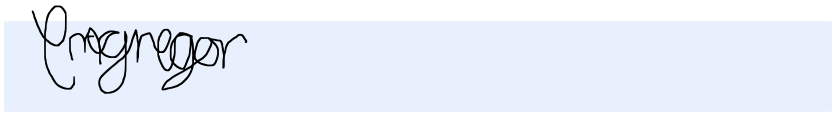


CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

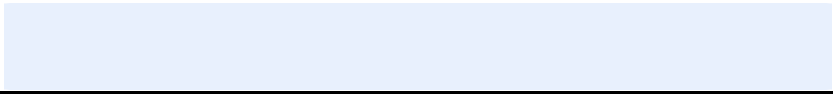
THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances. Answers will be documented and FT003 (Oral examination declaration form) must be completed.
- 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.
- 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 Chloe McGregor

Participant signature 

Assessor name _____

Assessor signature 

Date [Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Satisfactory?	
		Yes	No
56		☐	☐

Q1. Identify four (4) details you would try to establish about the client's design requirements.

Answer ☐ To ensure design requirements are meeting clients needs steps are to be established by following details.
-Building life span and the flexibility requirements.
-Client's objectives and priorities of the project.
-Space, time and budget parameters are aligned with the client's vision and needs.
-Expectations are reasonable and attainable.

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

Answer ☐ Client design requirements should be recorded in a "Project Brief" to ensure as much information is gathered to help assist the client in any way possible.

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

Answer ☐ Explaining product strengths and limitations to your client will allow them to feel their needs have been met. The information will allow your client to gain a better understanding of the pro's and con's of particular design needs.

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

Answer ☐ Two examples of maximising sustainability for your clients through product knowledge is comparing products to other competitor's, this can assure clients that they are receiving quality and value for money. Strengths and limitations can benefit the clients by assuring they're buying the correct product to match their desired needs.

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	Restrictive covenants should have been brought to the property owners' attention at the time of purchase. It is important that clients are aware of covenants that are present as it may restrain certain aspects of the land.	☐
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Q7. What document sets out what a client can build within the Council area?

Answer	The following documents set out whether a client can build within the council area, Land owner's consent, erosion hazard assessment, completed development services lodgement form, planning reports and proposed plans.	☐
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Q8. Outline the requirements of the *Work Health and Safety Act 2011* with regards to the design of buildings.

Answer	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 risk to people using the building for its intended purpose.	☐
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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 ☐

There are many factors to be considered when preparing a site plan. For example showing exact site location, the general layout, surface features, existing buildings and vegetations are some investigations needed to prepare a site plan.

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

Answer ☐

Drilling services serve as an important factor in establishing site costs. A drilling rig will be able to gather soil samples and determine the soil classification resulting in wheather a price rise is needed to to allow for H2 or H1 classionfication. The cost is used to create a stronger slab/foundation to suit the soil type. Rock may also be presented which could create another site cost resulting in rock removal needed.

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

Answer ☐

Three site work activites that can be completed by the builder through site inspections could be wheather the property is within a bushfire zone, boundaries or set back issues and if the property is located in a sewerred or non-sewerred area.

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

Answer ☐

Clients will always receive a copy of their site investigations results, being their soil classification and contours The soil classification will be able to show their soil result and if any additional cost occur and contours will be able to show if anymore cut and fill is required on their block.

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

Answer ☐
A report will be prepared based on data gathered during the site investigation. The report will contain details of the ground conditions (bearing capacity, chemical make-up and condition), previous use of the site, present conditions, groundwater and drainage pattern. In the report it will suggest recommendations about the proposed structure and subsidiary structures, their loading and appropriate foundations. It will collate site costs involved with the building process.

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 ☐
It's very important that good communication is presented to the drafting company to ensure the clients needs and evolving requests are understood in the early stages. This then makes it easier for both parties for when more detail sketches are developed.

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

Answer ☐
An architect may develop a concept drawing as a quick and simple way of exploring initial ideas for designs.

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

Answer ☐
Three plans to be forwarded for the clients approval/signature are specifications, sketch plans and costing documents.

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

Answer ☐
There is enough sufficient information from sketch plans to prepare cost overviews based on the floor areas, façade treatments and forms on construction.

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

One standardised commercial Master Builders building contract is "Basic work contracts", which enables a lump sum contract to be used for work performed on a detached dwelling and other areas. The maximum contract price is up to \$80 000 (GST inclusive).

☐

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

Answer

The standardised contract available from QBCC "Level 2, Renovation, Extension and Repair contracts" would be appropriate for exceeding \$20 000 and over.

☐

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

Permits may be required for such activities such as electricity supply and rubbish/waste disposal when preparing contract documents.

☐

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

Answer

It's very important to ensure all construction documentation are processed according to the preliminary plan/contract agreements. This will guarantee the clients requirements are met by confirming the correct materials are ordered and the subcontractors are organised accordingly.

☐

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

Answer

Development is defined in Schedule 2 of the Planning Act 2016 (Qld) as :
-Carrying out building work.
-Carrying out plumbing or drainage work.
-Carrying out operational work.
-Reconfiguring a lot (i.e. a subdivision).
-Making a material change of use of premises (i.e starting a new use, re-establishing a use that has been abandoned or changing the intensity or 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

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	Surveyors will provide contours on the block which will provide the levels on site determining if more cut and fill is needed.
Geotechnical and environmental specialists	Geotechnical providers will conduct a soil classification and for non-sewered block a percolation test will also be completed. The report will have the soil results listed.
Structural, mechanical and electrical engineers	Engineers provide Foundation Engineering Report, which has a detail report of the slab layout. The Bracing Design has a detail report of the frame layout.

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

Answer Two documents that must be lodge to support a development application under Section 51 of the Planning Act 2016 (QLD), lodged with the approved development assessment form and also accompanied (where required) by the written consent of the owner of the land. ☐

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

Answer Applications should include all supporting information (stated on the form as mandatory information), saved according to electronic file guideline and meeting document control processes. ☐

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 A qualified draftsmen. ☐

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

Answer Three approvals that must be lodge through council opposed to through a building certifier are plumbing approval, relaxation approval and an urban application. ☐

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

Answer ☐ When developing a plan for the process of lodging approval applications a few factors need to be considered. Whether a project is subject to requirements depending on what zone your property is in and whether the property is subject to a neighbourhood plan or overlays.

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	Code development application is assessed against the coded identified for the use within City Plan. This type of application can be assessed relatively quickly and does not require public notification. Where an accepted development, subject to requirements does not meet one or more of the acceptable outcomes of the relevant code, a code application is triggered. The application will only need to address the aspects of development that do not meet the accepted development requirements.
Impact assessment	An impact assessable development application is for development that must be assessed against all identified codes and City Plans as a whole to the extent relevant. This is to ensure that identified development impacts are addressed. These applications must be publicly notified to take into account the community's views.

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	Clients	Building Company
Impact of planning application on stakeholder		
Strategies adopted to maximise stakeholder support		

☐

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

Answer

If your development proposals aren't clearly supported by City Plan they will require further documentation to determine if there is an appropriate outcome for the locations and adverse impacts of the proposal can be appropriately mitigated to acceptable levels.

☐

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

Answer

Three projects that are always deemed "accepted development" include, building work to restore a building that has been accidentally damaged or destroyed to its original condition. Sale office on a lot in a residential zone, centre zone, the emerging community zone or the mixed use zone, for no more than two years. Lastly, development that under Schedule 4 of the Planning Regulation 2017 is identified as not being assessable development.

☐

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

Two documents needed for building approval are the Bracing and Foundation Engineering and the Soil Classification.

☐

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
4	That the building has a sewerage connection with a plumbing approval or if in non-sewered area to have a plumbing permit with a HSTP design
5	The the building reaches the minimum water and engery efficiency standards.

☐

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

Answer

Regulation name	Description
1	That the building has a sewerage connection with a plumbing approval or if in non-sewered area to have a plumbing permit with a HSTP design
2	The the building reaches the minimum water and engery efficiency standards.

☐

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

Answer

Using the document control process will ensure that all items have been submitted and all documents are correct.

☐

Q48. How the currency of a plan determined?

Answer

☐

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

No

☐

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

The applicant has 20 business days to comply with an action notice.

Q54. Identify three (3) common application problems.

Answer

Three common made application errors are insufficient information, such as failing to mention an address. Poor quality of plans, for example not showing the setback from the boundaries. Unacceptable impact resulting in loss of protected vegetation.
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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

☐