



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM408A Process building permits

Release 2

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Modification History

LGAPLEM408A Release 2: Layout adjusted.

LGAPLEM408A Release 1: Primary release.

Unit Descriptor

This unit specifies the skills and knowledge required to register building applications, check for sufficiency and accuracy of information, and issue building permits as appropriate under the auspices of relevant authorities within council.

Licensing, legislative, regulatory or certification requirements may apply to this unit.

Requirements vary in different States and Territories.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Receive and register building applications	1.1 <i>Applications</i> are received and clear and comprehensive communication on council process and technical information is undertaken with <i>applicants</i>. 1.2 <i>Documentation</i> is checked for completeness and applicant is advised of any additional requirements. 1.3 Application fees are assessed, collected and receipted in accordance with fee structure and council requirements. 1.4 Building application is recorded and registered according to council procedures.
2 Check building applications	2.1 Drawings and documentation are analysed for compliance with regulations, codes and principles of neighbourhood design. 2.2 <i>Non-compliant items</i> are referred to applicant for further information. 2.3 Team members and professionals in specialist areas are consulted as required for assistance in processing building applications.
3 Issue building permits	3.1 Complete and compliant applications and documentation are stamped according to council procedures. 3.2 Building permits are prepared and issued and information is provided to applicant regarding building <i>inspection</i> requirements. 3.3 Applications and documentation are recorded and filed according to council procedures.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- reading and interpreting plans, legislation and relevant information
- verbal and written communication in a multicultural/diverse environment
- administration and records management
- negotiation and conflict resolution
- achieving effective working relationships that demonstrate an ability to work collaboratively with people from diverse backgrounds and across all sections of the organisation
- analytical and interpretative information gathering
- monitoring own work and adjusting to meet agreed standards and expectations
- engaging in activities that promote own ongoing learning requirements, which may include maintaining current knowledge of legislation and common law
- using technology relevant to the job/role, which may include the use of computers and other relevant office technology

Required Knowledge

- Building Code of Australia and relevant Australian standards
- principles of neighbourhood design
- relevant sections of Local Government Act and regulations
- relevant environmental legislation
- council building and development policies, practices and codes
- structural engineering principles
- fire engineering principles
- relevant building and planning application requirements
- building construction practices
- properties of building materials
- topographical classification

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the elements to the required performance level detailed in the performance criteria. The unit's skill and knowledge requirements must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	The demonstrated ability to: • register building applications • communicate effectively with applicants • check applications for completeness and compliance • consult with team members and specialists as required • issue building permits • record and file applications
Context of assessment	Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects of evidence and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the range statement. Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. Assessment of the performance requirements in this unit should be undertaken in an actual workplace or simulated environment. Assessment should reinforce the integration of the key competencies for the particular AQF level.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials, including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
Resource implications	The learner and trainer should have access to appropriate

documentation and resources normally used in the workplace.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- Applications*** may include:
- subdivision of buildings or land
 - planning permits
 - temporary or permanent structures
 - dwellings and dwelling additions or alterations
 - garages, carports, verandas, sheds, fences and swimming pools
 - reblocking and underpinning
 - demolitions
- Applicants*** may include:
- property owners or agents
 - building practitioners
 - architects and builders
- Documentation*** may include:
- soil report
 - engineers' computations
 - specifications title
 - planning permit
- Non-compliant items*** may include:
- footing design not matching soil report
 - computations lacking
 - frame stress rate not specified
 - glazing not specified
- Inspection*** may include:
- statutory
 - follow-up
 - final
 - random
 - council policy
 - change of use
 - stage
 - sewerage
 - drainage
 - plumbing
 - in response to complaint
 - illegal works
 - mechanical
 - ventilation
 - fire services
 - environmental controls
 - hoarding and site access restrictions

Unit Sector(s)

Planning