

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4026A Arrange building applications and approvals* & *CPCCBC4031A Process client requirements* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

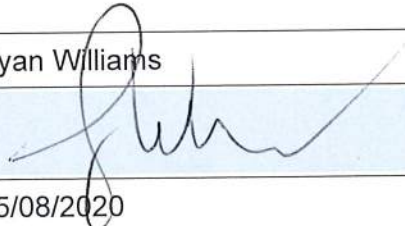
Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Kylie Waldock
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Task	Assessment Results	
Theory Exam	☒ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☒ Satisfactory	☐ Not Yet Satisfactory
Outcome for CPCCBC4026A	☒ Competent	☐ Not Yet Competent
Outcome for CPCCBC4031A	☒ Competent	☐ Not Yet Competent

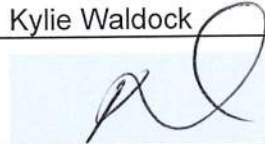
Assessor Name	Ryan Williams
Assessor Signature	
Unit Competence Determination Date	25/08/2020

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

THEORY EXAM INSTRUCTIONS

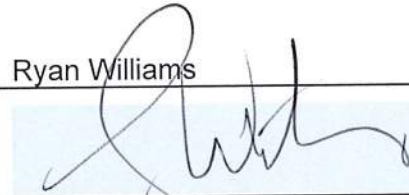
1. This exam will occur under standard assessment conditions.
 1. An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
2. Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
3. Please fill in the details below, providing your name, signature and date of assessment.
 1. Your signature acknowledges that this is your own work.
4. Assessors are to complete marking in pen of a different colour to the Participant.
5. If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 1. If a Participant changes their response in writing, they must put their initials next to the written change.
 2. If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Kylie Waldock

Participant signature 

Date Click here to enter a date.

Assessor name Ryan Williams

Assessor signature 

Date 25/08/2020

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
56	56	☒	☐

ASSESSOR COMMENTS

Q1. Identify four (4) details you would try to establish about the client's design requirements.

Answer To establish clients design requirements, determine; ☒

- >Clients objectives & priorities of the project
- >Space, time & budget parameters to ensure they align with the clients vision and needs
- >Expectations are reasonable & attainable
- >Building life span & flexibility requirements

Q2. In what format should the client's design requirements be recorded?

Answer In a Project Brief ☒

Q3. Describe how explaining a product's strengths and limitations can ensure the client's design needs are met.

Answer By providing correct technical or product knowledge on materials being used, the client can be assured they are buying a product that is well matched to their particular needs. ☒

Q4. Identify two (2) types of technical/product knowledge you should provide to a client who wishes to maximise sustainability.

Answer ☒

- >Energy & Sustainability policies that may be applicable.
- >Technical & product specifications and how it compares to competitors products.

Q5. Which of the following may be considered a restrictive covenant?
Tick all that apply.

Answer

Choice	Possible Answers
☒	Limit on building heights
☒	Limit on fence heights
☒	Limit on retaining wall heights



Q6. Why should your client be notified about restrictive covenants?

Answer

To ensure that they are aware of the limitations and to assist with the design phase.



Q7. What document sets out what a client can build within the Council area?

Answer

The City Plan eg. Brisbane City Council building & development is directed by the Brisbane City Plan.



1.A. Outline the requirements of the *Work Health and Safety Act 2011* with regards to the design of buildings.

Answer

To ensure that the design documentation does not pose risks to people using the building for its intended purpose.



Q8. True or False (Tick your response): The client requesting a design from an architect automatically holds copyright of the design.

Answer

☐	True
☒	False



Q9. Identify five (5) site features that would be identified when preparing a site plan.

Answer

- >Site location
- >Access
- >Existing Buildings
- >Services
- >Vegetation



Q10. Explain the role of a drilling rig in establishing site costs.

Answer A drilling rig will gather samples for identifying the strength of the foundations (and any potential problems)



Q11. Identify three (3) site works activities that may be conducted by the builder.

Answer

- >Determining & setting out building and construction features.
- >Earthmoving, using tracked or wheeled equipment.
- >Establishing personal & vehicle access and egress to and from site.



Q12. Identify two (2) documents that a client would receive in relation to site investigations and costs.

Answer

- >Site investigation documents, examples
 - Soil investigation (drilling rig) outlining ground conditions
 - Surveying to establish property boundaries and intended building perimeters
- >Builder would submit initial quotation for preliminary costs.



Q13. Identify two (2) disclaimers you may need to give a client with regards to site costs.

Answer >Subject to further works required & not included in original scope of site condition report ie. if conditions are found to be worse upon excavation.
>May incur additional costs ie. expense of additional equipment hire.



Q14. Outline why it is important that the requirements (including variation requests) for sketch plans and drawings should be accurately communicated to drafting personnel.

Answer It is important that both client and architect understand and agree on the work required at the concept design stage, before detailed construction documents are developed (at which stage would prove timely & costly).



1.B. What might be prepared by the architect to quickly and simply explore initial ideas for designs?

Answer A concept drawing (a quick simple way of exploring initial design ideas).



1.C. Name three (3) types of detailed plans that may be forwarded to the client for approval.

Answer Architectural plans and sections, elevations, 3D imagery.



1.D. Name three (3) costing details that should be able to be established from sketch plans.

Answer Cost overviews could be prepared based on floor areas, façade treatments and forms of construction.



Q15. True or False (Tick your response): All documents should be sighted by the client, with details initialled.

Answer

☒	True
☐	False

☒

1.E. What of the following are preliminary contracts that a builder could ask a client to sign prior to signing the main contract? Tick all that apply.

Answer

Choice	Possible Answers
☒	Estimate
☐	Handover certificate
☒	Quote

☒

Q16. True or False (Tick your response): Pre-contract agreements may influence the final contract development.

Answer

☒	True
☐	False

☒

1.F. Identify one (1) standardised commercial building contract and explain the maximum value of the work it may be used for.

Answer

Kitchen Bathroom & Laundry Supply Install Contract – tailored specifically for the kitchen, bathroom and laundry industry eg. Used for bathroom reno

☒

1.G. Identify an appropriate standardised contract that would be appropriate for a house renovation exceeding \$20,000.

Answer

QBCC Level 2 – Renovation, Extension & Repair contracts – for renovations, extensions and routine repairs on existing homes for contracts \$20,000 and over.

☒

Q17. Which of the following parties could preliminary contracts be submitted to for checking and recording? Tick all that apply.

Answer

Choice	Possible Answers
☒	Contract association (e.g. Master Builders)
☐	Parliament
☒	Solicitor



1.H. List two (2) permits that may need to be organised when preparing contract documents.

Answer

>Electricity supply
>Rubbish/waste removal



1.I. Outline the importance of preparing construction documents according to contract details.

Answer

This will ensure that other services meet the clients requirements eg. Material orders are correct, and sub contractors are organised accordingly.



Q18. For the purpose of development applications, describe how 'development' is defined in the legislation.

Answer

Development is defined in Schedule 2 of the Planning Act 2016 (Qld) as:
>Carrying out building work
>Carrying out plumbing or drainage work
>Carrying out operational work
>Reconfiguring a lot (ie. Subdivision)
>Making a material change of use of premises (ie. starting a new use, re-establishing a use that has been abandoned or changing the intensity or scale of the use).



Q19. At which of the following stages would a development approval be sought? Tick your response.

Answer

Choice	Possible Answers
☒	Town planning stage
☐	Building approval stage
☐	Construction stage
☐	Final certification stage

☐

Q20. True or False (Tick your response): Building approval is separate to planning approval.

Answer

☒	True
☐	False

☐

Q21. True or False (Tick your response): Full approval is one type of approval that may be sought for the building approval stage.

Answer

☒	True
☐	False

☒

Q22. For each of the external specialists categories listed below, identify the information and documentation they may provide for an approval application.

Answer

External specialist	Information and documentation provided
Building surveyors, quantity surveyors and site surveyors	Survey of boundaries and building
Geotechnical and environmental specialists	Soil investigation report. Vegetation report.
Structural, mechanical and electrical engineers	Engineering plans (structural, footings, etc)

☐

Q23. Name two (2) documents that are required under legislation to support a development application.

Answer

>Planning report & other technical reports that demonstrate how the development complies with Brisbane City Plan 2014 (City Plan) and, where applicable, the State Planning Policy (SPP) and the State Development Assessment Provisions (SDAP)

>Plans of the development



Q24. What documents are required by Council to support a development application (in addition to those under Q23.)?

Answer

Information to support the application:

>Completed Development Services lodgement form

>Erosion Hazard Assessment form

>Land Owners consent

>Planning reports

>Proposed plans



Q25. When arranging for building approval through a building certifier, you must give them scaled and detailed plans. Who should these plans be prepared by?

Answer

A draftsperson or Architect



Q26. Name three (3) approvals that must be lodged through the Council, as opposed to through a building certifier.

Answer

Examples include;

>Any town planning matters that are not accepted development, subject to requirements under Brisbane City Plan 2014

>House more than 9.5m in height from the natural ground level in the majority of residential zones

>Redevelopment or removal of heritage and character buildings



Q27. What should be considered when developing a plan for the process of lodging approval applications?

Answer

Consideration of;
>What type of Approval that may be required
>Scheduling requirements to obtain all of the relevant information
>Clients needs and expectations



Q28. True or False (Tick your response): The plan in Q27. should be submitted for approval.

Answer

☐	True
☒	False



Q29. The council assesses development under the application types listed below. Describe each assessment type and whether the public must be notified.

Answer

Assessment type	Description
Code assessment	>Is assessed against the codes identified for the use within the City Plan >Can be assessed relatively quickly and does not require public notification >Where an accepted development, subject to requirements does not meet one or more of the acceptable outcomes of the relevant code, a code application is triggered. The application will only need to address the aspects of development that do not meet the accepted requirements.
Impact assessment	>Is for development that must be assessed against all identified codes and City Plan as a whole to the extent relevant. This is to ensure that identified development impacts are addressed. >Must be publicly notified to take into account the community's views.



Q30. Identify two (2) stakeholders that may be impacted by a planning application. Describe the impact on each stakeholder and strategies that could be adopted to maximise their support of the planning application.

Answer

	Stakeholder 1	Stakeholder 2
Stakeholder type	Owner/Developer	Community members
Impact of planning application on stakeholder	Many require impact assessment	Possible neighbouring development requiring MCU
Strategies adopted to maximise stakeholder support	Investigate all required tables of assessment including the zone, neighbourhood plan and identified overlays.	Submissions development is publicly advertised when



Q31. Identify the Council documentation that outlines whether your proposal will require an impact assessment.

Answer Brisbane City Council – review of Part 5 of City Plan.



Q32. Name three (3) projects that are always deemed ‘accepted development’.

Answer Three examples of an accepted development include;

- >Building work to restore a building that has been accidentally damaged or destroyed to its original condition.
- >Single satellite dish with now dimension greater than 1.2m in a residential area or township zone, or 1.8m in any other zone
- >Sales office on a lot in a residential zone, centre zone, the emerging community zone or the mixed use zone, for no more than 2 years



Q33. True or False (Tick your response): Projects that are 'accepted development, subject to requirements' do not need anything in writing from the Council to commence the activity, provided that a self-assessment has been carried out to ensure compliance with the relevant code.

Answer

☒	True
☐	False



Q34. Other than legislation relating to planning, name two (2) types of building legislation/requirements considered during the building approval process.

Answer >National Construction Code
>Building Act 1975 (Qld)



Q35. During the building approval process, which of the following issues are considered under various codes and regulations? Tick all that apply.

Answer

Choice	Possible Answers
☒	Building is soundly/safely designed and constructed
☒	Degree of fire safety
☒	Energy and water efficiency standards
☒	Protection from pests
☒	Sewerage and drainage



Q36. Identify and describe two (2) industry standards that you may refer to when preparing a building application (e.g. to address Q35.).

Answer

Standard number	Description
AS3660.1-2000	Termite Management, Part 1: New Building Work
AS/NZS3000:2018	Electrical Installations (know as the Australian/New Zealand wiring rules)



Q37. Identify and describe two (2) regulations that you may refer to when preparing a building application.

Answer

Regulation name	Description
Planning Regulation 2017 (Qld)	The policy objective of the Planning Regulation 2017 (the Regulation) is to prescribe instruments and address matters provided for under the Planning Act 2016, and provide the mechanics for the operation and implementation of the Act
Building Regulation 2006	The Building Regulations are intended to protect people's safety, health and welfare in and around buildings. The regulations are also designed to improve conservation of fuel and power, protect and enhance the environment and promote sustainable development. Local councils administer the regulations.



Q38. Describe the importance of using document control processes when submitting an application.

Answer

Document control is important to ensure that applications include ALL supporting information required.



Q39. How the currency of a plan determined?

Answer

Under the Planning Act 2016, a development approval will lapse at the end of the currency period being:

- **Material Change of Use – 6 Years** (the change of use must happen within 6 years after the approval takes effect);
- **Reconfiguring a Lot (e.g. Subdivision) – 4 years** (a plan of the reconfiguring must be given to the Local government (i.e. 'plan sealing' application) within 4 years after the approval takes effect);
- **For other development (e.g. Building Work) – 2 years** (the development must substantially start within 2 years after the approval takes effect).



Q40. True or False (Tick your response): To ensure continuing progress of your application, you should confirm the application status at appropriate intervals.

Answer

☒	True
☐	False



Q41. Identify (and name, if applicable) whether there is an electronic portal used to check applications submitted to Council?

Answer For Brisbane City Council – PD Online (application and search tool)



Q42. Order the following stages from 1 to 6 to identify the application assessment process used by the Council.

Answer

Stage Number	Stage
6	Appeals
1	Application
5	Decision and conditions
3	Information request
4	Public notification
2	Referrals



Q43. True or False (Tick your response): If a planning application is incomplete at the time of lodgement, the Council will always issue a 'not properly made' action notice.

Answer

☒	True
☐	False



Q44. The applicant has how many business days to comply with an action notice?

Answer 20 business days



Q45. Identify three (3) common application problems.

Answer >Insufficient information
>Poor quality plans
>Unacceptable impacts



Q46. True or False (Tick your response): When considering an appeal, the applicant should seek private legal advice.

Answer

☒	True
☐	False



Q47. Minor amendments to an application should be negotiated with which of the following parties? Tick all that apply.

Answer

Choice	Possible Answers
☒	Approval authority
☒	Client
☒	Organisation



CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

PRACTICAL ASSESSMENT INSTRUCTIONS

6. The following practical assessment will require the Participant to complete work related activities.
7. The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
8. Please fill in the details below – providing your name, signature and date of assessment.
 1. The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
9. The Assessor may substitute a Practical Task with an alternate task of equal value.
 1. Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Kylie Waldock

Participant signature

Date 25/08/2020

Assessor name Ryan Williams

Assessor signature

Date 25/08/2020

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☒	☐
Task 1 (Occasion 2)	☒	☐
Task 2 (Occasion 1)	☒	☐
Task 2 (Occasion 2)	☒	☐

ASSESSOR COMMENTS