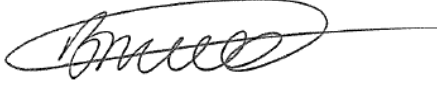


CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

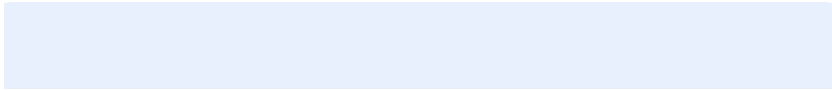
THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances. Answers will be documented and FT003 (Oral examination declaration form) must be completed.
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- If a participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a participant changes their response in writing, they must put their initials next to the written change.
 - If a participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Barbra McCandlish

Participant signature 

Assessor name _____

Assessor signature 

Date 29/11/2018

Number of questions	Number of questions answered correctly	Satisfactory?	
		Yes	No
56		☐	☐

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

Answer

What are the objectives and Priorities of the particular client
What Building life span is required?, and is there flexibility in this?.
What are the expectations of the client?
Does the budget align with the clients vision of the project?

☐

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

Answer

A Project Brief. Showing the breakdown in detail, for example the Description of works, the Site information and the Technical specifications.

☐

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

Answer

The client will be assured that what they are 'buying' matches their specific needs. They will also have confidence in your abilities.

☐

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

Answer

Provide a comparison with alternative suppliers (specification sheets and technical data) showing the expected life span and if they meet current Australian standards. This will minimise having to re-work at a future date (depending on the life span necessary).

Check the footprint data on the required items and highlight to the client. This will show support to local suppliers and manufacturers.

☐

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

If the client ignores the covenants, he may be liable for legal action to be taken against him in future. It is your responsibility to highlight these issues early.

☐

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

Answer

The Brisbane City Council sets out the rules within this Council area using the Brisbane City Plan (Refer PD online available)

☐

Q8. Outline the requirements of the *Work Health and Safety Act 2011* with regards to the design of buildings.

Answer

The client (& you) have a duty of care to ensure the building does not pose any risks to the users of the building in its intended purpose.

☐

Q9. True or False (Tick your response): The client requesting a design from an architect automatically holds copyright of the design.

Answer

☐	True
☒	False

☐

Q10. Identify five (5) site features that would be identified when preparing a site plan.

Answer

Site Location
Existing Structures
Services (DBYD's)
Access to site
Vegetation

☐

Q11. Explain the role of a drilling rig in establishing site costs.

Answer

A drilling rig is used by a geotechnical engineer to complete soil testing which shows the soil type in the area of planned works. Strengthening of the foundations on soft soils may be necessary which which add further costs (for example to subbase or slab).

☐

Q12. Identify three (3) site works activities that may be conducted by the builder.

Answer

Site establishment, for example providing shade and services for site staff.
Earthmoving works for site preparation or demolition prior to construction
Traffic management to assist local pedestrians &/or site access for lay down area

☐

Q13. Identify two (2) documents that a client would receive in relation to site investigations and costs.

Answer

Draft plans for approval showing the design/vision.
Bill of quantities showing accurate costs and quantities which also match the design (plan)

☐

Q14. Identify two (2) disclaimers you may need to give a client with regards to site costs.

Answer

Subject to final site measure
Subject to the subgrade soils being within the range of an S or M class
(P type soils are the worst to have, very reactive and unstable)

☐

Q15. Outline why it is important that the requirements (including variation requests) for sketch plans and drawings should be accurately communicated to drafting personnel.

Answer

The drafting personnel should have as much information as possible to be able to accurately draft the plans for the client to avoid having to revisit the work. Direction from client should be clear. The drafter needs to understand exactly what the vision of the project is, and also what covenants or legislation may affect the project to ensure that he takes these into consideration.

☐

Q16. What might be prepared by the architect to quickly and simply explore initial ideas for designs?

Answer

Concept drawing

☐

Q17. Name three (3) types of detailed plans that may be forwarded to the client for approval.

Answer

Draft Design Plans
Site elevations
3D imagery of plans

☐

Q18. Name three (3) costing details that should be able to be established from sketch plans.

Answer

Floor area (in m2)
Likely forms of construction (timber/steel structure)
Parking and access required

☐

Q19. True or False (Tick your response): All documents should be sighted by the client, with details initialled.

Answer

☒	True
☐	False

☐

Q20. 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

☐

Q21. True or False (Tick your response): Pre-contract agreements may influence the final contract development.

Answer

☒	True
☐	False

☐

Q22. Identify one (1) standardised commercial building contract and explain the maximum value of the work it may be used for.

Answer

Commercial minor works contract. Lump sum of commercial work up to \$100,000 (Master builders website).

☐

Q23. Identify an appropriate standardised contract that would be appropriate for a house renovation exceeding \$20,000.

Answer

Level 2 QBCC Renovation, Extension and Repair for residential contracts \$20,000 and over.

☐

Q24. 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	

Q25. List two (2) permits that may need to be organised when preparing contract documents.

Answer	Utilities (ie. Electrical) Council Waste Disposal/Removal	☐
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Q26. Outline the importance of preparing construction documents according to contract details.

Answer	To ensure that material orders are correct, and all subcontractor works are scheduled and booked in to complete within the contract timelines..	☐
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Q27. For the purpose of development applications, describe how 'development' is defined in the legislation.

Answer	Schedule 2 of the Planning Act (Qld 2016) -Carrying out building work -Carrying out plumbing work -Carrying out operational work -Reconfiguring a lot (ie. Subdivision) -Making a material change of use of premises	☐
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Q28. 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

Q29. True or False (Tick your response): Building approval is separate to planning approval.

Answer

☒	True
☐	False

Q30. 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

Q31. 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 setout points to show levels and falls on site, and the total area
Geotechnical and environmental specialists	Geotechnical reports/Soil tests. Contamination reports/testing
Structural, mechanical and electrical engineers	Detailed footing design Structural drawings/plans Electrical drawings/plans

Q32. Name two (2) documents that are required under legislation to support a development application.

Answer

A planning report and other technical reports to explain how it complies with BCC 2014 (Plan)

Plans of the development

☐

Q33. What documents are required by Council to support a development application (in addition to those under Q32.)?

Answer

Land owners consent.
Erosion hazard assessment form.

☐

Q34. 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

Draftsperson or architect.

☐

Q35. Name three (3) approvals that must be lodged through the Council, as opposed to through a building certifier.

Answer

Town planning matters not accepted development, and subject to requirements.
Houses over 9.5m in height in residential zones
Redevelopment or removal of Heritage and Character buildings

☐

Q36. What should be considered when developing a plan for the process of lodging approval applications?

Answer ☐ Consider the scheduling required to obtain all required information in time. Consider the clients needs such as their expected completion date. Ensure the correct forms are used. Keep following up at regular intervals to avoid any hold ups.

Q37. True or False (Tick your response): The plan in Q36. should be submitted for approval.

Answer ☐

☒	True
☐	False

Q38. 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	This code is assessed against all applicable codes in the BCC plan 2014 as assessment benchmarks. It is relatively quick and does not require notification.
Impact assessment	This has three parts.It takes into account the communities views. Publishing in newspaper in BCC area. Placing a notice on all road frontages. Giving a letter to owners of adjoining land.

Q39. 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	Shop owner next door	Local resident	
Impact of planning application on stakeholder	They may feel they will lose revenue while constructions in effect.	They may like the area just how it is, and be wary or resistant to change	
Strategies adopted to maximise stakeholder support	Ensure works will increase/improve the value to the area. Use signage/notices/safety barriers to highlight changes and assist the public with access to the shop/s affected by construction	Send letters and advertise locals well in advance to be able to adjust and be well informed of the changes. Remind them of the positive outcomes.	

Q40. Identify the Council documentation that outlines whether your proposal will require an impact assessment.

Answer	Part 5 of the City Plan (or visit PD online)	☐
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Q41. Name three (3) projects that are always deemed 'accepted development'.

Answer	Building work to restore a damaged building back to its original state. Temporary buildings where on a site for over 2 years (ie. Sales office) Any development of a utility (ie. Sewage facility). For example, upgrading equipment and not actually changing the 'footprint'.	☐
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Q42. 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

☐

Q43. Other than legislation relating to planning, name two (2) types of building legislation/requirements considered during the building approval process.

Answer

Council approvals not covered by the BA.
Technical inspections at various stages of construction.

☐

Q44. 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

☐

Q45. Identify and describe two (2) industry standards that you may refer to when preparing a building application (e.g. to address Q44.).

Answer

Standard number	Description
AS-NZ 1170	Structural Design actions

☐

AS-2870	Residential slabs and footings
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Q46. Identify and describe two (2) regulations that you may refer to when preparing a building application.

Answer	Regulation name	Description	☐
	Building Act 1975	Not limited to. Provides for what is assessable or accepted. Imposes requirements. Provides for building certifiers.	
	Building code of Australia	Resources to provide information regarding the safety of the structure (does it affect the code?)	

Q47. Describe the importance of using document control processes when submitting an application.

Answer	As all stages must be prepared, reviewed and checked for compliance prior to submission, it is imperative to be accurately filed to ensure you know the exact status of the application at any given time.	☐
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Q48. How the currency of a plan determined?

Answer	On each plan, the architect provides a new revision at each change. Usually bottom right hand side of the page. All parties must always be sure they refer to the latest revision.	☐
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Q49. 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

☐

Q50. Identify (and name, if applicable) whether there is an electronic portal used to check applications submitted to Council?

Answer ☐

Q51. 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

Q52. 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

☐

Q53. The applicant has how many business days to comply with an action notice?

Answer ☐

Q54. Identify three (3) common application problems.

Answer ☐

Q55. True or False (Tick your response): When considering an appeal, the applicant should seek private legal advice.

Answer

☒	True
☐	False

☐

Q56. 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

☐