



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.
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>