

Sample form, not for offline completion.

Visit <https://mbansw.awardsplatform.com> to enter.

## 03. House Alterations & Additions: \$600,001 - \$800,000

### All correspondence regarding the awards will be sent to the Account Holder.

The **Account Holder** will be sent all updates regarding the awards and it is imperative that all correspondence is forwarded to the appropriate people.

If the **Account Holder** is unable to monitor their inbox throughout the awards period **or** is no longer looking after the account, please ensure you contact [events@mbansw.asn.au](mailto:events@mbansw.asn.au).

Company name and project name

☐ I understand I am entering the State Excellence Awards programme

Please note the State Awards is a separate awards programme to the Regional Awards. If you would like to enter the Regional Awards only please [\[click here\]\(https://www.mbansw.asn.au/regional-excellence-awards\)](https://www.mbansw.asn.au/regional-excellence-awards).

### Please note, that all correspondence regarding the awards will be sent to the Account Holder.

**Are you a member of the Master Builders Association of NSW:**

☐ Yes

☐ No

**Company name:**

NOTE: The company name entered here will appear exactly as written in all publicity materials and on award plaques. Please double-check for accuracy.

**\*\*FOR JOINT VENTURE SUBMISSIONS:\*\*** Include both company names in this field. Only the head contractor may submit the project.

**ABN:**

**Licence number:**

**Company address:**

Company suburb:

Company state:

NSW

QLD

VIC

WA

SA

NT

ACT

Company postcode:

Mobile number:

Office number: (optional)

For landline numbers, you must include the state code

(i.e. NSW number = **2 8586 3555**).

Marketing telephone number:

Contact telephone number to be used in all printed marketing material such as MBA Magazines.

Company website:

Website address to be used in all printed marketing material such as MBA Magazines.

Instagram User Name (optional)

The nominated Instagram handle will be used for social media Awards postings.

For example: @mbaawardsnsw

Project Details

**Project completion date:**

Project must **NOT** be more than 2 years old.

Projects under construction will not be accepted - projects must be 100% complete.

**Street address of project:**

NOTE: Client names and/or addresses will NOT be published.

**Project suburb:****Project postcode:****Client/owner's name:**

NOTE: Client names and/or addresses will NOT be published. A signed builder/client authorisation form is required and can be found under the "Attachments & Uploads" tab for uploading.

**Design/project name:**

(optional)

NOTE: The design/project name entered here will appear exactly as written in all publicity materials and on award plaques. Please double-check for accuracy.

**Name of Architect/Designer:**

(optional)

NOTE: The Architect/Designer name entered here will appear exactly as written in all publicity materials and on award plaques. Please double-check for accuracy.

**Construction cost/price as displayed/nominated dwelling or unit (including GST):**

The Construction Cost is the FULL amount (including GST) paid by the client to the builder, and/or direct to suppliers or sub-contractors, for the delivery of the building work, and any other associated work entered in these awards.

**Please do not add commas when inputting cost**

**(e.g. for \$1 Million please add 1000000)**

**\*\*Contract Houses and Design & Construct\*\*:** Please include the construction cost of the complete project. **\*\*House Alterations & Additions and House Restorations & Additions\*\*:** Please include the construction cost of the complete project. **\*\*Home Units, Town Houses or Villas/Dual Occupancy\*\*:** Please include total construction cost of nominated dwelling not the complete development. **\*\*Display Homes\*\*:** Please add price as displayed. Entry must be placed in category based on the display price, not the base price (i.e. inclusive of ALL optional extra on display) of the home that the judges will inspect. **\*\*Granny Flats\*\*:** Please include the construction cost of the complete project. **\*\*Roof & Attic Conversions, Special Purpose Housing Projects\*\*:** Please include the construction cost of the complete project. **\*\*Builders Own Home or Development\*\*:** Must include ALL margins for profits and overheads. If the total construction cost is NOT accurately disclosed, your entry may be withdrawn from the awards.

**Is this entry your own home or project?**

☐ Yes

☐ No

**Does the total construction cost include a swimming pool?**

- ☐ No Pool
- ☐ Yes - Please ensure this amount has been added to the total construction cost
- ☐ No - Pool was not part of the contract

**Does the total construction cost include landscaping?**

- ☐ No Landscaping
- ☐ Yes - Please ensure this amount has been added to the total construction cost
- ☐ No - Landscaping was not part of the contract

**Does the total construction cost include all client paid for items?**

All client paid for items must be disclosed i.e. pool, landscaping, joinery, tiles, kitchen etc.

- ☐ Yes
- ☐ No (if you select "No" and do not accurately disclose the total construction cost, your entry may not be considered)

**Cost of client paid for items:**

The total cost of all client paid for items (e.g. Joinery, Tiles, Kitchens, PC Items and other additional items that the client has supplied that are not included in your construction cost). **If nothing, please put 0.**

**TOTAL CONSTRUCTION COST**

**Total Construction Cost + Client paid for items + Swimming Pool/Landscaping + Margins etc**

Please ensure that the awards entry price category aligns with this cost (e.g. Contract Houses: \$1 Million - \$2 Million)

**Floor area in m2 of nominated project/dwelling:**

It is mandatory to disclose the square metre of project for judging purposes

**\*\*For House Alterations & Additions, House Restorations & Additions or Roof & Attic Conversions\*\*:** Please include area of addition or alteration in m2. **\*\*For Home Units, Town Houses or Villas/Dual Occupancy\*\*:** Please include area of nominated dwelling/unit in m2. **\*\*For Contract Houses, Design & Construct, Display Homes, Project Homes, Granny Flats or Special Purpose Housing\*\*:** Please include the whole area of the new build.

**Price per m2 (including GST):**

It is mandatory to disclose the price per square metre for judging purposes

Please provide an approximate m2 rate, taking into consideration the area (m2) of the different construction types that make up the project.

**Type of contract:**

- ☐ Lump Sum
- ☐ Cost Plus
- ☐ Other

Project Details (cont)

**Company Profile**

Please provide a brief company profile for editorial and judging purposes. Avoid including website links, as judges cannot access external sites.

1000 words

**Project Description (500 words):**

1000 words

**\*\*Please include the following in your project description (500 words):\*\***

**\*\*a. Project Overview:\*\*** Briefly introduce the project and the primary objective or purpose.

**\*\*b. Scope:\*\*** Clearly outline the scope of the project, detailing the size, scale, and complexity of the undertaking. Identify the various phases or components involved and any notable aspects of the project scope.

**\*\*c. Key Features:\*\*** Highlight the distinctive features or characteristics of the project that set it apart from others. This may include architectural design elements, construction techniques, use of innovative materials, or incorporation of sustainable practices.

**\*\*d. Challenges Faced:\*\*** Identify the challenges or obstacles encountered during the project lifecycle. This could include environmental constraints, logistical hurdles, regulatory requirements, or technical complexities. Crucial to capture project complexity, safety records, and timelines for fair assessment.

**\*\*e. Innovative Solutions:\*\*** Describe the innovative solutions or strategies implemented to overcome challenges and achieve project objectives. Highlight any creative approaches, technological advancements, or unique methodologies employed.

**NEW Requirements for 2025 - MASTER BUILDER MEMBERS ONLY**

As a member of the Master Builders Association of NSW, would you like to be considered for the 2025 National Excellence in Building and Construction Awards.

If you select YES, you will be required to answer the following questions.

☐ Yes

☐ No

The National Excellence in Building and Construction Awards celebrate the highest achievements in Australia’s building and construction industry. **\*\*To qualify, projects must first win a State award. Judges will then nominate projects according to National Award criteria.\*\***

**List of Manufacturers and Subcontractors:** (optional)

	Name of Manufacturers	Subcontractors
1	Bricks	
2	Concrete	
3	Doors	
4	Floor / Finishes	
5	Insulation	
6	Kitchen	
7	Paving	
8	Pool	
9	Roofing	
10	Sanitary Ware	
11	Steel Supplier / Fabricator	
12	Tile Supplier	
13	Timber	
14	Windows	
15	Landscaping	
16	Appliances	
17	Lighting	
18	Other	

Material may be supplied as follows:

1. Upload JPEG or PDF files. Maximum file size is 10MB per piece
2. Video attachments may be hosted on a video site such as YouTube or Vimeo
3. Provide website URL's to the publicly accessible campaign or active URL of a landing page. Please ensure any applicable usernames and passwords are provided and active

## Home Building Compensation Fund Certificate (HBCF)

Most residential projects require a HBCF Certificate. The only exception is for Home Units over 3 floors, Affordable Housing or Special Housing Projects under commercial contracts. Unless your project falls under any of these 3 categories, please upload a HBCF Certificate OR HBCF declaration form.

**Projects completed using an Owner-Builder Permit are not eligible.**

### Do you have a Home Building Compensation Fund Certificate (HBCF) for your project?

A HBCF Certificate must be obtained for all projects over \$20,000.

☐ Yes - please upload Certificate OR Declaration form

☐ No - please provide a detailed explanation as to why a HBCF Certificate has not been obtained

## Builder / Client Authorisation

A signed authorisation form is required for all entries. If authorisation form is not signed by both a company representative and client, entry will not be judged.

Please download the authorisation form [HERE](#)

**Upload Builder / Client Authorisation Form**



**Upload Floor plans - BEFORE:** (optional)



**Upload Floor plans / elevations:**



**Upload Engineering plans:** (optional)



## YOUNG BUILDER NOMINATIONS

### NSW MASTER BUILDERS MEMBERS ONLY

**To be eligible for this award, nominees must complete ALL questions**

**Would you like to nominate a Young Builder of the Year?**

☐

Yes

☐

No

**\*\*Nominees for Young Builder of the Year must:\*\*** \* **\*\*BE AN INDIVIDUAL UNDER 35 YEARS OF AGE\*\*** \* Be a member of the NSW Master Builders \* Be a registered builder \* Be an owner or director of the business \* Have been in business for at least two years \* Maintain quality of workmanship and high safety standards \* Demonstrate sound business management and ethical conduct \* Be a financially sound business \* Demonstrate a high level of client satisfaction and customer service \* Be held in high regard by their industry peers \* Be involved in Master Builders and contributing to the betterment of the industry . Submissions must include supporting material such as: copy of your **\*\*driver's licence\*\*** and a **\*\*high resolution photo\*\*** of the nominee and **\*\*client/peer references.\*\*** Nominee must attend the onsite judging inspection for **\*\*Young Builder\*\*** interview with judges.

**Entries are judged on:**

Quality of Construction

Design Challenges

Use of Materials

Value for Money

Innovation

A judging panel will review all entered projects onsite, **except for the Site Safety Awards**, judging comprises of a combination of submission review/phone interviews and/or site visit and or any combination of these, depending on the specific project and timing.

Where onsite judging applies, entrants will be requested to ensure the appropriate personnel are on hand during the inspection to ensure that any questions posed by the judging panel are answered. Entrants will receive at least two week's notice of the inspection time and date.

### **Excellence in Housing Awards**

Judging will take place between April - early July 2026. Entrants will receive at least two week's notice of the inspection time and date. There are a large numbers of projects to judge and the judges can only visit a particular area once. We judge projects in geographical order. **Please note if a Young Builder of the Year has been nominated, the**

**nominee must attend the onsite inspection.**

### **Excellence in Pool Awards**

Judging will take place between May - early July 2026. Entrants will receive at least two week's notice of the inspection time and date. There are a large numbers of projects to judge and the judges can only visit a particular area once. We judge projects in geographical order. **Projects must have obtained a HBCF Certificate and Certificate of Compliance.**

### **Excellence in Construction Awards**

Judging will take place between May - early August 2026. Entrants will receive at least two week's notice of the inspection time and date. There are a large numbers of projects to judge and the judges can only visit a particular area once. We judge projects in geographical order.

### **Excellence in Site Safety Awards**

Judging comprises of a combination of submission review/phone interviews and or site visit and or any combination of these, depending on the specific project and timing. Judging will take place in July 2026. **Project must be under construction at the time of judging. If your project is likely to be completed prior to the entry deadline, please call David Solomon on 0420 227 060 once your entry has been submitted to arrange for an online interview if required.**

Should there be a period of time that is not suitable for inspection to take place (i.e. no access to project due to client away), please complete the judging restrictions section below. If judging restrictions are not declared, once an inspection date has been allocated, changes cannot be made and if you are unable to make your judging allocation, your entry may be withdrawn.

### **Are there any dates/times that you or your client(s) are unavailable for judging?**

NOTE: If judging restrictions are not declared, once an inspection date has been allocated, date changes CANNOT be made.

☐ Yes

☐ No

### **For the Excellence in Housing Awards & Pool Awards**

All categories for the Excellence in Housing & Pool Awards will be judged onsite.

The onsite contact person must be the builder/project manager responsible for the project.

Young Builder of the Year nominations must be onsite for judging. If the Young Builder nominee cannot attend the onsite judging, their Young Builder nomination will be withdrawn. **(This does not apply to the Pool Awards).**

***For Display Homes only: Please note judges will independently access the display village and homes. If they require any assistance onsite, they will call the nominated contact person.***

### **For the Excellence in Construction Awards**

All categories for the Excellence in Construction Awards will be judged onsite.

The contact person must be the project/site manager responsible for the project.

Unless for exceptional circumstances, please note that onsite judging is limited to one company representative and if necessary, one client.



For the Excellence in Site Safety Awards

Judging comprises of a combination of submission review/phone interviews and or site visit and or any combination of these, depending on the specific project and timing. All projects for the Site Safety Awards must be under construction at the time of judging. If your project is likely to be completed prior to the entry deadline, please call David Solomon on 0420 227 060 once your entry has been submitted to arrange for an online interview if required.

First name of onsite contact:

Last name of onsite contact:

Mobile number of onsite contact:

Judges will use this number to contact the onsite representative on the day of judging

Office phone number: (optional)

Email address of onsite contact:

Job title:

☐ I am aware that the person listed above must represent the nominating company for the project and their presence is mandatory for onsite judging at the scheduled date and time indicated by the Awards & Events department.

Exact location where you will meet the judges:

**\*\*Excellence in Housing & Pool Awards:\*\*** If your project is a country entry and requires additional judging information to locate the project, please input that information in this field. If not relevant and the exact location is the same as the project address, please put N/A. **\*\*Excellence in Construction Awards:\*\*** For example: School office, located 200 meters on the left when entering school or ground floor foyer near reception desk.

Street map indicating where onsite personnel will meet judges for site visit: (optional)



A minimum of 10 complete high resolution digital images MUST be submitted with entries. Final images provided will be used in the audio-visual presentation and print media; good quality images will better profile your entry.

- Entrants are responsible for the quality of all images.
- Photos must be a minimum resolution of 300 dpi (highest quality camera setting)
- Image size no smaller than A4 (21cm x 29.7cm)
- Format: JPEG or PNG
- These photos should be a combination of internal and external photos in landscape orientation.
- Please note if your final digital images are not high quality you will be asked to resubmit them

- Photos **must be received no later than Friday, 1 May 2026**, as this is a mandatory judging requirement.

A professional photography service is available at an additional cost. MBA will arrange this service with the photographer on your behalf. The photographer will contact you to lock in a date and time to photograph your project.

**Do you require the MBA to organise professional photography.**

A Professional photography service is available at an additional cost.

☐ No - I will submit my own photos

☐ Yes

**BEFORE** photo 1:

Before & Progress photos are for judging purposes



**BEFORE** photo 2:

Before & Progress photos are for judging purposes



**PROGRESS** photo 1:

Before & Progress photos are for judging purposes



**PROGRESS** photo 2:

Before & Progress photos are for judging purposes



**PROGRESS** photo 3: (optional)



**PROGRESS** photo 4: (optional)

Before & Progress photos are for judging purposes



Material may be supplied as follows:

1. Upload JPEG or PDF files. Maximum file size is 10MB per piece
2. Video attachments may be hosted on a video site such as YouTube or Vimeo
3. Provide website URL's to the publicly accessible campaign or active URL of a landing page. Please ensure any applicable usernames and passwords are provided and active

**Name of attachment** (optional)

i.e. Time-lapse Video,  
Marketing Material,  
Street Map etc

# Additional Attachments & Uploads

## **Excellence in Housing & Pool Awards and Excellence in Construction & Site Safety Awards**

Please provide any additional information you think will assist with judging i.e. Videos, Marketing Brochures, Additional Floor Plans, Additional Photos, Street Maps etc.

## **Building Degree Graduate and Apprentice of the Year**

Please provide any relevant character references and information to support your entry.

### **Video Link** (optional)

### **Additional Video Link** (optional)

1. Open to all licensed builders who are financial members of the Master Builders Association of NSW (MBA NSW), for projects constructed within New South Wales.
2. Projects completed using an Owner-Builder Permit are not eligible to enter.
3. Total Construction Cost MUST include overhead and profit (including Builders' own home) and client paid for items.
4. Where applicable, a Home Building Compensation Fund Certificate (HBCF) must be taken out for all projects over \$20,000. An MBA judge can request a copy of this documentation at any time.
5. All works must be complete by the time of entering or within two (2) years of the closing date for entries.
6. Entries previously judged are not eligible to be re-entered.
7. MBA NSW reserves the right to transfer entries into a category they deem appropriate and/or reduce and combine the number of categories at any time.
8. All entries, except Display Homes, will be entered in the price category applicable to the total construction cost. Land cost is not to be included.
9. Each entry must be submitted on a separate digital form giving all details required. An entry may only be entered in more than one category providing an additional entry fee is paid and the entry meets the requirements of that category (i.e. Contract Houses & Passive House = \$660 x 2 entries = \$1,320).
10. The entrant must obtain permission from the client/owner prior to submitting the entry. Both the builder and the client are required to signify their consent for the project to be entered into the Awards and their agreement to be bound by the rules, including any associated publicity (which may include a televised broadcast), by signing the Authorisation Form. Clients will remain totally anonymous for public purposes.
11. The onsite contact must be available for judging approximately between **(April - early July 2026)**. During this period, both internal and external access to the property will be required for judging and/or photography purposes. Entrants must ensure that appropriate personnel are present during the inspection to provide access and respond to any questions from the judging panel.
12. If a Young Builder of the Year has been nominated, the nominee must be onsite for the allocated judging date and time to have a one-on-one interview with the judges. If the Young Builder nominee cannot attend the onsite judging, the Young Builder nomination will be withdrawn.
13. Please note that the 2025 Regional Major Award Winners (Residential and Commercial Master Builder of the Year) are eligible to enter their winning project into the 2026 State Awards free of charge. If the winning project has already been entered and judged in the State Awards, the member will forfeit that nomination, and no alternative project may be submitted in its place.
14. If sufficient entries are not received for a category, entries may be moved to a similar category. Alternatively, a refund will be provided. The numbers considered sufficient are to be at the complete discretion of the MBA NSW.
15. Editorial comment on and photographic display of the projects entered will be at the discretion of the appropriate media and MBA NSW. Whilst it is the aim of the Association to represent all entrants accurately in

every way, no responsibility is taken for discrepancy, error, omission or misrepresentation of that entry in any media report. Entry in the awards does not, however, automatically ensure exposure in the media.

16. Photographs, as specified in the entry form, must comply with the reproduction standards of the magazines and production. Photographs may be rejected or not used if they are of poor quality. All documents, including photography, submitted remain the property of MBA NSW.
17. Final photos must be emailed to the Awards & Events department to be uploaded no later than Friday 1 May 2026.
18. The judge's decision is final, and no correspondence will be entered into. A winner may not necessarily be declared in all categories.
19. Feedback on Awards entries will only be provided to entrants upon request during the onsite inspection with MBA NSW Judges. (This does not apply to Display Homes.) No feedback will be provided after the inspection.
20. I/We agree to notify MBA NSW and withdraw any entries submitted if our business/company commits an act of insolvency, including but not limited to, being placed in liquidation, administration or receivership. This undertaking is binding up until the awards night ceremony. MBA NSW advises that an award will be withdrawn if your business commits an act of insolvency and MBA NSW has not been notified.
21. I/We understand that MBA NSW can remove a nomination or withdraw any award if for any reason including, but not limited to, any act of insolvency, breach of the MBA NSW Code of Conduct, a complaint to or action by NSW Fair Trading, any information in the digital form is incorrect, or any other reason that may affect the reputation of or cause embarrassment to the Association or the awards.
22. The entrant advises and confirms that no serious injuries or deaths occurred on site during construction of the project that is the subject of the entry.
23. The entrant advises and confirms that there are no outstanding complaints relating to the project that is the subject of the entry.
24. Entries close **Friday 6 March 2026**.
25. MBA NSW will only refund an entry fee if the entry is withdrawn prior to the closing date. No refund will be given after that date.

☐ I / We hereby agree to enter the before mentioned project in the Master Builders Excellence in Housing Awards and agree to be bound by the conditions of entry set out herein and acknowledge that I / We have read and understood the conditions

☐ I / We confirm that there were no serious injuries or deaths onsite during construction

☐ I / We confirm that there are no litigation or disputes relating to the project

☐ I / We confirm that all legal obligations have been met, including to all sub-contractors

☐ I / We confirm that the project being submitted is complete and requires no further construction works.