

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. These tasks may be simulated or real.

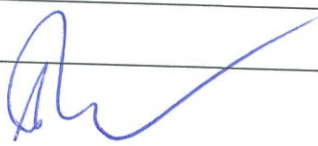
- Occasion 1: Development approval
- Occasion 2: Building approval

The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.

Resources required:

Computer.

Assessment of task

Name of participant:	ANNA-MARIE BOBIN		
Name of observer:	ANDE BEIC		
Role of observer (Confirm suitability to sign)	ENGINEER		
Email address of observer			
Signature of observer:			
Date:	21/11/19		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
			1st 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: