

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	Lauren Wilson
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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	
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

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 Lauren Wilson

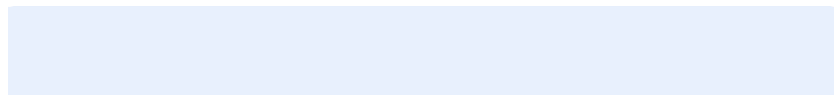
Participant signature



Date 19/03/2020

Assessor name

Assessor signature



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

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

ASSESSOR COMMENTS

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

Answer

Clients budget
Clients objectives of the project
Expectations that are reasonable and attainable
Building time frame and flexibility requirements

☐

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

Answer

Such documents should be stored in a project brief

☐

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

Answer

Educating the client on technical requirements and materials is beneficial because this builds a relationship with the client, ensuring it will meet their needs and save time / money, how it is checked for quality, how it can be compared with competitors, its strengths and limitations.

☐

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

Answer

Energy efficiency – lighting options, solar panels, heating / cooling options
Water efficiency – installation of rain water tanks, waste water management systems, sprinkler systems etc

☐

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	The client should be made aware of such covenant restrictions at the time of sale unless they have personally entered into the covenants. Being aware of these restrictions may impact in the clients design plans and requirements	☐
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Q7. What document sets out what a client can build within the Council area?

Answer	The city plan – found at the local council	☐
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1.A. Outline the requirements of the *Work Health and Safety Act 2011* with regards to the design of buildings.

Answer	There is a duty to ensure that the design does not pose risks to people using the building for its intended purpose	☐
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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

- 1 Site location and general layout of the block
- 2 Services – water, power etc
- 3 Existing structures or buildings
- 4 Vegetation
- 5 Surface water

☐

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

Answer

The purpose of a drilling rig is to gather samples to identify the strength of the foundations and any underlying problems of the potential site

☐

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

Answer

- 1 Initial site inspection with client
- 2 Potential site location set out
- 3 required earth moving – rise and fall of the block

☐

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

Answer

- 1 Soil test – approx. \$600.00
- 2 Surveys - \$165.00

☐

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

Answer ☐ The builder has allowed for "S" class soil only - Should the soil classification not result in "S" class – the client will be responsible for all costs based on the class.

The builder has only allowed for a basic site scrape and house pad works – Any further earthworks will remain the responsibility of the client.

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 ☐ So the architect can develop design concepts and initial ideas to get back to the client / builder as soon as possible

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

Answer ☐ Design concepts and quick sketches-

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

Answer ☐ Plans, elevations, sections and 3d images

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

Answer ☐ 1 Technical systems
2 floor areas
3 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

Commercial Minor Works Contract For lump sum works up to \$100 000.00
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☐

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

Answer

Level 2 – renovation, extension and repair contracts available from QBCC
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☐

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	1 Building and plumbing approval 2 Town planning approval	☐
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1.I. Outline the importance of preparing construction documents according to contract details.

Answer	This will ensure that the services meets the clients requirements Materials orders are correct and subcontractors are arranged as per the schedule of works	☐
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Q18. For the purpose of development applications, describe how 'development' is defined in the legislation.

Answer	Development relating to infrastructure is outlined in the Building Act as development stated for building work under a regulation or otherwise accepted development There are 3 different categories of Development that are specified as prohibited, accessible or accepted. Depending on the category the development falls under, this will determine weather an assessment is required or not. Development is defined as: 1 Building and or plumbing / drainage works 2 Operational works 3 Reconfiguration / subdivision of a lot 4 Material change of use / town planning	☐
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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	Building surveyors – Provide professional building and construction advice Quantity surveyors – Provide information and advice on costs and contractual management Site surveyors – Provide professional advice and documentation on the site – rise, fall, waterways, slope of the land, utilities, fences, roads etc
Geotechnical and environmental specialists	Geotechnical specialists test the subsurface and provide a report on the soil class, rock and water conditions this information will then determine what engineering is required

	Environmental specialists – Provide professional advice and identify problems regarding animals, plants, waterways, noise sections etc that maybe effecting the proposed job site
Structural, mechanical and electrical engineers	Structural engineers – provide professional design and structural information to ensure the proposed dwelling can handle loads / natural forces – cyclones, rain, snow, earthquakes etc Mechanical and electrical engineers – provide professional information regarding electrical systems and design components such as security monitoring, air conditioning, lighting etc

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

Answer Full set of engineered plans
Soil test ☐

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

Answer Completed IDAS form 1
Completed selection criteria and sufficient payment ☐

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 qualified draftsman and structural engineer ☐

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

Answer

1 Material change of use / town planning application
2 Plumbing applications
3 Siting application



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

Answer ☐

Building inspections required at the following stages:

- 1 Footing
- 2 Slab
- 3 Frame
- 4 Final – All form 15s & 16s must be submitted to council so this can also be issued

Plumbing:

- 1 Final plumbing inspection - As constructed plans submitted to council with form 9

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	Code assessment is addressed against the identified codes – this can be completed relatively quickly and does not require public notification. Any codes that do not meet the acceptable outcome will trigger a code assessment. The code will need to be addressed to meet the required development codes
Impact assessment	An impact assessment is a development application that requires approval against all addressed codes and the city plan. Such plans must be publicly addressed and views of the public taken into account

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		Neighbours / or business	Environmental group	
Impact of planning application on stakeholder		Noise corridor	Waterways / vegetation	
Strategies adopted to maximise stakeholder support		Engineered acoustics of proposed building to minimise noise	Environmental control measures to reduce interference with waterways, liaise with Council and environmental group to ensure the protection and rejuvenation of vegetation	

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

Answer	The councils City plan and relevant codes that are relevant to the project	☐
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Q32. Name three (3) projects that are always deemed 'accepted development'.

Answer	1 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 2 Building work to restore a building that has been accidentally damaged or destroyed to its original condition 3 Single satellite dish with no dimension greater than 1.2 metres in a residential area or township zone or 1.8 metres in any other zone	☐
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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

1 The Building Act 1975 (QLD)
2 The National Construction Code

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☐

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

☐

1 Energy Efficiency	Energy efficiency document must accompany the building application. The purpose of this document is to document the energy rating of the proposed dwelling with the information provided – resulting in a minimum 6 star rating for all class 1 dwellings
Engineered stamped plans	Engineered stamped plans must accompany the application. This information is beneficial to prove that the proposed dwelling is structurally sound prior to approval and or construction

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

Answer

Regulation name	Description
Fire Safety	The proposed dwelling has adequate fire safety measures
Pest Management System	The proposed dwelling has adequate pest control measures implemented

☐

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

Answer

It is important to implement and use document control should you have to amend a document.

When a document is edited it should be given a new rev number in the footer of the document and in the file name. The old one should be filed in an archive folder and the new one saved as current.

☐

Q39. How the currency of a plan determined?

Answer

Refer to the panel in the bottom right of the plans and there will be plan numbers, issues numbers or revision numbers listed so you are able to identify which plans you are up to.

Constructions plans should be clearly labelled – FOR CONSTRUCTION

☐

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
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☐

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

Answer Yes – Brisbane planning and development online – Available to lodge and track submissions ☐

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

1 Poor quality plans 2 Unacceptable impacts – vegetation, storm water, noise 3 Owners consent – the property is owned by multiple people, has not changed over owners at time of application	☐
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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 Lauren Wilson

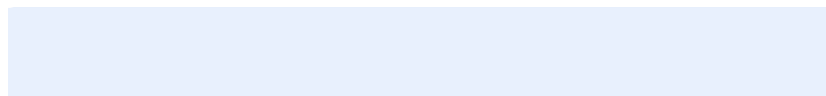
Participant signature



Date 19/03/2020

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. 10. Occasion 1: Residential construction project 11. 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: 12. RFI sent to client and proof of correspondence 13. 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:		
Name of observer:		
Role of observer (Confirm suitability to sign)		
Email address of observer		
Signature of observer:		
Date:	Click here to enter a date.	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1. Work with the client to identify and document planning and design requirements:		
2. Identifying client's design needs	☐	☐
3. Providing correct technical/product knowledge		
4. Identifying restrictive covenants		
5. Addressing documentation and design risks (including copyright)		
6. Determine site costs with client, including:		
7. Arranging site investigation to determine site features and costs	☐	☐
8. Confirming client's understanding of extent and cost of required site works		
9. Arrange and oversee the preparation of sketch plans.	☐	☐

10. Forward plans to client for approval or amendment, relaying costing and variation requests to drafting personnel.	☐	☐
11. Finalise sketch plans, specifications and cost documents with client, ensuring all documents were signed and details were initialled.	☐	☐
12. Prepare preliminary contract according to organisational needs (selecting correct contract type, and including appropriate clauses and conditions), and submit for checking and recording.	☐	☐
13. Prepare construction documents according to preliminary contract, meeting:		
14. Regulatory authority approval processes	☐	☐
15. Building and construction codes		
16. Standards		
17. Effectively communicate using the following methods:		
18. Verbally using language/concepts appropriate to cultural differences		
19. Non-verbal communication		
20. Using technology (including telephone, facsimile, email)	☐	☐
21. 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. 22. Occasion 1: Development approval 23. 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: 1. Council approvals. 2. Traffic control plan submissions and approval by city councils. 3. Crane base drawings and approval by engineer (if you have them). 4. 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:		
Name of observer:		
Role of observer (Confirm suitability to sign)		
Email address of observer		
Signature of observer:		
Date:	Click here to enter a date.	
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		
Q48. Identify the approvals required for each project stage and required information and documentation.	☐	☐
Q49. Develop and submit a plan for lodging approval application, recognising scheduling requirements and client needs.	☐	☐
Q50. 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			
1.	Prepare and check necessary documentation and supporting information for compliance with building approval authority requirements (including plans, specification, drawings and reports).	☐	☐
2.	Analyse the impact of the planning application on a range of stakeholders, endeavouring to maximise the likelihood of their support on the application.	☐	☐
3.	Lodge necessary documentation and supporting information with approval authority, using sound document control processes.	☐	☐
4.	Seek confirmation of application status at appropriate intervals to ensure continuing progress.	☐	☐
3 Evaluate and review outcome of application			
1.	Assess the outcome of the building approval to determine the impact on the project.	☐	☐
2.	Where required, negotiate minor amendments with the client, organisation and approval authority.	☐	☐
3.	Analyse rejected submission to determine likely success of an appeal or a resubmission, determining course of action with the client.	☐	☐
4.	Effectively communicate using the following methods:	☐	☐
5.	Verbally using language/concepts appropriate to cultural differences		
6.	Non-verbal communication		
7.	In writing (including preparing planning submissions)		
8.	Sound document control processes		
The Participant's performance was: ☐ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS