

## **A. GUIDELINES**

### **1. Regional Award for Architecture**

1.1 Every two years, by suitable notice, the Regional Institutes shall invite members to submit entries for the SAIA Awards Programme and send a copy of the invitation to the other Regional Institutes.

Members need to submit projects to the Regional Office in the Region where the project is located. Refer to the attached Regional Contact List.

Members who submit projects that fall outside the boundaries of South Africa must enter the Project through their own Region. The entries of projects outside the borders of South Africa must contain additional material, for example, video material suitable for a virtual inspection that will satisfy the requirements of adjudication.

1.2 These awards are open to all members of the Regional Institutes.

1.3 The awards are conferred on the projects or work, not on the author/s or client/s, although their names appear on the certificate.

1.4 The awards are not retrospective. They are for projects completed within a particular period as stipulated in the notice to members and the nomination/submission form (generally for work completed over the preceding two years). *Note: with the exception of Covid-19 (2020/2021).*

1.5 Regions may charge a non-refundable submission fee to defray expenses.

1.6 Nominations and submissions of projects and research or work of social importance, completed during 01 January 2023 – 31 December 2024, sent to the National Office, shall be according to the prescribed format. (**See attached Conditions for Entry**).

1.7 **Any member of the Regional Institute may make a nomination or submission. This may not necessarily be by the author of the project but signed acceptance by the duly authorised principal of the architectural practice or the member, as the case may be, must be included on the prescribed nomination form.**

1.8 The regional committee shall nominate a panel of adjudicators who shall initially consider and adjudicate all the nominations. It is considered advisable to visit all submissions, although it is recognised that this may not be practical or possible in all instances.

SAIA proposes the regional panel of adjudicators comprise of:

- Three regional members of whom at least two are members of SAIA
- An architect with academic involvement
- An eminent person or a layperson who is knowledgeable in the field of architecture and/or conservation

It is also recommended that:

- One of the adjudicators (member or academic) be from outside the Region's jurisdiction.
- One member of the panel should have served on a previous regional adjudication panel.

The regional committee should appoint a member of the regional committee, without assessing rights, as convenor of the panel and programme. Should a convenor of the panel not have been appointed by the regional committee, the members of the panel shall elect a convenor (who shall be a member of SAIA) at the first meeting of the panel of assessors.

**A member may not serve on the regional panel of adjudicators to which he/she has entered a project.**

The regional panel of adjudicators may recommend that no award be made or that one or more awards be made.

The regional panel of adjudicators shall prepare citations for the Regional *Award for Architecture*.

1.9 A Regional *Award for Architecture* is conferred by the Regional Institute. The award shall consist of suitably inscribed certificates presented to the member/s and to the client/s. The certificates shall be provided by the Region who shall be responsible for inscribing the name of the project, member (architectural practice) and client.

The Regional Institute shall be responsible for organising an appropriate function for the presentation of the *Regional Awards for Architecture*. The regional president or his/her nominee shall confer the award/s upon the recipient/s.

1.10 All the **eligible** entries which have been selected to receive a *Regional Award for Architecture* **must** be entered into the national programme for consideration by the national panel.

1.11 The Regions are responsible for submitting the required entry material, together with regional citations and the jury report to SAIA by the due date. The Regions must also submit all elements of the Award-winning projects to the National Office by **Friday, 27 February 2026**.

***NB: The regions must submit all eligible entries which have received a Regional Awards for Architecture.***

## **2 Corobrik SAIA Award of Merit in partnership with Coverland**

2.1 Regional Institutes undertake to assist in the awards programme of SAIA, by structuring the regional programme so that participation in the national awards programme may be achieved. The Regional Panel of Adjudicators must submit all the eligible projects that are selected to receive a *Regional Award for Architecture* for further assessing by the national panel of adjudicators. This must be accompanied by a list of awards, the jury report, the citation for each award, as well as all elements of each awarded project described under section 6.2 of the Conditions for Entry.

2.2 Category A - for projects (buildings) completed during 01 January 2023 – 31 December 2024 is open only to fully paid-up SAIA Members. **It is also a requirement that the recipient of the award at the national awards ceremony be a SAIA member in his/her personal capacity.**

Category B - for research or work of social importance completed during 01 January 2023

31 December 2024 **is open only to fully paid-up SAIA Members.**

2.3 Only entries which comply with 2.2 which were completed during the period stipulated and have received a *Regional Award for Architecture* are eligible for submission for a Corobrik SAIA Award in partnership with Coverland.

2.4 Such eligible projects from each of the Regional Institutes will be placed for adjudication before a national panel of adjudicators appointed by the President of the South African Institute of Architects.

A national panel of adjudicators (who shall be independent of any adjudicators at the regional level) will be selected by the SAIA Awards committee and confirmed by the Board, or its Management Committee, and consist of:

- The President of SAIA or his/her nominee (convener) (non-voting member)
- An architect with academic involvement
- A prominent member of the profession
- An eminent person
- A representative of the sponsor

***It is recommended that one member of the panel should have served on a previous national adjudication panel.***

2.5 The national panel of adjudicators shall select those projects to be visited for further consideration from the entry material submitted by the Regional Institutes on behalf of their members.

2.6 The national panel of adjudicators shall decide on the awards to be made. The recipients will be notified as appropriate.

The national panel of adjudicators may recommend that no award be made or that one or more awards be made.

The national panel of adjudicators (and, in particular, the architect with academic involvement) shall prepare the citations for the *Awards of Merit*.

2.8 The *Award of Merit* is conferred by the South African Institute of Architects. The award shall consist of suitably inscribed certificates prepared by the National Office for presentation to the member/s and to the client/s at a national awards function.

2.9 SAIA shall be responsible for organising an appropriate function for the presentation of the *Award of Merit*.

2.10 The national panel of adjudicators is to determine whether any of the *Awards of Merit* should be considered for an *Award for Excellence*.

### **3 Corobrik SAIA Award for Excellence in partnership with Coverland**

3.1 Only projects, research or work of social importance which have been identified to receive the *Award of Merit* for the period stipulated in the notice and nomination/submission form are eligible for the *Award for Excellence*.

3.2 Adjudication and *in loco* inspections of the *Award for Excellence* will take place simultaneously with the adjudication and *in loco* inspection of the *Award of Merit*.

3.3 The *Award for Excellence* is conferred by the South African Institute of Architects for an exceptional achievement in architecture. The award takes the form of a citation and a plaque and presented at a suitable event.

## **B. CONDITIONS FOR ENTRY**

### **PROJECTS, RESEARCH OR WORK OF SOCIAL IMPORTANCE COMPLETED DURING 01 JANUARY 2023 – 31 DECEMBER 2024**

1. Any paid-up member of a SAIA Regional Institute, who has completed work within the above-mentioned region and during the above-mentioned period may submit entries. More than one entry may be submitted. International projects may be submitted by members or architectural practices to their own region.

2. The regional panel of adjudicators will be appointed by the Region. The regional panel will adjudicate all entries and recommend to the committee which submissions should be awarded the regional awards and submit these for national assessment. Having made its decision, the regional committee will prepare the assessor's report and regional citations and arrange for the notification of these to SAIA. It is also the committee's duty to receive and forward any additional documentation that may be required for national assessment by the due date.

3. Nominations must be made on the attached nomination / submission form (Entry Form). A separate form must be used for each nomination / submission.

4. **Nomination / Submission forms for Projects, Research or Work of Social Importance completed during 1 January 2023 - 31 December 2024 must be accompanied by the following:**

4.1 A non-refundable entry fee (including VAT) to assist in defraying costs and must accompany each submission. This amount is payable to regions.

4.2 An electronic A4 brochure containing:

- a. A copy of the submission form signed by the principal architect or member in practice. **(Where more than one practice is submitting a project for SAIA Awards, the details of all the practices must be clearly indicated).**
- b. The **client's brief** to the architectural professional(s).
- c. A full list of all the professionals / consultants and contractor(s).
- d. A brief description of the project of approximately 300 words. (This should include a brief summary as to why this entry excels).
- e. A brief comment on the project not exceeding 300 words from the user or client.
- f. Consent from the client to inspect the project. (CRITICAL).
- g. A locality map with clear instructions on how to reach the site, together with names and contact numbers of the project architect / architect who will be present at the site visit and the contact's name of the person who can assist the panel of adjudicators in gaining access to the project during inspection.
- h. Sufficient scale drawings and photographs to illustrate the project **and its context** adequately as follows:
  - Entrants must provide 8-12 images (drawings and photos) in electronic format. These should be a mixture of external and internal shots of the project. These images are used for judging and media purposes. They should convey and highlight what is good about the project. Both wide shots and close-ups and, if possible, show the building in use.
  - Entrants must also provide up to 8 plans in electronic format, (e.g. jpegs) which must include a location plan, site plan, floor plans, elevations and sections.
  - Images, file type: jpeg, quality and size: up to 5MB in size, no less than 2MB, DPI: 300. Please note: no symbols in the naming protocol: ProjectName01PhotographerName.jpg.
- i. 2 Sets of printed A1 laminated posters – max 2 (2 different posters) to be used during various exhibitions.

NOTE: Project files to be clearly marked. The above documentation will not be returned but used for adjudication and record keeping purposes.

**PLEASE NOTE:**

- All documents must be submitted electronically via the online awards submission portal in the prescribed format: A4 size, *except for A1 posters which need to be*

printed and couriered to the address: **SAIA National Office, 34 7<sup>th</sup> Dreamworks Building, Linden, Randburg - Johannesburg, 2195**

- All information provided will be the same information used for publishing and printing of the certificates and therefore must be accurate.
  - The regional institute may call for further documentation or additional copies of the submission.
5. Only members of the recognised SAIA Regional Institute are eligible to make submissions for these awards.
6. **SAIA Award for Projects, Research or Work of Social Importance completed during 01 January 2023 – 31 December 2025 (Only applicable to National submissions and if a submission was awarded with a Regional Award for Architecture):**
- 6.1. A submission will ONLY be considered eligible for entry in the National SAIA awards if the member is enrolled as a fully paid-up SAIA Member for **at least 6 months**. The recipient/s of the award at the awards ceremony must be a member of SAIA in his/her individual capacity. Entries should identify clearly whether the entry also meets the requirements for consideration of a SAIA Award.
- 6.2. Every submission entered must ensure that there will be an architect available and present at the site inspection at the expense of the architect.

If a submission is entered for national adjudication, the regional committee will collate the documentation and submit all to the national office timeously.

**For national adjudication, exhibition and record purposes the following documentation must be submitted online to SAIA by the regional institute.**

- 6.3. **Members are liable for submitting ALL the following required documentation to the regional institutes by the original submission date :**
- a) 1 electronic copy of the A4 brochure containing all the information described under item 4.2 above.
  - b) 1 electronic copy of the entry, comprising:
    - Individual images as follows:
      - Entrants must upload 8-10 images (drawings and photographs) as jpegs. They should be a mixture of external and internal shots of the

project. These images are used for judging and media purposes. They should convey and highlight what is good about the project. We advise both wide shots and close-ups and if possible, show the building in use.

- Entrants must also upload up to 8 plans as jpgs which must include a location plan, site plan, floor plans, elevations and sections.
  - Images, file type: jpg, quality and size: Up to 5mb in size, no less than 2mb, DPI: 300. Please note: no symbols in the naming protocol: ProjectName01PhotographerName.jpg.
  - Plans, file type: jpeg, png, quality and size: up to 3mb in size, no less than 2mb, please note: no symbols in the name protocol: ProjectName01Plantype.jpg.
  - NOTE: Project files to be clearly marked.
- Video footage of the building in use, even if taken with a cell phone (advisable, but not obligatory).
  - Electronic poster in live format (Indesign / Photoshop / pdf / jpeg / png)
  - 2 different printed posters per project of no more than two A1 laminated posters containing only the brochure information described under item 4.2 above, and bearing the name of the author/s, the project name and the locality (refer proforma poster layout)

#### PLEASE NOTE:

- **The above documentation will not be returned and will be used for adjudication and record-keeping purposes.**
  - **If all the required documentation has not been submitted to the regional institute, the project will not be selected for site visits or submitted for national adjudication. Submission remains the responsibility of the entrant.**
7. An entry that has received a regional Award for Architecture in 2025 and also meets SAIA's eligibility requirements, must be submitted for consideration for the SAIA national awards: *The Award of Merit and the Award for Excellence*. Authors of the awarded project/s and the client/s must agree to this condition.
  8. It is the responsibility of the Regional Institutes to submit all the required documentation to SAIA National by **16:00, Friday, 27 February 2026**.

**C. NOMINATION/SUBMISSION FORM: PROJECTS, RESEACH OR WORK OF SOCIAL IMPORTANCE COMPLETED DURING 2023-2024**

**THIS SECTION MUST BE COMPLETED BY THE REGIONAL COMMITTEE:**

<b>The entry is eligible for:</b>	SAIA Award of Merit		Regional Award ONLY	
<b>Membership status:</b>	Confirmed by SAIA		Subscriptions paid	

**THIS SECTION MUST BE COMPLETED IN FULL BY THE ENTRANT:**

Title of Project (as it will appear on the certificate): <i>(Use this title throughout your submission)</i>	Completion date:
Physical address of Project:	
Member / Practice name:	Cell"
Principal Architect:	Cell:
Project Architect:	Cell:
Name of contact person during in loco inspection:	Cell:

\*SAIA Membership No:

E-mail address of member/principal architect:

Name of Client (as it will appear on the certificate):

<b>Enclosures:</b>	<b>Entry Fee (including VAT) Cash or proof of payment</b>		
		*2 sets A1 laminated posters/s (max 2) – different posters	*1 CD/ DVDs with all images as outlined
	1 copies of A4 Brochure containing:		
		Copy of submission form	List of Consultants / Contractors
		Description of project	Client's comment and consent
		Locality map and directions	Drawing, photographs and video

Submitted by:

It is hereby confirmed that the client has no objection to any of the submitted material being reproduced for publication in the Region's or SAIA's printed journals or publications, general media, the award presentation or on the SAIA website and that there are no restrictions or fees payable upon reproduction of the report, drawings, photographs or video submitted. The contact person (client) and telephone numbers are:

Name: \_\_\_\_\_ Tel: (    )

It is hereby confirmed that the author/s of the project has/have no objection to any of the submitted material being reproduced for publication in the Region's or SAIA's printed journals or publications, general media, the award presentation or on the SAIA website and that there are no restrictions or fees payable upon reproduction of the report, drawings, photographs or video submitted.

Signature (if submitted by another; not author/s of the project)      Date \_\_\_\_\_

\_\_\_\_\_  
(signature) \_\_\_\_\_ (name in print)

Signature of Architect/s; SAIA member:

Date \_\_\_\_\_

(signature) \_\_\_\_\_ (name in print)

**D. SAIA & REGIONS CONTACT LIST**

<b>SAIA National Office</b>	<b>SAIA Border- Kei</b>
1 <sup>st</sup> Floor – 34 7 <sup>th</sup> Dreamworks Building Linden Gauteng 2195	Beacon Park Office No. 11 21 Pell Street Beacon Bay 5205

Tel: 011 782 1315	Tel: 043 748 1156
<p><b>CIFA a Region of SAIA</b></p> <p>71 Hout Street Cape Town 8000 Western Cape</p> <p>Tel: 021 424 7128</p>	<p><b>SAIA Eastern Cape</b></p> <p>21 Alfred Terrace Central Port Elizabeth 6006</p> <p>Tel: 078 586 6556</p>
<p><b>SAIA Free State</b></p> <p>Fischer House 72 President Reitz Avenue Westdene Bloemfontein 9301</p> <p>Tel: 051 447 4909</p>	<p><b>Gifa (SAIA)</b></p> <p>2<sup>nd</sup> Floor 165 West Street, Sandown Sandton Gauteng 2031</p> <p>Tel: 010 006 5566</p>
<p><b>SAIA KZN</b></p> <p>160 Bulwer Road Glenwood Durban 4001</p> <p>Tel: 031 201 7590</p>	<p><b>SAIA Limpopo</b></p> <p>Mirome Place 16 Dimitri Crescent Platinum Park Polokwane 0699</p> <p>Tel: 015 297 0204</p>

<b>SAIA Mpumalanga</b>	<b>PIA a Region of SAIA</b>
Unit 7, 9 Waterlily Turn, Riverside Nelspruit 1200	356 Rosemary Road Lynnwood Pretoria 0181 Gauteng
Tel: 063 591 3678	Tel: 012 346 1051