



# WELLINGTON REGION<sup>®</sup> **BUSINESS EXCELLENCE AWARDS** **2019**

## Sustainability Entry Form

### *Instructions for Entrants*

- Please use this entry form for the Wellington Region Business Excellence Awards 2019. It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
- Before starting to complete this please make sure that you have read the terms and conditions found on the Hutt Valley Chamber of Commerce website.
- Provide short concise bullet points with sufficient information so the judges are able to easier evaluate your entry.
- Each entry will require a business biography, signed registration form and three printed copies.

### **Entry Timeline 2019**

**Entry Forms Issued** – Tuesday 13<sup>th</sup> August 2019

**Entries Close** – Friday 13<sup>th</sup> September, 4 pm

All completed entries must be received by the Hutt Valley Chamber of Commerce on or before 4 pm. Please ensure three copies of your entry submission are received.

**Judging Process** – Saturday 14<sup>th</sup>- 28<sup>th</sup> September 2019

After the allocation of categories and initial assessment of entries, judges will review the entries. They may seek further clarification on any aspect of the entry. The judges may need to undertake a site visit.

**Finalist Announced** – Tuesday 1<sup>st</sup> October, 2019

**Finalist Function** – Thursday 31<sup>st</sup> October 2019

Announcement of the 2018 Category finalists is by way of a celebratory event held for all finalists and sponsors.

**Wellington Region Business Excellence Awards Ceremony – Presentation & Dinner** – Friday 22<sup>nd</sup> November 2019

The announcement of business category finalists and winners, special category finalists and winners and the overall Supreme Business of the Year winner will be made at the awards presentation. Bookings will be essential – LIMITED TICKETS.

# Registration Form

## Details of Business

<b>Legal name of business</b>			
<b>Trading name of business</b>			
<b>Correct business name on trophy</b>			
<b>Contact person &amp; title/position</b>			
<b>Structure of business: Sole Trader / Partnership / Company / Other</b>			
<b>Physical business address</b>			
<b>Postal business address</b>			
<b>Email address</b>			
<b>Telephone number</b>			
<b>Website address</b>			
<b>Ownership structure: Private/public/franchise etc.</b>			
<b>How long has the business been trading?</b>			
<b>How long under the current ownership?</b>			
<b>Number of full time employees?</b>			
<b>Gross annual turnover</b>	Less \$1M	Greater \$1M but less than \$5M	Greater than \$5M

# Registration Form

## Business Biography

All entries must include a brief history of the business. This information does not form part of the evaluation or scoring. The purpose of the biography is to help establish an overview of the business for the judges.

The biography should include:

- a profile of the business in order for the judges to better understand the business
- the key influences
- how the business operates
- key challenges faced.

The biography should include the “x” factor of your business. Tell us why you believe that your business should be the winner of a special award category.

{Insert Company Name}

## Sustainability

**Provide information so the judges are able to evaluate your entry:**

Why do you believe this business should be considered for the Sustainability Award?

Provide examples of how your business displays sustainable development in economic growth, social progress, ecological balance and cultural sensitivity.

While incorporating sustainability in decision making and business activities has economic, economic, social and cultural dimensions, reducing greenhouse gas emissions and minimising waste are two outcome areas of particular importance to the Wellington region.

You may wish to think about the following questions when preparing your entry.

### **Carbon reductions:**

Are you measuring your business’ greenhouse gas emissions? Have you set a target to reduce your business’ greenhouse gas emissions? What actions has your business undertaken to reduce its emissions?

Examples of carbon reduction actions include, but are not limited to, switching from the use of fossil fuels for heating to alternative low-carbon technologies such as wood pellets or heat pumps, electrifying your vehicle fleet, or achieving CarbonZero certification.

**Waste minimisation:**

Do you understand the lifecycle of your products? Have you measured the amount of waste associated with your business activities? Have you set a target to reduce waste? What actions has your business undertaken to reduce waste?

Examples of waste minimisation actions include, but are not limited to, incorporating recycled materials in the design of products, designing products so that they are reused or recycled at the end of their life, minimising waste while producing a product, and minimising litter associated with your business and/or products.

## DECLARATION

I declare, as an entrant of the Wellington Region Business Excellence Awards 2019, that I agree and comply with all Terms and Conditions of entry found in the entry guidelines. I also confirm that all information supplied in this entry form is true and accurate.

(Please tick)

I give permission to the Awards Manager to disclose our business name in any marketing collateral leading up to the Awards Programme.

Yes

No

.....  
Signature: Director / Owners / Authorised Person

.....  
Full Name (please print): Director / Owner / Authorised Person

.....  
Date

Courier your entry to

Lynda Robertson  
Administration Manager  
Private & Confidential  
Hutt Valley Chamber of Commerce  
Level 3, 15 Daly Street  
Lower Hutt 5010

Post your entry to

Lynda Robertson  
Administration Manager  
Private & Confidential  
Hutt Valley Chamber of Commerce  
PO Box 30 653  
Lower Hutt 5040

### Check List (please tick)

- I have read and agreed to Terms and Conditions.
- I have signed the registration form.
- I have included a business biography.
- I have completed the entry form.
- I have printed **three copies** ready to be sent in.