

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	Sara Vaninetti
------------------	----------------

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	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

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, 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)
- 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.
- Assessors are to complete marking in pen of a different colour to the Participant.
- 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 Sara Vaninetti

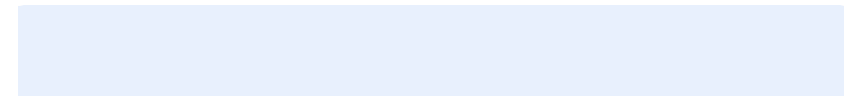
Participant signature



Date 28/04/2021

Assessor name

Assessor signature



Date Click here to enter a date.

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

ASSESSOR COMMENTS

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

Answer

#Client's objectives and priorities of the project

#Space, time, and budget parameters are aligned with the client's vision and needs

#Expectations are reasonable and attainable

#Client's role and the project structure

☐

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

Answer

Project Brief

☐

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

Answer

The client can be assured that 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

The purpose of the product that could help the client to save time and money and the quality of the product, which it may support local industry and help the environment. Showing to the client competitor's products can also assured the client that he will receive the best quality for money.

☐

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	Because if a covenant is breached, legal action can be taken against the party breaching it, the client.	☐
--------	--	--------------------------

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

Answer	Brisbane City Plan 2014	☐
--------	-------------------------	--------------------------

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

Answer	Section 22 of the Work Health and Safety Act 2011 (Qld) states that there is a duty to ensure that the design does not pose risks to people using the building for 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
#Access
#General Layout
#Existing Building
#Old Foundations

☐

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

Answer

A drilling rig will gather samples for identifying the strengths of the foundations to avoid any potential problems and extra cost later.

☐

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

Answer

#Determining and setting out building or construction features
#Earthmoving, using tracked or wheeled earthmoving equipment
#Establishing personal and vehicle access and egress to and from the site

☐

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

Answer

A report based on data gathered during the site investigation, that will outline details of the ground conditions, previous use of the site, present condition, found water and drainage pattern. Supporting documents (such as plans, site photographs and aerial shots) will also be prepared for the client, where available

A report with recommendations about the proposed structure and subsidiary structures, their loading and appropriate foundations with the site costs necessary for the building process

☐

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

Answer ☐ #If during excavation worse conditions are encountered, the foundation may need to be strengthened at additional cost

#If the site has a slope which required cut and fill, the foundation may need to be stronger than the report recommendations at an additional cost

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 ☐ It is so important that both the client and the architect understand and agree on the work required, so the drafting personnel can make changes to the plans accordingly. This will also avoid problems for the project like delays, disagreement or extra cost.

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

Answer ☐ A concept drawing / sketch

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

Answer ☐ # Plan
Sections
Elevations

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

Answer ☐ #Facade Treatments
Landscape
Technical System

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

Master Builder – Commercial Minor Works Contract:
A lump sum contract for minor commercial work up to the value of \$100,000

☐

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

Answer

QBCC – Level 2 Renovation, Extension, and repair contract:
For Renovations, extensions, and routine repairs on existing homes for 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	# Electricity Supply # Rubbish/Waste disposal	☐
---------------	--	--------------------------

Q26. Outline the importance of preparing construction documents according to contract details.

Answer	This will ensure that other services meet the client's requirements such as materials orders are correct, and subcontractors are organised accordingly.	☐
---------------	---	--------------------------

Q27. For the purpose of development applications, describe how 'development' is defined in the legislation.

Answer	Development is defined in Dictionary Schedule 2 of the Planning Act 2016 as: (a) carrying out building work or plumbing or drainage work; (b) reconfiguring a lot; (c) making a material change of use of premises.	☐
---------------	--	--------------------------

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	Ensure that the building will be safe, provide an accurate estimate of the cost of the project and will determinate the property boundaries.
Geotechnical and environmental specialists	Report of soil and environment that assess potential impacts
Structural, mechanical and electrical engineers	Structural, mechanical, and electrical plan and drawings of the building

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

Answer

1)A planning report that demonstrate how the development complies with Brisbane City Plan 2014
2)Plans of the development

☐

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

Answer

A] Completed Development Services lodgement form
B] Erosion Hazard Assessment form
C] Landowner's consent

☐

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

1] Any town planning matters that are not accepted development, subject to requirements under Brisbane City Plan 2014
2] Houses more than 9.5 metres in height from the natural ground level in the majority of residential zones
3] 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 The scheduling needed to obtain all the required information and the client's needs/expectations. ☐

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	A code development application is assessed against the codes identified for the use within City Plan. This application it is relatively quick and does NOT require public notification.
Impact assessment	An Impact assessable development application is for the development that must be assessed against all identified codes and City Plan as a whole to the extent relevant. This is to make sure that all the identified development impacts are addressed. These applications MUST be publicly notified to take into account the community's views

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	Residents of adjoining sites	Costumers and Employees	
Impact of planning application on stakeholder	Impact of noise, odour or run-off	Impact of accessibility	
Strategies adopted to maximise stakeholder support	Carparks are screened from any nearby sensitive receiving environment and stormwater from the carpark does not flow directly into that sensitive receiving environment	The proposal provides convenient and safe pedestrian access from existing and proposed public transport infrastructure and other public areas	

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

Answer	Part 5 of City Plan, including the category of development and assessment table. Alternatively, I can visit PD online to use Council's Property Enquiry tool and follow the instructions to determine if the proposed development on my property is impact assessable.	☐
--------	--	--------------------------

Q41. Name three (3) projects that are always deemed 'accepted development'.

Answer	# Building work to restore a building that has been accidentally damaged or destroyed to its original condition #Sales office on a lot in a residential zone, centre zone, the emerging community zone or the mixed use zone, for no more than two years #Works that are stated in a current exemption certificate given by Council under section 46 of the Planning Act 2016 (Qld)	☐
--------	--	--------------------------

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

Building Act 1975 (Qld)
National Construction Code

☐

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
Less or Equal than 5mm	STAIRS: adjacent risers or adjacent goings MUST BE within 5mm of each other
+/- 3mm	MASONRY: deviation from specified thickness of bed joints

☐

Q46. Identify and describe two (2) regulations that you may refer to when preparing a building application.

Answer

Regulation name	Description
SPP	State Planning Policy -The SPP expresses the state's interests in land use planning and development. Promoting these state interests through plan making and development decisions of state and local government, will help to secure a liveable, sustainable and prosperous Queensland
SDAP	State Development Assessment Provisions - The SDAP provide assessment benchmarks for the assessment of development applications where the chief executive is the assessment manager or a referral agency

☐

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

Answer

To Ensure that all the documents meet the requirement of Section 51 of the Planning Act 2016 (Qld), otherwise the application will not be considered properly made.

☐

Q48. How the currency of a plan determined?

Answer

By the Planning Act 2016 (Qld)

☐

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 ☐

Insufficient documentations
 # Poor quality plans
 # Inability to adequately handle discharge of stormwater

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

☐

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

PRACTICAL ASSESSMENT INSTRUCTIONS

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

Participant name Sara Vaninetti

Participant signature



Date 28/04/2021

Assessor name

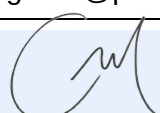
Assessor signature

Date [Click here to enter a date.](#)

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

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to process client requirements in relation to contract documentation. The participant is to obtain client information, accurately convey that information to those developing contract documentation (including drawings and specifications) and complete the administration of the contract documentation process. Occasion 1: Residential construction project Occasion 2: Commercial construction project The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: - RFI sent to client and proof of correspondence - Variation sent to client and proof of correspondence and acceptance The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Telephone, facsimile machine, computer.		
Assessment of task		
Name of participant:	Sara Vaninetti	
Name of observer:	Tara Gilson	
Role of observer (Confirm suitability to sign)	Senior Estimator	
Email address of observer	tgilson@pkflooring.com	
Signature of observer:		
Date:	28/04/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Work with the client to identify and document planning and design requirements: - Identifying client's design needs - Providing correct technical/product knowledge - Identifying restrictive covenants - Addressing documentation and design risks (including copyright)	☒	☒
1.B. Determine site costs with client, including: - Arranging site investigation to determine site features and costs - Confirming client's understanding of extent and cost of required site works	☒	☒

1.C. Arrange and oversee the preparation of sketch plans.	☒	☒
1.D. Forward plans to client for approval or amendment, relaying costing and variation requests to drafting personnel.	☒	☒
1.E. Finalise sketch plans, specifications and cost documents with client, ensuring all documents were signed and details were initialled.	☒	☒
1.F. Prepare preliminary contract according to organisational needs (selecting correct contract type, and including appropriate clauses and conditions), and submit for checking and recording.	☒	☒
1.G. Prepare construction documents according to preliminary contract, meeting: - Regulatory authority approval processes - Building and construction codes - Standards	☒	☒
1.H. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Using technology (including telephone, facsimile, email) - In writing (to produce contracts and other relevant workplace documentation)	☒	☒
The Participant's performance was: ☐ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

Practical Task 2 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to plan, prepare and lodge a building application. The participant is required to evaluate and review the outcome of the application. Occasion 1: Development approval Occasion 2: Building approval The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: - Council approvals. - Traffic control plan submissions and approval by city councils. - Crane base drawings and approval by engineer (if you have them). - QFES approvals. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Computer.		
Assessment of task		
Name of participant:	Sara Vaninetti	
Name of observer:	Tara Gilson	
Role of observer (Confirm suitability to sign)	Senior Estimator	
Email address of observer	tgilson@pkflooring.com	
Signature of observer:		
Date:	28/04/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1 Plan the process for lodging approval applications		
2.1A. Identify the approvals required for each project stage and required information and documentation.	☐	☐
2.1B. Develop and submit a plan for lodging approval application, recognising scheduling requirements and client needs.	☐	☐
2.1C. Consult with external specialists, as required, to facilitate the certification of documents, referring to Australian Standards, codes of practice and regulatory requirements.	☐	☐

2 Prepare and lodge applications for approval		
2.2A. Prepare and check necessary documentation and supporting information for compliance with building approval authority requirements (including plans, specification, drawings and reports).	☐	☐
2.2B. Analyse the impact of the planning application on a range of stakeholders, endeavouring to maximise the likelihood of their support on the application.	☐	☐
2.2C. Lodge necessary documentation and supporting information with approval authority, using sound document control processes.	☐	☐
2.2D. Seek confirmation of application status at appropriate intervals to ensure continuing progress.	☐	☐
3 Evaluate and review outcome of application		
2.3A. Assess the outcome of the building approval to determine the impact on the project.	☐	☐
2.3B. Where required, negotiate minor amendments with the client, organisation and approval authority.	☐	☐
2.3C. Analyse rejected submission to determine likely success of an appeal or a resubmission, determining course of action with the client.	☐	☐
2.3D. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - In writing (including preparing planning submissions) - Sound document control processes	☐	☐
The Participant's performance was: ☐ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS