
- vi. The submitted project must be located within the Hong Kong Special Administrative Region.
- vii. Entries that have been previously submitted will not be eligible for resubmission unless invited to do so by the jury, or unless substantial additional restoration has been carried out since the previous submission.
- viii. Eligibility Rules and Conditions listed herein are final and non-disputable, and noncompliance of the conditions will lead to disqualification.

### **3. Application Guidelines and Conditions**

- i. The Application Form must be completed in full and in English supplemented by Chinese.
- ii. The Applicant shall send the softcopy of this completed Application Form (together with Section G) addressed to the HKICON President by email at [admin@hkicon.org](mailto:admin@hkicon.org), a link can be provided for download if needed. Text must be in Word/PDF format and images/architectural drawings/maps must be in TIFF/JPEG/PNG format.
- iii. The 2022 Awards scheme is open for submissions on 19 September 2022 and all submissions must be received on or before **5pm on 16 December 2022**.
- iv. Hard copy of the submission and physical models are not required for judging purpose and shall not be submitted.
- v. The applicant may be asked to arrange for members of the Jury Panel and relevant HKICON members to visit the project building or site upon being shortlisted for the final round of assessment. The project visit shall be guided by the Applicant and include a short presentation, followed by a Q&A session. These project visits will not have a significant impact on the assessment outcome, which is based on the strength of the submission entry material.
- vi. Winners shall be required to produce 2 nos. A0-size mounted panels for exhibition purpose, details of which will be announced upon confirmation of the winner(s).
- vii. The applicant shall bear the cost for producing the submission and, if nominated as a winner, the production of the exhibition panels.

- viii. All materials submitted will remain the intellectual property of HKICON. Materials submitted should clearly state the name of the material's copyright owner(s) and the manner in which they wish to be credited. The copyright to the materials shall remain vested with the respective copyright owner(s) and will be acknowledged accordingly.
- ix. HKICON reserves the right, without payment of fees or royalties, to use materials submitted to promote the HKICON Conservation Awards or other related academic/educational purposes. The applicant shall grant HKICON a non-exclusive royalty free licence to use any of material(s) submitted for any of the aforementioned purposes.

#### **4. Submission Format**

- i. Following the format stated in Section 3(ii), the information shall be presented:
  - a. on A4 size templates, in portrait or landscape orientation;
  - b. with minimum of 20 mm margins all round on every page;
  - c. with text in font type Arial, Times New Roman or Calibri; and
  - d. in font size 12 and line space 1.5.
- ii. All texts shall be in English supplemented with Chinese as required. Chinese may be used to supplement (as an addition, but not in lieu of) the English for specialized terms related to Chinese architecture, materials and/or techniques.
- iii. All photographs shall be in full colour and in sharp focus. All non-colour illustrations, such as line drawings, shall be clear and uncluttered without unnecessary information. All images and illustrations must be of high resolution.
- iv. Owner's consent must be obtained for the use of all photographs and illustrations used in this submission. All copyright sources must be cited in small but readable print below each and every one of the photographs and illustrations. HKICON shall not be held liable for any copyright infringement.
- v. For fair adjudication by the jury, the identity of the applicant, including the name or logo of the client/employing organisation/team/individuals shall not be shown on the submission. Information on the identity of the applicant shall only be shown in the application form.

## **5. Submission Requirements**

Each entry must be submitted with the following documentation in full:

- i. Completed Application Form.
- ii. Section G completed as a separate attachment (using the provided official format).
- iii. Architectural drawings, including site plan, floor plans, sections and elevations (before and after conservation works).
- iv. Photographs (before conservation – in process – after conservation – in use/ current state).
- v. Conservation Management Plan should be provided, if applicable.
- vi. Additional materials (articles, videos, etc.) may be provided.

Entries that do not fulfil the submission requirements will not be presented to the jury.

**Section B: Nominations**

This award application requires the endorsement from three HKICON Professional Members and/or Fellows who are not affiliated with the submitted project.

**Nominator 1**

Name: \_\_\_\_\_

HKICON Membership No.: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Nominator 2**

Name: \_\_\_\_\_

HKICON Membership No.: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Nominator 3**

Name: \_\_\_\_\_

HKICON Membership No.: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Section C: Project Category**

**(Please tick only one box.)**

**Restoration**

A Restoration project is one that involves repair and/or reinstatement to return a heritage building (interior and/or exterior) or site to its original or early architectural form and appearance for the same use pertaining to that period.

**Adaptive Reuse**

An Adaptive Reuse project is one that adapts a heritage building (interior and/or exterior) or site to accommodate a new use and may include new addition(s), alteration or restoration or any combination of these.

**Interpretation**

An Interpretation project is one that interprets the heritage value of a heritage building (interior and/or exterior) or site for the general public, such as a permanent or temporary exhibition, an interpretation centre or museum located within a heritage site or building, or by electronic means.

**Section D: General Project Information**

Project Title

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項目名稱

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Project Address

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項目地址

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Project Client

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# Section E: Applicant's Particulars

## 1. Applicant

(An application may be prepared and submitted by two or more individuals/organisations acting jointly. Please extend the list as appropriate.)

Name 姓名  
\_\_\_\_\_

Job Title / Role in Project 職位  
\_\_\_\_\_

Name and Address of Client/Employing Organization 公司名稱及地址  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HKICON Membership No. \_\_\_\_\_

Other Professional Qualification(s) \_\_\_\_\_

Telephone (Business) \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

## 2. Team Members

(Please list the key members, individual or company, in your project team. Please extend the list as appropriate.)

Name: \_\_\_\_\_

Name (in Chinese, if available): \_\_\_\_\_

Job Title / Role in Project

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HKICON Member?  Yes, Membership No.: \_\_\_\_\_  No

Name: \_\_\_\_\_

Name (in Chinese, if available): \_\_\_\_\_

Job Title / Role in Project

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HKICON Member?  Yes, Membership No.: \_\_\_\_\_  No

Name: \_\_\_\_\_

Name (in Chinese, if available): \_\_\_\_\_

Job Title / Role in Project

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HKICON Member?  Yes, Membership No.: \_\_\_\_\_  No

Name: \_\_\_\_\_

Name (in Chinese, if available): \_\_\_\_\_

Job Title / Role in Project

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HKICON Member?  Yes, Membership No.: \_\_\_\_\_  No

Name: \_\_\_\_\_

Name (in Chinese, if available): \_\_\_\_\_

Job Title / Role in Project

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HKICON Member?  Yes, Membership No.: \_\_\_\_\_  No

**Section F: Consent from the Client/Employing Organization/Project**

**Sponsor**

For the application, support from the applicant’s client/employing organization/project sponsor must be sought.

I hereby declare my support to the applicant for the application of this award

Name

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Job Title

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Name of Client/Employing Organization/Project Sponsor

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Signature

Date

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## **Section G: Detailed Project Information**

**(Please submit as an attachment.)**

The Project Information shall be submitted on the principles of clarity, readability and conciseness, to enable the Jury Panel to better understand the project.

### **Project Information to be Submitted**

Submission shall be organized in the following parts. Please supplemented the information with well-organized maps, photos, technical drawings, and sketches.

#### **(A) Project Information**

Project Information including project summary (A1) and project synopsis (A2).

##### **(A1) Project summary**

The project summary must cover:

- Project title and location.
- Project duration (list the phases/stages, with key dates and short descriptions).
- Project budget (list the funding sources and the broad itemization of the budget).
- Project area (site area and area of intervention).

##### **(A2) Project synopsis (max. 1000 words)**

The project synopsis must include (but not limited to):

- Brief historical background
  - Describe its background and context – e.g. its origin and/or the reason it was built (if it is a built structure)
- Typology and use
  - Identify the type of building / structure / place
  - Describe its original use and function and its subsequent changes
- Heritage status
  - State if it is a declared monument or a heritage building accorded with/without grading
- Previous condition
  - Describe the condition of the place prior to conservation, e.g. its physical features, layout, setting, structural stability and finishes
  - For built structures, describe the interior, exterior and also site context
  - Explain the factors affecting the condition of the project prior to conservation
- Conservation objective and scope

- Explain the objectives of the conservation project
- Explain the conservation philosophy used and the conservation principles applied - e.g. international guidelines and charters

(B) Understanding how the project meets the awards criteria

Please outline how the project meets the awards criteria.

(B1) Approach and Methodology (max. 500 words)

1. Heritage values and the spirit of place
  - Describe the heritage building's overall cultural significance
  - Elaborate on individual heritage values that contribute to the heritage building's cultural significance
  - Spirit of place - describe how the heritage values are conveyed in physical and non-physical attributes of the heritage site or building
  
2. Translation into the project approach/methodology
  - Describe the approach for the project to reflect an understanding of the significance of the heritage site or building
  - Explain the methodology to articulate / enhance the spirit of the place
  - Elaborate on the chosen current use

(C) Process, Development and Impact

(C1) Process and Development (max. 500 words)

1. Design approach (including materials and techniques)
  - What kind of research was carried out to understand and address the technical issues of the conservation project?
  - What conservation processes and techniques were used?
  - Elaborate on building/artisan/conservation techniques were used
  - What kinds of materials were used in the conservation process?
  - Explain the relation of newly-added elements to the inherent quality of space of the heritage building

*\*1-1. Design approach (including research, content, materials and techniques)*

- How does the project communicate the significance of the place through interpretation and other means – explain in detail on all the means being used

2. Degree of excellence in execution

- How does the project address technical issues of conservation/restoration?
- Describe on the level of conservation intervention undertaken and the rationale behind the decision
- How did the project control and ensure the quality of the work carried out?

3. Innovation and originality

- Describe how the project overcome technical and other challenges through innovative and original approaches

(C2) Impact (max. 500 words)

1. Contribution to the general public

- Describe how the project contributes to the local community's socio-economic wellbeing, cultural continuum, and development needs

2. Contribution to the profession

- Describe the influence of the project on conservation practice and policies
- Describe if the project helps to raise awareness in heritage conservation

*\*3. Contribution to a better understanding of the heritage values of the place*

- Elaborate on how the different interpretation means enhance the public's understanding of the historic place
- Describe how the project fosters local knowledge and living heritage

*\*Please refer to this criterion for entries in the INTERPRETATION CATEGORY only.*

**Section H: Declaration**

I, the applicant for this award, declare the information given in this application to be accurate and factually correct.

Name

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Signature

Date

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