



**Australian Government**

**CPPBDN4105 Prepare drawings for  
planning and building approval for Class 1  
and 10 buildings**

**Release: 1**

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# CPPBDN4105 Prepare drawings for planning and building approval for Class 1 and 10 buildings

## Modification History

Release 1 This version first released with CPP Property Services Training Package Release 11.0.

Supersedes and is not equivalent to:

- CPPBDN4010 Prepare documentation for planning approval
- CPPBDN4011 Prepare documentation for building approval.

Updated to meet the Standards for Training Packages 2012.

## Application

This unit specifies the skills and knowledge required to prepare drawings that comply with planning and building approval requirements for Class 1 and 10 buildings as defined by the National Construction Code (NCC). It includes planning methods and processes for producing required documentation and checking drawings to confirm quality and consistency against technical expert documentation.

The unit applies to drafters who work under the supervision and instruction of building designers or architects and use specialised knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable drafting problems.

Legislative, regulatory or certification requirements apply to building approvals in some states and territories. For further information, check with the relevant regulatory authority.

## Pre-requisite Unit

Nil.

## Unit Sector

Building Design

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

1 Plan documentation production

1.1 Consult with relevant personnel to confirm documentation and compliance requirements for planning and building approval applications.

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- 1.2 Establish and follow methods and timelines for producing required documentation.
  - 1.3 Clarify construction details using relevant resources.
  - 1.4 Specify and request required documentation from technical experts in accordance with workplace requirements.
- 2 Develop application drawings.
    - 2.1 Identify requirements for planning and building application drawings.
    - 2.2 Prepare compliant planning permit application drawings according to project and workplace requirements.
    - 2.3 Prepare compliant building permit application drawings according to project and workplace requirements.
    - 2.4 Store drawings for retrieval according to workplace requirements.
- 3 Confirm quality and compliance of drawings.
    - 3.1 Review drawings for quality and make adjustments if required.
    - 3.2 Review drawings and components against compliance and make required adjustments if required.
    - 3.3 Check consistency of drawings with requirements of technical expert reports and make adjustments if required.
    - 3.4 Make and notate amendments to drawings to meet quality and compliance requirements.
    - 3.5 Name, save and file drawings according to workplace requirements.
- 4 Respond to requests for information
    - 4.1 Prepare response documentation including making and notating amendments.
    - 4.2 Confirm any implications of changes for consistency with the original concept and technical expert documentation.

## Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- reading skills to interpret specialised vocabulary, acronyms and technical terminology used in planning and building approval documentation
- numeracy skills to:
  - apply measurements prescribed in compliance requirements to drawings
  - accurately apply scale to drawings
  - calculate and confirm measurements in drawings.

## Unit Mapping Information

Supersedes and is not equivalent to:

- CPPBDN4010 Prepare documentation for planning approval
- CPPBDN4011 Prepare documentation for building approval.

## Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>