



Australian Government

CPPBDN4010 Prepare documentation for planning approval

Release: 1

CPPBDN4010 Prepare documentation for planning approval

Modification History

Release 1. New unit.

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

Application

This unit of competency specifies the outcomes required to prepare documentation that complies with planning approval requirements for residential, commercial and industrial buildings as defined by the Building Code of Australia (BCA). The documentation is required as part of the process for preparing a planning application, which if successful will result in the issuing of a planning permit.

The unit supports drafters who assist and work under the supervision and instruction of architects and building designers to prepare a range of documentation as part of the planning approval process.

Licensing, legislative, regulatory or certification requirements apply to building design drafting in some states. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Drafting

Unit Sector

Building design

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 produce planning approval support documentation. | 1.1. Documentation requirements for planning approval applications are confirmed with relevant authorities. |
| | 1.2. <i>Design drawings</i> required in applications for planning approval are confirmed with architect, building designer |

- or relevant authorities.
- 1.3. **Compliance requirements** for design drawings are confirmed with architect, building designer and relevant authorities.
 - 1.4. Timelines and methodologies for producing final design drawings are confirmed with architect or building designer.
 - 1.5. Drawings and documentation required from electrical, hydraulic, geotechnical, fire and mechanical engineers are specified and requested in consultation with architect or building designer.
 - 1.6. Drawings and documentation required from access, traffic, lighting, arborist, acoustic, energy efficiency and other relevant consultants are specified and requested in consultation with architect or building designer.
2. Prepare and submit planning approval application.
 - 2.1. Design drawings are checked for planning approval compliance and required additions or changes are made.
 - 2.2. Drawings and documentation required from technical experts are obtained within required timeframes and checked for completeness and compliance.
 - 2.3. Documentation for planning approval application is prepared, checked for compliance with requirements, and confirmed with client.
 - 2.4. Completeness of planning approval application is confirmed in consultation with architect or building designer and submitted to relevant authority according to workplace procedures.
 - 2.5. Notifications and advertisements are arranged as required.
 3. Obtain feedback and amend documentation as required.
 - 3.1. Local authority, client and stakeholder feedback to planning application design drawings and documentation is obtained and discussed with architect or building designer to identify required amendments.
 - 3.2. Design drawings and documentation are amended as required, and client approval is obtained, documented and processed according to workplace procedures.
 4. Support and finalise the
 - 4.1. Progress of application through planning approval processes is monitored and requests for information are

application through approval process.		responded to according to workplace procedures.
	4.2.	Requirements for changes to planning approval drawings and documentation are completed on time and in consultation with architect or building designer as requested.
	4.3.	Planning approval is obtained and filed with final design project documentation according to workplace procedures.
	4.4.	Client is notified of planning approval and any conditions, and copies of relevant documentation are provided according to workplace procedures.

Foundation Skills

This section describes core skills that are essential to performance and not explicit in the performance criteria. Employment skills essential to performance are explicit in the performance criteria of this unit of competency.

Skill	Performance feature
Learning skills to:	- develop a sequenced plan for tasks required in the planning approval process - draw on experience in preparing planning documentation to ensure that processes and requirements meet the requirements of authorities within required timeframes.
Numeracy skills to:	- apply measurements prescribed in compliance requirements to sketches and drawings - apply scale accurately to working drawings - calculate and confirm measurements in drawings.
Oral communication skills to:	- consult with client and a range of external stakeholders regarding compliance requirements - discuss required changes to planning documentation as required.
Reading skills to:	- interpret and adhere to documentation compliance requirements of the BCA and relevant authorities - interpret specialised vocabulary and acronyms used in planning documentation.
Writing skills to:	- prepare forms and other documentation required for planning approval - use appropriate vocabulary and technical terminology when compiling planning documentation and liaising with clients.

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.

- Design drawings*** must include:
- drawings produced by building designers or technical experts
 - elevations:
 - contour
 - demolition
 - floor
 - framing
 - roof
 - sections
 - shadow drawings
 - site analyses
 - landscape designs
 - services layout.
- Compliance requirements*** must include:
- current Australian standards applicable to the building design
 - federal, state or territory and local authority legislation and regulations applicable to the building design
 - National Construction Code.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPBDN4010 Prepare documentation for planning approval

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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 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.

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