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:	Kristina Saedder
Name of observer:	PETER ABOOD.
Role of observer (Confirm suitability to sign)	PROJECT MANAGER.
Email address of observer	peter.abood@pbsbuilding.com.au
Signature of observer:	P. Abood.
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