

CPCCBC4026

ARRANGE BUILDING APPLICATIONS AND APPROVALS

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4026 Arrange building applications and approvals* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. 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 all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

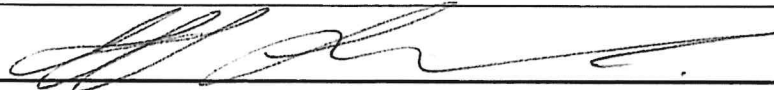
- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Tyanna Childs
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment
☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam	31/05/24	☒ Satisfactory	☐ Not Satisfactory
Workbook	05/06/24	☒ Satisfactory	☐ Not Satisfactory
Practical Assessment	14/06/24	☒ Satisfactory	☐ Not Satisfactory
Outcome for CPCCBC4026	18/06/24	☒ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)	
☒ Theory Exam	☒ Practical Assessment
☒ Workbook	☒ Submission Plan (residential)
	☒ Submission Plan (commercial)

Assessor name	Jeff Lewandowski
Assessor signature	

CPCCBC4026

ARRANGE BUILDING APPLICATIONS AND APPROVALS

THEORY EXAM

Participant name	Tyanna Childs
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FOR THE PARTICIPANT
Instructions
• You will complete written questions as outlined on the following pages. 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 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.

As usual Tyanna has demonstrated a sound understanding of approval process, compliance requirements and engagement of consultants. Only one minor re-attempt on Q11 required. Good work!

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

Answer

Accessing the NCC is essential when organising a building application for council approval. It ensures adherence to legal requirements, offers a consistent regulatory framework, and establishes standards for building performance. Referencing the NCC also includes relevant codes and standards, provides design guidance and incorporates regular updates to reflect industry changes.

By consulting the NCC, builders and designers can ensure that their projects meet essential requirements and comply with regulations, resulting in a better outcome for approval.



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

Answer

- Block Identification
- Boundary and boundary length
- Proposed building
- Adjacent properties
- Road Identification
- Vegetation / existing trees (the site plan will advise if these are to be retained or removed).
- Verge
- North Point
- FLL (Finished floor level)
- Easement (if any)
- Contour Lines and level
- Datum
- Existing fences
- Angle of boundary intersection
- Location of power connection
- Setback
- Offset
- Driveway
- Crossover
- Path
- Clothes hoist



Q3. Discuss when you would consult a site surveyor.

Answer ☒

Dependant on the type of project, consulting a site surveyor is crucial at various stages of the construction process. This includes pre-purchase due diligence to assess land conditions, site analysis and planning to optimise design, subdivision and development approval for regulatory compliance, construction layout to guide building placement and as-built surveys for verification post-construction.

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

Answer ☒

Consulting a geotechnical engineer during the building application process is crucial for ensuring the safety, stability and environmental compliance of the proposed development. Geotechnical engineers assess soil and geological conditions to determine site suitability, design appropriate foundations and identify and mitigate potential risks such as soil instability or environmental impacts.

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

Answer ☒

It is important to review a submission plan before lodging the application with the local authority to ensure completeness, accuracy and compliance with regulations, minimising the risk of delays, RFI's or rejection. It allows for the identification and correction of errors or omissions, confirms alignment with zoning regulations and policies, and streamlines the approval process while increasing the chances of success.

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

Answer A design brief is included in a building approval submission to ensure clarity of project intent, compliance with regulations, safety and structural integrity, consideration of environmental impact, and effective communication among stakeholders.



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

Answer Specialist reports are included in a building approval submission to verify compliance with regulations, mitigate risks, ensure quality, and facilitate informed decision making. These reports provide expert evaluations, identify potential risks, and offer recommendations that contribute to the project's success and regulatory approval.



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

Answer The following working drawings will be included in the building approval submission:

- Architectural Drawings
 - Site Plan
 - Floor Plan
 - Elevations and sections
 - Roof Plan
- Structural Drawings
 - Foundation and footing plans
- Services / Utilities Drawings
 - Plumbing & Drainage Plan
 - Sewerage design



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

Answer

To maintain support and minimise impact on stakeholders during the application process for building works, its important to implement a range of effective strategies.

Firstly, maintaining open channels of communication is paramount. Regular updates on project progress, potential disruptions, and how stakeholder concerns are being addressed help with transparency and trust. Through these channels of communication, you should also make effective public relation efforts in dispelling misinformation and maintaining positive stakeholder perceptions.

Additionally, conducting community consultation, particularly for larger projects, allows for early identification of issues and the development of mutually acceptable solutions.

These are just a few strategies that can be implemented to minimise impact and maintain support from stakeholders.



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

Answer

At Alder, all projects are entered and managed through Procore. Procore simplifies document control by offering a centralised platform for storing, organising, and accessing project documents. You can easily keep track of changes and make sure that teams are working with the most current information. Additionally, you can customise workflows to fit your team's needs, so things get done smoothly.

We also have a server that has an individual folder for each project, with all documents applicable to that project being saved within it and only accessible by Alder Staff.

Each project is given an identification number and name, which is to be applicable to all future documents to ensure consistency and ease of retrieval.

All changes to documents are to be tracked. This is achieved by recording any modifications, updates or revisions made to a document, including details such as who made the change, when it was made and what changes were made. We also maintain a revision history so that team members can trace back to previous versions if needed and understand the evolution of a document over time.



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

Answer

Specialist	Purpose/requirement
Building surveyor	You would contact a Building Surveyor to certify new building designs to meet standards and ensure construction follows plans. They also confirm existing buildings comply with standards for changes in use, certifying their safety for proposed occupancy.
Quantity surveyor	You might contact a Quantity surveyor if you were wanting to ensure accurate cost estimation, effective budgeting, and efficient cost management throughout the project.
Environmental specialist	You would contact an Environmental specialist to inspect the construction site location and potential environmental ramifications. Hiring one ensures compliance with environmental regulations, minimises ecological impact and promotes sustainability through practices like energy efficiency and waste management.
Structural engineer	It is essential to engage a Structural engineer to design plans in the early stages, before building. They design the framing, beams, columns, roof structures and foundations to guarantee structural integrity.
Mechanical engineer	Contacting a Mechanical engineer is essential to ensure that the design and installation of vital mechanical systems like heating, ventilation, air conditioning & lifts are efficient, compliant with codes and seamlessly integrated into the building.
Electrical engineer	You would contact an Electrical engineer to design, develop and maintain electrical systems in compliance with relevant codes and safety standards. Additionally, they would estimate costs for materials and labour, as well as manpower and timelines, to support project management decisions and keep project within budget.



Q12. Clarify what a development application is needed for.

Answer

A development application (DA) is required for any proposed development or construction project that involves altering or changing the use of land or buildings. This includes new construction, alterations or additions to existing buildings, changes in land use, subdivision, demolition, signage, and landscaping.

The primary purpose of a development application is to obtain approval from the local council before commencing the proposed development, ensuring compliance with regulations, and contributing positively to the built environment. The development cannot begin until the local council has submitted and approved the application.



Q13. What is submitted for a full building approval?

Answer

The first step is to engage a private building certifier. The building surveyor/certifier will advise if you require a Development Approval or not. A DA is needed first before the building approval.

The next step in obtaining a full building approval involves submitting detailed architectural and engineering plans of the proposed building, along with a site plan depicting its location and relevant site features. Specifications and documentation demonstrating compliance with building codes, regulations and standards are also submitted, as well as any necessary certifications or approvals from authorities.

Additionally, assessments for specific requirements such as fire safety, accessibility and environment impact may be required.

Finally, payment of applicable fees is to be made for a full building approval.



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

Answer

A staged approval process may be submitted for projects that roll out in phases, such as planned subdivisions or multi-use developments. With this strategy, each phase of the project gets assessed and approved on its own. Which means that you have the freedom to carefully plan out the sequence of the project and secure the finances with each phase.



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

Answer

In managing the process of securing building approval, it is important to maintain open lines of communication with pertinent stakeholders. These include notifying the building certifier regarding the status of the application, as well as keeping the property owner / client informed about the progress, fees and payment requirements.

Subcontractors should also be updated on approval milestones to facilitate seamless project scheduling.

Additionally, it is crucial to inform financial institutions if financing is involved, ensuring they are aware of any necessary documentation or approvals.



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

Answer

Some methods you can use to track the progress of your submission include using online tracking systems if available by the local councils or building authorities, maintaining open communication with authorities, document all correspondence and interactions and follow up with calls or emails when needed.



Q17. Discuss the purpose of using email automation software.

Answer

The purpose of using email automation software is to streamline communication with stakeholders by delivering timely updates and relevant information throughout the project lifecycle.



Q18. Explain how minor amendments are dealt with.

Answer

When it comes to minor amendments / variations that are made to the original building consent, the process typically involves notifying the building consent authority. This may entail submitting revised documentation for approval and discussing how to handle the proposed change. If the authority verifies that the alteration is indeed minor, it often means that there's no need for a Form 2 or an amended building consent. However, it's crucial to document these changes in writing. This can be as simple as adding a note on the approved plans or inspection records to ensure that the modification is officially recorded.



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

Answer

1. Design Changes – Alterations to the initial design plans might be required because of client preferences, regulatory mandates, or unexpected site conditions.
2. Material Substitutions – Replacing materials or construction techniques can affect the project's adherence to building regulations, necessitating adjustments to maintain structural integrity and safety.
3. Site constraints – Unanticipated site conditions or limitations, such as environmental factors or the positioning of utility lines, might require revisions to the approved plans.



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

- Answer**
1. Review the reasons for why the application was refused / rejected. Understanding why the application was denied can help in figuring out what the next step to take is. If the reasoning is not clear, request further information and feedback. This will help in assessing whether the reason/s can be addressed, and modifications can be made to meet the approval criteria. 
 2. If you do not agree with the decision to reject your application, you have the option to file an appeal to a separate review group, like the Queensland Civil and Administrative Tribunal (QCAT) or Queensland Court. It is important that your appeal is solid, with evidence showing why the decision is unjust or based on incorrect information. Appeals have deadlines, so keep an eye on when this is and what you need to do so that your appeal does not get thrown out.
 3. Address the reasons the application was rejected in the first attempt, seeking the help and advise from planners, architects and other experts, to strengthen the application and likelihood of approval. In the process, making sure to keeping an eye on the deadline for resubmission so that it is not missed.
 - 4.

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ARRANGE BUILDING APPLICATIONS AND APPROVALS

WORKBOOK

Participant name	Tyanna Childs
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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 Plan, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted 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.

As above Tyanna has again demonstrated a sound understanding of different stages & elements that require approval. Well done.

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)	City of Gold Coast
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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.

If the home is in a residential zone, then a development application is likely not required.

Stage 1 – Design: Building proposal plans are drafted by the appropriate professionals (architects, builders, engineers etc).

Stage 2 - the application is lodged with a private building certifier. Copies may also be sent to other regulatory agencies, such as council.

Stage 3 – Procurement of materials, Labour and services needed to complete the project.

Stage 4 - Construction can begin. During construction, designated stages are inspected to verify adherence to approved plans. These stages for a class 1a building are:

- Excavations
- Footings
- Slab
- Frame

Stage 5 – Commissioning and a final inspection at completion, which covers aspects such as siteworks & drainage, termite management systems, damp & weatherproofing, fire safety, health & amenity, safe movement & access, construction of wet areas, glazing, sub-floor ventilation, energy efficiency, water saving measures.

Stage 6 – The issuance of an occupation certificate (Class 1b – 9 Only. Not required for Class 1a and 10).

Stage 7 – Owner Occupancy

Stage 8 – Project closeout

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

Stage 1 – Client requirements, Budget, Design brief, Work and material specifications, Local authority (GCCC) requirements, site survey, zoning regulations and building codes, Energy efficiency requirements, Preliminary selection of materials and finishes, Structural engineering plans, Mechanical, Electrical and Plumbing plans, Site plan and presentation drawings, floor plans, elevations and sections, roof plan, stormwater management plan, accessibility requirements, Environmental and geotechnical reports. In some cases, bushfire assessment and flood assessment's may be required, dependant on the location of where the home is being built.

Stage 2 - Notice of Engagement (Form 56), Permit work application for plumbing, drainage and on-site sewerage work (Form 1), Lodgement of building work documentation (Form 20), Decision notice from GCCC (if required), Plans, specifications and reports relating to the BA application, Design certificates (Form 15), Referral agency notices, Documents to support the application (such documents mentioned in Stage 1).

Stage 3 – Budget, Design Brief, Work and material specifications, building codes and regulations, Energy efficiency requirements, Selection of materials and finishes, Plans and specifications, Program, Methodology, SOW, Schedule.

Stage 4 – Plans, Specifications, Specialist reports, Stormwater Management Plan, Energy efficiency requirements, Work Health and safety Plan, SWMS from subcontractors, Insurance and licence details from Subcontractors, Applicable insurances, Progress reports, Design brief, Local authority requirements, Building codes and regulations, Program, Methodology, SOW, Schedule, Aspect Inspection Certificate (Form 12), Compliance certificate for building design or specification (Form 15), Inspection certificate (Form 16), Aspect Certificate (QBCC Licensee) (Form 43).

Stage 5 – As per above PLUS Final Inspection Certificate (Form 21) and Compliance advise for building work (Form 29)

Stage 6 – Certificate / Interim Certificate of Occupancy (Form 11)

Stage 7 & 8 – Dependent on the contract, there will be a defect liability / warranty period. No information is required for this but the client should retain the contract in the event that any defects arise they can make a claim.

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

You would attach section H (Class 1 and 10) or Section J (Class 2-9) code compliance and a NatHERS (Nationwide House Energy Rating Scheme) Energy Efficiency Assessment and report.

You may also attach information regarding sustainable building materials and waste removal plans to show that you are discarding of the construction waste responsibly.

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

- Building Private Certifier (Archiving) - \$192.00
- Portable Long Service Levy – 0.575% of the total cost of the building and construction work (\$5.75 for every thousand dollars)
- Domestic – Certificate of Occupancy (Class 1b – 9 Only) - \$2,364.00 (<500m2) or \$3,546.00 (>500m2)

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

The local authority (City of Gold Coast Council) will investigate development and building complaints for the following items:

- Illegal change to ground level or earthworks
- Noise nuisance - Building work noise outside the hours of 6:30am and 6:30pm Monday – Saturday (with the exception of a permit for building work that make audible noise outside of normal hours).
- Dangerous building works
- Non-compliant driveway or vehicle cross-over
- Erosion or sediment from building works
- Illegal building works and structures
- Illegal use of premises
- Non-compliant pool fence
- Issues with plumbing and drainage works

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

You can check the status of a development application by using PD Online via the following link

cogc.cloud.infor.com/ePathway/ePthProd/web/GeneralEnquiry/EnquiryLists.aspx?ModuleCode=LAP

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

Review the reasons behind the application rejects and if unclear, request additional feedback to assess if issues can be addressed. Collaborate with planners, architects and experts to address reasons for initial rejection and modify the application to meet approval criteria if possible.

If you disagree with the rejection, consider filing an appeal with a separate review group like QCAT or Queensland Courts, ensuring that your appeal is well-supported with evidence refuting the decision. Be mindful of appeal deadlines to avoid dismissal.

**Satisfactory
Outcome**



CPCCBC4026 ARRANGE BUILDING APPLICATIONS AND APPROVALS

PRACTICAL ASSESSMENT

Participant name	Tyanna Childs
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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 unassisted by the Assessor or other personnel, unless the steps note this assistance. - You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. - For any 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)	14/06/2024	☐ Workplace ☒ Simulation		☒	☐
Task 1 (Occasion 2)	14/06/2024	☐ 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.

No re-attempts required; all looks good to me.
Cheers

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: Tyanna correctly identified the local council relevant as being City of Gold Coast.
1.1A. 1.1B.	Specify type of application being completed: The project assigned to Tyanna was a full reno of a residential property. She provided a submission plan for the required approvals that clearly indicated what was needed (including items that the building certifier would take care of.
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: Architectural plans, structural plans, hydraulics plans, Energy efficiency assessment report
1.2C. 1.2D.	Specify stakeholders included in progress notifications: This was a simulated task using an old project. Tyanna did not notify stakeholders; however she did advise me of the stakeholders that she would notify if it were a current project. These included the client, subcontractors, designers, City of Gold Coast.
1.2B. 1.3A. 1.3B.	Specify how submission tracking was maintained and stakeholder impact minimised: Tyanna confirmed that she would follow-up with the building certifier to track the submission progress, along with checking the PD Online service on the City of Gold Coast website.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1 Residential

1.3C.	Specify minor amendments and the impact on project: None
1.3D.	Specify planned action should the application be rejected: This was a pretty straight forward application and there was very little, if any, risk of the application being rejected.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 2

- ☒ 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: Tyanna correctly identified the local council relevant as being City of Gold Coast.
1.1A. 1.1B.	Specify type of application being completed: Tyanna specified multiple applications that required completion (See her commercial submission plan)
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: Please revert to the Commercial submission plan as Tyanna has noted the documents, forms and information required for each submission.
1.2C. 1.2D.	Specify stakeholders included in progress notifications: This was another simulated task using an old project. Here are the stakeholders Tyanna identified as including in progress notifications: Client, Subcontractors, suppliers, designers, City of Gold Coast, Alder Staff involved in the project.
1.2B. 1.3A. 1.3B.	Specify how submission tracking was maintained and stakeholder impact minimised: Tyanna confirmed that she would follow-up with the building certifier to track the submission progress, along with checking the PD Online service on the City of Gold Coast website. Emails and phone calls would also be made to local authorities if needed. To minimise the impact on Stakeholders, Tyanna said that she would have an open line of communication with all Stakeholders to discuss any concerns or answer any questions. She would also regularly update Stakeholders on the progress of the project.
1.3C.	Specify minor amendments and the impact on project: None
1.3D.	Specify planned action should the application be rejected: Tyanna and I chatted about what happens if the application gets rejected. She mentioned that she'd review the reason it got rejected and if it's not clear, she'd put through an RFI. After that, she'd team up with the designer/specialist linked to the rejection reason and modifications would be made to meet the approval criteria.

CPCCBC4026 ARRANGE BUILDING APPLICATIONS AND APPROVALS

Practical Task 1 (2X)

Description of task:

The participant must demonstrate the ability to prepare, submit and manage one (1) residential and one (1) commercial building and construction application for approval including:

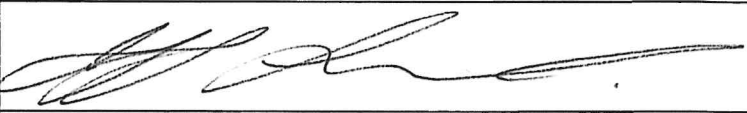
- Plan the application process.
 - Determine project stages requiring approvals and develop a submission plan that includes:
 - stages and dates for submission of applications
 - forms, documents and supporting evidence required to be submitted
 - application fees, charges and costs.
 - Determine level and type of information and documentation needed for each stage of approval.
 - Consult with external specialists to facilitate document certification.
 - Review submission plan to ensure client needs are addressed and met.
- Prepare and lodge application.
 - Prepare documents and supporting information for compliance with the requirements of the building approval authority.
 - Adopt strategies to minimise impact on stakeholders and maintain their support for the application.
 - Lodge application and supporting documentation with approval authority.
 - Notify relevant person for payment of fees within the due dates and terms.
- Manage application process.
 - Seek confirmation of application status at appropriate intervals to ensure continuing progress
 - Assess the building approval progress and inform stakeholders.
 - Evaluate minor amendments to determine impact on project.
 - Analyse course of action to maintain project continuity pending rejected submissions, resubmissions or appeals.

These tasks may be simulated or real. 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. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

PC with internet access to access government regulations, codes and standards and council building approval processes and application forms; Current project plans, specifications, and manufacturer's product information; workplace quality assurance documents; materials and equipment to facilitate building applications and approvals.

Observer details

Name of observer:	Jeff Lewandowski
Role of observer (Confirm suitability to sign)	Senior Contracts Administrator
Email address of observer	Jeff.lewandowski@aldercon.com.au
Signature of observer:	
Date:	13/06/2024

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 application process		
1.1A. Determine project stages requiring approvals and develop a submission plan that includes: <i>(copy to be provided to assessor)</i> - stages and dates for submission of applications - forms, documents and supporting evidence required to be submitted - application fees, charges and costs.	☒	☐
1.1B. Determine level and type of information and documentation needed for each stage of approval.	☒	☐
1.1C. Consult with external specialists to facilitate document certification.	☒	☐
1.1D. Review submission plan to ensure client needs are addressed and met.	☒	☐
2 Prepare and lodge application		
1.2A. Prepare documents and supporting information for compliance with the requirements of the building approval authority.	☒	☐
1.2B. Adopt strategies to minimise impact on stakeholders and maintain their support for the application.	☒	☐
1.2C. Lodge application and supporting documentation with approval authority.	☒	☐
1.2D. Notify relevant person for payment of fees within the due dates and terms.	☒	☐
3 Manage application process		
1.3A. Seek confirmation of application status at appropriate intervals to ensure continuing progress	☒	☐
1.3B. Assess the building approval progress and inform stakeholders.	☒	☐
1.3C. Evaluate minor amendments to determine impact on project.	☒	☐
1.3D. Analyse course of action to maintain project continuity pending rejected submissions, resubmissions or appeals.	☒	☐

Observer comments:

More than happy with workings Tyanna has shown me she is quite capable to investigate and demonstrate workings and understanding of the processes. I've actually learnt a few things along the way as well. 😊

I hope soon I can have Tyanna working on my project team.