

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4026A Arrange building applications and approvals & CPCCBC4031A Process client requirements* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. 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 some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Caitlin Reid
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for CPCCBC4026A	☐ Competent	☐ Not Yet Competent
Outcome for CPCCBC4031A	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

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 Caitlin Reid

Participant signature

C Reid

Date Click here to enter a date.

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

1. Clients objectives and priorities
2. Space, time frame & budget parameters
3. Clients role in the project
4. Building life span

☐

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

Answer

Project brief in writing

☐

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

Answer

The client can be assured they are buying a product that is well matched to their particular needs and budgets

☐

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

Answer

1. Quality how it compares with other projects and how it helps the environment
2. Value – meets the clients need to save time and or money

☐

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	Yes - to ensure that the covenant is not breached, if breached legal action can be taken against the party breaching it, thus notifying the client will save either parties from legal action	☐
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Q7. What document sets out what a client can build within the Council area?

Answer	The City Planning Scheme	☐
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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 States that there is a duty to ensure that the design does not pose risks 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 Site access, general layout, existing buildings, surface water and services ☐

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

Answer Drilling rig will gather samples for identifying the strengths of the foundations and any possible problems ☐

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

Answer Determining and setting out building or construction features, earthmoving and establishing personal and vehicle access and egress to and from the site ☐

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

Answer A report based on data gathered during the site investigation and a report with recommendations about the proposed structure and subsidiary structures including collate site costs with the building process ☐

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

Answer ☐ If during excavation worse conditions are encountered the foundation may need to be strengthened at additional costs, also if the site has a slope which requires cut and fill, additional report and costs may be needed

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 ☐ Sketch drawings are a way to develop a quick and simple way of exploring initial ideas, whereas Architectural plans provide further detail

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

Answer ☐ Concept Plans

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

Answer ☐ Sections, elevations and 3D imagery

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

Answer ☐ Floor areas, use types and parking

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 Level 1 QBCC Contract – for renovations, extensions and routine repairs on existing homes for contracts \$3,301 to \$19,999

☐

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

Answer Level 2 QBCC Contract – For renovations, extensions and routine repairs on existing homes for contracts \$20,00 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

Electricity supply and rubbish/waste disposal

☐

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

Answer

This ensures that other services meet the client requirements such as materials orders are correct and subcontractors are organised accordingly

☐

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

☐

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	Form 15 compliance certificate for building design or specification
Geotechnical and environmental specialists	Soil tests and reports, site testing and site classification
Structural, mechanical and electrical engineers	Plans and form 15 design certificate

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

Answer A planning report and other technical reports
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 overs consent
Planning reports
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 Draftsperson or Architect, Engineers (structural, civil, hydraulics)

☐

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

Answer Any town planning matters that are not accepted development subject to requirements under 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 ☐ It is essential to consider the scheduling required to obtain all of the required information

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	A development application is assessed against the codes identified for the use with the city plan, this application can be assessed quite quickly and does not require public notification
Impact assessment	A impact assessable development application is for developments that must be assessed against all identified codes and city plan as a whole to the extent relevant, to ensure identified development impacts are assessed, this needs to be publicly notified to take the community's view into account

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	Neighbours	Community Groups	
Impact of planning application on stakeholder	Amenity, shadowing traffic, noise	Public amenity noise, traffic, crime, density concerns	
Strategies adopted to maximise stakeholder support	Consult early, have mitigation strategies, show plans	Public consultants, letters of explanation benefits of project opens communication	

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

Answer	Brisbane City Plan 2014 Part 6 Zones	☐
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Q41. Name three (3) projects that are always deemed 'accepted development'.

Answer	Building work to restore a building that has been accidentally damaged or destroyed to its original condition Sales 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 Temporary buildings associated with a material change to use, building work or operational work where on site for no more than two years	☐
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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

Slab inspection – check bearing capacity of soil and inspection of the moisture-proof barrier and the reinforcing steel before concrete is placed
Frame – inspection of the frame including timber sizes, fixings, tie-down and bracing before the cladding or wall linings are fixed

☐

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
17.3 Inspection Zone	Termite management system is required, most, though not all systems rely on a 75mm visual perimeter inspection zone, where an inspection zone is required, work is defective if inspection zone has not been provided in accordance with the BCA.

☐

18.1 Appliances and Fittings	The owner is responsible for organising warranty services for faults in appliances and fittings supplied as part of the building contract where the contractor has provide3d the warranty documents to the owner
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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	☐
	76 Drainage of buildings or land	If a building development approval permits a building or land to be drained, the drainage must be carried out in a way that protects land, buildings and structures in the neighbourhood of the building or land.	
	28 Application to build regulated pool	. A building development application for the construction of a regulated pool must also be for the construction of barriers, including any fencing, for the pool.	

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

Answer	Submitting applications with document control is important because if the application does not meet the required supporting information the application cannot proceed through to the development assessment process to a decision	☐
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Q48. How the currency of a plan determined?

Answer	If a plan reconfiguration that under the Land Title Act, is required to be given to the local government for approval is not given to the local government within; the period state for that part of the approval; or if no period is state 4 years after the approval starts to have effect	☐
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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 ☐

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

☐

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Caitlin Reid

Participant signature

C Reid

Date 17/12/2019

Assessor name

Assessor signature

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

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐
Task 2 (Occasion 1)	☐	☐
Task 2 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to process client requirements in relation to contract documentation. The participant is to obtain client information, accurately convey that information to those developing contract documentation (including drawings and specifications) and complete the administration of the contract documentation process. Occasion 1: Residential construction project Occasion 2: Commercial construction project 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. Evidence to be submitted may include: - RFI sent to client and proof of correspondence - Variation sent to client and proof of correspondence and acceptance The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Telephone, facsimile machine, computer.		
Assessment of task		
Name of participant:	Caitlin Reid	
Name of observer:	Glen Winney	
Role of observer (Confirm suitability to sign)	Managing Director	
Email address of observer	glen.winney@winprojects.com.au	
Signature of observer:		
Date:	Click here to enter a date.	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Work with the client to identify and document planning and design requirements: - Identifying client's design needs - Providing correct technical/product knowledge - Identifying restrictive covenants - Addressing documentation and design risks (including copyright)	☒	☒
1.B. Determine site costs with client, including: - Arranging site investigation to determine site features and costs - Confirming client's understanding of extent and cost of required site works	☒	☒

1.C. Arrange and oversee the preparation of sketch plans.	☒	☒
1.D. Forward plans to client for approval or amendment, relaying costing and variation requests to drafting personnel.	☒	☒
1.E. Finalise sketch plans, specifications and cost documents with client, ensuring all documents were signed and details were initialled.	☒	☒
1.F. Prepare preliminary contract according to organisational needs (selecting correct contract type, and including appropriate clauses and conditions), and submit for checking and recording.	☒	☒
1.G. Prepare construction documents according to preliminary contract, meeting: - Regulatory authority approval processes - Building and construction codes - Standards	☒	☒
1.H. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Using technology (including telephone, facsimile, email) - In writing (to produce contracts and other relevant workplace documentation)	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Caite has worked effectively with a client from concept to first stage construction of a 41 residential unit development

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. Occasion 1: Development approval Occasion 2: Building approval 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. Evidence to be submitted may include: - Council approvals. - Traffic control plan submissions and approval by city councils. - Crane base drawings and approval by engineer (if you have them). - QFES approvals. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Computer.		
Assessment of task		
Name of participant:	Caitlin Reid	
Name of observer:	Glen Winney	
Role of observer (Confirm suitability to sign)	Managing Director	
Email address of observer	glen.winney@winprojects.com.au	
Signature of observer:		
Date:	Click here to enter a date.	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd 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

Caite has demonstrated competency in collating and submitting the necessary applications required for a residential construction project