



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPBDN5010A Negotiate and finalise planning approval for small-scale building design projects**

**Release: 1**

## **CPPBDN5010A Negotiate and finalise planning approval for small-scale building design projects**

### **Modification History**

New unit

### **Unit Descriptor**

This unit of competency specifies the outcomes required to consult with a planning authority regarding planning approval requirements for small-scale buildings covered by the Building Code of Australia (BCA), except construction Type A buildings; and to prepare and collate documentation for planning approval applications.

It also covers negotiation with the authority and the client regarding changes or additional requirements, and finalisation of the planning approval process.

### **Application of the Unit**

This unit of competency supports building designers who submit compliant documentation and advocate for planning approval for small-scale building design projects on behalf of clients.

### **Licensing/Regulatory Information**

Work in this area must be completed according to relevant legislative, industry and organisational requirements, including occupational health and safety (OHS) policies and procedures.

Different states and territories may have regulatory mechanisms that apply to this unit. Users are advised to check for regulatory limitations.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

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|---|--|-----|---|
| 1 | Confirm planning approval application requirements | 1.1 | <b><i>Documentation requirements for planning approval applications for small-scale building design projects</i></b> are obtained from <b><i>relevant authorities</i></b> . |
|   |  | 1.2 | Pre-application meetings with planners are arranged and conducted, as required, to clarify planning approval application requirements.                                      |
|   |  | 1.3 | Comprehensive checklist of planning approval application requirements is prepared and confirmed with planners.  |
|   |  | 1.4 | Client is notified of planning approval application requirements and associated costs and consent to proceed is confirmed.  |
| 2 | Prepare and submit planning approval application.  | 2.1 | Project design drawings are checked for planning approval compliance and required additions or changes are made in consultation with the client.                            |
|   |  | 2.2 | Documentation required from other professionals is specified and obtained, fully completed, in good time.   |
|   |  | 2.3 | Documentation for planning approval application is prepared, checked for compliance with requirements, and confirmed with client.   |
|   |  | 2.4 | Completeness of planning approval application is confirmed with reference to checklist and submitted.   |
|   |  | 2.5 | Notifications and advertisements are arranged as required.  |

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|---|--|-----|--|
| 3 | Support application through approval process | 3.1 | Progress of application through planning approval process is monitored and clarification of project design provided as requested.      |
|   |  | 3.2 | Client is represented at local authority and other relevant meetings, as required, and approval for planning application is advocated. |
|   |  | 3.3 | Information is presented to councillors, the general public and relevant consultants using language appropriate to the context.        |
|   |  | 3.4 | Requirements for changes to project designs are negotiated within the limits of designer's authority.                                  |
|   |  | 3.5 | Client is consulted regarding matters outside scope of designer's authority.   |
| 4 | Finalise planning approval process           | 4.1 | Required changes to planning approval drawings and documentation are made in consultation with client.                                 |
|   |  | 4.2 | Planning approval is obtained and filed with final design project documentation according to workplace procedures.                     |
|   |  | 4.3 | Client is notified of planning approval and copies of relevant documentation are provided.   |

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- administration and management skills to:
  - manage documents
  - manage time, including planning and prioritising work
- analytical and problem-solving skills to:
  - resolve objections to planning applications
  - work out optimum compliant and cost-effective design solutions
- interpersonal skills to interact with clients and participants in planning approval processes
- language, literacy and numeracy skills to:
  - communicate with clients and other contacts, including writing reports
  - interpret and apply complex information, including legislation, regulations, codes and standards, and local authority planning schemes
  - present and discuss information relating to measurements and calculations
  - present and explain planning approval applications to individuals and groups as required
  - negotiate adjustments to planning approval application and their implications with clients
- technical skills to produce accurate design documentation
- technology skills to use information technology and relevant software

### Required knowledge

- basic principles of structural engineering
- building designers' duty of care to ensure quality and safety of designs
- contextual and site constraints
- design development and approval processes
- implications of changes to designs
- legislation, codes and standards relevant to small-scale building design projects, including drawing standards
- organisational scope of business, service levels and fees
- principles of design, including sustainable design

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>A person should demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• prepare complete and compliant sets of planning approval drawings and documentation in a timely manner for a range of small-scale building design projects</li> <li>• arrange notifications and cooperative participation in planning approval processes for a range of small-scale building design projects, as required</li> <li>• incorporate negotiated and approved adjustments to drawings and documentation, as required</li> <li>• confirm planning approval application requirements and associated costs for a range of small-scale building design projects, including processing of final drawings and documentation, and notify clients.</li> </ul>
<p>Context of and specific resources for assessment</p>	<p>Assessment of this unit:</p> <ul style="list-style-type: none"> <li>• must be in the context of the work environment</li> <li>• may be conducted in an off-site context, provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills</li> <li>• must meet relevant compliance requirements.</li> </ul> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> <li>• access to: <ul style="list-style-type: none"> <li>• suitable assessment venue and equipment</li> <li>• suitable simulated or real opportunities and resources to demonstrate competence</li> </ul> </li> <li>• assessment instruments.</li> </ul>
<p>Method of assessment</p>	<p>Assessment for this unit must verify the practical application of the required skills and knowledge, using one or more of the following methods:</p> <ul style="list-style-type: none"> <li>• written and/or oral assessment of the candidates required knowledge for the unit</li> <li>• observed, documented and/or firsthand testimonial evidence of the candidates</li> <li>• implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes</li> <li>• identification of the relevant information and scope of the</li> </ul>

	<p>work required to meet the required outcomes</p> <ul style="list-style-type: none"><li>• identification of viable options and the selection of options that best meet the required outcomes</li><li>• consistently achieving the required outcomes.</li></ul>
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<p>Guidance information for assessment</p>	<p>This unit could be assessed on its own or in combination with other units relevant to the job function.</p> <p>Where applicable, physical resources should include equipment modified for people with disabilities.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.</p>
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## Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><b><i>Documentation requirements for planning approval applications</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• arborists' reports</li> <li>• architectural drawings, such as:             <ul style="list-style-type: none"> <li>• area calculations</li> <li>• car park layouts</li> <li>• demolition plans</li> <li>• design response plans</li> <li>• elevations</li> <li>• existing condition plans</li> <li>• floor plans</li> <li>• refuse circulation diagrams</li> <li>• shadow diagrams</li> <li>• site context plans</li> <li>• site plans</li> </ul> </li> <li>• copy of titles</li> <li>• council forms and fees</li> <li>• finishes schedule for external colours</li> <li>• land survey plans prepared by a land surveyor</li> <li>• landscape plans prepared by a landscape designer or architect</li> <li>• town planning reports, including:             <ul style="list-style-type: none"> <li>• building sustainability</li> <li>• design response</li> <li>• justifications for non-compliance matters</li> <li>• site context.</li> </ul> </li> </ul>
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<b><i>Small-scale building design projects:</i></b>	<ul style="list-style-type: none"><li>• include buildings covered by the BCA, except construction Type A buildings</li><li>• may be residential projects, such as:<ul style="list-style-type: none"><li>• additions and renovations</li><li>• heritage restoration</li><li>• new buildings</li></ul></li><li>• may be commercial or industrial projects, such as:<ul style="list-style-type: none"><li>• factories</li><li>• motels</li><li>• offices</li><li>• restaurants</li><li>• retail and service outlets</li><li>• warehouses.</li></ul></li></ul>
<b><i>Relevant authorities</i> may include:</b>	<ul style="list-style-type: none"><li>• local council planning department</li><li>• federal, state or territory government departments for:<ul style="list-style-type: none"><li>• energy</li><li>• environment</li><li>• heritage</li><li>• infrastructure</li><li>• services</li></ul></li><li>• regulatory authorities in country of project location.</li></ul>

## **Unit Sector(s)**

Building design

## **Custom Content Section**

Not applicable.