



Australian Government

CPCCBBC4026 Arrange building applications and approvals

Release: 2

CPCBC4026 Arrange building applications and approvals

Modification History

Release 2 Updated reference to general construction induction training program.

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCBC4026A Arrange building applications and approvals. Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to prepare and submit building applications to appropriate authorities for approval and manage the submission through to its final approval. It includes communicating effectively with clients, building professionals and planning officers.

The unit of competency applies to builders, project managers and related construction industry professionals responsible for coordinating and managing the building approval process for residential and/or commercial projects.

This unit of competency is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems relating to building application approvals.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of *CPCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

Licensing, regulatory or registration requirements apply to this unit of competency in some jurisdictions. Relevant state and territory regulatory authorities should be consulted to confirm these requirements.

Pre-requisite Unit

Nil.

Unit Sector

Building and Construction

Elements and Performance Criteria

Elements describe the Performance criteria describe what needs to be done to

essential outcomes.	demonstrate achievement of the element.
1 Plan the application process.	1.1 Identify project stages requiring approvals and develop a submission plan. 1.2 Determine level and type of information and documentation needed for each stage of approval. 1.3 Consult with external specialists to facilitate document certification. 1.4 Review submission plan to ensure client needs are addressed and met.
2 Prepare and lodge application.	2.1 Prepare documentation and supporting information for compliance with the requirements of the building approval authority. 2.2 Adopt strategies to minimise impact on stakeholders and maintain their support for the application. 2.3 Lodge application and supporting documentation with approval authority. 2.4 Notify relevant person for payment of fees within the due dates and terms.
3 Manage application process.	3.1 Seek confirmation of application status at appropriate intervals to ensure continuing progress. 3.2 Assess building approval progress and inform stakeholders. 3.3 Evaluate minor amendments to determine impact on project. 3.4 Analyse course of action to maintain project continuity pending rejected submissions, resubmissions or appeals.

Foundation Skills

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

- communication skills to:
 - liaise with clients, stakeholders, specialists and approval authorities to negotiate amendments, confirm requirements and share information
- technology skills to:
 - use digital tools and devices to communicate and collaborate effectively with others
 - use equipment and programs to access and extract information and develop relevant documentation.
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Unit Mapping Information

Supersedes and is equivalent to CPCBC4026A Arrange building applications and approvals

Links

Companion volumes to this training package are available at the VETNet website -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>

Assessment Requirements for CPCBC4026 Arrange building applications and approvals

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by preparing, submitting and managing one residential and one commercial building and construction application for approval.

In doing this, the candidate must:

- develop a submission plan, which includes:
 - stages and dates for submission of applications
 - forms, documents and supporting evidence required to be submitted
 - application fees, charges and costs.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- relevant government building legislation, codes and standards
- plans, specifications and contracts
- local authority building application processes:
 - full approval
 - staged approval
 - development applications
 - sustainability requirements
 - fees and levies
 - complaints and appeals
- documentation requirements of building approval submissions:
 - design briefs
 - specialist's reports
 - working drawings, plans, details and specifications

- organisational quality assurance processes and practices:
 - authorities and approval delegations
 - document control
- specialist services for certification of documentation:
 - building surveyors, quantity surveyors and site surveyors
 - geotechnical and environmental specialists
 - structural, mechanical and electrical engineers.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment can be undertaken in the workplace or in a simulated workplace environment.

A simulated environment is one that realistically replicates workplace conditions, materials and equipment, interactions with others and workplace irregularities, and which meets industry standards for safety and environmental practices.

Candidates must be provided with:

- relevant government regulations, codes and standards
- current project plans, specifications and manufacturer's product information
- organisational quality assurance documents
- local authority building approval processes and application forms
- sufficient materials and equipment to facilitate arrange building applications and approvals.

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