

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	Anne Beel
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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 Anne Beel

Participant signature



Date 30/03/2021

Assessor name

Assessor signature

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

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
56		Satisfactory	Not Yet Satisfactory
		☐	☐

ASSESSOR COMMENTS

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

Answer

Clients objectives and priorities of the project
Expectations are reasonable and attainable
Space, time and budget parameter are aligned with clients vision and needs
Clients role and project structure

☐

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

Answer

Project Brief

☐

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

Answer

It shows that the product will meet their needs, will also be assured that they are receiving quality and value for their money and is well matched to their needs.

☐

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

Answer

How it is checked for quality – it may support local business and help the environment.
Materials used – meet their needs and save time and 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

You should notify your client as they may unknowingly breach the covenant and this could cause legal action to be taken against them.

☐

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

Answer

City Plan

☐

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

Answer

It states that there is a duty of care to ensure that the design does not pose risks to people using the building for its intended purpose.

☐

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 Location
Access
Surface Features
Existing Buildings
Old Foundations
Vegetation

☐

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

Answer

A drilling rig will gather samples so you can identify the strength of foundations or 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
Establishing 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

Site Report
Photographs/aerial shots
Would probable start with a base estimate regarding costs involved

☐

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

Answer

Additional cost may be incurred if during excavation worse conditions are encountered and foundations may need to be strengthened.
Additional cost may be incurred if site has a slope which requires cut and fill and again stronger foundations etc

☐

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 is important due to time and costs involved that everything has been accurately communicated before detailed sketches are drawn up.

☐

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

Answer

Concept drawing

☐

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

Answer

Concept plans
Sections
Elevations

☐

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

Answer

Floor areas
Technical system
Forms of 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

Commercial Building Contract – is a lump sum contract used for construction of commercial building work over \$10,000 with or without a principals agreement

☐

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

Answer

QBCC Level 2 Renovation, Extension and Repair Contract – For reno, extension and routine repairs on existing home for contracts 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

Electricity Rubbish and Waste Disposal

☐

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

Answer

This will ensure materials are ordered correctly and sub contractors organised accordingly
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☐

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

Answer

Carrying out Building Work Carrying out Plumbing or Drainage Work Carrying out Operational Work Reconfiguring a Lot (i.e. Subdivision) Making materials changes of use of premise i.e. starting a new use, re-establishing a use that has been abandoned
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☐

Q28. At which of the following stages would a development approval be sought? Tick your response.

Answer

Choice	Possible Answers
☒	Town planning stage
☐	Building approval stage
☐	Construction stage
☐	Final certification stage

☐

Q29. True or False (Tick your response): Building approval is separate to planning approval.

Answer

☒	True
☐	False

☐

Q30. True or False (Tick your response): Full approval is one type of approval that may be sought for the building approval stage.

Answer

☒	True
☐	False

☐

Q31. For each of the external specialists categories listed below, identify the information and documentation they may provide for an approval application.

Answer

External specialist	Information and documentation provided
Building surveyors, quantity surveyors and site surveyors	Inspections re compliance audits etc Certificate of Final Inspection – inspects all the way through the job, makes sure the design, planning and function are safe Quantity Survey Report – costing and estimating of building work Check boundaries, marking contours etc, site plan or map
Geotechnical and environmental specialists	Plans and designs structures for building etc soil tests for foundations and reports and outcomes on environment

☐

Structural, mechanical and electrical engineers	Checks and makes sure the foundation and structure of a building are sound. Structural Inspection Report Design building and install mechanical machine and plans Design and estimates electrical systems etc
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Q32. Name two (2) documents that are required under legislation to support a development application.

Answer Planning Report and 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 Owners Consent, Planning Reports
Proposed plans i.e. site plans, floor plans etc ☐

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 Architect or Draftsperson ☐

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 Council Plan 2014
Houses more than 9.5m in height from natural ground level in the majority of residential zones
Re-development 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 such as it is crucial to consider the clients needs eg expected completion date.

☐

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 Code Assessment Application is assessed against codes identified for use within the city plan. This type of application can assessed relatively quickly and does not require public notification. Where accepted development, sub to requirements does not meet one or more of the acceptable outcomes the relevant code is triggered. This then will only need to address the aspects of the development that do not meet the accepted development requirements.
Impact assessment	An Impact Assessment Development Application is for developments that must be assessed against all identified codes and city plan as a whole to the extent relevant. This is to ensure that the identified development impacts are addressed. These applications must be publicly notified to take into account the community 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	Client	Main Contractor
Impact of planning application on stakeholder	Extra costs to client	Extra costs, changes to plans and possible re-design
Strategies adopted to maximise stakeholder support	Look at alternate design materials	Main contractor to have variations signed off on and drawn up

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

Answer

Part 5 of the City Plan including the category of development and assessment table
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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 damaged or destroyed back to its original condition Single satellite dish with no dimensions greater than 1.2m in residential area or township zones or 1.8m in any other zone Works that are started in a current exemption certificate given by Council under section 46 of the planning act

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

Building Act 1975 (Qld)
National Construction Code

☐

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
1S1641 to 1S1646	Code of practice for fire safety of building

☐

AS:366-1 to 2000	Termite management new building work
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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
Building Regulation 2006 Part 8	For construction of house, building inspections must be performed at the following stages – Footing, Slab, Frame and final.
Planning Act 2016 (Qld)	Under section 79 of the Act changing a development approval is properly made when it has satisfied the requirements.

☐

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

Answer

It is important that all applications include all supporting info as stated on the form and saved according to electronic guidelines meeting document control processes.

☐

Q48. How the currency of a plan determined?

Answer

You should confirm the status of the application at appropriate intervals to ensure continuing progress

☐

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

☐

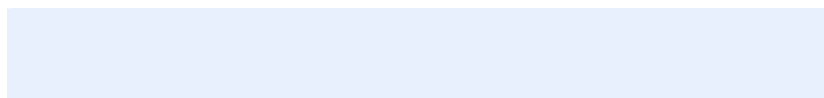
CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

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 Anne Beel

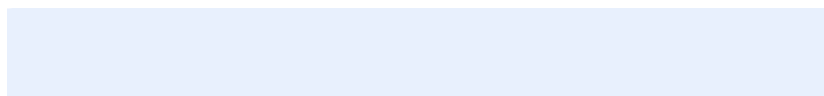
Participant signature



Date 30/03/2021

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)	☐	☐

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:	Anne Beel	
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
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

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:	Anne Beel	
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		
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