

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

Daniel Archer

Participant signature

[Signature]

Date

Click here to enter a date.

19/05/20

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

Client objectives, priorities of the project
that expectations are reasonable
Building life span
Flexibility
The Client's role
The project structure



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

Answer

In a project brief.



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

Answer

This gets the builder and client on the same page,
both are in agreement of what work is being
done so there are no surprises at the end.



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

Answer

Particular materials to be used. eg. durability of cfc
in lieu of timber cladding
Products that are easier to maintain and don't
need replacing.



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

To avoid potential legal action in case of a breach of the covenant.

☐

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

Answer

the City Plan...

☐

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

Answer

The building must be designed in a way that its use does not pose a risk to anyone using it.

☐

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

Address / location.
Vegetation
Services
Boundaries
Existing structures

☐

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

Answer

Is used by the geotech engineer to take soil samples back to the lab for analysis

☐

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

Answer

Site setout
Earthmoving
Temporary fencing

☐

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

Answer

Site plan
Soil report
Engineer report
Services report

☐

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

Answer

2 examples are: A variation (additional cost) will be involved if the footings need to change due to a) if rock or loose sand is discovered
b) if the site needs to be cut and fill.



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

The architect develops the ~~main concept~~ detailed sketches and plans from what is provided. If inaccurate information is provided, incorrect drawings and costings may be encountered, this may prove to be costly.



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

Answer

A concept plan or draft.



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

Answer

Sections
Elevations
Floor plans



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

Answer

Floor areas
~~lands~~ Facade treatments
Type of construction Building performance criteria



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

QBCC Level 1 Renovation, extension and repair contract, Max value \$19,999

☐

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

Answer

QBCC Level 2 - Renovations, extensions and repair contract

☐

Q24. Which of the following parties could preliminary contracts be submitted to for checking and recording? Tick all that apply.

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	Building Approval Plumbing & Drainage Approval
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Q26. Outline the importance of preparing construction documents according to contract details.

Answer	To ensure that the job goes ahead as planned/agreed upon between builder and client. Also so that correct materials are ordered and that subcontractors can plan work accordingly.
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Q27. For the purpose of development applications, describe how 'development' is defined in the legislation.

Answer	Carrying out building work Carrying out plumbing or drainage work Carrying out operational work Reconfiguring a lot Making a material change of use of premises
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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	Site plans, boundaries, setbacks
Geotechnical and environmental specialists	Soil and erosion control reports
Structural, mechanical and electrical engineers	Footing design, framing design

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

Answer

Planning report
Development plans

☐

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 owners consent.
Proposed plans

☐

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

Draftsman or Architect

☐

Q35. Name three (3) approvals that must be lodged through the Council, as opposed to through a building certifier.

Answer

Development applications such as:
(1) Not accepted development
(2) Houses more than 9.5 m in height from natural ground level
(3) Re development or removal of heritage and character buildings

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Q36. What should be considered when developing a plan for the process of lodging approval applications?

Answer

Any other structures you/the client intends on doing at a later date, such as: carports, sheds, garages etc as they are often subject to building approval.



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	Assessed against the codes codes identified for the use within city plan. Assessed quickly and does not require public notification
Impact assessment	this is for development that must be assessed against all identified codes and city plan as a whole to ensure any development impacts are addressed. Must be publicly notified.



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	Public/Neighbours	Local council
Impact of planning application on stakeholder	Noise restriction, Road closures, Site access.	May need to meet covenant requirements.
Strategies adopted to maximise stakeholder support	Involve the neighbours, engage in meetings, hold questionnaires, keep communication open to fair working hours	Provide plans and materials schedules to confirm requirements to be met



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

Answer

A material change of use,



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

Answer

Any building work to restore a building that has been accidentally damaged or destroyed to its original condition.
A sales office on a lot in a residential zone, centre zone, emerging community zone or mixed use zone for no more than 2 years.
Satellite dish max 1.2m in residential, or max 1.8m in any other zone.



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

Siting variations. Soil and erosion control reports
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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

☐

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
AS1684.2	Timber framing code
AS2870	Residential slabs and footings

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

Answer

Regulation name	Description
Planning regulation 2017	Outlines how DAs are categorised. Who will assess the development application The matters that trigger state interest
Building regulation 2006	Among many other things this regulation is concerned with inspection of required times

☐

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

Answer

To track the important technical up to date, relevant documents that will assist the application process

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Q48. How the currency of a plan determined?

Answer

The latest set of plans should always be noted in a document register in the building file, and all previous plans removed and replaced.

☐

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

PD Online

☐

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

☐

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

☐