



**Australian Government**

# **CPPBDN4011 Prepare documentation for building approval**

**Release: 1**

# CPPBDN4011 Prepare documentation for building approval

## Modification History

Release 1. New unit.

This version first released with CPP Property Services Training Package Version 1.

## Application

This unit of competency specifies the outcomes required to gather and prepare documentation that complies with building approval requirements, including detailed working drawings of designs for all types of residential, commercial and industrial buildings as defined by the Building Code of Australia (BCA). The documentation is required as part of the building approval process which, if successful, results in the issuing of a building permit.

The unit supports drafters who assist and work under the supervision and instruction of an architect or building designer to gather and produce a range of documentation as part of the building approval process.

Licensing, legislative, regulatory or certification requirements apply to building design drafting in some states. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

## Pre-requisite Unit

Nil

## Competency Field

Drafting

## Unit Sector

Building design

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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|--|---|
| <p>1. Plan documentation production.</p> | <p>1.1. <b><i>Documentation</i></b> required for building approval applications for building design projects is confirmed with design project manager and other relevant personnel.</p> |
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- 1.2. **Compliance requirements** to be addressed in **working drawings** are confirmed with relevant personnel.
  - 1.3. Timelines and methodologies for producing working drawings are confirmed and followed.
  - 1.4. Drawings and documentation required from construction contractors, engineers and consultants, are confirmed and obtained.
2. Prepare and gather documentation.
    - 2.1. Project design drawings and documentation are reviewed in consultation with design project manager and information relevant to different types of working drawings is identified.
    - 2.2. Construction details requiring clarification are resolved through research and consultation.
    - 2.3. Draft working drawings are prepared and notations added according to project and workplace requirements.
    - 2.4. **Working drawings are checked** and finalised, in consultation with design project manager.
    - 2.5. Required documentation is completed or obtained, and checked and confirmed as correct or referred for amendment in consultation with design project manager.
3. Submit and support building approval application.
    - 3.1. Documentation for building approval application is prepared, checked for compliance with requirements, and submitted to design project manager.
    - 3.2. Progress of application through building approval process is monitored and requests for clarification or changes are addressed in consultation with design project manager.
    - 3.3. Building approval is obtained and filed with final design project documentation according to workplace procedures.
    - 3.4. Client is notified of building approval and copies of relevant documentation are provided in consultation with design project manager, as required.

## Foundation Skills

This section describes core skills that are essential to performance and not explicit in the performance criteria. Employment skills essential to performance are explicit in the performance criteria of this unit of competency.

<b>Skill</b>	<b>Performance feature</b>
Learning skills to:	<ul style="list-style-type: none"> <li>• develop a sequenced plan for tasks required in the building approval process</li> <li>• draw on experience in preparing building documentation to ensure that documentation prepared and submitted meets the requirements of authorities within required timeframes.</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>• apply measurements prescribed in compliance requirements to sketches and drawings, for example distance of building from boundary</li> <li>• apply scale accurately to working drawings</li> <li>• calculate and confirm measurements in drawings.</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>• ask questions relating to design drawings and compliance requirements</li> <li>• consult with external professional personnel regarding compliance requirements.</li> </ul>
Reading skills to:	<ul style="list-style-type: none"> <li>• interpret and adhere to documentation compliance requirements of relevant authorities</li> <li>• interpret specialised vocabulary and acronyms used in building documentation.</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>• prepare forms and other documentation required for building approval</li> <li>• communicate with clients and prepare building documentation using appropriate vocabulary and technical terminology.</li> </ul>

## Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

- Documentation*** must include:
- contract administration documentation
  - items specified in relevant authorities' requirements for building approval, including:
    - localised pest management details
    - relevant authority forms
    - requests for exemptions

- risk assessments
- specifications for materials, fixtures and fittings
- technical reports, such as:
  - access
  - conservation
  - energy rating
  - fire safety
  - soil analysis
- two- and three-dimensional working drawings
- sub-floor ventilation details
- waterproofing details.

***Compliance requirements*** must include:

- current Australian standards applicable to the building design
- federal, state or territory, and local authority legislation and regulations applicable to the building design
- National Construction Code.

***Working drawings*** must include:

- detail drawings
- elevations
- location of neighbouring buildings
- plans
- sections
- site plans.

***Checking of working drawings*** must include:

- accuracy
- completeness
- compliance with relevant requirements, including building approval requirements
- consistency of presentation
- cross-referencing
- titles and reference numbers
- version control.

## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>