



Australian Government

CPCCBS6009 Process building applications for commercial buildings up to three storeys

Release: 2

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Modification History

Release	Comments
1.1	Replaces superseded equivalent CPCCBS6009 Process building applications for commercial buildings up to three storeys. This version first released with CPC Construction, Plumbing and Services Training Package Version 1.1.
1	New unit of competency. This version first released with CPC Construction, Plumbing and Services Training Package Version 1.

Application

This unit of competency specifies the outcomes required to process building applications for buildings included in Building Code of Australia (BCA) definitions for:

- classes 2 to 9 (up to three storeys), and
- three-storey class 1 buildings.

The unit covers gathering and assessing documentation that supports the building application process, which if successful, results in the issuing of a building permit.

The unit supports the work of private and municipal building surveyors carrying out the statutory role of ensuring that proposed commercial building projects meet relevant compliance requirements prior to commencement of construction.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Building surveying

Unit Sector

Construction

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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| 1. Plan and prepare to assess building application. | 1.1. Nature and scope of building application are reviewed and relevant legislation, codes and local planning policies are accessed. |
| | 1.2. Specific building approval timelines and administrative requirements of the relevant local authority are identified and clarified. |
| | 1.3. Proposed development site is inspected where necessary, to assist in understanding the nature of the development and potential impact on surrounding environment and structures. |
| | 1.4. Need for advice from external <i>consultants</i> with specialist expertise is identified and relevant consultants are liaised with to provide advice throughout the building application process. |
| | 1.5. Aspects of the application requiring consents or approvals from <i>service authorities</i> are identified and initiated. |
| 2. Assess building application documentation. | 2.1. <i>Documentation</i> received in support of building application is reviewed for accuracy, currency and completeness according to local authority requirements, and further information is requested from client where necessary. |
| | 2.2. Property ownership is confirmed with reference to titles and other relevant documentation. |
| | 2.3. Documentation submitted is assessed for compliance with current and relevant local planning scheme, codes and legislation, and areas of non-compliance are documented for discussion with client. |

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| | 2.4. | Site of proposed building application is reviewed for possible environmental protection laws and exclusions, and compliance requirements are noted and documented for discussion with client. |
| | 2.5. | Design plans are assessed for compliance with relevant legislation, codes and regulations, and areas of non-compliance are documented for discussion with client, architect or building designer. |
| | 2.6. | Required amendments to plans to ensure compliance and proposed alternative solutions are documented and communicated to client. |
| 3. | Assess revised design plans. | <p>3.1. Revised plans and documentation re-submitted for building approval are assessed for compliance.</p> <p>3.2. Design features requiring clarification are discussed with client, architect or building designer as necessary to ensure plans meet compliance requirements.</p> <p>3.3. Client is updated on progress of the building application process as necessary.</p> |
| 4. | Finalise building permission. | <p>4.1. Public notices are arranged according to local authority requirements, and objections are documented and handled according to regulations and workplace procedures.</p> <p>4.2. Final building permit is processed, including relevant permission conditions that ensure protection of the environment, adjacent structures and where appropriate, heritage listed structures.</p> <p>4.3. Copy of building permit is submitted to local authority and client as required.</p> |

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	- independently access a range of resources required to support the building application process - maintain currency of knowledge required to process building approval applications across a range of jurisdictions through, for example, email alerts, conferences, or subscriptions to relevant journals.
Numeracy skills to:	understand a range of mathematical information contained in building design drawings and assessed as part of the building approval process.
Oral communication skills to:	- select and use appropriate vocabulary when providing information or explanations to clients, or seeking additional information to support the building approval process - use effective strategies to confirm or clarify instructions received from colleagues or clients.
Reading skills to:	- understand specialised vocabulary and acronyms specific to technical documentation used in building projects and building application documentation - use different reading strategies to locate specific compliance requirements in a range of resources, including the BCA.
Writing skills to:	complete building permits using appropriate vocabulary and clearly stating any approval conditions.

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.

- Consultants*** must include at least one of the following:
- access consultants
 - energy efficiency assessors
 - fire services engineers
 - geotechnical engineers
 - heritage consultants
 - hydraulic engineers

- mechanical engineers
- structural engineers
- waterproofing specialists.

Service authorities
must include:

- drainage authority
- electricity supply authority
- gas supply authority
- relevant municipal council
- sewerage authority
- water supply authority.

Documentation must
include:

- building approval application form
- concept drawings to scale, with relevant calculations, levels, notes and specifications
- documentation from specialist consultants
- proof of building site ownership.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>

Assessment Requirements for CPCCBS6009 Process building applications for commercial buildings up to three storeys

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must process building applications for three different projects involving the following class buildings as defined in the Building Code of Australia (BCA), where:

- one project must incorporate classes 2, 5, 6 and 7a
- one project must incorporate classes 3 or 9c
- one project must incorporate classes 7b and 8.

Each of the above buildings must be no more than three storeys.

In doing the above, the person must:

- identify relevant approving authority administrative requirements for assessing and issuing building permissions and ensure adherence to relevant administrative processes
- identify all codes, legislation and planning provisions applicable to the proposed building application
- gather relevant building application documentation, including drawings, for each building project and assess each application for compliance with relevant legislation, codes, regulations and local building authority requirements
- analyse documentation supplied by at least one external consultant for each building application to ensure information is accurate and complete and to determine compliance of the building application

- seek and obtain approval or consent from at least one service authority for each building approval application
- identify and note areas of non-compliance and produce a range of alternative solutions for client consideration
- document final building permission for each building approval, noting specific conditions and validity of each permit
- lodge final building approval with the relevant authorities and notify the client.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- BCA classification and definitions for buildings included in classes 2 to 9
- construction methods and materials suitable for buildings in classes 2 to 9
- drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, and building design specifications
- legislative and local planning and building requirements governing the issuing of building approval permits in the jurisdictions relevant to each building specified in the performance evidence
- legislative roles and responsibilities of those issuing building permits in the relevant jurisdiction.

Assessment Conditions

Suitable assessment of performance requires:

- equipment:
 - computer with internet access and business software currently in use in building surveying practices or departments
- materials:
 - documentation to support building applications specified in the performance evidence
- specifications:
 - access to relevant and current building control legislation, regulations, codes and standards and state, territory or local authority development policies
 - access to relevant external consultants
- relationships with team members and supervisor:
 - access to a team of building surveyors with various levels of experience and approval authority
- relationship with client:
 - access to a range of clients who may include owner builders, developers, architects and building designers.

Assessor requirements

Assessors must satisfy the assessor requirements in the *Standards for Registered Training Organisations* (RTOs) current at the time of assessment.

In addition, assessors must also demonstrate current membership of a relevant industry association and have current registration on the National Building Professionals Register in the Building Industry Control category (level 1) or be accredited under the Australian Institute of Building Surveyors (AIBS) National Accreditation Scheme at Building Surveyor level.

Links

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