

susdrain SuDS Awards 2020

Guidelines for submitting your award entry and case study

Thank you for entering the susdrain SuDS Awards 2020.

For instructions on filling in your submission please use [this](#) pro forma and use following information as general guidance.

In submitting your entry/case study you are agreeing that the content and images can be used on the susdrain website and elsewhere by CIRIA. If this is not the case please state clearly on your submissions the restrictions that apply. Following submission it will be hosted on the main susdrain case study web page as a 'light case study'. For it to mature to a full susdrain case study it will require a peer review and you may be asked to refine or provide additional information. This process may require additional iterations of the case study.

Susdrain award entries and case studies should:

- **Be constructed schemes**, completed within the last four years (i.e. since 01/01/16)
- Disseminate and showcase **good practice** and **lessons learnt**
- Demonstrate what is **achievable**
- Highlight **innovation** in detail, design and overall approach wherever possible
- Explain the **rationale** behind the scheme (in relation to site opportunities and constraints)
- Illustrate **well designed** and **integrated** schemes with plans and high quality images
- Where possible include **information on costs** and any **monitoring**
- Be sufficiently **robust** and **credible**, to withstand peer review.

Entries and case studies should where possible* describe the following details:

- How **multiple benefits** were delivered and what design criteria was used
- Use of **source control**
- How **managing water on the surface** was achieved
- Implementation of a SuDS management train

** It is understood that for some sites achieving these outcomes is difficult, but please explain how this was challenging.*

Entries and case studies should:

- Be presented in A4 portrait Word format, using the template and headings in the order illustrated in Appendix A, with images clearly labelled and embedded where feasible.
- Use high resolution images in a separate folder where necessary and clearly labelled to match the case study text.
- Include no more than 8 illustrations such as drainage or other plans, photos pre and post construction etc. in high resolution (300 dpi or greater size.)
- Be submitted as A4 Word documents and be no greater than 10mb size. PDFs will not be accepted.

Entries and case studies should **not**:

- Be used to promote goods and services (ie CIRIA can encourage generic technology/processes but not accept registered trademarks in any submitted case study or illustrations)
- Promote any political agenda
- Contain more than 2 x A4 pages of supporting text

Please consider the following when compiling your supporting information:

- The best case studies should tell the story behind the SuDS scheme by illustrating and/or describing an evolution from an early idea to a functioning reality.
- To make these case studies come alive they need the best set of illustrations, images and photos you can provide. This is an opportunity for you to showcase your project.
- We do not require a lot of images - one good quality image is better than several poor ones. Site plans are particularly useful.
- Ensure all plans, images and photos are correctly acknowledged with details provided (**all relevant permissions should be sought by the case study author before submission for use by CIRIA and others assuming properly credited**).
- Case studies should be technical, written in the third person, rather than editorial.

Your descriptive text should:

- Be realistic, we want to know about your successes but also the challenges you faced along the way which influenced the design and the outcomes.
- Describe how you managed to overcome challenges.
- Explain your design rationale and how you delivered good practice (or not as the case may be).
- Demonstrate a collaborative process at professional levels with a good interdisciplinary mix of people.
- Demonstrate early engagement with statutory and local authorities (planners etc.) and the community.
- Demonstrate technical competence and awareness of critical issues during the design process.

Who will read your case studies?

The case study must be engaging, so that it can appeal to an informed, but not always an expert readership. Where possible the case studies should follow the prescribed structure which is outlined below.

Appendix A - Detailed entry and case study guidelines

	Section heading	Guidance notes
	Title*	Known name of project and main town or county
1.	Location*	Location details (where feasible provide an address with postcode or geo-reference)
2.	Description*	Briefly describe the scheme, the type of development, its setting, any unique features or design considerations (size, number of properties) and the reasons for need. Provide information on the character of the area and how the development is anticipated to fit in.
3.	Main SuDS components used*	Briefly outline the overall drainage strategy of the scheme and support this with a SuDS drainage plan.

	Section heading	Guidance notes
		List and describe the SuDS components and provide suitable images of the finished details - the case studies will be tagged on the basis of the main components
4.	How it works*	<p>Explain the drainage strategy including the opportunities and challenges faced. The following questions should be considered and described in your response:</p> <ul style="list-style-type: none"> – How much of the runoff is managed above the surface? Explain the design rationale. – To what extent is source control provided and with what components? Explain the design rationale. – Was a SuDS management train used? Explain the design rationale. – How does the system work i.e. flows going to what components etc.? – Where does the component/scheme discharge to (infiltration, watercourse, sewer or other)? – What were the key considerations for the design criteria around: <ul style="list-style-type: none"> ○ Flows and volumes* <ul style="list-style-type: none"> ▪ Has interception losses been considered? ▪ What return period was the scheme designed to? ▪ What is the final discharge flow rate? ▪ Has drainage exceedance been considered? ○ Water quality <ul style="list-style-type: none"> ▪ How is runoff being treated? ▪ What components are being used to provide water quality treatment? ○ Biodiversity <ul style="list-style-type: none"> ▪ What design features and interventions are being used to encourage biodiversity? ○ Amenity <ul style="list-style-type: none"> ▪ What design features and interventions are being used to ensure multi functionality and amenity use?
5.	Specific project details	<p>Include the following:</p> <ul style="list-style-type: none"> – A wider description of the scheme – Comparisons in performance with traditional drainage etc. – What disciplines were involved? <p>Description of how these interactions assisted or constrained delivery?</p> <ul style="list-style-type: none"> – Description of stakeholder and community engagement – Anything of note on the design and construction process
6.	Maintenance & operation*	Describe how adoption was managed i.e. who does the maintenance? Does the maintenance and/or operation deviate from known good practice?
7.	Monitoring & evaluation	<ul style="list-style-type: none"> – Has, or is the scheme being monitored or assessed? – What evaluation processes are in place post construction?
8.	Benefits/achievements *	What are the project's greatest achievements? Outline the evidence.
9.	Lessons learnt/challenges*	<ul style="list-style-type: none"> – What were the key challenges and how have they been overcome? – What lessons were learnt and how can they influence others? – What other aspects does the case study demonstrate, specific implications for H&S, stakeholders etc.

	Section heading	Guidance notes
10.	Interaction with the local authority (or client)	If appropriate <ul style="list-style-type: none"> – Description of the relationship with the local authority (and/or client)
11.	Programme details, costs etc. *	Where possible provide the following <ul style="list-style-type: none"> – Status (when was it construction completed) – Costs (broken down to design and capital costs). – Extent of the scheme <p><i>When discussing status the most important date is construction, but please provide other key dates</i></p> <p><i>Comparative costs would be useful, comparing the scheme with a traditional drainage system</i></p> <p><i>Projects will normally only be accepted if they have reached practical completion and have been operational for a minimum of 6 months post completion.</i></p> <p><i>If this is not the case, the project will need to demonstrate a unique approach that would benefit a wider readership in the short term, or be of significance pre construction from a planning, community engagement or other point of view. If this is the case a follow up case study would be expected to explain outcomes of the planning or other engagement processes.</i></p>
12.	Project Team*	Please provide a list of key project personnel and organisations including clients, funders, designers, contractors, suppliers etc. If possible, please provide logos of partners.

*** Must be provided**

For further information on the susdrain SuDS Awards please contact Louise Walker (louise.walker@ciria.org)

Susdrain SuDS Awards CASE STUDY SUBMISSION GUIDELINES JAN_2020
020 7549 3300