

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	Melissa Robertson
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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

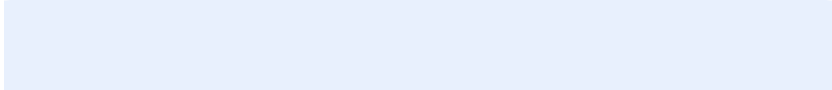
This exam will occur under standard assessment conditions.
An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
Participants must 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 Melissa Robertson

Participant signature 

Date 6/01/2021

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'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
- Building life span and flexibility requirements

☐

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

Answer

Written project brief

☐

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

Answer

Client can be assured they are buying a product that is well matched to their particular needs

☐

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

Answer

Energy and waste management

☐

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	Because in the event that a covenant is breached, legal action can be taken against the party breaching it	☐
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Q7. What document sets out what a client can build within the Council area?

Answer	City Plan (ref. Brisbane City Council)	☐
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1.A. Outline the requirements of the *Work Health and Safety Act 2011* with regards to the design of buildings.

Answer	Section 22 of the <i>Work Health and Safety Act 2011</i> (Qld) 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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Q8. True or False (Tick your response): The client requesting a design from an architect automatically holds copyright of the design.

Answer	☐	True	☐
	☒	False	

Q9. Identify five (5) site features that would be identified when preparing a site plan.

Answer

Site location
Access
General layout and surface features
Existing buildings
Services

☐

Q10. Explain the role of a drilling rig in establishing site costs.

Answer

Drilling rig will gather samples for identifying the strength of the foundations and any potential problems

☐

Q11. Identify three (3) site works activities that may be conducted by the builder.

Answer

- Determining and setting out building or construction features
- Earthmoving, using tracked or wheeled earthmoving equipment
- Establishing personal and vehicle access and egress to and from the site

☐

Q12. Identify two (2) documents that a client would receive in relation to site investigations and costs.

Answer

Soil Test report
Site plans

☐

Q13. 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 cost
- If the site has a slope which requires cut and fill, the foundation may need to be stronger than the report recommendations at an additional cost

Q14. Outline why it is important that the requirements (including variation requests) for sketch plans and drawings should be accurately communicated to drafting personnel.

Answer ☐

To ensure plans and drawings are accurate for client sign off and for construction, the plans are submitted for council approval so any errors or emissions can result in costly rectifications down the track

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

Answer ☐

Concept Drawing

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

Answer ☐

Illustrated plans, sections, 3D images

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

Answer ☐

Façade treatments, building performance criteria and technical systems

Q15. True or False (Tick your response): All documents should be sighted by the client, with details initialled.

Answer

☒	True
☐	False

☐

1.E. 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

☐

Q16. True or False (Tick your response): Pre-contract agreements may influence the final contract development.

Answer

☒	True
☐	False

☐

1.F. Identify one (1) standardised commercial building contract and explain the maximum value of the work it may be used for.

Answer A lump sum contract for minor commercial work up to the value of \$100,000

☐

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

Answer QBCC Level 2 – Renovation, Extension and Repair contracts

☐

Q17. 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	

1.H. List two (2) permits that may need to be organised when preparing contract documents.

Answer	Building Approval Siting Variation	☐
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1.I. Outline the importance of preparing construction documents according to contract details.

Answer	This will ensure that other services meet the client's requirements e.g orders processed correctly, subcontractors scheduled accordingly	☐
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Q18. 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).	☐
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Q19. 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

Q20. True or False (Tick your response): Building approval is separate to planning approval.

Answer

☒	True
☐	False

Q21. 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

Q22. 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	Contour Surveys
Geotechnical and environmental specialists	Bushfire reports, slope stability reports, soil reports
Structural, mechanical and electrical engineers	Slab designs, frame and truss designs, hydraulic designs, electrical designs

Q23. Name two (2) documents that are required under legislation to support a development application.

Answer ☐

Q24. What documents are required by Council to support a development application (in addition to those under Q23.)?

Answer ☐

Q25. 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 ☐

Q26. **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
- 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



Q27. 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 to ensure client timeframes and requirements can be met

Q28. True or False (Tick your response): The plan in Q27. should be submitted for approval.

Answer ☐

☐	True
☒	False

☐

Q29. 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	Public do not need to be notified. A code development application is assessed against the codes identified for the use within City Plan
Impact assessment	Public must be notified. An impact assessable development application is for development that must be assessed against all identified codes and City Plan as a whole to the extent relevant. This is to ensure that identified development impacts are addressed.

Q30. 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	Client	Public	
Impact of planning application on stakeholder	Will dictate if their proposed development can or cannot proceed	Increased traffic, reduced views or reduced vegetation through the area, possible increased noise depending on the type of works being applied for	
Strategies adopted to maximise stakeholder support	Prepare client in advance of known potential obstacles relating to the development and alternative strategies should issues arise	Prepare reports ahead of time to demonstrate the benefits of the proposal, prepare alternate options for presentation should there be public concern	

Q31. Identify the Council documentation that outlines whether your proposal will require an impact assessment.

Answer	Tables of assessment in Part 5 of City Plan (based on BCC) or via PD online	☐
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Q32. 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 • Temporary buildings associated with a material change of use, building work or operational work (i.e. either accepted development, with or without requirements or development with a current development permit), where on a site for no more than two years • 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	☐
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Q33. **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

☐

Q34. **Other than legislation relating to planning, name two (2) types of building legislation/requirements considered during the building approval process.**

Answer

The National Construction Code
Queensland's Building and Plumbing Regulations

☐

Q35. **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

☐

Q36. **Identify and describe two (2) industry standards that you may refer to when preparing a building application (e.g. to address Q35.).**

Answer

Standard number	Description
AS 2870-2011, Residential slabs and footings.	Sets out the criteria for the classification of a site and the design and construction of a footing system for a single dwelling house or similar structure
AS/NZS 3500.1:2018	Sets out requirements for the installation of water services from the point of connection to the network or from an alternative drinking water supply to the points of discharge

☐

Q37. Identify and describe two (2) regulations that you may refer to when preparing a building application.

Answer

Regulation name	Description
Building Regulation 2006	The Building Regulation 2006 contains detail as to the provisions of the Building Act. The Building Regulation, defines 'competent persons' and their functions, outlines inspections for building work, includes general provisions about certificates, and prescribes fees payable under the Building Act.
<i>Planning Regulation 2017 (Qld)</i>	• supports the <i>Planning Act 2016</i> (Qld) and outlines practical matters such as: • How development applications are categorised • Who will assess the development application • The matters that trigger state interests

☐

Q38. Describe the importance of using document control processes when submitting an application.

Answer

Document control aids in protecting sensitive documents, it also allows for simplified access for authorised parties. This ensures that certifiers and council/planners have the required documents readily accessible for a properly made application

☐

Q39. How the currency of a plan determined?

Answer

Revision number and date

☐

Q40. 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

☐

Q41. Identify (and name, if applicable) whether there is an electronic portal used to check applications submitted to Council?

Answer ☐

Q42. 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

Q43. 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

Q44. The applicant has how many business days to comply with an action notice?

Answer ☐

Q45. Identify three (3) common application problems.

Answer ☐

- Inadequate plans, such as illegible A3 size plans and missing details
- Little or no supporting information, including failing to address the applicable codes
- Conflicting reports and plans

Q46. True or False (Tick your response): When considering an appeal, the applicant should seek private legal advice.

Answer

☒	True
☐	False

☐

Q47. 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.

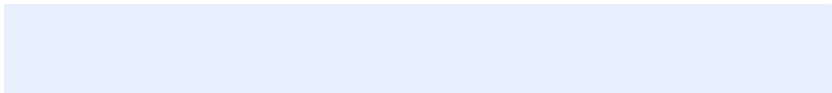
Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Melissa Robertson – Alternate assessment approved by Melissa Dobbs

Participant signature 

Date 6/01/2021

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)	☐	☐

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:		
Name of observer:		
Role of observer (Confirm suitability to sign)		
Email address of observer		
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.	
	1 st Occasion	2 nd Occasion
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)	☐	☐
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	☐	☐
Arrange and oversee the preparation of sketch plans.	☐	☐

Forward plans to client for approval or amendment, relaying costing and variation requests to drafting personnel.	☐	☐
Finalise sketch plans, specifications and cost documents with client, ensuring all documents were signed and details were initialled.	☐	☐
Prepare preliminary contract according to organisational needs (selecting correct contract type, and including appropriate clauses and conditions), and submit for checking and recording.	☐	☐
Prepare construction documents according to preliminary contract, meeting: Regulatory authority approval processes Building and construction codes Standards	☐	☐
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

CPCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCBC4031A 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:		
Name of observer:		
Role of observer (Confirm suitability to sign)		
Email address of observer		
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		
Q48. Identify the approvals required for each project stage and required information and documentation.	☐	☐
Q49. Develop and submit a plan for lodging approval application, recognising scheduling requirements and client needs.	☐	☐
Q50. 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		
Prepare and check necessary documentation and supporting information for compliance with building approval authority requirements (including plans, specification, drawings and reports).	☐	☐
Analyse the impact of the planning application on a range of stakeholders, endeavouring to maximise the likelihood of their support on the application.	☐	☐
Lodge necessary documentation and supporting information with approval authority, using sound document control processes.	☐	☐
Seek confirmation of application status at appropriate intervals to ensure continuing progress.	☐	☐
3 Evaluate and review outcome of application		
Assess the outcome of the building approval to determine the impact on the project.	☐	☐
Where required, negotiate minor amendments with the client, organisation and approval authority.	☐	☐
Analyse rejected submission to determine likely success of an appeal or a resubmission, determining course of action with the client.	☐	☐
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