



Australian Government

Assessment Requirements for CPPBDN4010 Prepare documentation for planning approval

Release: 1

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Modification History

Release 1. New unit.

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

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 also be able to provide evidence of the ability to prepare documentation to meet planning approval requirements for the following three different building projects, as defined in the Building Code of Australia (BCA). At least one of the building design projects must include a Class 10 component:

- one Class 1 building
- one Class 2 building
- one building selected from Classes 3 to 9.

At least one of the above building projects must be two storeys and one building project must be three storeys or more.

For each of the three projects, the person must provide evidence of:

- confirming documentation and compliance requirements with the relevant authority for each of the building projects specified
- identifying and collecting relevant documentation and drawings from technical experts for each of the building projects specified and confirming that documents received are accurate and compliant
- preparing and finalising relevant planning approval documentation specified by the approving authority for each of the building projects
- amending relevant documentation to incorporate feedback from client and relevant approval authorities while ensuring compliance with relevant codes and standards
- submitting final, complete and accurate planning documentation to the relevant authority within specified timeframes and monitoring its progress, responding to feedback or questions as instructed by the architect or building designer
- processing planning approval and notifying client of the outcome.

Knowledge Evidence

A person demonstrating competency in this unit must be able to demonstrate documentation required for planning approval relevant to the three classes and types of building projects specified in the performance evidence, including knowledge of :

- architectural styles and building construction terminology relevant to working with building plans specified in the planning approval process
- principles of energy efficiency and sustainable design sufficient to be able to communicate with others in relation to the designs and planning approval applications
- design drawings gathered and used in the planning approval process for each of the specified building projects
- duty of care required to ensure quality and safety of designs
- implications of changes to design throughout the planning approval process
- legislation, codes and standards relevant to sustainable design requirements required to ensure compliance with planning approval requirements
- processes that must be confirmed and satisfied for each of the building projects, including:
 - documentation requirements for planning approval applications
 - types of drawings required for planning approval applications.

Assessment Conditions

Assessment must be conducted in the workplace or a close simulation of the workplace. Unit outputs must be completed to full industry and workplace standards and procedures.

Suitable assessment of performance requires:

- equipment:
 - computer with internet access and building information modelling (BIM)-capable building design software and business software currently used in drafting, architectural and building design practice
- materials:
 - planning application forms and documentation
 - technical reports prepared by external consultants and relevant to the planning approval process for each of the building projects specified in the performance evidence
 - working drawings and plans relevant to the planning approval process for each of the building projects specified in the performance evidence
- contingencies:
 - impact of variations to plans as directed by client or other stakeholders
 - implications of submitting non-compliant documentation to relevant authorities
 - types of documentation supplied by technical experts and their purpose in overall submission for planning approval
- relationships with team members and supervisor:
 - tasks must be completed individually but may rely on information sourced from team members and supervisor as relevant to the task
- relationship with client:
 - liaison with the client as directed by architect or building designer
- specifications – access to:
 - BCA

- client briefs
- state and local council planning regulations
- National Construction Code (NCC).

Assessor requirements

As a minimum, assessors must satisfy SNR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>