



**Australian Government**

**CPPBDN5104 Prepare drawings for  
planning and building approval for Class  
2-9 buildings up to two storeys**

**Release: 1**

# CPPBDN5104 Prepare drawings for planning and building approval for Class 2-9 buildings up to two storeys

## Modification History

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

Supersedes and is not equivalent to:

- CPPBDN5011A Produce compliant client-approved working drawings for small-scale residential buildings.
- CPPBDN5015A Produce compliant client-approved working drawings for non-residential buildings.

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 2-9 buildings to a maximum floor area of 2000m<sup>2</sup>, except construction Type A 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.

This unit is suitable for drafters and building designers who apply technical and theoretical knowledge and skills to building design work tasks.

This unit forms part of the licensing requirements for people engaged in building design 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.

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| 1 Plan documentation production.           | 1.1 Consult with relevant authorities to confirm documentation requirements for planning and building approval applications.               |
|  | 1.2 Establish and follow timelines and methodologies for producing required drawings.  |
|  | 1.3 Resolve construction details requiring clarification through research or consultation with relevant technical experts and authorities. |
|  | 1.4 Specify and request drawings and documentation required 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 Check quality and compliance of drawings | 3.1 Develop detailed drawing components checklist of requirements for compliance and documentation for planning and building approval.     |
|  | 3.2 Use drawing checklist to confirm quality and compliance of planning and building drawings.   |
|  | 3.3 Confirm drawing consistency with requirements of technical expert documentation.   |
|  | 3.4 Make necessary changes to drawings to adhere to compliance requirements.   |
|  | 3.5 Name, save and file drawings according to workplace requirements.  |

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| 4 Respond to requests for additional information. | 4.1 | Identify information sought by approving authority or specialist.   |
|   | 4.2 | Prepare response documentation including making and notating amendments.  |
|   | 4.3 | Confirm any implications of requested 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 documentation
  - documentation compliance requirements of relevant authorities
- 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:

- CPPBDN5011A Produce compliant client-approved working drawings for small-scale residential buildings.
- CPPBDN5015A Produce compliant client-approved working drawings for non-residential buildings.

## 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>