UK Independent Design Review Panel Application Form

The following form should be completed and submitted to [c.botten@betterbuildingspartnership.co.uk](mailto:c.botten@betterbuildingspartnership.co.uk) by Thursday 6th August 2020.

Supplementary information can be attached as pdf files.

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| Applicant Details | | | |
| Name: | Name | | |
| Employer: | Employer | Job Title | Job title |
| Email: | Work email address | Contact number: | Enter contact number |

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| Relevant Qualifications: | Insert any relevant qualifications here |

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| Section 1. Experience and expertise in energy efficient building design, construction and operation of new buildings and major refurbishments |
| **Click or tap here to enter text.**  Applicants should set out their experience and expertise in energy efficient building design, construction and operation of new buildings and major refurbishments; including:   * The process of construction * The contractual arrangements associated with construction * Technical specifications across architectural, mechanical, electrical and hydraulic disciplines insofar as they relate to energy efficiency * Technical drawings, layouts and schematics   Successful applicants will have an acknowledged reputation as a leader in building energy efficiency. They will need to demonstrate an extensive track record of improving the energy efficiency of a building through building design and operation.  Applicants must be experts in the energy efficient design and operation of building services including mechanical and electrical systems, building controls and lighting. Expertise in efficient building facades and efficient energy supply is also desirable. Applicants should also have an excellent understanding of the building design and construction process and contractual arrangements and be capable of identifying and addressing process risks.  The applicant should provide examples and referees from relevant successful projects. Applicants may only include projects in which they played a leading role or where they were personally responsible for outcomes.  A sufficient qualification in this respect is a minimum of 8 years of experience in the design of buildings in the role of mechanical or electrical services consultant or designer. |

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| Section 2. Experience in building energy simulation and interrogating building energy simulations |
| **Click or tap here to enter text.**  Applications should provide demonstrated experience in building energy simulation and interrogating building energy simulations, sufficient to understand:   * The inputs required for a building simulation * The translation of design information into a simulation * The limitations of simulation * The interpretation of simulation results   Applicants should demonstrate their familiarity with building energy simulations by describing their approach to the review of these simulations. Applicants will be expected to be able to interpret energy simulation results and interrogate the simulation itself, including identifying incorrect assumptions and inadequate representations of building systems.  This should include examples and referees from relevant successful projects. Applicants may only include projects in which they played a leading role or where they were personally responsible for outcomes.  A sufficient qualification in this respect is a minimum of 3 projects in which the applicant has undertaken a simulation of a building including full representation of the HVAC system. |

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| Section 3. Understanding of building tuning and post construction energy efficiency issues s |
| **Click or tap here to enter text.**  Applicants must demonstrate that they have had sufficient involvement with buildings in post construction operation to understand:   * Common issues that arise in the construction of buildings that result in actual efficiency being poorer than a simulation predicts * HVAC control optimisation and tuning * Commissioning issues as they affect energy efficiency * Institutional issues and constraints around the delivery of post-construction energy efficiency   Applicants should include examples and referees from relevant successful projects. Applicants may only include projects in which they played a leading role or where they were personally responsible for outcomes.  A sufficient qualification in this respect is a minimum of 3 projects in which the applicant has either undertaken a detailed energy audit of an operating multi-let commercial office building or been involved in post construction evaluation and improvement of building performance such as via Soft Landings for the same building type. |

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| Section 4. Ability to prepare concise, clear and convincing technical reports |
| **Click or tap here to enter text.**  Applicants should provide one relevant example of a written report to improve the energy efficiency of a building and discuss their approach in preparing convincing written reports for clients. |

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| Section 5. Experience in working with building designers, developers and owners to propose and implement energy efficiency recommendations – particularly to achieve improved/excellent operational energy efficiency outcomes |
| **Click or tap here to enter text.**  Applicants should describe their approach to communication with clients, including how they manage relationships with design teams and building owners when preparing recommendations. They should also detail their approach to managing difficult interactions, for example when their advice was not welcome.  Applicants should provide examples where their approach directly contributed to improved energy efficiency outcomes in a building’s design, construction and operation. |

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| Section 6. References |
| **Click or tap here to enter text.**  Insert contact details of relevant references for the projects referenced here.  Applications should be aware that referees will not necessarily be approached as part of the initial selection process but may be approached, if required, at any time up to the confirmation of the establishment of the final UK IDR Panel. However, for avoidance of doubt, candidates will be notified in advance before approaching their referees. |

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| Review (Internal use only) | | | | | |
| Reviewed By: | Name | Date: | Date | Recommendation: |  |
| Approved By: | Name | Date: | Date | Decision: |  |