



Australian Government

CPCCBS6109 Process building applications for Class 2 to 9 buildings to three storeys

Release: 1

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Modification History

- Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 6.0.
- Supersedes and is not equivalent to CPCCBS6009 Process building applications for commercial buildings up to three storeys.
- New prerequisite requirement.

Application

This unit of competency specifies the skills and knowledge required to process building applications for buildings included in the National Construction Code (NCC) definitions for Classes 2 to 9 up to three storeys and not exceeding 2,000 square metres in floor area. It includes gathering and assessing documentation that supports the building application process required to obtain a building permit.

This unit is suitable for building surveyors who draw on their broad theoretical knowledge and technical skills to carry out the statutory role of ensuring that proposed building projects meet relevant compliance requirements prior to commencement of construction.

This unit forms part of the licensing requirements for building surveying in some states and territories. Relevant state and territory regulatory authorities should be consulted to clarify these requirements.

Pre-requisite Unit

CPCCBS6102 Research and evaluate construction methods and materials for Class 2 to 9 buildings to three storeys.

Unit Sector

Building surveying

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 and prepare to assess building | 1.1 Review scope and nature of building application for building included in Classes 2 to 9, and check to confirm compliance with relevant legislation, codes and local |
|---------------------------------------|---|

application.	planning policies.
	1.2 Identify and clarify specific building approval timelines and administrative requirements of the relevant local authority.
	1.3 Inspect proposed development site to clarify nature of development and potential impact on surrounding environment and structures.
	1.4 Identify need for specialist expertise and engage relevant persons to provide advice throughout the building application process.
	1.5 Identify and initiate processes to achieve required consents or approvals from service authorities.
2 Assess building application documentation for building included in Classes 2 to 9.	2.1 Review building application documentation to ensure accuracy, currency and completeness according to local authority requirements, and request additional information from client as required.
	2.2 Confirm property ownership with reference to titles and other relevant documentation.
	2.3 Assess submitted documentation for compliance with current and relevant local planning scheme, codes and legislation, and document areas of non-compliance.
	2.4 Review site of proposed building application for possible environmental protection laws and exclusions and note and document compliance requirements.
	2.5 Assess design plans for compliance with relevant legislation, codes and regulations, and document areas of non-compliance.
	2.6 Document required amendments to plans and proposed performance solutions to ensure compliance and communicate to client.
	2.7 Discuss non-compliances and proposed performance solutions with relevant persons to arrange re-submission of plans and documentation for building approval.
3 Assess revised design	3.1 Assess revised plans and documentation for building

plans and documentation.		approval compliance.
	3.2	Identify design features requiring clarification and discuss with relevant persons to ensure plans meet compliance requirements.
	3.3	Update client to provide updates on progress with building application process.
4 Finalise building permit.	4.1	Arrange required public notices and document and handle objections according to regulatory and workplace requirements.
	4.2	Process final building permit including relevant permission conditions that ensure the environment, adjacent structures and any heritage listed structures are protected.
	4.3	Submit copy of building permit to local authority and relevant persons according to regulatory and workplace requirements.

Foundation Skills

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

- numeracy skills to interpret ratios, rates and proportions when examining drawings and documentation.

Unit Mapping Information

Supersedes and is not equivalent to CPCCBS6009 Process building applications for commercial buildings up to three storeys.

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 CPCCBS6109 Process building applications for Class 2 to 9 buildings to three storeys

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by processing building applications for three different projects involving the following Classes of buildings as defined by the National Construction Code (NCC):

- one project incorporating Class 5 or Class 6
- one project incorporating Class 2 or Class 3 or Class 9c
- one project incorporating Class 7 or Class 8.

Each building must be up to three storeys and not exceeding 2,000 square metres in floor area, and in a different geographical location as defined by the NCC.

Knowledge Evidence

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

- building permit processes and submission requirements
- 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
- NCC classifications and definitions for buildings included in Classes 2 to 9:
 - building types
 - geographic and climate zones
- processes for seeking and obtaining approval or consent from service authorities
- types of disciplines from which specialist advice may be sought
- types of plans and documentation submitted as part of building applications for buildings included in Classes 2 to 9:
 - building approval application form
 - concept drawings to scale, with relevant calculations, levels, notes and specifications

- documentation applicable to or as specified by the local authority
- proof of building site ownership.

Assessment Conditions

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

Assessors must also:

- be licensed as a Building Surveyor Level 1 (or equivalent) or Level 2 (or equivalent) in their state or territory, or
- 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 or be accredited by the Royal Institute of Chartered Surveyors as a building certifier.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations. Submission of building permits to local authorities may be simulated.

Candidates must have access to equipment, software, drawings, documentation and materials required to achieve the performance evidence.

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