

Property Council New Zealand Rider Levett Bucknall Property Industry Awards 2025

Commercial Office Property Award

PART ONE: Submission form

Entry submitted by

Please list all companies involved in the completion of this submission for recognition on the night. The company name(s) listed will appear on certificates should your entry be awarded.

1. Company name(s):
2. Contact name:

Property details for submission

1. Name of property:
2. Category entered:
3. Location of property (physical address):
4. 50- 150 word executive summary/description: *Include property purpose, size, land area, key features and general highlights of the project (this may be used in the official Award programme for the Gala Dinner and in our media releases; we reserve the right of edit).*
5. Has this building been certified or is it registered for third party verification on sustainability with Green Star, Living Building Challenge, Passive House, or, for residential projects, Homestar standards? If so, what standard was achieved or is being targeted to be achieved? Please include in your answer the steps taken to reduce embodied carbon. *(up to 200 words)*
6. Please outline the operation and performance of the project on completion. Has the building been certified for operational performance to Green Star Performance, NABERSNZ or other standards? If so how did it perform? *(up to 200 words)*
7. Date of Practical Completion:
*Date of Practical Completion must be prior to **28 February 2025** to qualify for entry. If this is a staged project, please provide the date of the mostly recently completed stage.*
8. Owner:
9. Developer:
10. Construction Company:
11. Architect:
12. Service Engineer:
13. Structural Engineer:
14. Mechanical Engineer:
15. Building Enclosure Engineer:
16. Quantity Surveyor:
17. Project Manager:

18. Two additional consultants may be listed below for inclusion into the awards programme:

Contact information

Please list the person you would like to be contacted regarding the following

1. Property Inspection contact:
2. Phone:
3. Email:
4. Further judging information contact:
5. Phone:
6. Email:
7. PR Spokesperson contact:
8. Phone:
9. Email:
10. Submission completed by:
11. Phone:
12. Email:
13. Submission invoicing information, company entity to be invoiced:
14. Address:
15. Contact name:
16. Email:

PART TWO: Financial

All financial information provided as part of your submission will be kept confidential and only used for judging purposes.

Providing financial information is an essential part of the submission process.

Please note: if no financial information is provided then the submission automatically receives 0% of the possible 30%.

Providing at least some financial information on the submission will automatically receive a minimum 10% of the possible 30%. Therefore we encourage any financial data to be submitted to achieve some points in this criteria.

All judges sign confidentially agreements as part of the judging process.

A. Development costs

1. Site Acquisition - Total to include:

Land purchase price (exclude transaction costs ie: legal costs, commission, tax etc.) OR if no purchase cost then the latest assessed land value and date of assessment

- Pre construction holding costs (rates, taxes, etc, offset by any holding income received):

TOTAL SITE ACQUISITION: \$

2. Consultants – *Total consultants costs (excluding sales and leasing costs):*
TOTAL CONSULTANTS: \$
3. Construction – *Total to include project construction costs (including contingency, infrastructure, siteworks and landscaping):*
TOTAL CONSTRUCTION: \$
4. Site Area (in m2):
5. Building Area:
 - a. Gross Area (total built area or GFA) in m2:
 - b. Net Area (as measured in accordance with the relevant criteria for the property using the PCNZ/PINZ Method of Measurement) in m2:
6. Finance cost: to include bank and mezzanine finance (from the commencement of the project to completion)
TOTAL FINANCE COST: \$
7. Special Features and Programme: are there any special project features that have impacted on costs incurred? Comment on actual completion time compared to programme. *(up to 150 words)*
8. ALL UP PROJECT COSTS: (to include site acquisition, consultants, construction and finance as per above): \$

B. Budget versus Actual:

Please provide the following.

1. Budget Cost: \$
2. Actual cost: \$
3. Please clarify the reasons for variation between budgeted and actual costs including construction cost management. e.g. change in specification, site issues, delays etc. *(up to 150 words):*

C. ADDITIONAL FINANCIALS

Projects which are for private investment, sale and use (typically, but not exclusively, may be properties entered under the Retail, Commercial Office, Industrial, Tourism and Leisure categories), should provide the following additional financial information

1. Net Income details (actual and projected) upon completion (Total): \$
2. Value or sale price upon completion (total): \$
3. Any additional income or value detail that will assist the Judges in determining the financial robustness of the project. *(up to 150 words):*
4. For Tourism and Leisure property, if the development is new and has less than 12 months trading history or trading has been impacted by COVID or other significant event please provide % of occupancy on a month by month basis and ADR achieved:

PART THREE: Evaluation Criteria

Your submission will be judged under five criteria headings, as outlined below, with the percentage weightings, attributed to each criteria, also indicated.

The Submitter shall provide a summary under each of the five criteria headings (**up to 200 words, per criteria**).

The following descriptions (under the criteria headings) are a Guide Only, to assist Submitters in considering possible factors for inclusion.

1. Economic factors 30% (Up to 200 words)

How has the project performed from a financial perspective? What went well, what were the challenges?

Is it an economic and financially sound project and why and what is the overall value in relation to capital expended? Benchmark comparisons to support build costs (\$psm) and/or revenue are helpful - (Consider development margin and independent valuation assessment) Comment on long term sustainability of income and outgoings and/or efficient use of public funds. How was it determined as good value for money expended?

How did it track to programme and what were the challenges to maintain this? Did the project meet criteria to draw on green or sustainable finance from the commercial finance market?

Within the bounds of confidentiality, how does the project evidence its meeting the terms of the green financing agreement? (i.e. independent third party certification or other)

The more financial detail that can be provided will assist the judges in evaluating the investment aspect of the project.

Please note: Please note: if no financial information is provided then the submission automatically receives 0% of the possible 30%.

Providing at least some financial information on the submission will automatically receive a minimum 10% of the possible 30%. Therefore we encourage any financial data to be submitted to achieve some points in this criteria.

2. Project vision and innovation 15% (Up to 200 words)

Overall motivation and vision for undertaking the project, and non financial goals and aspirations. How does the built form reflect the vision?

Project innovation, and how innovation has supported the overall project vision. Were there learnings which resulted from innovation?

Comment on resource consent (where applicable) and urban design matters. How have they impacted the project, the degree of difficulty, contributed to the built environment and community (incl. urban design principles) and site access issues during construction?

Comment on whether an increased focus on ESG was a consideration for marketing to buyers and tenants or future legacy of your organisation and the development.

3. Design and construction 20% (Up to 200 words)

Innovation in architectural and/or engineering design, procurement or other areas of new thinking or innovation in design/construction process. Efficiency of structure and construction. Use of appropriate/ innovative materials. Quality of external and internal design and finishes.

Nature, quality and adequacy of building services including lighting, lifts, fire protection and security. Capacity and control of air conditioning or mechanical ventilation systems. Flexibility of services to respond to changes in technology and/or building use.

What is the NBS standard of the development? What measures have been taken to enhance the seismic rating of the property?

Consideration of access and facilities for the disabled. Car parking: location and layout.

4. Owner and user satisfaction 15% (Up to 200 words)

Value obtained for rental/purchase price paid.

Suitability for purpose. Flexibility of floor layout and suitability for whole floor or multi-tenant occupancy (including subletting).

Appearance of building and surrounds (including landscaping) and ease of maintenance.

Facilities for occupiers including security provision, end of trip facilities and other amenities.

Connection to the community. Are there any other community, social and/or cultural benefits which may flow to the occupier or general public?

Details of any user satisfaction surveys and/or tangible evidence occupiers are happy in the building.

5. Sustainability and efficiency 20% (Up to 200 words)

Environmental and socially sustainable features, design and construction practices use of existing materials or structure, consideration of the project's impact on nature and biodiversity improvement to community value, public amenity, Te Āo Māori principles.

If there was an existing structure in place, have you assessed the viability of retaining some or all of that structure? Please provide the embodied carbon assessment of the existing and new structures?

Building layout efficiency, including accessibility of plant rooms, equipment, service ducts etc Use of monitoring and control equipment with provision for after hours access.

Life cycle costs and provision to provide for occupier changes.

Steps to measure and manage scope 1, 2 & 3 emissions over the lifetime of the structure?

Design features, facilities and services focussed on reducing operating costs over the lifetime of the home or building such as initiatives that reduce energy or water consumption, waste recycling.

Design features including energy conservation features (lighting, heating & ventilation) that improve overall health and amenity for the occupier and marketability of the property based on its ability to appeal to buyers, tenants or employers focussed on sustainability or seeking to access green or sustainable financing options.

PART FOUR: Image Requirements

- Landscape image minimum size is 4000px by 2600px; Portrait image minimum size is 2500px by 4000px.
- All submissions must include 6-8 high resolution images in jpg or tiff format, including at least four photos that are in landscape format.

- Images are to be labeled with the property and category name on each file.
- The image subject matter should include an exterior/hero shot and several interior shots showcasing key features of the project.
- All images supplied must be high resolution and of professional quality. The images should be 'clean' (no photographer's credits or watermarks) and must be licenced for public use (please check that the photographer has given you permission to use their artwork for public and promotional use). If you would like to credit a photographer for a photo you have supplied, please include this information in the image description when uploading your photo.
- Property Council reserves the right to reproduce, publish and display entry photographs in any format or media deemed appropriate to the Awards. All photographic images may be published within the media at the event, in the print programme, the Property Awards magazine, on Property Council's social media channels and in national and regional newspapers (both hardcopy and online) following the Awards announcements.