

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. Floor 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

Participant signature

Date

Assessor name

Assessor signature

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

Assessor's discretion. May include:

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- Client's objectives and priorities of the project
- Space, time and budget parameters align with client's vision and needs
- Expectations are reasonable and attainable
- Client's role and the project structure
- Building life span and flexibility requirements
- Technical requirements (e.g. structure, IT, acoustics, equipment,

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

Answer

Assessor's discretion. Should resemble: Project brief

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

Answer

Assessor's discretion. Should resemble: The client can be assured they have selected a product that is well matched to their needs.

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

Answer

Assessor's discretion. May include: Source of product; Availability in bulk; Lifespan of product

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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 ☐
Assessor's discretion. Should resemble: The presence of a restrictive
covenant may require designs to change. In the event that a covenant is
breached, legal action may be taken against the party breaching it.

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

Answer ☐
Assessor's discretion. For example, in Brisbane City Council the document
is the Brisbane City Plan / Brisbane City Plan 2014

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

Answer ☐
Assessor's discretion. For example, in Queensland 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 ☐ Assessor's discretion. May include: site location, access, general layout and surface features, existing buildings, old foundations, services, vegetation, surface water, and surrounding area

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

Answer ☐ Assessor's discretion. Should resemble: A drilling rig will gather samples for identifying the strength of foundations (and any potential problems). This will establish requirements for the proposed structure, their loading and appropriate foundations.

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

Answer ☐ Assessor's discretion. May include: Activities intended to render an area suitable for building; Determining and setting out building or construction features; Earthmoving and establishing access/egress to and from the site

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

Answer ☐ Assessor's discretion. May include: Report, plans, site photographs, aerial shots.

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

Answer Assessor's discretion: May include: ☐

- If during excavation worse conditions are encountered, foundations may need to be strengthened at an additional cost
- Sloping sites which require cut and fill may require stronger

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 Assessor's discretion. Should resemble: Ensures time is not wasted. It is important that the client and architect agree on the work to be completed at concept design stage, before detailed sketches are developed. ☐

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 Assessor's discretion. May include: Plans, sections, elevations, 3D imagery ☐

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

Answer Assessor's discretion. May include: Costs relating to floor areas, use types, likely forms of construction, façade treatments, parking, access, building performance, technical systems, site treatments, landscapes. ☐

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

Assessor's discretion. For example: Master Builders Queensland
Commercial Minor Works Contract may be used for work up to \$100,000

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

Answer

Assessor's discretion. For example in Queensland, a Level 2 QBCC
contract would be appropriate.

☐

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 Assessor's discretion. May include: Electricity supply permits and rubbish/waste disposal permits ☐

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

Answer Assessor's discretion. Should resemble: Will ensure that other services meet the client's requirements (e.g. materials orders are correct, subcontractors are organised accordingly). ☐

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

Answer Assessor's discretion. For example, in the *Planning Act 2016* (Qld): ☐
Carrying out building work
Carrying out plumbing or drainage work
Carrying out operational work
Reconfiguring a lot (i.e. subdivision)
Making a material change to the use of premises (e.g. starting a new use, re-establishing a use that has been abandoned, or changing the intensity/scale of the use).

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

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

Answer

✓	True
	False

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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	Assessor's discretion. For example: Details about the site or building
Geotechnical and environmental specialists	Assessor's discretion. For example: Details about the site and surrounding environment
Structural, mechanical and electrical engineers	Assessor's discretion. For example: Working drawings, plans and specifications; Details about how the structure meets required standards

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

Answer ☐ Assessor's discretion. For example, under the *Planning Act 2016* (Qld):
A planning report that demonstrates how the development is compliant
Plans of the development

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

Answer ☐ Completed Development Services lodgement form
Erosion Hazard Assessment form
Land owner'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 ☐ Assessor discretion. For example, in the Brisbane area, any town planning matters that are not accepted development, subject to requirements under the Brisbane City Plan 2014;
Houses more than 9.5 metres in height from the natural ground level in the majority of 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

Scheduling requirements (e.g. if specialists need to be considered, or timeframes for approval before work can commence)

Client needs (e.g. desired dates of completion)

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

Answer

✓	True
	False

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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	Assessor's discretion. Within the Brisbane City Council, it must be assessed against the codes identified for use within the City Plan. Does not require public notification.
Impact assessment	Assessor's discretion. Within the Brisbane City Council, it must be assessed against all identified codes and City Plan as a whole to the extent relevant. These applications must be publicly notified to take into account the community's views.

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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	Assessor discretion. For example: Clients, employees/staff, existing tenants, finance providers, interest groups, local community, neighbours	Assessor discretion. For example: Clients, employees/staff, existing tenants, finance providers, interest groups, local community, neighbours	
Impact of planning application on stakeholder	Assessor discretion	Assessor discretion	
Strategies adopted to maximise stakeholder support	Assessor discretion	Assessor discretion	

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

Answer Assessor's discretion. For example, the Brisbane City Council City Plan Part 5. ☐

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

Answer Assessor's discretion. May include: Building work to restore building accidentally damaged/destroyed; Temporary buildings associated with a material change of use, or building/operational work; Sales office (<2 years); Single satellite dish <1.2m (residential) or 1.8m (other zones); Development under Schedule 4 of Planning Regulation 2017; Works with current exemption certificate under s46 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

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

Answer

Assessor's discretion. For example, in Queensland: Building Act 1975 (Qld)
and National Construction Code (NCC).

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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

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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
	Assessor's discretion
	Assessor's discretion

☐

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

Answer

Regulation name	Description
	Assessor's discretion
	Assessor's discretion

☐

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

Answer

Assessor's discretion. Should resemble: It will ensure that the most current documents are submitted.

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Q48. How the currency of a plan determined?

Answer

Assessor's discretion. Should resemble: Check the revision or issue.

☐

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

Assessor discretion. For example: Brisbane City Council has PD Online

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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	Assessor discretion. For Brisbane City Council, it is twenty (20) days	☐
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Q54. Identify three (3) common application problems.

Answer	Assessor's discretion. May include: Insufficient information; Poor quality plans; Unacceptable impacts; Submissions from public notification that raise concerns; Owner's consent not received	☐
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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

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