

CPCBC4026 ARRANGE BUILDING APPLICATIONS AND APPROVALS

THEORY EXAM

Participant name	
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FOR THE PARTICIPANT
Instructions
ANSWERS - You will complete written questions as outlined on the following page. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted by the Assessor or other personnel and may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Discuss why you should access the NCC for information when organising a building application for council.

Answer

Should reflect: To determine the appropriate classification of the building, the climate zone and relevant requirements and products.



Q2. Discuss information that may need to be shown in the site plans according to the regulations.

Answer

Should reflect: Sufficient information about the proposed finished dimensions, arrangement, locations and inherent characteristic of materials making up every element of the proposed building work to allow a building certifier to work out if a building erected or altered in accordance with the plan would contravene the Act, including easements, connection of, or alteration of the connection of, a pipe to a water main and sewerage system; if the building work will, when finished, alter the surface stormwater drainage on the parcel of land where the work is to be done—show the proposed surface stormwater drainage on the parcel at the completion of the work; a scale of not less than 1:200 showing— the block and section number of the land and the boundaries and dimensions of the land; the legal title boundaries; the dimensions of the allotment; site levels relative to the Australian Height Datum (AHD) and contour lines of the allotment at 0.25m intervals over the building site referenced to a project site datum; finished floor levels, natural and finished ground levels of the proposed building relative to site datum.



Q3. Discuss when you would consult a site surveyor.

Answer

Should reflect: If you have queries regarding boundary lines and require a surveyor report. Surveyors update boundary lines and prepare construction sites to avoid legal disputes. Surveyors take precise measurements to determine the boundaries of properties



Q4. Why may you need to consult a geotechnical engineer when completing building applications?

Answer

Should reflect: May be needed if tree removal is required and to test soil. It is the responsibility of a geotechnical engineer to investigate the subsurface of the project area and provide a comprehensive report. The engineer will collect soil samples and determine the stress-bearing capability of the proposed site's ground. There are three types of problems in geotechnical engineering: failure load problems, deformation problems, and flow problems



Q5. Clarify why it is important to review the submission plan before lodging the application to the local authority.

Answer

Should reflect: Checks to ensure codes and standards have been met. Checks with client to ensure plans, layout, location are all agreed and to the client satisfaction. Confirm project risks have been mitigated. Confirm any site constraints, or specific program requirements, are included. Review will enable submission to be approved without delays.



Q6. Explain the reason a design brief is included in a building approval submission.

Answer

Should reflect: A design brief is a project management document that provides the details of a design project. There is no standard for what should be included, but some common points include the design project overview and scope, timelines, information about the target audience, and budget



Q7. Why should you include any specialist reports in the building approval submission?

Answer

Should reflect: Provides evidence of consultation and requirements that will be met. An initial valuation or survey may identify the need for additional specialist reports. These are typically for specific damp, drainage, or structural issues. On occasion, expert assessments on more specific issues, such as wall ties, tree risks, asbestos, or environmental hazards, are also recommended and may be included as part of the submission.



Q8. Clarify which working drawings will be included in the building approval submission.

Answer

Should reflect: The construction drawings, including site plan, that depicts the overall layout of the structure, the boundaries and access points of the site and any significant surrounding structures. A site plan must show all utility connections, such as drainage and sewer lines, water supply, electricity and communications cables, and outdoor lighting., general arrangement drawings such as floor plans, isometric views, sections, and elevations. The completed drawings, including plans, elevations, sections, schedules, and other details.



Q9. Discuss strategies you can apply to minimise any impact on stakeholders and maintain their support for the application.

Answer

Should reflect but is not limited to: Keep a record of communication with relevant stakeholders to ensure minimum interruption or duplication of queries/requests. Grow a cordial working relationship. Do not continually contact the stakeholders regarding reports or level of job completion. Keep stakeholders well informed of information relevant to them and their expertise.



Q10. Describe document control processes and practices applied at your workplace.

Answer

Should reflect examples of document controls processes and practices e.g. Version control - Without accurate version data information, it's impossible to tell if the document being accessed is the latest update. Automated version data tracking is a standard feature for many construction technology apps, including PlanGrid. Central and Single Source - Construction document-control apps and software simplify the work of tracking version information, tagging files with relevant data, and managing access roles. Apps that offer plenty of built-in security features and native integrations with other essential technology, such as building information modelling (BIM).



Q11. Briefly discuss why you might contact the following specialist services for certification of documentation:

Answer

Specialist	Purpose/requirement
Building surveyor	e.g. To examine the condition of buildings and advise on ways to improve them.
Quantity surveyor	e.g. Quantity surveyors help to ensure that the construction project is completed within its projected budget.
Environmental specialist	e.g. May perform restoration or clean-up activities. May participate in sustainable building projects, including using environmentally-friendly materials and processes. Help to promote recycling and prevent erosion control. Practices to help conserve energy and natural resources or reduce air & water pollution
Structural engineer	e.g. May be needed to design or review the structural elements of your project, such as foundations, walls, roofs, and floors. They can identify potential problems before they become expensive issues.
Mechanical engineer	e.g. Ensure that the installation of various components fully complements the overall design intent of the project. Once the mechanical systems are in place, it's the mechanical engineer's job to commission them (verify that they work correctly).
Electrical engineer	e.g. Help develop cost estimates for both material and labour at the onset of the construction planning process. May estimate manpower and timelines in order to give project managers the information needed for contractor bids and to ensure that the project stays within budget.



Q12. Clarify what a development application is needed for.

Answer

Should reflect: This is a formal request for consent to execute a proposed development. This could include, among other things, changing the use of land, subdividing land, performing building work, and landscaping. The development cannot begin until the local council has submitted and approved an application



Q13. What is submitted for a full building approval?

Answer

Should reflect: When submitting a full plans application, a completed application form should be included along with the appropriate charge that is required. A location or block plan (to scale 1:1,250) is required if the project is a new building or extension. Two copies of the plans should also be included, with floor plans, elevations, and sections (scaled to no less than 1:100). These may need to be accompanied by supporting calculations such as structural calculations.



Q14. Discuss when a staged approval process may be submitted.

Answer

Should reflect: An owner may submit a series of building consent applications for different stages of the proposed construction work. This may be useful where the scope of each component of the work is well defined. Large multi-story buildings are examples of applications that could be staged—apartment buildings with multiple units or development blocks



Q15. Discuss who you would notify regarding application progress, fees and payment.

Answer

Should reflect: Depending on the agreement, certain fees may be payable by the landowner. The certifier generally pays the fees relevant to their documentation and charges the equivalent as part of their fees. The client and relevant trades may need to be notified of the progress of the application.



Q16. Discuss methods you can apply to track the progress of your submission.

Answer

Should reflect: Certain councils provide on-line search and tracking tools, alternatively, email the appropriate contact or make a brief call to ascertain the progress of the application. Keep a record of all communications in the workplace tracking software.



Q17. Discuss the purpose of using email automation software.

Answer

Should reflect: You can use email automation to customise your emails with dynamic content and only send specific information to specific stakeholders and use visually appealing templates that make the information much easier to digest



Q18. Explain how minor amendments are dealt with.

Answer

Should reflect: A minor variation does not usually affect Building Code compliance – for example, the type of taps used or the positioning of kitchen joinery or non-structural walls or doors, it simply achieves the same result differently.

A building consent authority must still be notified of any proposed variation to confirm the change is minor, advise on how it will be handled, and record the minor variation in writing. Minor changes should not usually necessitate a Form 2 and, if approved, should not necessitate the issuance of an amended building consent. However, all approved minor variations must be documented in writing (for example, a handwritten note on the consented plans and inspection record note).



Q19. Provide three (3) common causes of amendments.

Answer

1. Should reflect three (3) items such as: The project's work was overestimated; The client or project team encounters obstacles or potential efficiencies that require deviation from the original plan.
2. The client or project team is inefficient or incapable of completing their required deliverables within budget, necessitating the addition of additional funds, time, or resources to the project.
3. During the project, additional features or options are noticed and requested.



Q20. Discuss three (3) processes you will follow if development approvals are rejected.

Answer

1. Should reflect but is not limited to: Determine the conditions of approval and apply to negotiate the conditions of development approval, within 20-business days following receipt of the decision notice. May require
2. organising and applying for further approval, certification and/or a letter from council. Document and submit evidence/proof of fulfillment that demonstrates compliance with all conditions of approval.

3.



CPCCBC4026 ARRANGE BUILDING APPLICATIONS AND APPROVALS WORKBOOK

Participant name	
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FOR THE PARTICIPANT

Instructions

- You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
- The timeframe for these tasks will be established by your Assessor or Training Provider. Additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unsupervised by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

For the following activity, name a local authority (council) that you wish to examine.

Local authority (council)	Brisbane City Council (BCC)
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ACTIVITY 1

Access your local authority to respond to the following regarding a new home building project:

- List the project stages requiring approvals.
- Document the level and type of information and documents needed for each project stage.
- Document any sustainability requirements that may be attached to the building application.
- List fees applicable to a new development applications and approvals.
- When will the local authority investigate development and building complaints?
- How do you check the status of a development application?
- What can you do if approval has been rejected?

a) List the project stages requiring approvals.

e.g. a) Planning approval may be required for any town planning matters that are not accepted development, subject to requirements under Brisbane City Plan 2014

- Building approval
- Final Inspection Certificate

b) Document the level and type of information and documents needed for each project stage.

e.g. Planning approval – access BCC maps and overlays to determine if needed - Most houses may be built in residential parts of the city without a planning application, subject to meeting some basic rules and not prohibited development.

e.g. Building approval – engage a certifier to lodge building approval and certification information with council. Information needed - design brief; specialist's reports re: tree removal or soil; working drawings, plans, details and specifications

e.g. the building certifier can nominate stages of work that require inspection. Any stages nominated in an approval are prescribed stages and must be inspected. For example waterproofing; footings, frame or slab for class 10 buildings e.g. a shed or garage; stormwater; energy efficiency provisions; separating walls for attached class 1a buildings. e.g. Final stage of class 1a buildings, aspects include a check of the site drainage, termite management system and weatherproofing

c) Document any sustainability requirements that may be attached to the building application.

e.g. Permit or exemption may be required to clear, remove protected vegetation

d) List fees applicable to a new development applications and approvals.

e.g. Flat fee \$2048

e.g. Standard Planning and Development Certificates (Standard search)

Where limited to matters set out in section 739 of the Sustainable Planning Act 2009 or section 265 of the Planning Act 2016 for a standard planning and development certificate.
10 Points (\$1280) per certificate

e) When will the local authority investigate development and building complaints?

e.g. Brisbane City Council are responsible for investigating a range of development and other building complaints including Carry out building work without the correct approvals; Non-compliance with approvals; noise and unsafe or dangerous buildings and boundary fences

f) How do you check the status of a development application?

e.g. Use Brisbane City Council's development and search tracking tool, to check the status of a development application, save searches, or create email notifications to track application progress.

g) What can you do if approval has been rejected?

e.g. rectify issues and request an amended assessment

**Satisfactory
Outcome**



CPCCBC4026 ARRANGE BUILDING APPLICATIONS AND APPROVALS

PRACTICAL ASSESSMENT

Participant name

FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer in consideration of location conditions and industry requirements.
- You must complete all tasks assisted by the Assessor or other personnel, unless the supervisor notes assistance.
- You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be achieved.
 - For an observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1 (Occasion 1)		☐ Workplace ☐ Simulation		☐	☐
Task 1 (Occasion 2)		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1 Residential	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	Provide detail
1.1A. 1.1B.	Specify council relevant to application: e.g. BCC
1.1A. 1.1B.	Specify type of application being completed: e.g. new home application
1.1C.	Specify ✓ specialists consulted: ☐ Building certifier ☐ Building surveyor ☐ Quantity surveyor ☐ Site surveyor ☐ Geotechnical engineer ☐ Environmental specialist ☐ Structural engineer ☐ Mechanical engineer ☐ Electrical engineer ☐ Other (please specify):
1.2A.	Specify supporting documents collated for submission: e.g. plans, specifications, details; consultant reports.
1.2C. 1.2D.	Specify stakeholders included in progress notifications: e.g. client
1.2B. 1.3A. 1.3B.	Specify how submission tracking was maintained and stakeholder impact minimised: e.g. accessed council tracking software

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1 Residential

1.3C.	Specify minor amendments and the impact on project: e.g. changed tapware – minor impact
1.3D.	Specify planned action should the application be rejected: e.g. amend and appeal

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 2 Commercial

- ☐ Individual student (as named on cover page)
☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Details
1.1A. 1.1B.	Specify council relevant to application: e.g. BCC
1.1A. 1.1B.	Specify type of application being completed: e.g. new home application
1.1C.	Specify ✓ specialists consulted: ☐ Building certifier ☐ Building surveyor ☐ Quantity surveyor ☐ Site surveyor ☐ Geotechnical engineer ☐ Environmental specialist ☐ Structural engineer ☐ Mechanical engineer ☐ Electrical engineer ☐ Other (please specify):
1.2A.	Specify supporting documents collated for submission: e.g. plans, specifications, details; consultant reports.
1.2C. 1.2D.	Specify stakeholders included in progress notifications: e.g. client
1.2B. 1.3A. 1.3B.	Specify how submission tracking was maintained and stakeholder impact minimised: e.g. accessed council tracking software
1.3C.	Specify minor amendments and the impact on project: e.g. changed tapware – minor impact
1.3D.	Specify planned action should the application be rejected: e.g. amend and appeal