

Citizens' Charter 2023



Weligepola Pradeshiya Sabha

Openayaka.

This charter is a written commitment to fulfill the vision and mission of our organization and the services provided more efficiently and with better quality, in an excellent manner.

“ A friendly meeting, satisfactory service”

Our Endeavor

With this Charter, we declare that we are committed to carry out the service to the public or clients with utmost honesty, understanding, efficiency and transparency without engaging in bribery and corruption.

Our Vision

“Let’s uphold the public well- being.”

Our Mission

To provide more efficient and satisfactory service by utilizing the available resources effectively and easing the adverse conditions in the lives of the people living within the Weligepola Pradeshiya Sabha area.

Your Duty

We expect that the information provided by you as citizens will be prompt, honest, truthful and lawful.

Name of the Institution - Weligepola Pradeshiya Sabha.

Our Vision - **“Let’s uphold the public well- being.”**

Our Mission - To provide more efficient and satisfactory service by utilizing the available resources effectively and easing the adverse conditions in the lives of the people living within the Weligepola Pradeshiya Sabha area.

Citizen Charter for Local Authorities						
1	2	3	4	5	6	7
#	Service provided	Documents to be submitted	Contact officer and T.P. numbers	Other Officers & T.P. Numbers	Minimum time taken to complete the task	Relevant Fee

Citizen Charter for Local Authorities

1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
01.	Approving Building Plans	<ol style="list-style-type: none"> 1. Duly filled application 2. A certified copy of the National Identity Card of the applicant 3. 05 copies of the building plan certified by a qualified person (You may know from the website of the Local Authority or from the Front Office the applicable qualified person depending on the nature of the application) 4. A copy of the approved survey plan of the land on which the building is to be constructed (This applies only to urban development areas declared under Urban Development Authority Act.) 5. Depending on the nature of the building construction, certificates issued by the institutions mentioned in the application form. 6. When the applicant is not the owner of the land, a consent letter from the owner of the land 7. A rough sketch showing other surrounding landmarks for easy access to the location of land 8. A copy of the deed of the land certified by a Notary Public. 9. In the case of land in an assessment area, the property should have been registered in the name of the owner. 	Officer of Front Office ☎ 0452270410. .	<ol style="list-style-type: none"> 1. Technical Officer / Public Health Inspector ☎ .071-7448972 071-7646202 2. Officer in charge of subject ☎ . 0718521841 3. Planning Committee 	14 days	<ol style="list-style-type: none"> 1. Application fee Rs. 500.00 2. Processing fee (Depends on the nature of development stipulated in Schedule 2 of the Planning and Development Regulations) Below 1000 sq. ft.- Rs. 1000.00 1000 to 3000 sq. ft.- Rs.1500 3. Approval Charges for Building Construction Residential buildings Rs. 4.50 to Rs. 13.50 Commercial Buildings Rs. 8.00 to Rs. 25.50 Charges vary depending on the extent and ground of the floor.

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1	2	3	4	5	6	7
#	Service provided	Documents to be submitted	Contact officer and T.P. numbers	Other Officers & T.P. Numbers	Minimum time taken to complete the task	Relevant Fee
02.	Approving development plans for sub-division and amalgamation of land	<ol style="list-style-type: none"> 1. Duly perfected application 2. A certified copy of the National Identity Card of the applicant 3. 05 copies of the survey plan relating to the sub-division or amalgamation certified by a qualified person (You may know from the website of the local authority or from the Front Office the applicable qualified person depending on the nature of the development) 4. Depending on the nature of the development, certificates issued by the institutions mentioned in the application form. 5. When the applicant is not the owner of the land, a consent letter from the owner of the land 6. A copy of the deed of the land certified by a Notary Public. 7. A rough sketch showing other surrounding landmarks for easy access to the location of land 8. In the case of land in an assessment area, the property should have been registered in the name of the owner 	Officer of Front Office ☎ 0452270410. .	<ol style="list-style-type: none"> 1. Technical Officer/ Public Health Inspector ☎ 071-7448972 071-7646202 2. Officer in charge of subject ☎ 0718521841 3. Planning Committee 	14 days	<ol style="list-style-type: none"> 1. Application fee Rs. 500.00 2. Processing fee Rs.1500.00 (Depending on the nature of development stipulated in Schedule 2 of the Planning and Development Regulations) Charges for approval of Plot Plan Less than 01 acre - Rs.1500.00 • Between 01-02 acres Rs.2000.00 • Lands above 02 acres -Rs.800.00 (per acre)

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1	2	3	4	5	6	7
#	Service provided	Documents to be submitted	Contact officer and T.P. numbers	Other Officers & T.P. Numbers	Minimum time taken to complete the task	Relevant Fee
03.	Revalidation of development license	<ol style="list-style-type: none"> 1. Duly perfected application 2. The original of the approved Development Plan 3. Copy of the development license issued. 4. A copy of the National Identity Card of the applicant certified on both sides. 5. When the applicant is not the owner of the land, a consent letter from the owner of the land 	Officer of Front Office ☎ 0452270410. .	<ol style="list-style-type: none"> 1. Technical Officer ☎ .071-7448972 071-7646202 2. Officer in charge of subject ☎ 0718521841 	7 days	<ol style="list-style-type: none"> 2. Processing fee Rs 500.00

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1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
04.	Granting cover approval for unauthorized constructions	<ol style="list-style-type: none"> 1. The application obtained from Front Office 2. A certified copy of the National Identity Card of the applicant 3. 05 copies of the building plan certified by a qualified person (You may know from the website of the local authority or from the Front Office the applicable qualified person depending on the nature of the application) 4. A copy of the approved survey plan of the land where the building to be constructed (Applicable only to areas declared as urban development areas under the Urban Development Authority Act) 5. Depending on the nature of building construction, certificates issued by institutions mentioned in the application 6. When the applicant is not the owner of the land, a consent letter from the owner of the land 7. A rough sketch showing other surrounding landmarks for easy access to the location of land 8. A copy of the deed of the land certified by a Notary Public. 	Officer of Front Office ☎ 0452270410. .	<ol style="list-style-type: none"> 1. Technical Officer/ Public Health Inspector ☎ 071-7448972 071-7646202 2. Officer in charge of subject ☎ .0718521841 3. Planning Committee 	28 days	<ol style="list-style-type: none"> 2. Processing fee (fee depending on the nature of development stipulated in Schedule 2 of the Planning and Development Regulations) 3. Delay fee (fee charged depending on the nature of development stipulated in Schedule 2 of the Planning and Development Regulations)
						Upto Plinth level – Rs.10.00 (per sq.meter) first Slab – Rs.30.00 from the first Slab to the second Slab- Rs.40.00 Third Slab – Rs.50.00

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1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
05.	Issuance of Certificate of Conformity	<ol style="list-style-type: none"> 1. The duly perfected application 2. Copy each of development plan issued and approved plan 3. When the applicant is not the owner of the land, a consent letter from the owner of the land 	Officer of Front Office ☎ 0452270410. .	<ol style="list-style-type: none"> 1. Technical Officer/ Public Health Inspector ☎ .. 071-7448972 071-7646202 2. Officer in charge of subject ☎ 0718521841 3. Planning Committee 	14 days	2. Inspection fee Rs. 1000.00
06.	Issuance of Certificate of Street Lines/ Building Lines	<ol style="list-style-type: none"> 1. Duly perfected application 2. A copy of the survey plan of the land 3. A certified copy of the National Identity Card of the applicant 4. When the applicant is not the owner of the land, a consent letter from the owner of the land 	Officer of Front Office ☎ 0452270410. .	<ol style="list-style-type: none"> 1. Technical Officer/ Public Health Inspector ☎ .071-7448972 071-7646202 2. Officer in charge of subject ☎ 0718521841 	Street lines 1 when not demarcated – 15 minutes 2. when demarcated – 5 days	Inspection fee for Issuance of Certificate of Street Lines Rs.1000.00
07.	Issuance of Non-acquisition Certificates	<ol style="list-style-type: none"> 1. Application letter for non-acquisition certificate with details of the property 2. When the applicant is not the owner of the land, a consent letter from the owner of the land 3. all amounts due to the local authority should have been settled 	Officer of Front Office ☎ .0452270410. .	<ol style="list-style-type: none"> 1. Technical Officer/ Public Health Inspector ☎ .071-7448972 071-7646202 2. Officer in charge of subject ☎ 0718521841 	15 minutes	Charges for issuance of Non-acquisition Certificates Rs.1000.00

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1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
08.	Issuance of Trade Licenses	<ol style="list-style-type: none"> 1. Duly perfected application 2. In the case of an industry or business which requires Environmental Protection License (EPL), a certified copy of the valid EPL 	Officer of Front Office ☎ 0452270410.	<ol style="list-style-type: none"> 1. Public Health Inspector ☎ 071-7448972 071-7646202 2. Technical Officer ☎ 071-7448972 071-7646202 	දින 14	The amount mentioned in the notification sent by the Sabha Determined on the annual value of the place. Rs.500.00 Rs.750.00 Rs.1000.00
09.	Levying Business Tax	Business Tax Notice sent to you by the Local Authority	Officer of Front Office ☎ 0452270410. .	Head of Revenue Division ☎ 071-3333003	15 minutes	Fee is determined on the annual income of the previous year
10.	Levying Industry Tax	Industry Tax Notice sent to you by the Local Authority	Officer of Front Office ☎ 0452270410. .	Head of Revenue Division ☎ 071-3333003	15 minutes	Fee is determined on the annual income of the previous year

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1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
11.	Environmental Protection License	<ol style="list-style-type: none"> 1. Duly perfected application. 2. Rough sketch of the route to the place of industry or business. 3. Details of the staff to be deployed. 4. A certified copy of the Business Registration (not needed in renewal of the license) 5. A copy of the deed of the land where the business is carried on (not needed in renewal of the license) 6. If the person who carries on the industry/business does not own the land, the agreement entered into with the owner, if any, or a certified copy of the consent letter of the owner (not needed for renewal of the license) 7. A certified copy of the approved survey plan of the land (not needed in renewal of the license) 8. A certified copy of the approved building plan (not needed in renewal of the license) 	Officer of Front Office ☎ 0452270410. .	<ol style="list-style-type: none"> 1. Officer in charge of subject ☎ . 071-7448972 071-7646202 2. Technical Officer 3. Technical Committee 	14 days	<ol style="list-style-type: none"> 2. Processing fee stipulated in environmental regulations Rs. 3000.00 3. License fee Rs. 4500.00 4. Stamp duty Rs.450.00

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1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
12.	Issuance of permits for display of advertisements	<ol style="list-style-type: none"> 1. Duly perfected application; 2. Identical specimen of the advertisement intended to be displayed printed on A 4 paper (with colours used); 3. In the case of an advertising hording to be fixed and displayed in any road reservation, original of the letter issued by the Road Development Authority or Provincial Road Development Authority as the case may be; 4. In the case of an advertising hording to be fixed and displayed in any road reservation, original of the letter issued by the Motor Traffic OIC of the Police station to which the place of display of the advertising hording belongs; 5. Original of the letter from the owner of the land or building on which the advertisement is to be displayed disclosing his permission for the purpose. 6. In the case of an advertising hording to be fixed and displayed in an urban development area, a certified copy of the license approved by the Urban Development Authority or the local authority under regulation 104 of the Urban Development Authority Planning and Development Regulations – 2021 	Officer of Front Office ☎ 0452270410. .	<ol style="list-style-type: none"> 1. Officer in charge of subject ☎ 2. Head of Revenue Division ☎ 071-3333003 	3 days	<ol style="list-style-type: none"> 2. License fee charged on the square area of the advertisement as per provisions of By-laws <p>For advertisements displayed on a wall – Rs.50.00 (per sq.foot)</p> <p>For permanent advertisements -Rs.150.00</p> <p>For advertisements through cloths (banners and cutouts) - Rs.50.00 (per sq.foot)</p> <p>For a digital printing advertisement - Rs.100.00 (per sq.foot)</p>

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1	2	3	4	5	6	7
#	Service provided	Documents to be submitted	Contact officer and T.P. numbers	Other Officers & T.P. Numbers	Minimum time taken to complete the task	Relevant Fee
13.	Levying Rates	Assessment Notice sent to you by the local authority	Officer of Front Office ☎.0452270410. .	Head of Revenue Division ☎ 071-3333003	15 minutes	Total amount specified in Assessment Notice

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1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
14.	<p>1. Provision of new water supply services</p> <p>2. Customer Name change in a water bill</p>	<p>1. Duly perfected application</p> <p>2. Residence Proof Certificate or copy of the Deed</p> <p>3. Receipt of payment of assessment if within the assessment limit</p> <p>1. A document confirming the relationship with the original customer</p> <p>2. Receipt of payment of assessment if within the assessment limit</p>	<p>Officer of Front Office ☎.0452270410. .</p>	<p>Outside office hours, the Nominated Officer ☎</p>	<p>15 minutes</p>	<p>1. Issuance of an application for water Rs.100.00</p> <p>2. Down payment for a water connection Rs. 16250.00</p> <p>3. Customer Name change in a water bill (Agreement Bond) Rs.2000.00</p> <p>4. Charges for reconnecting disconnected water supply Rs.3000.00</p> <p>5. Fine for unauthorized water utilization Rs.5000.00</p>

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1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
15.	Application for permission to cause damages to road	<ol style="list-style-type: none"> 1. Duly perfected application 2. Rough sketch showing the easiest access road to the spot of the road damages to be inflicted. 3. A copy of the letter issued by the relevant service providing agency 	Officer of Front Office ☎ 0452270410. .	Technical Officer ☎ 071-7448972 071-7646202	2 days	Depends on the extent of the damage and the recommendation made by the Technical Officer
16.	Removing hazardous situation caused by trees	Duly perfected application	Officer of Front Office ☎ 0452270410. .	Technical Officer ☎ .071-7448972 071-7646202 1. Officer in charge of subject 070-5361100.	3 days	Inspection fee - Rs.1500.00
17.	Levying and exempting from entertainment tax	<ol style="list-style-type: none"> 1. For the purpose of levying entertainment tax - <ol style="list-style-type: none"> i. printed admission tickets prepared for sale; ii. computer password to place the electronic seal on the admission tickets proposed to be sold online 2. For the purpose of exempting entertainment tax - <ol style="list-style-type: none"> i. Depending on the value of the admission tickets to be sold, an amount equal to the entertainment tax should be deposited in the first instance; ii. the estimate of income and expenditure of the entertainment activity should be submitted at the time of depositing the entertainment tax; iii. the actual income and expenditure of the entertainment activity should be submitted before the expiry of 30 days from the conclusion of the entertainment activity. 	Officer of Front Office ☎ 0452270410. .	Head of Revenue Division ☎ 071-3333003	<ol style="list-style-type: none"> 1. 02 days 2. 7 days from submitting Annexure 02 	<p>10 percent (10%) of the face value of each admission ticket</p> <p>(percentage is determined as resolved by the local authority and approved by the Minister)</p>

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1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
18.	Renting Reception Halls/Town Halls/Community Halls	Duly perfected application	1. Officer of Front Office 0452270410. . ☎.2. Officer in charge of the Hall ☎	Technical Officer ☎ . 071-7448972 071-7646202	1. 15 minutes to reserve the hall –	1. Renting out the assembly hall for functions (per day) Rs. 25000.00 2 For marketing exhibitions, meetings, Pre school functions (per day) Rs. 10000.00 3 Other matters (per hour) Rs. 1000.00
19.	Renting Play-ground	1. Duly perfected application	1. Officer of Front Office 0452270410. . ☎	Technical Officer ☎	1. 15 minutes to reserve playground	1. Playground fee (per day) Rs. 3000.00
20.	Providing gully bowser service	Duly perfected application	1. Officer of Front Office ☎ 0452270410. . 2. Gully bowser Driver ☎	1. Technical Officer ☎ 071-7448972 071-7646202 2. Public Health Inspector / Health Administrator ☎	15 minutes to reserve bowser	1. Bowser fee Rs. 5750.00 2. For transport – Rs.400.00 per kilometer

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1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
21.i	Providing water bowser service	Duly perfected application	1. Officer of Front Office ☎.0452270410. . 2. Water bowser Driver ☎ 0452270410. .	Technical Officer ☎ . 071-7448972 071-7646202	15 minutes to reserve bowser	1. Bowser fee Rs. 3000.00 2 for every additional 1 km Rs. 200.00 3 Retention fee - Rs.500.00 per day If the water bowser is retained, Rs. 200.00 will be charged for each km to bring it back. Rs.5500.00 (per Machine Hour)
21.ii	Renting out the JCB machine	Duly perfected application	1. Officer of Front Office ☎.0452270410. .			Rs.5500.00 (per Machine Hour)
22.	Registration and revision of property title (Name Change in Assessment Register)	1. Duly perfected application (in duplicate) 2. 2 copies of the deed attested by a Notary Public 3. Folios to prove the ownership of the land	1. Officer of Front Office ☎.0452270410	1. Officer in charge of subject ☎ Head of Revenue Division ☎ 071-3333003.	5 days	1. Application fee Rs.100.00 2. for changing the name Rs.1500.00
23.	Levying Taxes on sale of certain lands	Tax on sale of certain lands notice sent to you by the local authority	2. Officer of Front Office ☎.0452270410	Officer in charge of subject ☎	15 minutes	One percent (1%) of the proceed of sale of land

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1 #	2 Service provided	3 Documents to be submitted	4 Contact officer and T.P. numbers	5 Other Officers & T.P. Numbers	6 Minimum time taken to complete the task	7 Relevant Fee
24.	Issue of Public performance & carnival license	<ol style="list-style-type: none"> 1. Duly perfected application; 2. A rough sketch of the carnival ground drawn on A4 paper showing every feature of the carnival; 3. Letter confirming that sufficient toilet facilities (Female/male and disabled) will be provided for the people coming to the carnival; 4. Certificate of Structural Stability of the temporary buildings put up on the carnival grounds issued by a Mechanical Engineer; 5. Certificate issued by the Medical Officer of Health that unpolluted and sufficient ventilation is available for people converged in such buildings; 6. Letter confirming that sufficient fire extinguishers (general, electricity, and fuel fire extinguishers) are used in the case of sudden fire outbreak; 7. Certificate issued by the Medical Officer of Health that sufficient exits and security arrangements are put in place for the public to leave the place in case of a disaster; 8. Certificate issued by the OIC of the Police Station of the area that necessary arrangements are made to maintain peace and order in the carnival premises. 	Officer of Front Office ☎.0452270410	<ol style="list-style-type: none"> 1. Officer in charge of subject ☎ 2. Technical Officer ☎ . 071-7448972 071-7646202 3. Public Health Inspector ☎ 	2 days	Fees are charged as prescribed by the Minister
25	Disposal of garbage at none residential sites (Tax for Garbage collection)	Duly perfected application	Officer of Front Office ☎ 0452270410	Committee - <ol style="list-style-type: none"> 1. Public Health Inspector 2. Technical Officer & 3. Revenue Inspector 	3 days	<ol style="list-style-type: none"> 1. Garbage disposal fee Rs.1500 per time
26.	Levying Acreage Tax	<ol style="list-style-type: none"> 1. Verification notice issued by the Pradeshiya Sabha 	Officer of Front Office ☎ 0452270410	Head of Revenue Division ☎ 071-3333003.	15 minutes	Amount specified in the verification notice

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1	2	3	4	5	6	7
#	Service provided	Documents to be submitted	Contact officer and T.P. numbers	Other Officers & T.P. Numbers	Minimum time taken to complete the task	Relevant Fee
27.	Digital Library Services	Duly perfected application	Officer of Front Office ☎ 0452270410	Officer in charge of subject ☎ .070-7431388. .		<ol style="list-style-type: none"> 1. Library Membership fee Adults – Rs.100.00 Children – Rs.50.00 2. Membership Renewal Fee Adults – Rs.50.00 Children – Rs.30.00 3. Usage of Internet Rs.100.00 (per hour) 4.. Print outs Maximum charge Rs .75 .00 Minimum Rs 10.00 1. Delay charges for library books Rs.3.00 (per day) 2. Project of Technological Initiation Rs.287.50

Access to the Website of the Weligepola Pradeshiya Sabha .

www.weligepola.ps.gov.lk

Our Service

We are committed to respond to all requests and statements made by you at our earliest.

Our Commitment

We are committed to provide our services -

- With integrity
- Wisely
- politely
- With understanding
- Subjective and unbiased
- With transparency
- With accountability

- diligently
- Effectively and efficiently

Our Expectation

We thank you for the trust you have placed in our institution and we wish to inform you that you can support us by submitting your requests for our services in a fair, reasonable and timely manner, by providing complete and accurate information, and by acquiring sufficient understanding about what you can and cannot expect from us.

Our Standards

We will respond promptly to all written requests from you. You will receive our response within 07 days.

If the required information, documents and fees are submitted with your application, we will be obliged to provide you with the requested service within the stipulated time frame.

In the event that the final decision may or will be delayed, or when a problematic situation arises, we will immediately inform you of the causes of such delay.

Grievance and Redress Mechanism

Our staff will provide you with the necessary help and services in a courteous manner. Please register your complaints regarding the above standards to the following officials.

Name :- u.k shanika

Name :-

Position :- Development officer

Position :-

Venue :- **Weligepola Pradeshiya Sabha, Openayaka.**

Venue :-

Phone/Fax/E- Mail :- 070-7431388

Phone/Fax/E- Mail :-

- Acknowledgements of receipt of all complaints will be sent within5..... and the final decision will be notified within3....→
- We welcome suggestions from you, the service recipient public.

a. We will be in constant contact with you or your representatives receiving our services. If you wish to get in touch with us, please contact us on Telephone No 0452270410

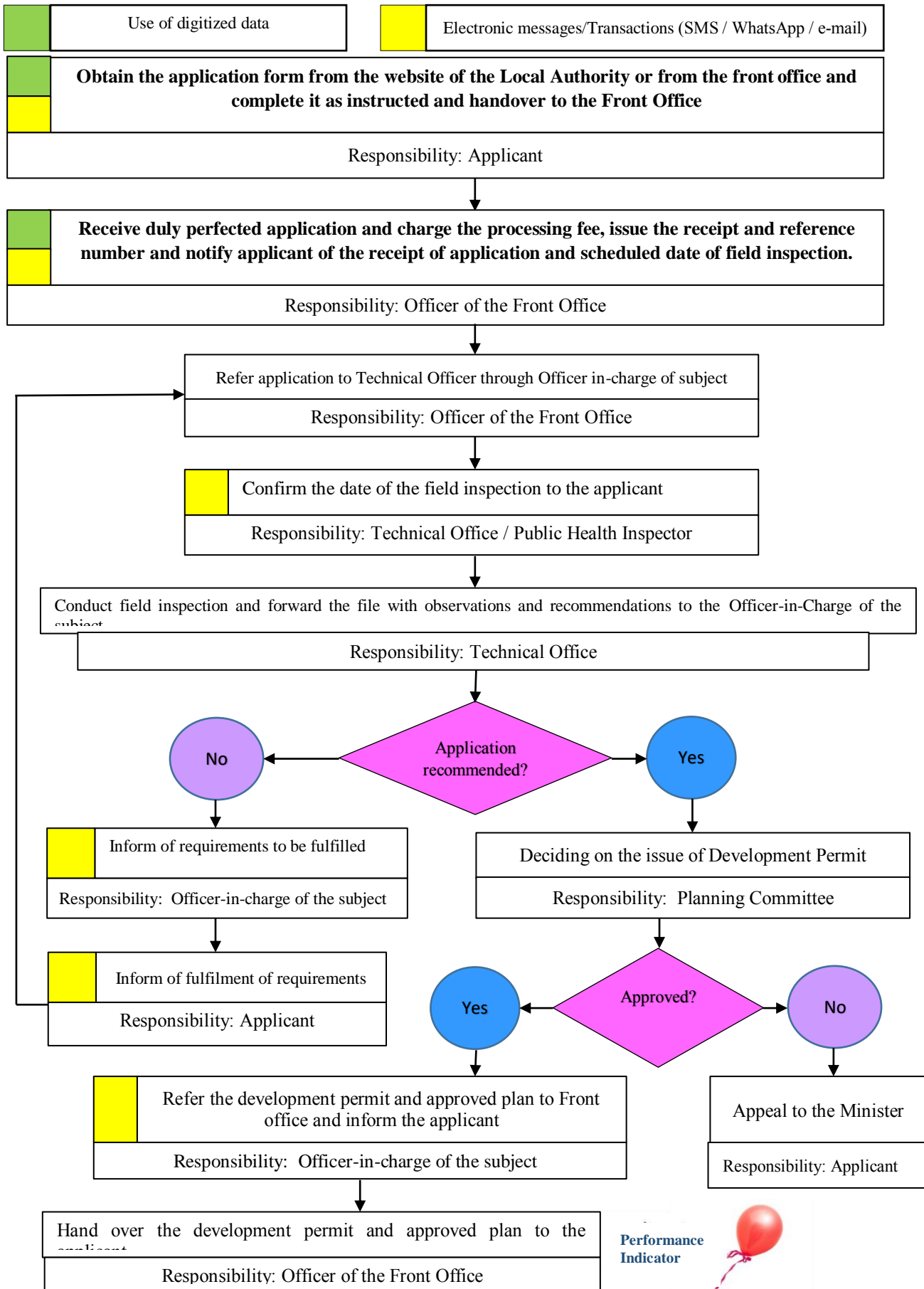
b. If you wish to advise or comment on this Citizen Charter, please upload your details to our website www.weligepola.ps.gov.lk

Citizen Charter is a joint effort made by you and us to improve the quality of the services we provide. We request you to help us by providing the following details (specify the details related to the organization) to further improve the service provided.

We are committed to constantly revise and improve the services provided under the Charter!

Thank you!

01. Issuing Building Plan Development Permits – Flow Chart



01. Issuing Building Plan Development Permits

1. Introduction

The legislations passed to provide for the regulation of the constructions carried out in an area of Local Authority have vested in the Local Authorities the authority to regulate the health, sanitation, convenience, and welfare of the people living within the area of authority. Accordingly, every construction carried out within the area of the Authority shall be under the construction permit issued by the Authority. In issuing the said permit, the regulations imposed with regard to health, sanitation, and convenience should be adhered to.

2. Applicable Legislations

- (a) Housing and Urban Development Ordinance (Chapter 268)
- (b) Regulations made under Housing and Town Improvement Ordinance
- (c) Urban Development Authority Act, No. 41 of 1978.
- (d) Urban Development Authority Planning & Development Regulations 2021, made under the Urban Development Authority Act and published in the Gazette Extraordinary No: 2235/54 on 07.08.2021.

3. Validity of the Development Permit

- (a) The building plan of any construction within the area that comes under the purview of the Housing and Urban Development Ordinance should have been approved by the Chairperson of the Local Authority concerned subject to the regulations made under the said Ordinance. These provisions of the Ordinance are applicable only to Pradeshiya Sabhas.
- (b) In the case of construction within an area declared as an “Urban Development Area” under Section 03 of the Urban Development Authority Act, No. 41 of 1978, the development permit should bear on the face of the permit the signature of the person authorized by the Urban Development Authority to the effect that he granted approval.
- (c) Any development permit is valid only for a period of one year from the date of issue. If construction cannot be completed within the period, the validity period can be extended for another period of one year each on two occasions. In the event of failure to complete the construction before the expiry of the validity period of three years, an application should be made to get a fresh development permit.
- (d) When approving any development permit, it should be subject to conditions or restrictions imposed, if any.
- (e) Any construction or alteration outside the elements approved by the development permit is not allowed in any manner whatsoever and any such construction or alteration will be treated as unauthorized construction.

Note: Certificate of Conformity (CoC) should be obtained before any building constructed under a development permit issued, is put for use. (the relevant procedure is set out separately)

4. Eligibility

- (a) The land should be within the area of the Local Authority that grants approval.
- (b) The applicant should be the legal owner of the property or an agent duly authorized by owner.
- (c) The Assessment List maintained by the Local Authority (in the case of land within an assessment zone) must contain the name of the person who claims the legal right to the property concerned. (For inclusion of name in the assessment list, refer to the procedure for registration of property ownership)
- (d) (i) In case of construction within an area to which the Housing and Town Improvement Ordinance applies, the construction plan shall be drawn as per the rules specified in the Schedule of the Housing and Town Improvement Ordinance.

(ii) In the case of construction within an urban development area, there must be a construction plan drawn according to the terms specified in the Urban Development Authority Planning and Development Regulations 2021 made under the Urban Development Authority Act, No. 41 of 1978, and the survey plan of the land concerned must have been approved in accordance with those regulations.

5. Fees

- (a) Application fee as determined by the Local Authority from time to time.

Note: 1. The Local Authority shall decide the fee to be limited to covering printing expenses only.

2. No fee shall be charged for applications downloaded online.

- (b) Processing fees

Note: (i) The fees (processing fees) charged by the Local Authority for processing an application for a building construction permit shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations 2021. As the legal authority to revise or amend these fees rests with the Minister in charge of Urban Development, it will be important to be aware of any amendments that may be made in advance. Efforts should also be made to keep this tariff cycle accessible to the public.

(ii) In the case of construction in an area outside an urban development area, the amount of fee charged shall be as decided by the relevant Local Authority from time to time.

(iii) In determining the amount of these charges, the Local Authority should refrain from charging in excess of the charges levied in an urban development area

6. Documents to be submitted

- (a) Depending on the development intended to be carried out, the applicable application -

(duly perfected application in the Specimen Form “C” in Schedule 1 of Urban Development Authority Planning and Development Regulations - 2021, should be submitted together with

Specimen Form “C” – Annexure II, Specimen Form “C” – Annexure III, Specimen Form “C” – Annexure IV, Specimen Form “C” – Annexure V, Specimen Form “C” – Annexure VI, Specimen Form “C” – Annexure VII together with the certificate issued by the person mentioned in annexure I, and a certificate duly issued by the relevant person mentioned in Schedule 3. According to the nature of the development, the details of the documents to be attached to the application form are given in the relevant application form itself. / In the case of a development in an area to which the Housing and Town Improvement Ordinance applies, the application in the Annexure hereof should be used. The application can be downloaded from the internet or be obtained from the Front Office

- (b) A certified copy of the National Identity Card of the applicant
- (c) 05 copies of the building plan certified by a qualified person (You may know from the website of the Local Authority or from the Front Office the applicable qualified person depending on the nature of the application)
- (d) A copy of the approved survey plan of the land on which the building is to be constructed (This applies only to urban development areas declared under Urban Development Authority Act.)
- (e) Depending on the nature of the building construction, certificates issued by the institutions mentioned in the application form.
- (f) When the applicant is not the owner of the land, a consent letter from the owner of the land
- (g) A rough sketch showing other surrounding landmarks for easy access to the location of land
- (h) A copy of the deed of the land certified by a Notary Public.

The Urban Development Authority has made available facilities to obtain the applications for approval of the building plans online. It is important that the local authorities also take the necessary steps to follow suit. (i) In the case of land in an assessment area, the property should have been registered in the name of the owner.

Note: 1. If the applicant's name as the owner of the property concerned is not included in the assessment register, relevant amendments should be made to the assessment register before proceeding with the construction permit application.

2. In completing the application, mistakes can be minimized by contacting the architect or other professional who prepared the plans related to the construction.

7. Procedure

Procedure	Duration	Responsibility
To obtain the application (From the Front Office or the Website of the Local Authority)		Applicant
To receive the application duly perfected and certified by the qualified person, charge the processing fee, issue the receipt, and inform the applicant of the Reference No. and the	At the time of receiving the application	Officer of Front Office

date of the field inspection		
To refer the application to the Technical Officer through the Officer in charge of the subject	At the time of receiving the application	Officer of Front Office
To send the confirmation of the date of the field inspection to the applicant	At the time of receiving the application	Technical Officer
Field inspection	On the scheduled day	Technical Officer
To refer the file together with his observations and recommendations regarding the application to the Officer in charge of the subject to be referred to the Planning Committee	On the field inspection day itself	Technical Officer
To consider the application with the recommendation of the Technical Officer and granting cover approval	On the scheduled day of the Planning Committee meeting	Planning Committee
To inform the applicant to pay the late fee for cover approval	The day following the date of the Planning Committee meeting	Officer in charge of the subject
To pay the late fee		Applicant
To charge the late fee and issue a receipt and inform the officer in charge of the subject	Immediately upon the payment of the late fee	Officer of Front Office
To make entries in relevant registers confirming the cover approval and get the signature of the authorized officer	Within two days from the Planning Committee meeting	Officer in charge of the subject
To refer the signed certificate to Front Office and inform the applicant to collect documents	Within two days from the Planning Committee meeting	Officer in charge of the subject
To hand over documents to confirm the grant of cover approval to the applicant and get his signature	If the applicant is present in person at the moment itself or by post or using electronic means	Officer of Front Office

Note: Arrangements should be made to allocate dates for site inspections as per the monthly advance work plan of the Technical Officer / Public Health Inspector and to send an approved copy of their monthly advance work plans to the Front Office to facilitate the inspection. The Local Authorities should also make the necessary arrangements to obtain the monthly advance work plan of the Field Officer online for easy reference of the concerned persons.

8. Legal consequences of construction in contravention of the conditions mentioned in the permit or of unauthorized construction.

Any construction carried out without obtaining a permit or in violation of the conditions of the permit issued shall be deemed as unauthorized construction. The Chairman will issue orders to demolish all such unauthorized constructions. In all cases of non-compliance with the order, a case will be filed in the Magistrate's Court under Section 28A of the Urban Development Authority Act No. 41 of 1978. The Magistrate will order the demolition of the unauthorized construction.

Specimen Serial No. :

..... **Pradeshiya Sabha**

Obtaining a permit to construct a building under the Housing and Urban
Development Ordinance (Chapter 268)

Application

(Read and understand carefully the instructions before completing the application form)

Applicant's Name:

National Identity Card No.:

Address:

.....

Telephone No.: (Residence)..... (Mobile).....

E-mail address:

For office use only	
Processing fee paid	Rs.
Receipt No.	
Date	20
Signature of officer of Front Office	
Building Application No.	
Technical Officer's Name	
Public Health Inspector's Name	

..... **Pradeshiya Sabha**

(Instructions to complete the application)

In terms of the Housing and Town Development Ordinance (Chapter 268), the prior approval of the Chairperson of the Pradeshiys Sabha should be obtained to construct a building on any land that is situated within the area of the Pradeshiys Sabha and has not been declared as a development area under Section 3 of the Urban Development Authority Act No. 41 of 1978. Accordingly, the instructions required to complete the following application form submitted for the construction of a building and other documents to be submitted with it are explained here below.

01. Read and understand these instructions carefully and complete the application form. If any problem arises, ask the Front Office Officer of the Pradeshiys Sabha and get the necessary further instructions. Also, bring these instructions to the notice of the person preparing the plan of the building. By doing so, you can avoid the potential delay of having to change the plan from time to time.
02. The following attachments should be submitted along with the application form. (If photocopies are submitted, original copy should also be submitted for verification)
 - (a) A photocopy of the deed of the land.
 - (b) A copy of the survey plan of the land.
 - (c) In the event that the original copy of the deed and the plan of the property has been retained by a bank on granting a loan, copies of the deed and plan certified by the manager of the bank concerned should be submitted.
 - (d) Photocopy of National Identity Card of the applicant.
03. At the time of submission of the application, the following fees (a) to (e) must have been paid. You may inquire with the Officer of the Front Office/Officer in charge of the subject and ascertain the amount of arrears from (b) to (e).
 - (a) Processing Fee + Tax imposed by Government = Rs.
 - (b) Arrears of Assessment / Acreage (with Warrant Charges)
 - (c) Arrears water supply charges (with late charges, if any)
 - (d) Arrears of Waste Disposal Charges (Arrears)
 - (e) Arrears of Industry Tax / Business Tax
04. The application duly perfected as per the above instructions should be handed over to the officer of the front office / officer in charge of the subject and a receipt obtained.
05. The construction of any new building or the complete demolition of the existing building and the construction of a new building in its place is deemed as a construction for the purpose of this application, and any activity falling within the meaning of the term “alteration” in Sub-

section (2) of Section 6 of the Housing and Urban Development Ordinance, is deemed as a modification for the purpose of this application. The interpretation of the term “alteration” in Sub-section (2) of Section 6 of the Housing and Urban Development Ordinance is set out in paragraph 06 of these instructions.

06. As per Sub-paragraph (2) of Section 6 of the Housing and Town Improvement Ordinance an “alteration” means any of the following works –
- (a) the construction of a roof or any part thereof, or an external or party wall;
 - (b) the closing or construction of any door or window in an external wall;
 - (c) the construction of an internal wall or partition;
 - (d) any other alteration of the internal arrangements of a building which effect any change in the open space attached to such building, or its drainage, ventilation, or sanitary arrangements;
 - (e) the addition of any building, room, outhouse, or other structure;
 - (f) the roofing of any space between one or more walls and buildings;
 - (g) the conversion into a dwelling house of any building not originally constructed for human habitation;
 - (h) the conversion into more than one place for human habitation of a building originally constructed as one such place;
 - (i) the conversion of two or more places of human habitation into a greater number of such places;
 - (j) the alteration of a building for the purpose of effecting a partition among joint owners; and
 - (k) the re-erection of any part of the building demolished for the purpose of such re-erection or otherwise destroyed.
07. The proposed building plan shall be prepared to indicate the details stipulated hereunder:
- (i) The distance from the building proposed to be constructed or altered to the boundaries of the land belonging to the applicant, the distance from the proposed building to buildings on each side, rivers, canals, streams, main access road, other roads adjacent to the land, if any. A rough sketch showing the distance from the center of each road to the closest point of the building and the arrow pointing north.
 - (ii) Distances from the building proposed to be constructed or altered to kitchens, wells, latrines and sheds on adjoining land, and rough sketches showing the place or places where septic tanks will be constructed for latrines to be constructed inside and outside the building.

- (iii) If a well is proposed to be constructed on the land, a rough sketch showing the distance from the site to the proposed building, to existing latrines on adjacent land and also indicate the purpose for which the proposed well is intended to be used.
- (iv) Internal length and width of each room, verandah and other parts of the proposed building.
- (v) The location and internal height and width dimensions of each door and window in the proposed building.
- (vi) Show the existing parts of the building to be modified in black and the parts proposed to be modified in red.
- (vii) The position and internal height and width dimensions of each existing and proposed door and each window in the building proposed to be constructed.
- (viii) Indicate the edge of eaves and the height of the top of the ceiling of the building proposed to be constructed or altered.
- (ix) Where the building or buildings to be constructed are used for human habitation or for any commercial or industrial purpose, there shall be adequate number of toilets.
- (x) Correct information about the followings should be mentioned in the application form.
 - * If the area is prone to flooding, where the land is located below the highest flood level, the arrangements to raise the building above the highest flood level.
 - * The purpose for which the building is to be used.
 - * Rainwater and wastewater drainage system.
 - * Construction materials used for construction or alteration

Chairperson,

..... Pradeshiya Sabha

.....

**Approval for construction of a Building under the
Housing and Urban Development Ordinance (Chapter 268)**

Dear Sir,

I, (name in full)
expect to carry out a construction as specified below on the land belonging to me.

* To construct a new building separate from the existing building/buildings.

* Construction of a new building / buildings on the land where no building has been constructed.

* Adding a new part to the existing building.

* To demolish a part of the existing building and add a new part.

* To modify the interior walls of the existing building.

* Reconstruction of part/parts of building/buildings destroyed due to natural causes

02. I kindly request approval for the purpose. I submit attached hereto the application appearing below, duly perfected together with other required documents.

Date 20... ..

Applicant's Signature

Part I – Basic Information

01. Particulars of the owner of the property:

i. Name:
..

ii. National Identity Card No.:

iii. Address:
.....

iv. Telephone No.: Residence: Mobile:
..

v. E-mail address:

02. Particulars of the land where the building constructed :

i. Road facing the land (access road to the land) :

ii. Width of the access road: Feet: Meters:

- iii. Assessment No. (if issued):
- iv. Particulars of the Plan of the land:
 - (i) Name of the Surveyor:
 - (ii) Plan No.: Date:
- v. Extent of the land: Acres: Roods: Perches: (Hectare:
.)
- vi. Boundaries of the land:
 - To the North:
 - .
 - To the East:
 - To the South:
 - .
 - To the West:
- vii. Name of land :
- viii. Has any building been constructed already on the land? Yes/No
- ix. If yes, please provide the following details
 - (a) No. of floors : (b) Height of building; feet: meter:
 - .
 - (c) Squire area of Basement floor: Sq. feet: Sq. meter:

03. Is the land in joint ownership? Yes/No

04. If yes, names of joint owners:

- 1.
- 2.
- 3.
- 4.

05. In the event the applicant is not the owner of the land, the applicant's -

- i. Name:
- ..
- ii. National Identity Card No.:
- iii. Address:
-

- iv. Telephone No.: Residence: Mobile:
 ..
 v. E-mail address:

06. Following documents are attached to the application.

<u>Document</u>	Whether attached/or not
i. Photostat copy of the deed of land	: yes/no
ii. Photostat copy of the Plan of land (in the real size of the original)	: yes/no
iii. Building plan of proposed construction (3 copies of the original)	: yes/no
iv. Clearance certificate of National Building Research Organization	: yes/no/not applicable
v. Clearance certificate of Railway Department	: yes/no/not applicable
vi. Building line certificate issued by Road Development Authority	: yes/no/not applicable
vii. Building line certificate issued by Provincial Road Development Authority	: yes/no/not applicable
viii. Clearance certificate issued by Agrarian Services Department	: yes/no/not applicable
ix. Clearance certificate issued by Ceylon Electricity Board	: yes/no/not applicable
x. Clearance certificate issued by National Water Supply and Drainage Board	: yes/no/not applicable
xi. Certificate of Fire Protection Specialist	: yes/no/not applicable
xii. Clearance certificate issued by Central Environment Authority	: yes/no/not applicable
xiii. Letter of a Chartered Design Engineer to the effect that the construction will be done under his supervision	: yes/no/not applicable
xiv. Clearance certificate of National Physical Planning Department (Applicable only to Pooja Bhoomi areas)	: yes/no/not applicable
xv. Clearance certificate of Department of Archeology (Applicable only to Pooja Bhoomi areas)	: yes/no/not applicable

07. When the application is relevant to Part II (a), details of rooms in the proposed building / when the application is relevant to Part II (b), details of rooms in existing and proposed parts of the building taken together:

Length in meters, Square area in square meters

Room	Internal measures		Square area	Total square area of doors	Total square area of windows	Minimum height	Maximum height
	Length	Width					
1							
2							

Room	Internal measures		Square area	Total square area of doors	Total square area of windows	Minimum height	Maximum height
	Length	Width					
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

I certify that the above measurements will not be altered without the prior written approval of the Chairman of the Pradeshiya Sabha.

08. Actions taken to prevent flood disasters:

- i. Whether the location of the land is higher or lower than the current flood level: Lower* / Higher*
- ii. If the answer to the above is “less”, the arrangements proposed to protect against flooding
 - * By filling the land to increase the height of the land.
 - * Construction of pillars so that the usable parts of the building are higher than the flood level..
 - * Other (Describe)

.....

Date: 20...

.....

Applicant’s Signature

Part II (a) – Construction of New Buildings

(Fill this Part when constructing a building separate from the existing buildings or when erecting a new building on land where there are no other buildings erected)

01. Details of the proposed building:

- (a) No. of floors : (b) Height of building; feet: meter:
 .
 (c) Squire area of Basement floor: Sq. feet: Sq. meter:

02. Purpose for which the proposed building is used and Square area (in square meters):

<u>Purpose used</u>	<u>square meters</u>
* Residential purposes
* Commercial purposes
* Office purposes
* Canteen/Hotel
* Stay Home
* Factory / mechanical workshop
* other [. (Specify)]	<u>.....</u>
Total	<u>.....</u>

03. The distance from the center line of the access road of the land on which the building is proposed to the nearest point to that road of the proposed building Meter:

04. The distance from the other points of the building to the boundaries of the land:

- i. The distance from the left to the boundary of land on that side: Meter
- ii. The distance from the right to the boundary of land on that side: Meter
- iii. The distance from the back to the boundary of land on that side: Meter

05. Particulars of common areas bordering the land where the building is constructed:

Common areas / Property type boundary meters	<u>exists = √, No = ×</u>	Distance from the
* river /canal /stream /tank
* sea

- * railway line
- * High voltage power lines (Volts)

06. Is any road or land bordering the land on which the building is constructed lower or higher than the elevation of the land? : Yes / No

07. If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	<u>Has retaining wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. . . .	meter	Yes / No
* Land on the right side of the land	meter. . . .	meter	Yes / No
* Land on the back of land	meter. . . .	meter	Yes / No

08. Building materials for the building :

- i. Foundation
- ii. walls
- iii. roof
- iv. floor

09. Arrangements made for the following purposes:

- i. Drainage of surface drains
- ii. Sewerage
- iii. wastewater

10. I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20.

.....
Applicant's Signature

Part II (b) – Addition of a new Section to an Existing Building

(Complete this Part in case of addition of a new section to an existing building/several buildings on the land)

01. Particulars of the existing building:

(a) Number of floors: (b) height of building feet: meter:
 . . .

(c) Square area of the Basement floor: Sq. feet: Sq. meter:

02. Purpose for which the existing building is used and square area (in sq. meters):

<u>Purpose used</u>	<u>square meters</u>
* Residential purposes
* Commercial purposes
* Office purposes
* Canteen/Hotel
* Stay Home
* Factory / mechanical workshop
* other [. (Specify)]	<u>.</u>
Total	<u><u>.</u></u>

03. The distance from the center line of the access road to the land where the building is to the nearest point to that road of the proposed building Meter:

04. The distance from the new section to be constructed to the boundaries of the land:

- i. The distance from the left to the boundary of land on that side: Meter
- ii. The distance from the right to the boundary of land on that side: Meter
- iii. The distance from the back to the boundary of land on that side: Meter

05. Particulars of common areas bordering the new section to be constructed:

Common areas / Property type <u>exists = √, No = ×</u>	Distance from the boundary meters	
* river /canal /stream /tank
* sea
* railway line
* High voltage power lines (Volts)

06. Is any road or land bordering the land on which the building is constructed lower or higher than the elevation of the land? : Yes / No

07. If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	<u>Has retaining wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. . . .	meter	Yes / No
* Land on the right side of the land	meter. . . .	meter	Yes / No
* Land on the back of land	meter. . . .	meter	Yes / No

08. Building materials for the building :

- i. Foundation
- ii. walls
- iii. roof
- iv. floor

09. Arrangements made for the following purposes:

- i. Drainage of surface drains
- ii. Sewerage
- iii. wastewater

10. I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20. .

.....

Applicant's Signature

Part II (c) – Demolition of a section of existing building and addition of a new section

(Complete this Part in case of demolishing part/parts of an existing building/several buildings and adding a new part or rebuilding part/parts of a building/buildings destroyed due to natural causes)

01. Particulars of the existing building:

01. Particulars of the existing building:

(a) Number of floors: (b) height of building feet: meter:
 . . .

(c) Square area of the Basement floor: Sq. feet: Sq. meter:

02. Purpose for which the existing building is used and square area (in sq. meters):

<u>Purpose used</u>	<u>square meters</u>
* Residential purposes
* Commercial purposes
* Office purposes
* Canteen/Hotel
* Stay Home
* Factory / mechanical workshop
* other [. (Specify)]
Total	<u><u> </u></u>

03. Whether the addition to the building/buildings is because of destructions caused by a natural cause: Yes*/No*

04. If the answer is Yes to the above, describe the natural cause that occurred. : (Mention here the cause such as floods/fires/landslides or otherwise)

.

05. The distance from the center line of the access road to the land where the building is to the nearest point to that road of the building to be constructed: Meter:

06. The distance from the new section to be constructed to the boundaries of the land:

- i. The distance from the left to the boundary of land on that side: Meter
- ii. The distance from the right to the boundary of land on that side: Meter
- iii. The distance from the back to the boundary of land on that side: Meter

07. Particulars of common areas bordering the new section to be constructed:

Common areas / Property type boundary meters	<u>exists = √, No = ×</u>	Distance from the
* river /cannel /stream /tank
* sea
* railway line
* High voltage power lines (Volts)

08. Is any road or land bordering the land lower or higher than the elevation of the land? : Yes / No

09. If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	<u>Has retaining wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. . . .	meter	Yes / No
* Land on the right side of the land	meter. . . .	meter	Yes / No
* Land on the rear of land	meter. . . .	meter	Yes / No

10. Building materials used:

- i. Foundation
- ii. Walls
- iii. Roof
- iv. Floor

11. Arrangements made for the following purposes:

- i. Drainage of surface drains

- ii. Sewerage
- iii. wastewater

12. I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20.

Applicant’s Signature

----- (Applicant please do not write anything below -----

For Office Use Only

Report of the Officer of Front Office/in charge of the Subject

Technical Officer through Secretary

- 01. Whether the land is or is not in the assessment zone? Yes* / No*
- 02. If Yes, is rates in arrears? Yes* / No*
- 03. If Yes, the total amount due Rs.....
- 04. Arrears recovered Rs.....
- 05. Receipt No.: Date: 20. . .

Forward the application for necessary action.

Date: 20.

Officer of Front Office/in charge of the Subject

Report of the Technical Officer

- 01. Was the accuracy of the particulars furnished in the application checked? Yes* / No*
- 02. Are those particulars correct? Yes* / No*
- 03. If “No”, have the relevant places been rectified in red? Yes* / No*
- 04. Has the applicant commenced construction? Yes* / No*
- 05. If “Yes”, the manner in which the provisions of the Ordinance violated:

.....

-

 06. Was it advised to rectify the breach of provisions? Yes* / No*
 07. Does the proposed construction surpass the building line? Yes* / No*
 08. If surpasses, can the construction be allowed
 under a non-compensation agreement? Yes* / No*
 09. If “yes”, How far back should the proposed construction be pushed? Meter.
 .
 10. Are the dimensions shown in the building plan regarding placing ventilation
 windows to suit the area of the rooms inside the building, correct Yes* / No*
 11. Is the standard distance between buildings, toilets, and wells, correct? Yes* / No*
 12. Is the proposed distance between the boundaries of land and proposed building? Yes* / No*

I certify that the above information is correct as scrutinized by me and as per the corrections indicated in red in the application and plan. Subject to the corrections made in red in the application and plan, the proposed construction is in agreement with the specifications mentioned in the Annexure to the Housing and Urban Development Ordinance. I recommend issuing a permit for the construction of buildings.

Date: 20. .

.....

Technical Officer

Report of the Public health Inspector

01. Was the accuracy of the particulars furnished in the application checked? Yes* / No*
 02. Are those particulars correct? Yes* / No*
 03. If “No”, have the relevant places been rectified in red? Yes* / No*
 04. Are the dimensions shown in the building plan regarding placing ventilation
 windows to suit the area of the rooms inside the building, correct Yes* / No*
 05. What is the purpose of the building? Residential/Commercial/Industrial/Other
 06. Are there any other buildings in the land concerned Yes* / No*
 07. If “Yes”, are those buildings marked in the plan? Yes* / No*
 08. Are the toilets facilities adequate for the number of persons using the building? Yes* / No*
 09. Is the standard distance between buildings, toilets, and wells, correct? Yes* / No*

Date: 20..

.....

Medical Officer

Chairperson’s Order

Technical Officer,

As per the above recommendations, I approve the issuance of the permit for the construction of the proposed buildings. Prepare the permit and submit it for my signature* / Inform the applicant to fulfill the following conditions*.

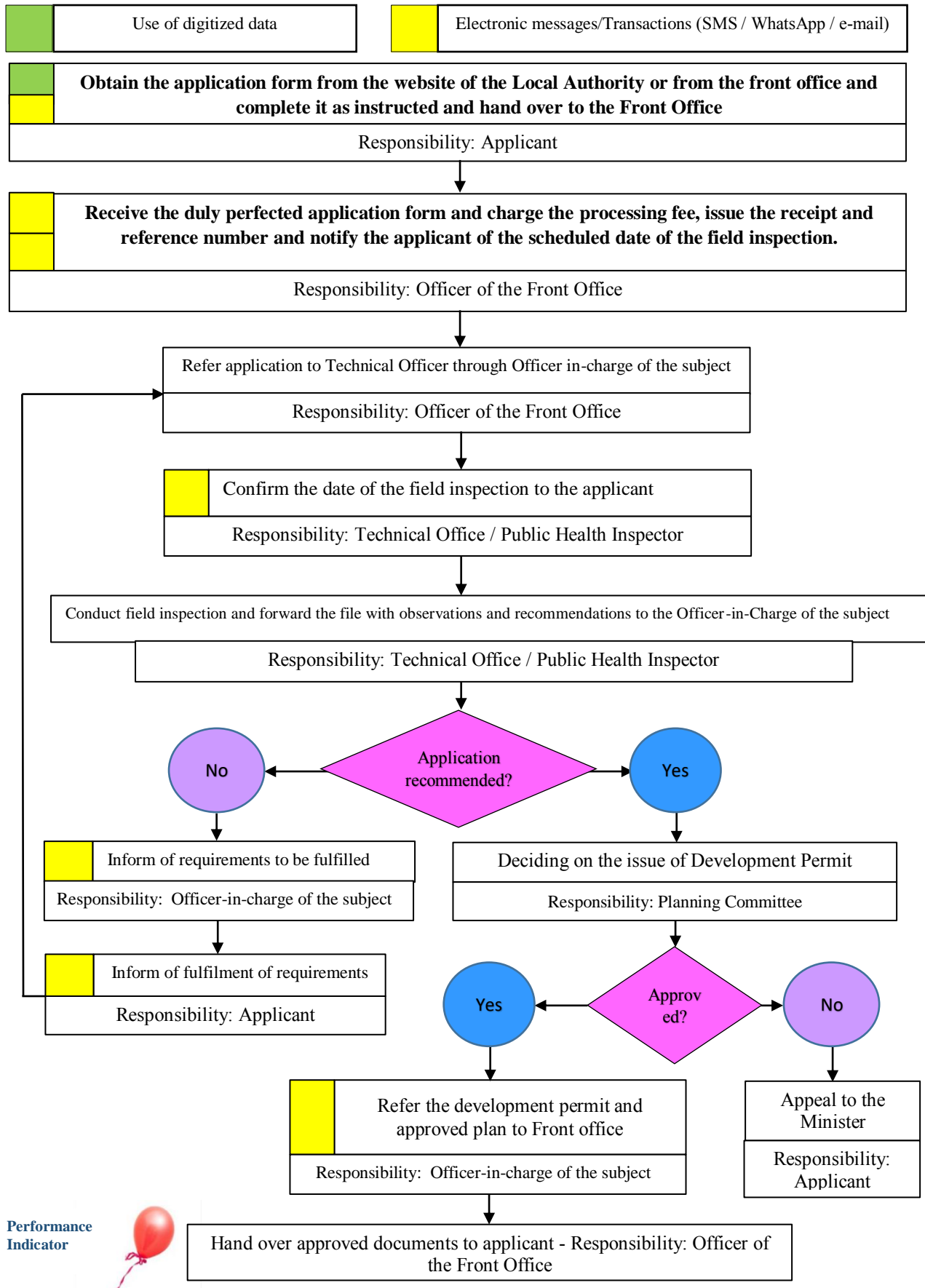
.....
.....
.....
.....
.....
.....
.....

Date: 20..

.....

Chairperson

02. Approval for Land Subdivision and Amalgamation – Flow Chart



Performance Indicator



02. Approval for Land Subdivision and Amalgamation

1. Introduction.

In the case of sub-dividing or amalgamation of more than one plot of land situated within the area which has developed into urban status or is considered by the Urban Development Authority to be likely to develop into urban status in the future, for the purpose of development, the Urban Development Authority has been entrusted with the necessary regulatory powers to mitigate the impacts caused to the health and environment. The exercise of this authority has been delegated to the Local Authorities. Thus, the survey plans prepared for every subdivision or amalgamation of land within a geographical area declared as an urban development area situated within the limits of a Local Authority must be subject to the approval of the Local Authority for development purposes.

Each Municipal Council area and Urban Council area has been declared as Urban Development Area. Some Pradeshiya Sabha areas have been declared as urban development areas in their entirety, while a limited area of other Pradeshiya Sabha areas has been declared as urban development areas. However, a number of Pradeshiya Sabhas have not yet been declared as urban development areas.

2. Applicable Legislation

Urban Development Authority Planning & Development Regulations -2021, made under the Urban Development Authority Act and published in the Gazette Extraordinary No: 2235/54 on 07.08.2021.

3. Validity of Land Subdivision or Amalgamation Permit

In the case of any type of development or subdivision of land or amalgamation of land in an area declared by the Minister as an "Urban Development Area" under Section 3 of the Urban Development Authority Act, No. 41 of 1978, there should be a development permit signed by a person authorized by the Urban Development Authority, on the recommendations of the Planning Committee of the relevant Local Authority on the face of the survey plan made by a licensed surveyor.

Note: If the Development Permit has been issued subject to the condition that a "Certificate of Conformity" should be obtained in relation thereto, the said Certificate of Conformity shall be obtained before commencing any development work on the subdivided or amalgamated land. (Procedure for this is given separately.)

4. Eligibility

- (a) The land should be situated in an area that has been declared as an urban development area by the Minister under Section 3 of the Urban Development Authority Act No. 41 of 1978, within the limits of the local authority;
- (b) The applicant should be the legal owner of the property or an agent authorized by owner.
- (c) If the land is located within an assessment area of the local authority, the name of the legal owner of the relevant property should be entered in the assessment list. (For inclusion of name in the assessment list, refer to the procedure for registration of property ownership)

- (d) The Survey Plan of the land shall have been made as per the terms laid down by the Urban Development Authority Planning and Development Regulations 2021.

5. Fees

- (a) Application fee as determined by the local authority from time to time.

Note: 1. No fee will be charged for application forms downloaded from the website of the local authority.

2. Local authority should determine the fee so as to cover the printing cost only.

- (b) Processing fees

Note: (i) The processing fee charged by the Local Authority for processing the application for subdivision or amalgamation of land shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations - 2021.

(i) As the Minister in charge of Urban Development holds the legal authority to change or revise these fees, it will be important to be vigilant about any revisions that may be made from time to time.

(ii) The Local Authority should make every effort to keep this tariff cycle accessible to the public for easy reference.

6. Documents to be submitted

- (a) Application applicable as per the nature of development the applicant intends to carry out

(Duly perfected application in Specimen Form “B” – Annexure I, Specimen Form “B” – Annexure II, Specimen Form “B” – Annexure III, Specimen Form “B” – Annexure IV, Specimen Form “B” – Annexure V, Specimen Form “B” – Annexure VI of Schedule 1 of the Urban Development Authority Planning and Development Regulations - 2021, should be submitted together with the certificate duly issued by the relevant person mentioned in Schedule 3. According to the nature of the development, the details of the documents to be attached to the application form are given in the relevant application form itself.

- (b) A certified copy of the National Identity Card of the applicant
- (c) 05 copies of the survey plan relating to the sub-division or amalgamation certified by a qualified person (You may know from the website of the local authority or from the Front Office the applicable qualified person depending on the nature of the development)
- (d) Depending on the nature of the development, certificates issued by the institutions mentioned in the application form.
- (e) When the applicant is not the owner of the land, a consent letter from the owner of the land
- (f) A copy of the deed of the land certified by a Notary Public.
- (g) A rough sketch showing other surrounding landmarks for easy access to the location of land

The Urban Development Authority has made available facilities to obtain applications for approval for the subdivision or amalgamation of land online. It is important that the local authorities also take the necessary steps to follow suit.

- Note: 1. In the case of a land in assessment area, if the applicant's name as the owner of the concerned property is not entered in the assessment list, action should be taken to get the assessment register amended before proceeding with the application for development permits.
2. In completing the application, mistakes can be minimized by contacting the Licensed Surveyor who prepared the plan of the land relevant to the construction.

7. Application Procedure

Procedure	Duration	Responsibility
To obtain the application (From the Front Office or the Website of the Local Authority)		Applicant
To receive the application duly perfected and certified by the qualified person, charge the processing fee, issue the receipt, and inform the applicant of the receipt of the application and the date of the field inspection	At the time of receiving the application	Officer of Front Office

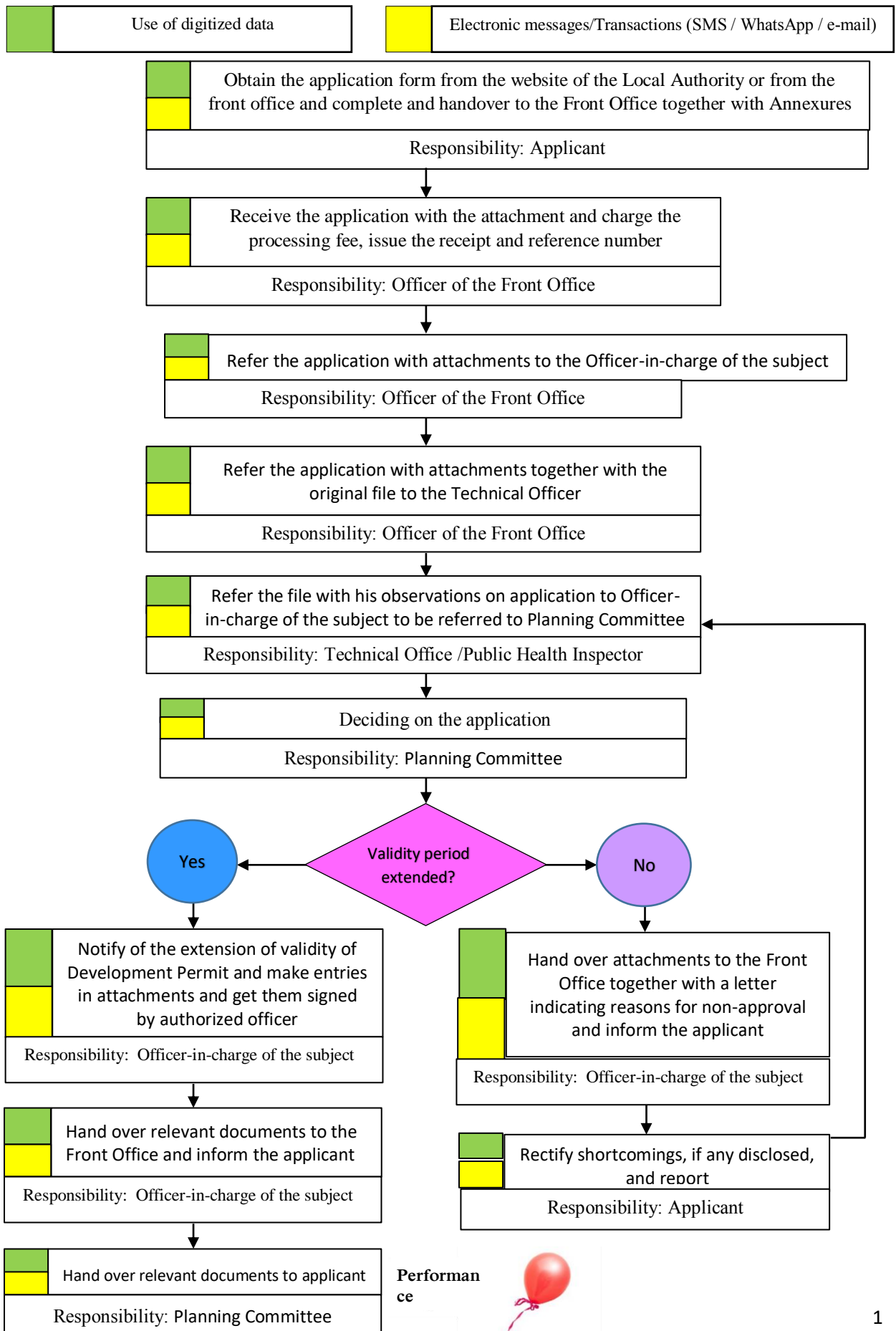
Note: Arrangements should be made to allocate dates for site inspections as per the monthly advance work plan of the Technical Officers and to send an approved copy of the monthly advance work plans of each technical Officer to the Front Office to facilitate the inspection.

8. Procedure after registration of the application

Procedure	Duration	Responsibility
Refer application to the Office-in-charge of subject through Technical Officer	At the time of receiving the application	Officer of Front Office
Refer the confirmation of the date of the field inspection to the applicant	At the time of receiving the application	Technical Officer /Public Health Inspector
Field inspection	On the scheduled day	Technical Officer / Public Health Inspector
To refer the file together with his observations and recommendations regarding the application to the Officer in charge of the subject to be referred to the Planning	On the field inspection day itself	Technical Officer
Consider the application with the recommendation of the Technical Officer and granting approval	On the scheduled day of the Planning Committee meeting	Planning Committee

Obtain the signature of authorized officer to the note to the effect that approval was granted for the development activity and to the permit on the face of the survey plan.	Within two days from the Planning Committee meeting	Officer in charge of the subject
Refer signed permit and approved survey plan to Front Office and inform the applicant	Within two days from the Planning Committee meeting	Officer in charge of the subject
Refer development permit and approved survey plan to applicant	If the applicant is present in person at the moment itself or by post or using electronic means	Officer of Front Office

03. Revalidation of the development Permit (Land Development & Building Construction) - Flow Chart



Performance



03. Revalidation of the Development Permit (Land Development & Building Construction)

1. Introduction

The period of validity of a construction permit or a development permit issued for the purpose of any construction or land subdivision within the area of the Local Authority is limited for a period of one year. Relevant construction or development should be completed within the said period of validity and the Certificate of Conformity obtained.

In the event of failure to complete the relevant construction or the development within the period of one year, the validity of the permit can be extended for one more year. If it is not possible to complete the relevant construction or development even within the extended period, the applicant has the opportunity to get the validity of the permit extended by one more year for the second time. No further extensions of the validity period of the permit shall be allowed for any reason whatsoever, and the relevant construction permit shall be deemed to have lapsed after the expiry of the period extended for the second time.

If it is intended to continue the construction or development work related to the canceled construction permit, an application should be made for revalidation of a construction or development permit.

Note: Sub-division of land herein means sub-division of any land or amalgamation of two or more parcels of land or development of land.

2. Applicable Legislation

Regulations 03 and 30 of the Urban Development Authority Planning and Development Regulations - 2021 to be read with Section 08A of the Urban Development Authority Act, No. 41 of 1978.

3. Eligibility

The validity period of the development permit issued by the local authority is about to expire and a period of three years has not expired from the date of issue of the development permit.

4. Fees

(a) Application fee as determined by the local authority from time to time.

Note: 1. Local authority should determine the fee so as to cover the printing cost only.

2. No fee will be charged for application forms downloaded from the website of the local authority or the Urban Development Authority.

(b) Processing fee – (shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations – 2021)

Note: (i) As the Minister in charge of Urban Development holds the legal authority to change or revise these fees, it will be important to be vigilant about any revisions that may be made from time to time. The Local Authority should make every effort to keep this tariff cycle accessible to the public for easy reference.

5. Documents to be submitted

In the case of a Certificate of Conformity applicable to an urban development area, depending on the nature of the development, the application in the specimen form “D” of Schedule 1 of the Urban Development Authority Planning and Development Regulations - 2021, and in the case of areas outside an urban development area, a written application made by the applicant

6. Procedure for Application for and Issuing of Certificate of Conformity

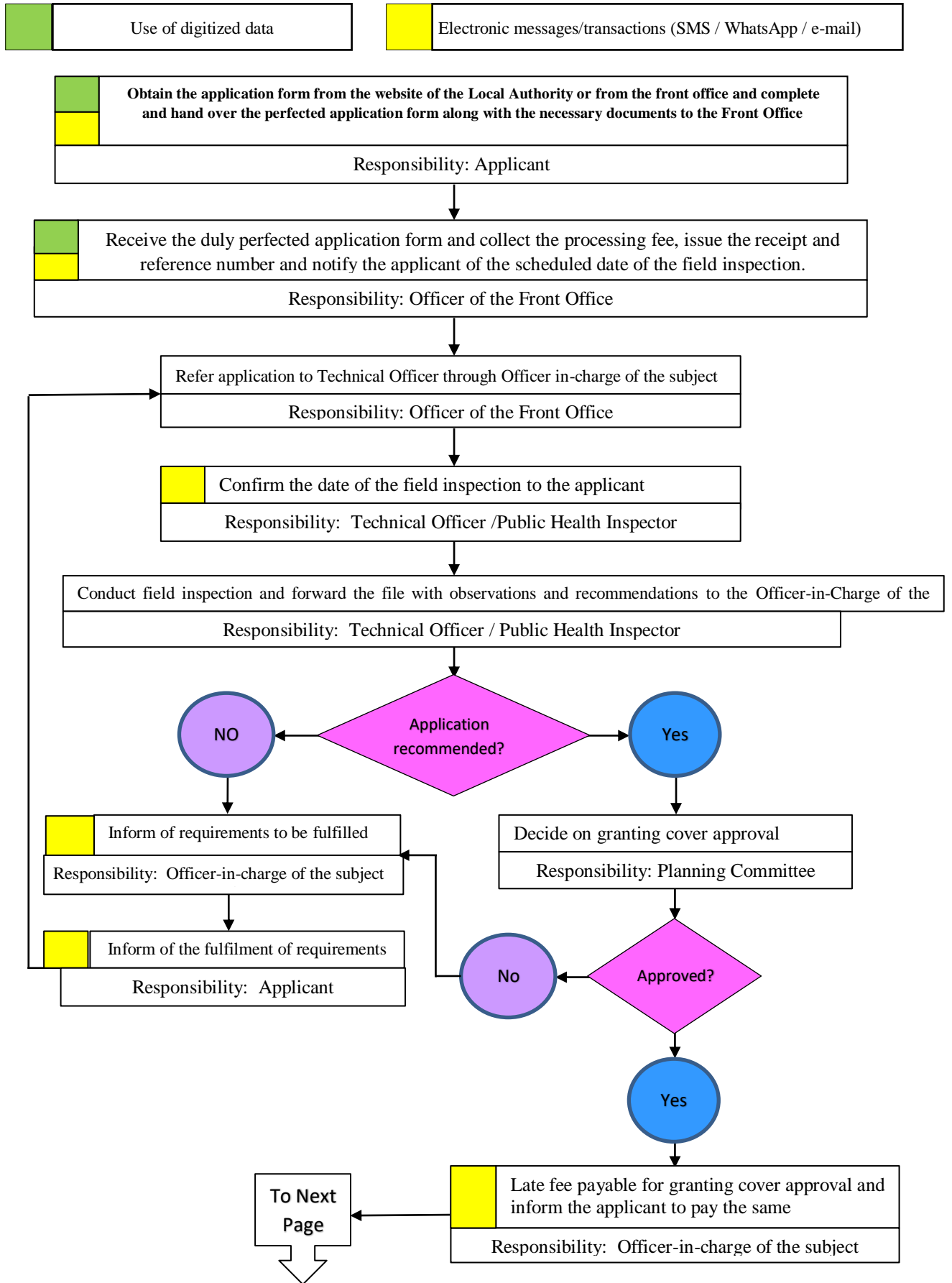
Procedure	Period	Responsibility
Obtain the application (From the Front Office or the Website of the Local Authority)		Applicant
Receive application with attachments, charge processing fee and issue receipt and tracking No.	At the time of receiving application	Officer of Front Office
Refer application to Officer-in-charge of the subject	At the time of receiving application	Officer of Front Office
Application and original file thereof to Technical Officer	Immediately upon the receipt of application	Officer-in-charge of the subject
To refer the file together with his observations and recommendations regarding application to Officer in charge of the subject to be referred to Planning Committee	Within two days from the receipt of application	Technical Officer Public Health Inspector
Consider and approve application with recommendation of Technical Officer	On the scheduled day of Planning Committee meeting	Planning Committee
Enter notes in attachments that validity of development permit was extended and get the signature of authorized urban officer for the said notes and the letter informing thereof	Within two days from Planning Committee meeting	Officer-in-charge of the subject
Refer signed letter and other relevant documents to Front Office and inform applicant to collect documents	Within two days from Planning Committee meeting	Officer-in-charge of the subject
Hand over relevant documents to applicant	If the applicant is present in person at the moment itself or by post	Officer of Front Office

Note: Authorized officer herein means the person duly authorized by the Urban Development Authority.

7. Consequences of Failure to Obtain a Certificate of Conformity

When the validity of a development permit is expired before obtaining the relevant Certificate of Conformity, the development activity will be treated as unauthorized construction. Unauthorized development works are liable for legal action against them.

04. Cover Approval for Unauthorized Constructions - Flow Chart



From last page

inform the applicant to pay the late fee payable for granting cover approval
Responsibility: Officer-in-charge of the subject

Pay the late fee
Responsibility: Applicant

Charge the late fee and issue a receipt and inform the officer in charge that the relevant payment was made
Responsibility: Officer of the Front Office

Obtaining the signature of the authorized officer that the covering approval for the design of the building constructed without permission has been given, inform the applicant to collect the approved documents and forward the relevant documents to the front office
Responsibility: Officer-in-charge of the subject

Hand over documents that received cover approval to the applicant and get his signature
Responsibility: Officer of the Front Office

Performance Indicator



04. Cover Approval for Unauthorized Construction

1. Introduction.

All construction within the area of the Local Authority must be carried out only under a construction permit issued by the Local Authority. Thus, every construction done without approval will be treated as unauthorized construction. Arrangements have been made to grant cover approval for such unauthorized constructions bringing them to comply with the legal provisions. This cover approval is granted subject to the necessary modifications to be made to the building in accordance with existing legal provisions, conditions, and terms.

Note: 1. In case of violation of the terms and conditions imposed, the cover approval will be rejected.

2. In order to consider the grant of cover approval, an application for obtaining a construction permit must be submitted after payment of processing fees, and the cover approval is considered only if it is possible to grant the cover approval for the unauthorized construction or after making the necessary changes to the construction as per the applicable regulations, on payment of the relevant charges.

2. Applicable Legislation

- (a) Housing and Town Improvement Ordinance (Chapter 268)
- (b) Urban Development Authority Act, No. 41 of 1978.
- (c) Urban Development Authority Planning and Development Regulations - 2021, made under the Urban Development Authority Act and published in the Gazette Extraordinary No: 2235/54 on 07.08.2021.

3. Validity of cover approval granted to a construction permit

- (a) In the case of construction in an area under the purview of the Housing and Urban Development Ordinance, the chairperson should have signed on the face of the building construction plan with a confirmation that the cover approval has been granted under the provisions of the rules made under the said Ordinance.
- (b) In the case of construction in an area declared by the Minister as an “Urban Development Area” under Section 3 of the Urban Development Authority Act, No. 41 of 1978, there should be a building plan on the face of which the person authorized by the Urban Development Authority should have signed to the effect that the cover approval has been granted under the recommendations of the Planning Committee.

Note: The certificate of conformity should be obtained before the building constructed under the permit issued is put into use. (Procedure for this is given separately.)

4. Eligibility

- (a) The land should be within the jurisdiction of the concerned local authority.
- (b) The applicant must be the legal owner of the property or an authorized representative of the owner.
- (c) If the land is situated within an assessment area of the local authority, the name of the legal owner of the relevant property should be entered in the assessment list. (For inclusion of name in the assessment list, refer to the procedure for registration of property ownership)
- (d)
 - (i) In the case of construction within an area to which the Housing and Town Improvement Ordinance applies, the construction shall have been carried out in accordance with the regulations set out in the Schedule of the Housing and Town Improvement Ordinance, or the plan shall have been drawn with necessary modifications in accordance with those regulations.
 - (ii) In the case of construction within an urban development area, the construction must have been carried out in accordance with the terms specified in the Urban Development Authority Planning and Development Orders 2021 made under the Urban Development Authority Act No. 41 of 1978, or with necessary modifications as per those regulations. The plan must have been drawn and constructed accordingly or the construction must have been altered accordingly or parts that are not suitable for approval must have been removed. The plan of the concerned land must have been approved according to those regulations.

5. Fees

- (a) Application fee as determined by the local authority from time to time.

Note: 1. The Local Authority shall determine that this fee is limited to meeting printing expenses only.

2. No fee will be charged for application forms downloaded from the website.

- (b) processing fee
- (c) Late fee

Note: (i) The processing fee and late fee varies depending on the nature and extent of the development and should be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations - 2021. Arrangements should be made to get to know the amounts of these fees from the Front Office or from the website of the local authority.

(ii) The processing fee charged by the local authority for processing the application for cover approval for building construction shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations - 2021. As the Minister in charge of Urban Development holds the legal authority to change or revise these fees, it will be important to be vigilant about any revisions that may be made from time to time. Efforts should also be made to keep this tariff cycle accessible to the public.

(iii) In the case of construction in an area outside an urban development area, the amount of fee charged shall be as decided by the relevant Local Authority from time to time.

(iv) In determining the amount of these fees, the Local Authority should refrain from charging in excess of the fees levied in an urban development area.

6. Documents to be submitted

- (a) Application for cover approval for an unauthorized construction -
 - (i) in the case of an urban development area, the application in Schedule I of the Urban Development Authority Planning and Development Regulations-2021; and
 - (ii) in the case of an unauthorized construction in an area to which Housing and Town Improvement Ordinance applies, the application in the Annexure hereof.
(This application can be obtained from the Front office or from website)
- (b) A certified copy of the National Identity Card of the applicant
- (c) 05 copies of the building plan certified by a qualified person (You may know from the website of the local authority or from the Front Office the applicable qualified person depending on the nature of the application)
- (d) A copy of the approved survey plan of the land where the building to be constructed (Applicable only to areas declared as urban development areas under the Urban Development Authority Act)
- (e) Depending on the nature of building construction, certificates issued by institutions mentioned in the application
- (f) When the applicant is not the owner of the land, a consent letter from the owner of the land
- (g) A rough sketch showing other surrounding landmarks for easy access to the location of land
- (h) A copy of the deed of the land certified by a Notary Public.

The Urban Development Authority has made available facilities to obtain the applications for approval of the building plans online. It is important that the local authorities also take the necessary steps to follow suit.

- Note: 1. If the applicant's name as the owner of the concerned property is not included in the assessment list, actions should be taken to get the assessment list amended before proceeding with the application for construction permit.
2. In completing the application, mistakes can be minimized by contacting the architect or other professional who prepared the plans related to the construction.

7. Procedure

Procedure	Duration	Responsibility
To obtain the application (From the Front Office or the Website of the Local Authority)		Applicant

Procedure	Duration	Responsibility
To receive the application duly perfected and certified by the qualified person, charge the processing fee, issue the receipt, and inform the applicant of the Reference No. and the date of the field inspection	At the time of receiving the application	Officer of Front Office
To refer the application to the Technical Officer through the Officer in charge of the subject	At the time of receiving the application	Officer of Front Office
To send the confirmation of the date of the field inspection to the applicant	At the time of receiving the application	Technical Officer /Public Health Inspector
Field inspection	On the scheduled day	Technical Officer /Public Health Inspector
To refer the file together with his observations and recommendations regarding the application to the Officer in charge of the subject to be referred to the Planning Committee	On the field inspection day itself	Technical Officer / Public Health Inspector
To consider the application with the recommendation of the Technical Officer and granting cover approval	On the scheduled day of the Planning Committee meeting	Planning Committee
To inform the applicant to pay the late fee for cover approval	The day following the date of the Planning Committee meeting	Officer in charge of the subject
To pay the late fee		Applicant
To charge the late fee and issue a receipt and inform the officer in charge of the subject	Immediately upon the payment of the late fee	Officer of Front Office
To make entries in relevant registers confirming the cover approval and get the signature of the authorized officer	Within two days from the Planning Committee meeting	Officer in charge of the subject
To refer the signed certificate to Front Office and inform the applicant to collect documents	Within two days from the Planning Committee meeting	Officer in charge of the subject
To hand over documents to confirm the grant of cover approval to the applicant and get his signature	If the applicant is present in person at the moment itself or by post or using electronic means	Officer of Front Office

8. Legal consequences of construction in contravention of the conditions mentioned in the permit or of unauthorized construction.

Any construction carried out without obtaining a permit or in violation of the conditions of the permit issued shall be deemed as unauthorized construction. The Chairman will issue orders to demolish all such unauthorized constructions. In all cases of non-compliance with the order, a case will be filed in the Magistrate's Court under Section 28A of the Urban Development Authority Act No. 41 of 1978. The Magistrate will order the demolition of the unauthorized construction.

Annex

Specimen Serial No. :

..... **Pradeshiya Sabha**

Obtaining a permit to construct a building under the Housing and Urban Development Ordinance (Chapter 268)

Application

)Read and understand carefully the instructions before completing the application form)

Applicant's Name:

National Identity Card No.:

Address:

.....

Telephone No.: (Residence)..... (Mobile)

E-mail address:

For office use only	
Processing fee paid	Rs.
Receipt No.	

Date	20
Signature of officer of Front Office	
Building Application No.	
Technical Officer's Name	
Public Health Inspector's Name	

..... **Pradeshiya Sabha**

)Instructions to complete the application)

In terms of the Housing and Town Development Ordinance (Chapter 268), the prior approval of the Chairperson of the Pradeshiys Sabha should be obtained to construct a building on any land that is situated within the area of the Pradeshiys Sabha and has not been declared as a development area under Section 3 of the Urban Development Authority Act No. 41 of 1978. Accordingly, the instructions required to complete the following application form submitted for the construction of a building and other documents to be submitted with it are explained here below.

01. Read and understand these instructions carefully and complete the application form. If any problem arises, ask the Front Office Officer of the Pradeshiys Sabha and get the necessary further instructions. Also, bring these instructions to the notice of the person preparing the plan of the building. By doing so, you can avoid the potential delay of having to change the plan from time to time.
- .02 The following attachments should be submitted along with the application form. (If photocopies are submitted, original copy should also be submitted for verification)
 - (a) A photocopy of the deed of the land.
 - (b) A copy of the survey plan of the land.
 - (c) In the event that the original copy of the deed and the plan of the property has been retained by a bank on granting a loan, copies of the deed and plan certified by the manager of the bank concerned should be submitted.
 - (d) Photocopy of National Identity Card of the applicant.

03. At the time of submission of the application, the following fees (a) to (e) must have been paid. You may inquire with the Officer of the Front Office/Officer in charge of the subject and ascertain the amount of arrears from (b) to (e).
- (a) Processing Fee + Tax imposed by Government = Rs.
 - (b) Arrears of Assessment / Acreage (with Warrant Charges)
 - (c) Arrears water supply charges (with late charges, if any)
 - (d) Arrears of Waste Disposal Charges (Arrears)
 - (e) Arrears of Industry Tax / Business Tax
- .04 The application duly perfected as per the above instructions should be handed over to the officer of the front office / officer in charge of the subject and a receipt obtained.
05. The construction of any new building or the complete demolition of the existing building and the construction of a new building in its place is deemed as a construction for the purpose of this application, and any activity falling within the meaning of the term “alteration” in Sub-section (2) of Section 6 of the Housing and Urban Development Ordinance, is deemed as a modification for the purpose of this application. The interpretation of the term “alteration” in Sub-section (2) of Section 6 of the Housing and Urban Development Ordinance is set out in paragraph 06 of these instructions.
06. As per Sub-paragraph (2) of Section 6 of the Housing and Town Improvement Ordinance an “alteration” means any of the following works –
- (a) the construction of a roof or any part thereof, or an external or party wall;
 - (b) the closing or construction of any door or window in an external wall;
 - (c) the construction of an internal wall or partition;
 - (d) any other alteration of the internal arrangements of a building which effect any change in the open space attached to such building, or its drainage, ventilation, or sanitary arrangements;
 - (e) the addition of any building, room, outhouse, or other structure;
 - (f) the roofing of any space between one or more walls and buildings;
 - (g) the conversion into a dwelling house of any building not originally constructed for human habitation;
 - (h) the conversion into more than one place for human habitation of a building originally constructed as one such place;
 - (i) the conversion of two or more places of human habitation into a greater number of such places;
 - (j) the alteration of a building for the purpose of effecting a partition among joint owners; and

- (k) the re-erection of any part of the building demolished for the purpose of such re-erection or otherwise destroyed.

07. The plan of the proposed building should include the followings.

- (i) The distance from the building proposed to be constructed or altered to the boundaries of the land belonging to the applicant, the distance from the proposed building to buildings on each side, rivers, canals, streams, main access road, other roads adjacent to the land, if any, A rough sketch showing the distance from the center of each road to the closest point of the building and the arrow pointing north.
- (ii) Distances from the building proposed to be constructed or altered to kitchens, wells, latrines, and sheds on adjoining land, and rough drawings showing the place or places where septic tanks will be constructed in latrines to be constructed inside and outside the building. A note.
- (iii) If a borehole is proposed to be constructed on the land, a rough diagram showing the distance from the site to the proposed building, to existing latrines on adjacent land and also note the purpose for which the proposed borehole is intended to be used.
- (iv) Inside length and width of each room, verandah and other parts of the proposed building.
- (v) The location and inside height and width dimensions of each door and each window in the proposed building.
- (vi) Show the existing parts of the building subject to modification in black and the parts proposed to be modified in red.
- (vii) The position and inside height and width dimensions of each existing and proposed door and each window in the building proposed to be constructed.
- (viii) Indicate the height of the square corner and the top of the eaves of the building proposed to be erected or altered.
- (ix) Where the building or buildings to be constructed are used for human habitation or for any commercial or industrial purpose, there shall be an adequate number of toilets.
- (x) Correct information about the followings should be mentioned in the application form.
 - * If the area is prone to flooding, where the land is located below the highest flood level, the arrangements to raise the building above the highest flood level.
 - * The purpose for which the building is to be used.
 - * Rainwater and wastewater drainage system.
 - * Construction materials used for construction or alteration

Chairperson,

..... Pradeshiya Sabha

.....

**Approval for construction of a Building under the
Housing and Urban Development Ordinance (Chapter 268)**

Dear Sir,

I,) (name in full) expect
to carry out a construction as specified below on the land belonging to me.

- * To construct a new building separate from the existing building/buildings.
- * Construction of a new building / buildings on the land where no building has been constructed.
- * Adding a new part to the existing building.
- * To demolish a part of the existing building and add a new part.
- * To modify the interior walls of the existing building.
- * Reconstruction of part/parts of building/buildings destroyed due to natural causes

.02 I kindly request approval for the purpose. I submit attached hereto the application appearing below, duly perfected together with other required documents.

Date 20...

.....

Applicant's Signature

Part I – Basic Information

.01 Particulars of the owner of the property:

- i. Name:
- ii. National Identity Card No.:
- iii. Address:
.....
- iv. Telephone No.: Residence: Mobile:
- v. E-mail address:

.02 Particulars of the land where the building constructed :

- i. Road facing the land (access road to the land) :
- ii. Width of the access road: Feet: Meters:
- iii. Assessment No. (if issued):
- iv. Particulars of the Plan of the land:
 -)i(Name of the Surveyor:
 -)ii(Plan No.: Date:
- v. Extent of the land :Acres: Roods: Perches: (Hectare:)
- vi. Boundaries of the land:
 - To the North:
 - To the East:
 - To the South:
 - To the West:
- vii. Name of land :
- viii. Has any building been constructed already on the land? Yes/No
- ix. If yes, please provide the following details
 -)a(No. of floors : (b (Height of building; feet: meter:
 -)c(Squire area of Basement floor :Sq. feet: Sq. meter:

.03 Is the land in joint ownership? Yes/No

.04 If yes, names of joint owners:

- .1
- .2

- .3
- .4

.05 In the event the applicant is not the owner of the land, the applicant's -

- i. Name:
- ii. National Identity Card No.:
- iii. Address:
.....
- iv. Telephone No.: Residence: Mobile:
- v. E-mail address:

.06 Following documents are attached to the application.

<u>Document</u>	Whether attached/or not
i. Photostat copy of the deed of land	: yes/no
ii. Photostat copy of the Plan of land (in the real size of the original)	: yes/no
iii. Building plan of proposed construction (3 copies of the original)	: yes/no
iv. Clearance certificate of National Building Research Organization	: yes/no/not applicable
v. Clearance certificate of Railway Department	: yes/no/not applicable
vi. Building line certificate issued by Road Development Authority	: yes/no/not applicable
vii. Building line certificate issued by Provincial Road Development Authority	: yes/no/not applicable
viii. Clearance certificate issued by Agrarian Services Department	: yes/no/not applicable
ix. Clearance certificate issued by Ceylon Electricity Board	: yes/no/not applicable
x. Clearance certificate issued by National Water Supply and Drainage Board	: yes/no/not applicable
xi. Certificate of Fire Protection Specialist	: yes/no/not applicable
xii. Clearance certificate issued by Central Environment Authority	: yes/no/not applicable
xiii. Letter of a Chartered Design Engineer to the effect that the construction will be done under his supervision	: yes/no/not applicable
xiv. Clearance certificate of National Physical Planning Department (Applicable only to Pooja Bhoomi areas)	: yes/no/not applicable
xv. Clearance certificate of Department of Archeology (Applicable only to Pooja Bhoomi areas)	: yes/no/not applicable

.07 When the application is relevant to Part II (a), details of rooms in the proposed building / when the application is relevant to Part II (b), details of rooms in existing and proposed parts of the building taken together:

Length in meters, Square area in square meters

Room	Internal measures		Square area	Total square area of doors	Total square area of windows	Minimum height	Maximum height
	Length	Width					
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

I certify that the above measurements will not be altered without the prior written approval of the Chairman of the Pradeshiya Sabha.

.08 Actions taken to prevent flood disasters:

i. Whether the location of the land is higher or lower than the current flood level: Lower* / Higher*

ii. If the answer to the above is “less”, the arrangements proposed to protect against flooding

* By filling the land to increase the height of the land.

* Construction of pillars so that the usable parts of the building are higher than the flood level..

* Other (Describe)

.....

.....

Date: 20...

.....

Applicant's Signature

Part II (a) – Construction of New Buildings

)Fill this Part when constructing a building separate from the existing buildings or when erecting a new building on land where there are no other buildings erected)

.01 Details of the proposed building:

)a(No. of floors : (b (Height of building; feet: meter:

)c(Squire area of Basement floor :Sq. feet: Sq. meter:

.02 Purpose for which the proposed building is used and Square area (in square meters):

Purpose used

square meters

- * Residential purposes
 - * Commercial purposes
 - * Office purposes
 - * Canteen/Hotel
 - * Stay Home
 - * Factory / mechanical workshop
 - * other [.....Specify (.....)]

Total

.03 The distance from the center line of the access road of the land on which the building is proposed to the nearest point to that road of the proposed building Meter. :

.04 The distance from the other points of the building to the boundaries of the land:

- i. The distance from the left to the boundary of land on that side: Meter
- ii. The distance from the right to the boundary of land on that side: Meter
- iii. The distance from the back to the boundary of land on that side: Meter

.05 Particulars of common areas bordering the land where the building is constructed:

Common areas / Property type meters	<u>exists = ,√No = ×</u>	Distance from the boundary meters
* river /canal /stream /tank
* sea
* railway line
* High voltage power lines)Volts)

.06 Is any road or land bordering the land on which the building is constructed lower or higher than the elevation of the land? : Yes / No

.07 If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	<u>Has retaining wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. ...	meter	Yes / No
* Land on the right side of the land	meter. ...	meter	Yes / No
* Land on the back of land	meter. ...	meter	Yes / No

.08 Building materials for the building :

i. Foundation
ii. walls
iii. roof
iv. floor

.09 Arrangements made for the following purposes:

i. Drainage of surface drains
ii. Sewerage
iii. wastewater

.10 I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20. .

.

Applicant's Signature

Part II (b) – Addition of a new Section to an Existing Building

)Complete this Part in case of addition of a new section to an existing building/several buildings on the land)

.01 Particulars of the existing building:

)අ) Number of floors: (ආ) height of building feet:. meter:

)ඇ) Square area of the Basement floor: Sq. feet: Sq. meter:

.02 Purpose for which the existing building is used and square area (in sq. meters):

<u>Purpose used</u>	<u>square meters</u>
* Residential purposes
* Commercial purposes
* Office purposes
* Canteen/Hotel
* Stay Home
* Factory / mechanical workshop
* other [.Specify]	<u> </u>
Total	<u> </u>

.03 .03 The distance from the center line of the access road to the land where the building is to the nearest point to that road of the proposed building Meter. :

.04 The distance from the new section to be constructed to the boundaries of the land:

i. The distance from the left to the boundary of land on that side: Meter

- ii. The distance from the right to the boundary of land on that side: Meter
- iii. The distance from the back to the boundary of land on that side: Meter

.05 Particulars of common areas bordering the new section to be constructed:

Common areas / Property type exists = , No = x Distance from the boundary meters

- * river /canal /stream /tank
- * sea
- * railway line
- * High voltage power lines)Volts)

.06 Is any road or land bordering the land on which the building is constructed lower or higher than the elevation of the land? : Yes / No

.07 If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	Has retaining <u>wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. . . .	meter	Yes / No
* Land on the right side of the land	meter. . . .	meter	Yes / No
* Land on the back of land	meter. . . .	meter	Yes / No

.08 Building materials for the building :

- i. Foundation
- ii. walls
- iii. roof
- iv. floor

.09 Arrangements made for the following purposes:

- i. Drainage of surface drains
- ii. Sewerage
- iii. wastewater

.10 I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after

obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20. .

.....

Applicant's Signature

Part II)c) – Demolition of a section of existing building and addition of a new section

)Complete this Part in case of demolishing part/parts of an existing building/several buildings and adding a new part or rebuilding part/parts of a building/buildings destroyed due to natural causes)

.01 Particulars of the existing building:

.01 Particulars of the existing building:

)a) Number of floors: (b) height of building feet:..... meter:

)c) Square area of the Basement floor: Sq. feet: Sq. meter:

.02 Purpose for which the existing building is used and square area (in sq. meters):

<u>Purpose used</u>	<u>square meters</u>
* Residential purposes
* Commercial purposes
* Office purposes
* Canteen/Hotel
* Stay Home
* Factory / mechanical workshop
* other [.....Specify (.....)]	<u>.....</u>
Total	<u>.....</u>

.03 Whether the addition to the building/buildings is because of destructions caused by a natural cause: Yes*/No*

.04 If the answer is Yes to the above, describe the natural cause that occurred. :)Mention here the cause such as floods/fires/landslides or otherwise)

.....

.05 The distance from the center line of the access road to the land where the building is to the nearest point to that road of the building to be constructed: Meter. :

- .06 The distance from the new section to be constructed to the boundaries of the land:
- i. The distance from the left to the boundary of land on that side: Meter
 - ii. The distance from the right to the boundary of land on that side: Meter
 - iii. The distance from the back to the boundary of land on that side: Meter

.07 Particulars of common areas bordering the new section to be constructed:

Common areas / Property type meters	<u>exists = √, No = x</u>	Distance from the boundary
* river /cannel /stream /tank
* sea
* railway line
* High voltage power lines (Volts

.08 Is any road or land bordering the land lower or higher than the elevation of the land? : Yes / No

.09 If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	<u>Has retaining wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter.	meter	Yes / No
* Land on the right side of the land	meter.	meter	Yes / No
* Land on the back of land	meter.	meter	Yes / No

.10 Building materials used:

- i. Foundation

- ii. Walls
- iii. Roof
- iv. Floor

.11 Arrangements made for the following purposes:

- i. Drainage of surface drains
- ii. Sewerage
- iii. wastewater

.12 I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20. .

.....
Applicant's Signature

) - - - - - Applicant please do not write anything below - - - - -

For Office Use Only

Report of the Officer of Front Office/in charge of the Subject

Technical Officer through Secretary

- .01 Whether the land is or is not in the assessment zone? Yes* / No*
- .02 If Yes, is rates in arrears? Yes* / No*
- .03 If Yes, the total amount due Rs.
- .04 Arrears recovered Rs.
- .05 Receipt No.: Date: 20. .

Forward the application for necessary action.

Date: 20. .

.....
Officer of Front Office/in charge of the Subject

Report of the Technical Officer

- .01 Was the accuracy of the particulars furnished in the application checked? Yes* / No*
- .02 Are those particulars correct? Yes* / No*

- .03 If “No”, have the relevant places been rectified in red? Yes* / No*
- .04 Has the applicant commenced construction? Yes* / No*
- .05 If “Yes”, the manner in which the provisions of the Ordinance violated:
.....
.....
.....
- .06 Was it advised to rectify the breach of provisions? Yes* / No*
- .07 Does the proposed construction surpass the building line? Yes* / No*
- .08 If surpasses, can the construction be allowed
under a non-compensation agreement? Yes* / No*
- .09 If “yes”, How far back should the proposed construction be pushed? Meter.
- .10 Are the dimensions shown in the building plan regarding placing ventilation
windows to suit the area of the rooms inside the building, correct Yes* / No*
- .11 Is the standard distance between buildings, toilets, and wells, correct? Yes* / No*
- .12 Is the proposed distance between the boundaries of land and proposed building? Yes* / No*

I certify that the above information is correct as scrutinized by me and as per the corrections indicated in red in the application and plan. Subject to the corrections made in red in the application and plan, the proposed construction is in agreement with the specifications mentioned in the Annexure to the Housing and Urban Development Ordinance. I recommend issuing a permit for the construction of buildings.

Date: 20.

.....

Technical Officer

Report of the Public health Inspector

- .01 Was the accuracy of the particulars furnished in the application checked? Yes* / No*
- .02 Are those particulars correct? Yes* / No*
- .03 If “No”, have the relevant places been rectified in red? Yes* / No*
- .04 Are the dimensions shown in the building plan regarding placing ventilation
windows to suit the area of the rooms inside the building, correct Yes* / No*
- .05 What is the purpose of the building? Residential/Commercial/Industrial/Other
- .06 Are there any other buildings in the land concerned Yes* / No*

- .07 If “Yes”, are those buildings marked in the plan? Yes* / No*
- .08 Are the toilets facilities adequate for the number of persons using the building? Yes* / No*
- .09 Is the standard distance between buildings, toilets, and wells, correct? Yes* / No*
- .10 If the building is for residential purposes, is it suitable for the purpose? Yes* / No*

I certify that the above information is correct as scrutinized by me and as per the corrections indicated in red in the application and plan. Subject to the corrections made in red in the application and plan, the proposed construction is in agreement with the specifications mentioned in the Annexure to the Housing and Urban Development Ordinance. I recommend issuing a permit for the construction of buildings.

Date: 20.

.....

Public Health Inspector

Recommendation of Medical Officer

Chairperson,

.....Pradeshiya Sabha.

As per the above recommendations, I recommend issuing the building permit for the proposed buildings.* / informing the Applicant to fulfill the following conditions .*

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Date: 20. .

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Medical Officer

Chairperson’s Order

Technical Officer,

As per the above recommendations, I approve the issuance of the permit for the construction of the proposed buildings. Prepare the permit and submit it for my signature* / Inform the applicant to fulfill the following conditions*.

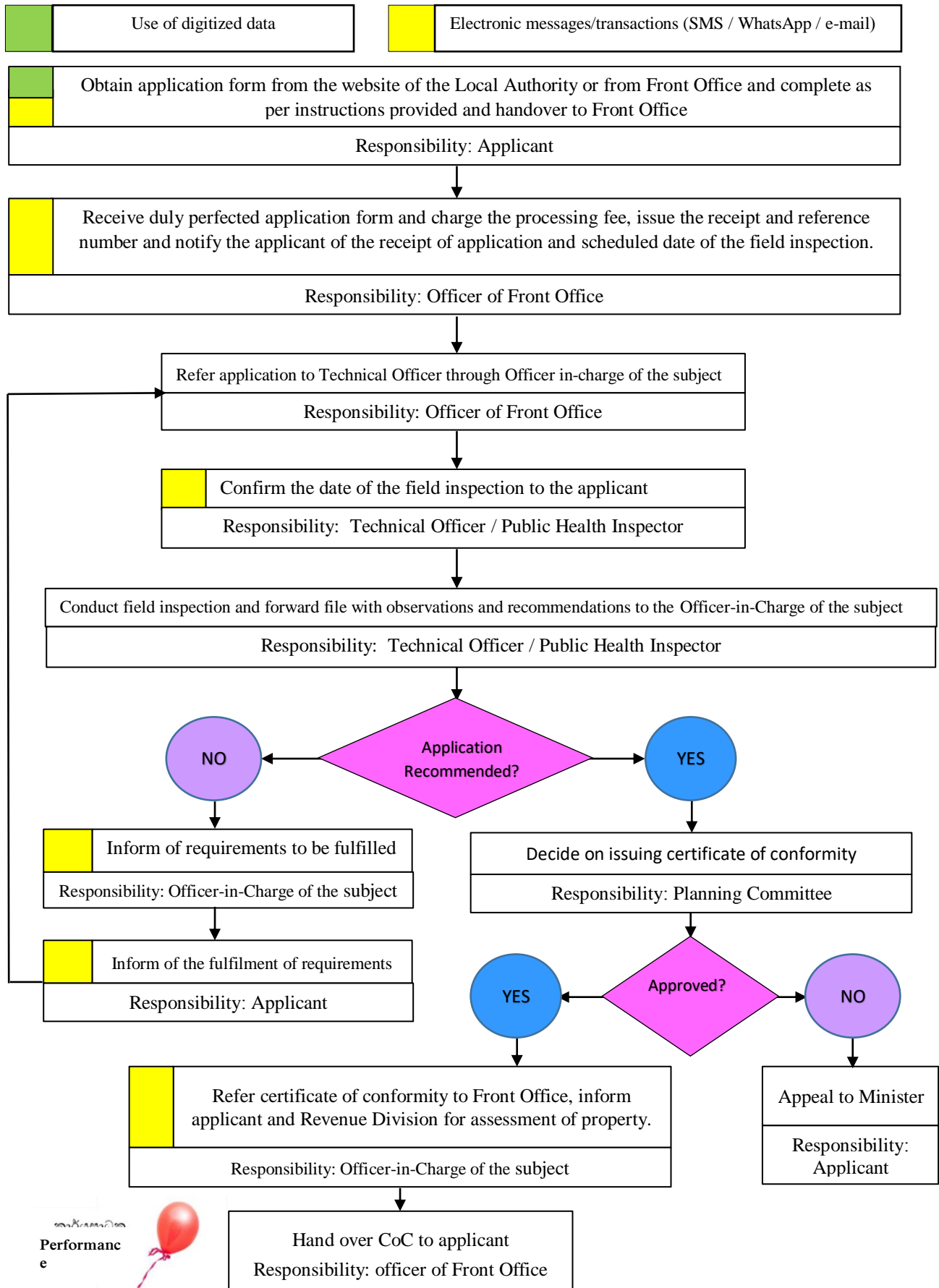
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.....

Date: 20..

.....

Chairperson

05. Certificate of Conformity (Land Development, Subdivision, or Building Construction) – Flow Chart



05. Certificate of Conformity (Land Development, Subdivision, or Building Construction)

1. Introduction

It is mandatory to obtain a development permit for any type of construction or land subdivision or amalgamation within a Local Authority limits. A Certificate of Conformity (CoC) shall be obtained from the relevant Local Authority before the construction or development work carried out with such development permit is put into use.

"Certificate of Conformity" means, a certificate is issued, in the case of a construction, that the construction is in compliance with the conditions stipulated in the Development Permit and approved building plan, in the case of land subdivision or amalgamation, that the subdivision or amalgamation has been carried out in compliance with the approval given for the subdivision or amalgamation of land. No Developer or his Agent shall be permitted in the case of a building, to occupy or permit or acquiesce the occupation of any third party after completion of the development and in the case of land, to carry out any development until the issuance of a Certificate of Conformity.

In relation to any construction, this Certificate of Conformity applies to construction permits issued under the Housing and Town Improvement Ordinance and the Urban Development Authority Act, No. 41 of 1978.

Note: There is no requirement to obtain approval for sub-division or amalgamation of land in any area to which the Housing and Town Improvement Ordinance applies. Due to that, it is not necessary to obtain a Certificate of Conformity in relation to land subdivision work in such an area.

2. Applicable Legislation

(අ) Section 15 of the Housing and Town Improvement Ordinance (Chapter 268).

(ආ) Part VI of Urban Development Authority Planning and Development Regulations -2021 to be read with Section 8A of Urban Development Authority Act, No. 41 of 1978.

3. Eligibility

In the case of building construction, the construction has been completed in compliance with the conditions stipulated in the approved construction permit and building plan and in the case of subdivision or amalgamation of land, the relevant work has been completed in compliance with the approval given.

4. Fees

(a) The fee shall be as determined by the Local Authority.

Note: 1. The Local Authority shall determine that this fee is limited to meeting printing expenses only.

2. No fee will be charged for application forms downloaded through the website.

(b) The processing fee

Note: (1) The processing fee charged for the issue of Certificate of Conformity in respect of a construction done in an urban development area or of a land sub-division or amalgamation shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations - 2021.

(2) As the Minister in charge of Urban Development holds the legal authority to change or revise the fees applicable to urban development area, it will be important to be vigilant about any revisions that may be made from time to time. Efforts should also be made to keep this tariff cycle accessible to the public for easy reference.

(3) The fee (processing fee) charged by the Local Authority for processing an application for subdivision or amalgamation of land shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations - 2021.

5. Documents to be submitted

- (a) In the case of a Certificate of Conformity relating to an urban development area, the application in Specimen Form “F” in Schedule 1 of the Urban Development Authority Planning and Development Regulations - 2021, or in the case of any other area, the application prepared as per the specimen application in the Annexure hereof (this application can be obtained from the website or from the Front Office)
- (b) Copy each of development plan issued and approved plan
- (c) When the applicant is not the owner of the land, a consent letter from the owner of the land

6. Procedure for Application and Issue of Certificate of Conformity

Procedure	Duration	Responsibility
Obtain the application (from website of Local Authority or Front Office)		Applicant
Receive application duly perfected and certified by the qualified person, collect processing fee, issue receipt, and inform applicant of the receipt of application and scheduled day of field inspection	At the time of receiving application	Officer of Front Office
Refer application to Technical Officer through Officer in charge of the subject	At the time of receiving application	Officer of Front Office
Send notification to applicant confirming the scheduled day of field inspection	Immediately upon the receipt of application	Technical Officer Public Health Inspector
Field inspection	On the scheduled day	Technical Officer Public Health Inspector

Procedure	Duration	Responsibility
Refer file with his observations and recommendations on application to Officer in charge of subject to be referred to Planning Committee.	On the scheduled day of field inspection	Technical Officer
Consider and approve application with recommendation of Technical Officer	On the scheduled day of Planning Committee meeting	Planning Committee
Prepare CoC and obtain signature of authorized officer	Within two days from Planning Committee meeting	Officer in charge of subject
Refer signed CoC to Front Office, report to Revenue Division for assessment of annual value of property, and inform applicant	Within two days from Planning Committee meeting	Officer in charge of subject
Refer CoC to applicant	If the applicant is present in person at the moment itself or by post or using electronic means	Officer of Front Office

7. Procedure When Conditions of Construction Permit and Building Plan Are Not Fulfilled

Procedure	Duration	Responsibility
Report that conditions are not fulfilled		Technical Officer
Inform applicant to fulfill conditions	Immediately upon receipt of Technical Officer's report	Officer in charge of subject
Report the failure to act as informed	Immediately upon the expiry of the scheduled date	Technical Officer
In the case of failure to act as informed, to issue notice informing thereof	Immediately upon receipt of report	Officer in charge of subject
In the case of non-compliance with notice, to take court action	Immediately upon lapse of appointed date in the notice	Municipal Commission / Chairman

Note: In the event that the construction is done outside of the conditions of the construction permit or the approved plan, a new building plan should be drawn incorporating the changes and approval and a construction permit should be obtained again for the same. Unless, it will be considered as an unauthorized construction and legal action taken.

8. Consequences of not obtaining a certificate of conformity

No building constructed under a development permit should be permitted to be used after completion of the development until the issuance of a Certificate of Conformity certifying the fact that the development is in compliance with the Development Permit issued. The use without the CoC will be treated as unauthorized use which will be liable for legal action.

**Application for Certificate of Conformity
Housing and Town Improvement Ordinance**

.....
.....
.....
Date: 20..

Chairperson,
..... Pradeshiya Sabha,

Dear Sir,

I/We do hereby request you to kindly issue a Certificate of Conformity for a construction
..... (mention the location) carried out as per the Construction Permit
No.: dated: Issued to me/us by you.

02. Construction has been completed in total compliance with the Construction Permit/completed with the following amendments. (Strike off unnecessary phrase)

Details of Amendments:

.....
.....
.....

Date: 20..

.....
Signature of Owner/Owners

(For office use only)

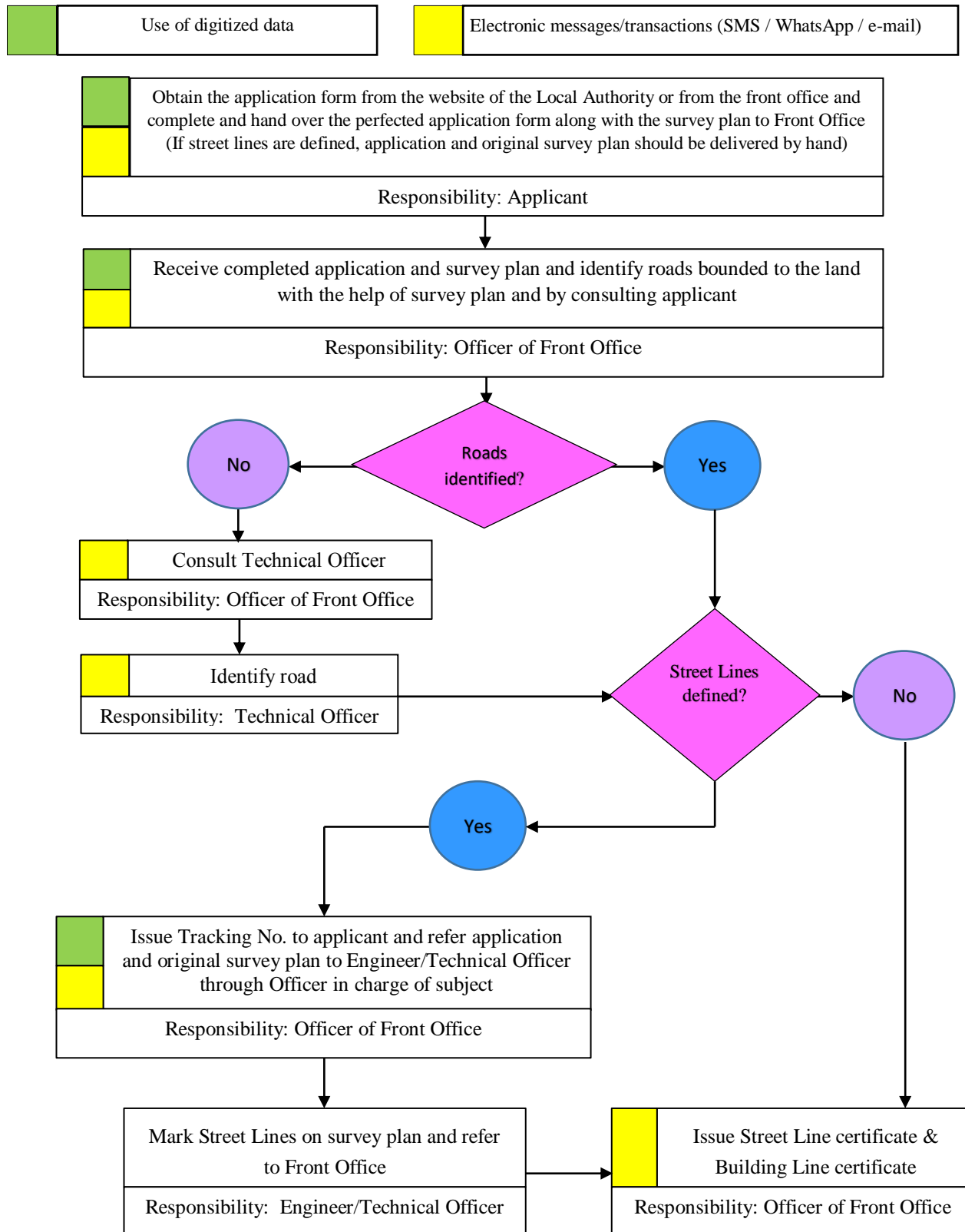
File No.:

Processing fee paid: Rs.

Receipt No.: Date:

Signature of Officer of Front Office: Date: 20..

06. Issuing Certificate of Street Lines / Building Lines – Flow Chart



06. Issuing Certificate of Street Lines / Building Lines

1. Introduction.

(a) Street Line Limit

- i. In the event that the Local Authority has decided to widen certain roads within its limits in a way that is convenient for traffic, the Local Authority should decide on the amount of land to be annexed to the respective roads from the lands located on both sides of the roads by marking on the survey plan depicting parts of the administrative limits of the Local Authority on which marked those roads, the area expected to be widened in the future and should publish a notice thereon in the gazette and newspapers. After making the decision, the lines marked on the relevant survey plan shall be deemed to be the lines of the street. The portion of land from the center of a road having a specified street line to the street line will be subject to acquisition by the local authority at some future date. For this reason, no construction will be allowed in this area.
- ii. At present street lines in Sri Lanka are specified only by the Municipal Councils of Colombo and Dehiwala - Mount Lavinia Other local authorities have not defined the street lines so far.

(b) Building Lines

- i. Local authorities will not permit any construction within a specified distance equally on either side from the center line of such road situated within its administrative limits. This limit is known as building limit. The building limit within the limits of a Urban Council and a Pradeshiya Sabha is twenty-five feet (7.62 m) on either side of the center line of the road.
- ii. In respect of a road belonging to any other authority, in case the building limit is not demarcated by that authority, the aforesaid limit shall apply to every existing and proposed road within the limits of the local authority.
- iii. Likewise, in relation to an urban development area, the Minister in charge of the subject under the powers vested in him under the Urban Development Authority Act, No. 41 of 1978, has demarcated building limits in relation to the roads situated within the parts to which the development plan of that area applies.
- iv. Furthermore, building limits have been specified by the Road Development Authority in relation to the roads belonging to the Authority, and by the Provincial Road Development Authority in relation to the roads in any province belonging to the Provincial Road Development Authority.

(c) Certificate of Street Lines and Building Lines

- i. A certificate of street lines cannot be presented in a form of a letter. This certificate should be issued by marking the relevant street line on the survey plan of the land, while taking into consideration the scale of the survey plan on which the street lines are marked and the scale of the survey plan of the land in question.
- ii. How far the building line is from the center line of the road can be notified in a letter.

- iii. In the case of a local authority where street lines have not been demarcated, a letter should be issued indicating that street lines have not been specified and that how far the extent of the building limit is.
- iv. Until the street lines are demarcated, both these certificates can be issued by way of a letter, and for that, Annexure No. 01 herein can be used.

(d) Requirement of Street Lines and Building Lines Certificate

As a result of the fact that a street line has been demarcated, the financial value of the parts which are compulsorily excluded from the land on a certain date is treated as zero in calculating the financial value of that land. In calculating the value of the parts of land coming under the building limits where no construction is allowed, the commercial value of that portion of land will be calculated less than the value of the portion of land where construction is allowed. Accordingly, when a person makes an application to get a loan from a commercial bank or any other financial institution by pledging a land or a building, the financial institute will take these lines into account in calculating the amount of loan that can be granted. For the purpose, the commercial bank or the financial institution requires the loan applicant to submit the necessary street line and building line certificates from the relevant authorities.

2. Applicable Legislation

(a) Street line:

- i. Section 69 of the Municipal Council Ordinance (Chapter 252);
- ii. Section 19 of the Housing and Town Improvement Ordinance (Chapter 268) and Regulation No. 8 of the Regulations made thereunder.

(b) Building Limit:

- i. Section 74 (1) (a) of the Urban Council Ordinance, (Chapter 255);
- ii. Section 49 of the Pradeshiya Sabha Act No. 15 of 1987.
- iii. The limit demarcated in the development plan approved and published by the Minister in respect of any urban development area under the Urban Development Authority Act, No. 41 of 1978;
- iv. The building limit demarcated and published by the Road Development Authority in respect of the roads belonging to that Authority;
- v. The building limit demarcated and published by the Provincial Road Development Authority in respect of the roads belonging to that Provincial Authority.

3. Eligibility

Any person who is desirous of applying for a loan from a commercial bank or any other financial institution or getting the real market value of his land assessed, may apply for these certificates.

4. Fees

- (a) Application fee as may be determined and prescribed by the local authority from time to time.
- (b) Certificate issuing fee

Note: 1. No application fee should be levied for application obtained online.
2. A reasonable fee should be levied for issuing certificates.

5. Documents to be submitted

- (a) Application prepared as per the Specimen in Annexure 02 hereof
- (b) A copy of the survey plan (approval for the survey plan will not be taken into consideration only for the purpose of issuing this certificate)
- (c) A certified copy of the National Identity Card of the applicant
- (d) When the applicant is not the owner of the land, a consent letter from the owner of the land

6. Procedure

Procedure	Duration	Responsibility
Obtain the application (From the Front Office or the Website of the Local Authority)		Applicant
Receive perfected application and a copy of survey plan of the land		Officer of Front Office
Identify roads bounded to the land with the help of the survey plan and by enquiring the applicant/if failed seek assistance of Technical Officer.	At the time of receiving application	Officer of Front Office/ Technical Officer
Check whether any amount is due to the local authority in respect of the property and charge the dues if any, and certificate issuing fee and issue receipt.	At the time of receiving application	Officer of Front Office
Issue Street line / Building line Certificate	1. if street lines are demarcated, within three days from the day application received. 2. if street lines are not demarcated, on the day application received, itself.	1. Head of Engineering Division 2. Officer of Front Office

- Note:
- 1. When the applicant is not the owner of the property, it is mandatory that the consent regarding the issuance of the relevant certificate to the applicant has been expressed in paragraph 7 of the application form in Annexure 02.
 - 2. If the local authority has specified the street lines, the street line should be depicted on the survey plan submitted and handover the same and the letter in Annexure 01 should also be issued indicating the building lines.
 - 3. When the street lines are not specified, the letter in Annexure 01 should be issued indicating that no street lines are demarcated and what the building lines are.

Annexure 01

My No.:
 Pradeshiys Sabha,

 On this day of20 ...

Mr./Mrs./Miss

Dear Sir / Madam,

Street Line / Building Line Certificate

This refers to your application dated 20 .

02. Pradeshiya Sabha has not demarcated Street lines in respect of roads situated within the limits of the Pradeshiya Sabha. / The building line of the land referred to in your application is depicted on the survey plan submitted by you which is appended herewith.

03. The land depicted on the survey plan No.:, dated20.. made by, Licensed Surveyor, is facing the road/roads belong to: –

@ Pradeshiya Sabha;

@ Road Development Authority;

@ Provincial Road Development Authority;

@ and and

.

04. Of the said land:-

the building limit from the center line of the road bounded on the North of the land is feet (.....')

[..... meters (.....)].

the building limit from the center line of the road bounded on the East of the land is feet (.....')

[..... meters (.....)].

the building limit from the center line of the road bounded on the South of the land is feet (.....')

[..... meters (.....)].

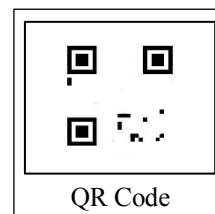
the building limit from the center line of the road bounded on the West of the land is feet (.....')

[..... meters (.....)].

Yours Sincerely,

..... (name)

For Municipal Commissioner / Secretary,



..... Municipal Council/Urban Council/Pradeshiya Sabha

(Place the official stamp)

Annexure 02

..... Municipal Council/Urban Council/Pradeshiya Sabha

Application for Street Line/Building Line Certificate

(Read instructions on the last page carefully, before completing the application)

1. Personal information-

- (a) applicant's name :
- (b) Identity Card No. :
- (c) Mobile phone No. :
- (d) E-mail address :
- (e) Postal address :

2. Details of the Property -

- (a) Address of the property :
- (b) Assessment No. :
- (c) Survey Plan No. :
- (d) Lot No. :
- (e) Deed No. :
- (f) Name of Notary Public attested :

3. Details of Roads bounded to the land -

- (a) No. of roads bounded to the land :
- (b) Name of road on the North (If any) :
- (c) Name of road on the East (If any) :
- (d) Name of road on the South (If any) :
- (e) Name of road on the West (If any) :

4. Please attach the documents stipulated in the instructions found at the end of this application.

5. Purpose of the certificate and the institution to which the certificate to be submitted.:

.....
.....
.....
.

6. I/We do hereby certify that the particulars furnished above is true and correct and kindly request that a Certificate of Street Lines/Building Lines in respect of the aforesaid land be issued.

Date: 20. .

.....

Applicant's Signature.

7. Statement of the Owner of the Property when the Applicant is not the Owner

I am the owner of the aforementioned property. I have been in possession of the property from to date and certify that the aforementioned Deed No. and Plan No. are correct. I do hereby express my consent to issue information requested by the applicant to the applicant.

Name :

National Identity Card No. :

Address :
.....

Date: 20. .

.....

Signature of Property Owner

Instructions for applying for Street Line / Building Line Certificates.

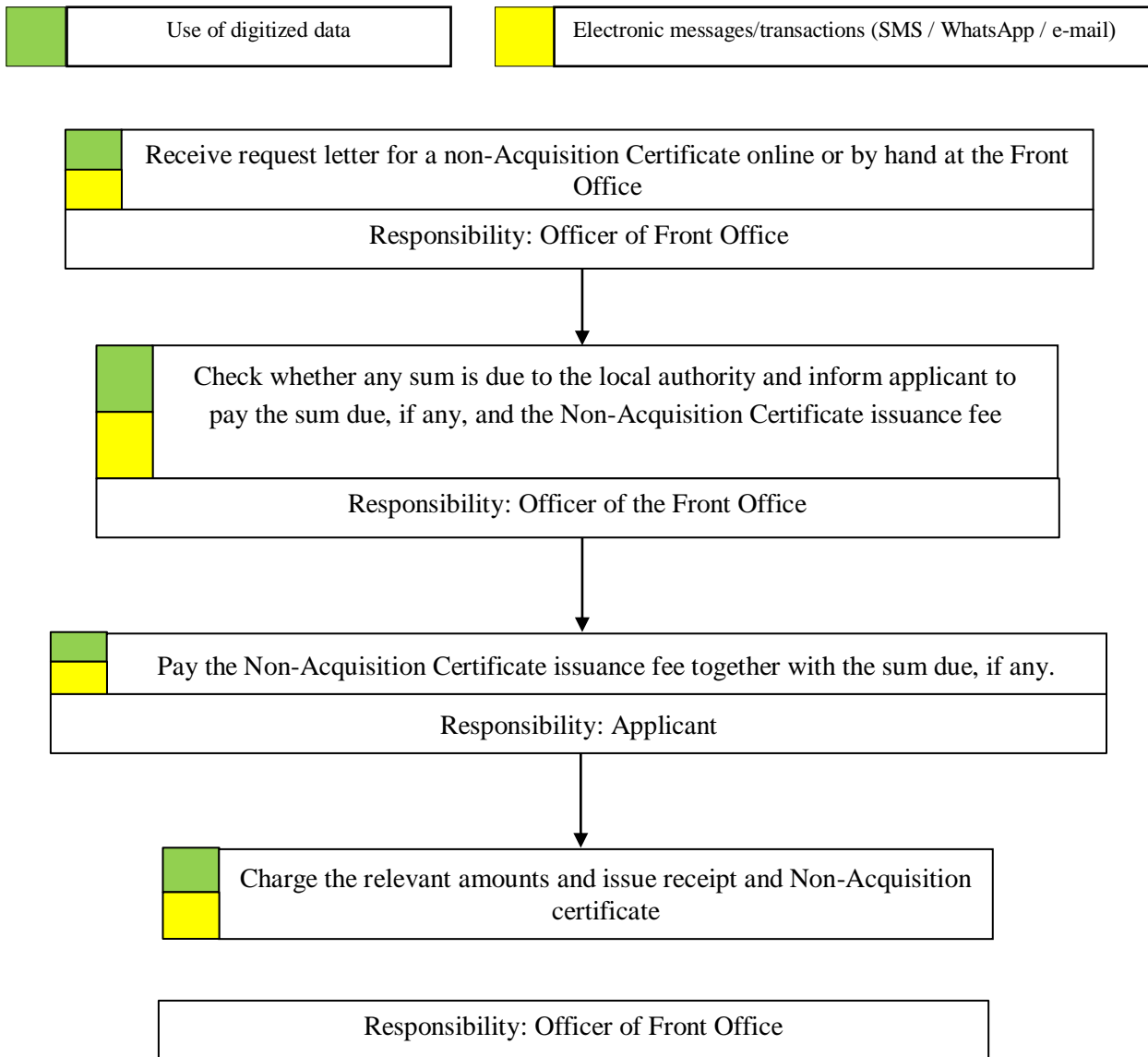
Follow the instructions below and complete the application correctly

1. The following attachments should be submitted along with the application. (In case of submission of photocopies original copy should be submitted for verification)
 - (a) A copy of the survey plan of the land.
 - (b) In cases where the original of the deed and the plan (survey plan) of the property is retained by the bank on account of having obtained a loan from that bank, copies thereof certified by the manager of the relevant bank shall be submitted.
 - (c) Photocopy of the National Identity Card of the applicant.
2. If the applicant for the street line / building line certificate, does not own the land, Sub-section 7 of the above application should have been completed.
3. At the time of submission of application for Street Line / Building Line Certificate, the following fees (a) to (e) should be paid. The amount of arrears from (b) to (e) can be ascertained by inquiring with the Officer of Front Office.
 - (a) Fee for issue of Street Line / Building Limit Certificate is Rs.
 - (b) Taxes prescribed by the Government

- (c) Arrears of Assessment / Acreage (with Warrant Charges)
- (d) arrears of water supply charges (including late charges, if any);
- (e) Arrears of Waste Disposal Charges (Arrears)
- (f) Arrears of Industry Tax / Business Tax

4. Hand over the application duly perfected as per the above instructions to the Officer of Front Office and obtain a receipt.

07. Issue of Non-Acquisition Certificates – Flow Chart



Performance Indicator



07. Issue of Non-Acquisition Certificates

1. Introduction

When a person mortgages or pledges his property and applies for a loan from a financial institution, the financial institution concerned requires the loan applicant to produce a Non-Acquisition Certificate obtained from the relevant local authority. Non-Acquisition Certificate is a certificate issued by the local authority to the effect that no condition has arisen affecting the acquisition of any immovable property. The local authority acquires any immovable property in case of default in payment of any amount due to the local authority. The relevant arrears will be recovered by the seizure and sale of the immovable property by the local authority. This certificate does not imply any connection with the process of land acquisition for any development work. This certificate is valid only for a period of 6 months from the date of issue.

2. Applicable Legislation

- (a) Sections 252, 253, 255, 256, 257, and 259 of the Municipal Councils Ordinance (Chapter 252);
- (b) Sections 252, 253, 255, 256, 257, and 259 of the Municipal Councils Ordinance to be read with Section 166 of the Urban Councils Ordinance (Chapter 255);
- (c) Sections 158, 159, 161, 162, 163, 164, 165, and 166 of the Pradeshiya Sabhas Act, No. 15 of 1987.

3. Eligibility

- (a) The person whose name is mentioned as the legal owner of the property in the assessment register will be entitled to request for the certificate.
- (b) If such certificate is requested by any person who is not the legal owner of the property, the legal owner shall have authorized him in writing to do so.
- (c) By the date of application for the certificate, all fees due to the local authority must have been paid.

4. Fees

A fee as determined and published in the gazette by the local authority from time to time will be charged.

Note: the fee charged should be reasonable.

5. Documents to be Submitted

- (a) A request made in the form of a letter mentioning the address and assessment number of the property

Note: (1) When the applicant is not the legal owner of the property, a letter issued by the legal owner and attested by a Justice of the Peace, stating that the owner has no objection to the release of the information to the applicant and that the applicant is duly authorized to obtain the information.

(2) All amounts due to the local authority at the time of application should have been settled

6. Application Procedure

procedure	Duration	Responsibility
Receive request letter for		Officer of Front Office
Check whether any amount is due to the local authority and inform applicant to pay Non-Acquisition Certificate issuing fee and the dues if any.	At the time of receiving application	Officer of Front Office
Charge relevant fees and issue a receipt	At the time of receiving application	Officer of Front Office
Issue Non-Acquisition Certificate	At the time of receiving application	Officer of Front Office

Note: The Non-Acquisition Certificate will be issued on the specimen format in the Annexure hereof.

My No.:
..... Pradeshiys Sabha,
.....
On this day of20 ...

Mr./Mrs./Miss

Dear Sir / Madam,

Non-Acquisition Certificate

This refers to your application dated 20 .

02. Since all assessment and other taxes of all nature payable to the
Municipal/Urban Council/Pradeshiya Sabha in respect of the following properties situated
within the limits of the local authority up to day of 20.. have been paid in full, I do
hereby certify that no action will be taken to acquire the said property to this local authority
under Sections 252, 253, 255, 256, 257, and 259 of the Municipal Councils Ordinance
(Chapter 252) / Sections 252, 253, 255, 256, 257, and 259 of the Municipal Councils
Ordinance to be read with Section 166 of the Urban Councils Ordinance (Chapter 255) /
Sections 158, 159, 161, 162, 163, 164, 165, and 166 of the Pradeshiya Sabhas Act, No. 15 of
1987*.

- 1. Location of the land (Address)
- 2. Assessment No.: (assessment No. with road name)

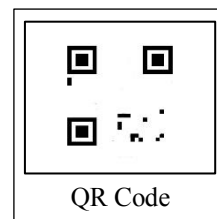
03. This certificate is issued subject to following conditions:
1. this certificate does not cover acquisitions carried out under the Land Acquisition Act on any
road widening or any other purpose.
2. This certificate will be valid only for a period of six (06) months from the date of issue.

Yours sincerely,

..... (Name)

Officer of Front Office,

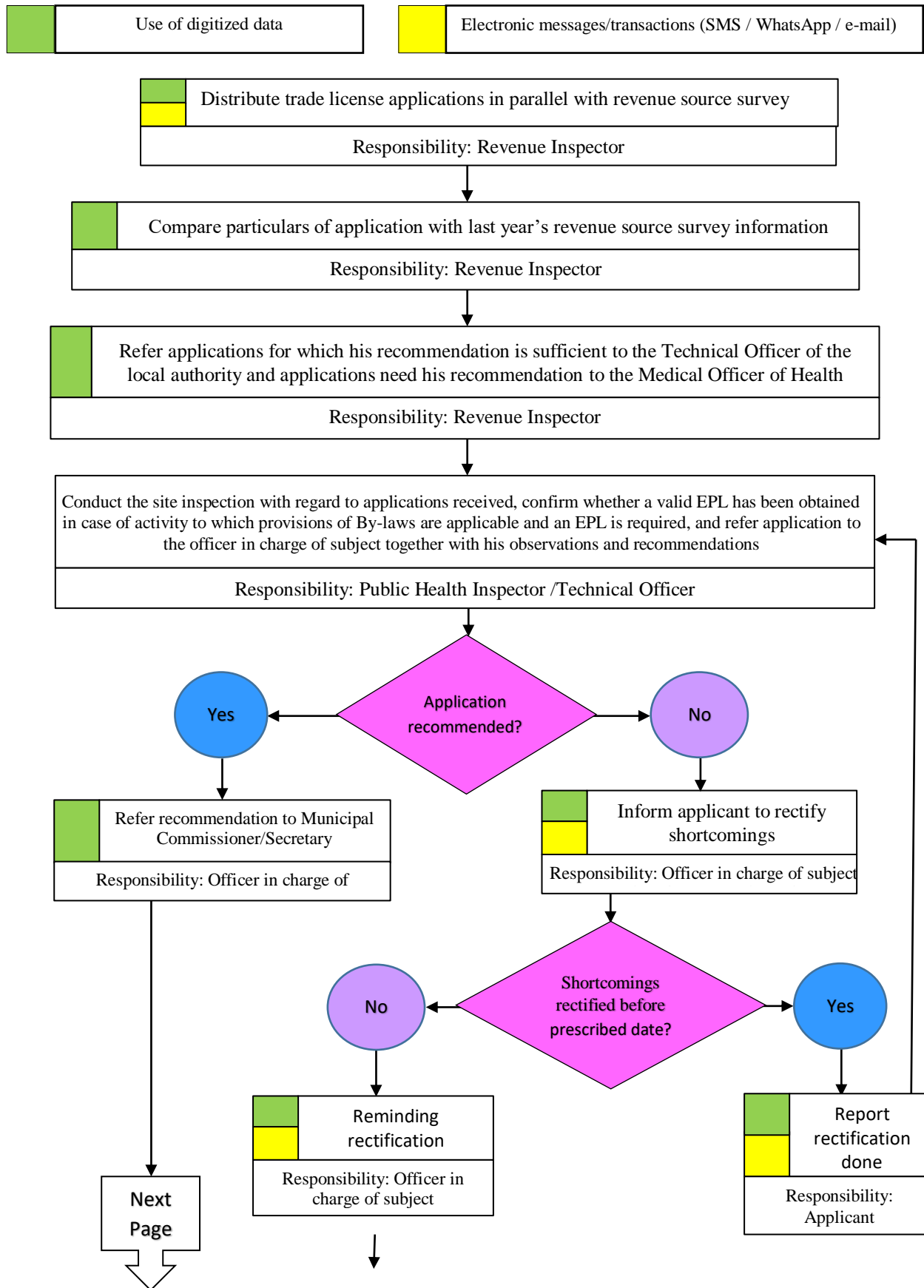
For Accountant/Secretary



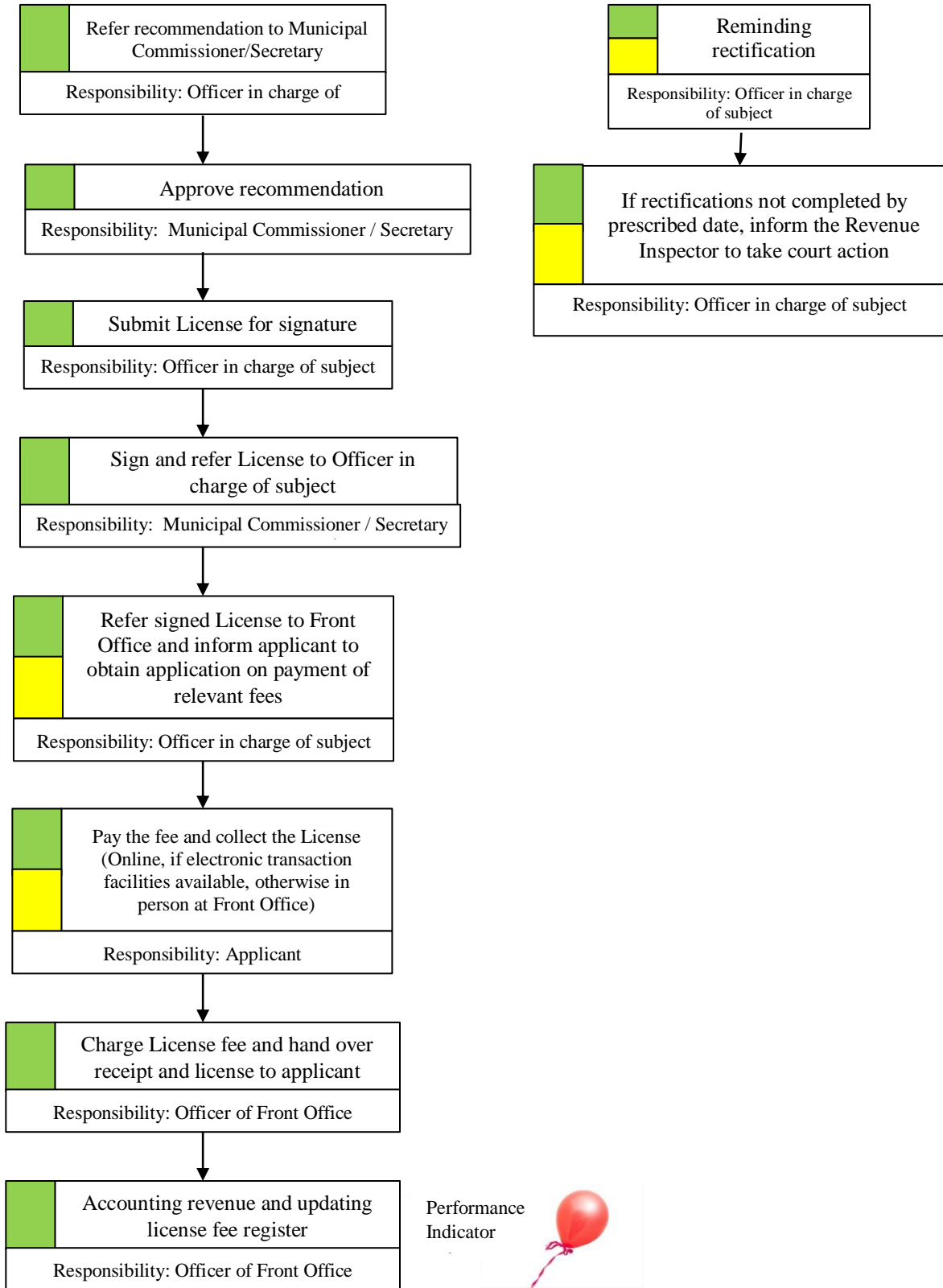
..... Municipal/Urban Council/Pradeshiya Sabha

(Place the official stamp)

08. Issue of Trade License – Flow Chart



From previous page



Performance Indicator



08. Issuance of Trade Licenses

1. Introduction

The main function assigned to the local authorities is to regulate, control and administer all matters relating to public health, public utility services, and generally with the protection and promotion of the comfort, convenience, and welfare of the people and all amenities within the limits of local authority. In terms of the provisions of By-laws made by the respective local authority under Municipal Council Ordinance (Chapter 252) / Urban Council Ordinance (Chapter 255) and Pradeshiya Sabha Act, No. 15 of 1987 to regulate and control trades or businesses carried on within the area of the local authority that may have any adverse effect on public health, hygiene, convenience, and well-being, a license issued by the Municipal Commissioner / Chairman of the local authority concerned should be obtained for the place where such trade or business is carried on. Regulation of the issue of the license is the responsibility of that local authority.

Note: By-laws adopted by the local authority should also be considered as by-laws made by that local authority.

2. Applicable Legislation

- (a) By-laws made under Section 267 of the Municipal Council Ordinance / Section 153 of the Urban Council Ordinance / Section 122 of the Pradeshiya Sabha Act, No. 15 of 1987 and by-laws deemed to have made thereunder or By-laws adopted by the local authority;
- (b) Section 247A of the Municipal Council Ordinance / Section 148A of the Urban Council Ordinance / Section 167 of the Pradeshiya Sabha Act;
- (c) Section 247A of the Municipal Council Ordinance / Section 164 of the Urban Council Ordinance / Section 149 of the Pradeshiya Sabha Act;
- (d) When the industry to which the trade license applies, requires an environmental protection license, Section 23 (o) of the National Environmental Act, No. 47 of 1980 quires.

3. Eligibility

- (a) be a trade or business which, under the provisions of any bye-law, requires a license from the Council.
- (b) In case of a trade or business requiring an environmental protection permit as per orders made under the National Environment Act, there should be a valid environmental protection permit. (Section 23o of the National Environment Act No. 47 of 1980)

4. Fee

- (a) The fee varies according to the annual value of the place where the industry is carried on.
- (b) The annual value of the place where the industry is carried on—

- (i) when the place is situated within the limits of a Municipal Council -

Amount of annual value of the place	Tax amount
Less than Rs. 1,500.00	Rs. 2,000.00
More Rs. 1,500.00 and less than Rs. 2,500.00	Rs. 3,000.00

More than Rs. 2,500.00

Rs. 5,000.00

(iii) when the place is situated within the limits of an Urban Council or Pradeshiya Sabha -

Amount of annual value of the place

Tax amount

Less than Rs. 750.00

Rs. 500.00

More than Rs. 750.00 and less than Rs. 1,500.00

Rs. 750.00

More than Rs. 1,500.00

Rs. 1,000.00

5. Documents to be submitted.

(a) The application in the form in Annexure 01 hereof;

(b) A valid environmental protection license, in case of activities for which an environmental protection license is required in terms of regulations made under the National Environment Act.

6. Procedure.

Procedure	Duration	Responsibility
Distribution of trade license applications in parallel with revenue source survey	Before 15 th November every year	Revenue Inspector
Collect perfected applications	Before 20 th November every year	Revenue Inspector
Compare particulars of application with last year's revenue source survey information	Before 20 th November every year	Revenue Inspector
Separate applications for which the recommendation of the Technical Officer is sufficient and the applications that require the recommendation of the Medical Officer of Health of local authority and hand them over to Officer in charge of subject	Before 30 th November every year	Revenue Inspector
Forward to Technical Officer of local authority the applications for which his recommendation is sufficient and to Medical Officer of Health the applications that require his recommendation through Municipal Commissioner/Secretary	On the day the Revenue Inspector handed in the application.	Officer in charge of subject
Visit the premises relevant to the application, conduct the site inspection and forward application with recommendations and observations to Officer in charge of subject	Before 15 th December every year	Public Health Inspector / Technical Officer

Procedure	Duration	Responsibility
Refer recommended applications to Municipal Commissioner/Chairperson	Before 15 th December every year	Officer in charge of subject
Approve recommendation	Before 15 th December every year	Municipal Commissioner/Chairperson
Prepare License (Annexure 02) and submit for Signature	Before 15 th December every year	Officer in charge of subject
Sign license and refer it to Officer in charge of subject	Before 15 th December every year	Municipal Commissioner/Chairperson
Refer signed application to Front Office and inform applicant to pay the fee and collect license	Before 15 th December every year	Officer in charge of subject
Pay the fee and collect license (Online, if electronic transaction facilities available, otherwise in person at Front Office)	Before the 01 st January every year	Applicant
Charge fee and handover receipt and license (Annexure 02) to applicant	Before the 01 st January every year	Officer of Front Office
Accounting revenue and updating license fee register	Immediately upon issuing license	Officer of Front Office

Note: When the activity related to the license issued as above is an activity that requires an environmental protection license, the local authority should not issue the trade license for the place where the work is performed until an environmental protection license is obtained. [Section 230 of the National Environment Act No. 47 of 1980 as amended by the National Environment (Amendment) Act No. 56 of 1988]

7. Instances where Public Health Inspector/Technical Officer should not recommend the issue of license -

Procedure	Duration	Responsibility
Refer application to Officer in charge of subject mentioning that issue of license cannot be recommended with reason for rejection	Before 15 th December every year	Public Health Inspector / Technical Officer
Inform applicant to rectify shortcomings	Before 15 th December every year	Officer in charge of subject
Report that shortcomings rectified	Before 15 th December every year	Applicant ඉල්ලුම්කරු



..... **Municipal /Urban Council/Pradeshiya Sabha**

Application for a Trade License for the year 20....

1. Name of the Owner of Industry/Trade:

2. Personal Address:

.....

3. National Identity No.:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Telephone No: Mobile: Residence:

.

5. Name of the Industry/Trade:

6. Nature of the industry/ /trade
.....

7. Of the place Industry/ Trade carried on කර්මාන්තය / වෙළෙඳාම කරන ස්ථානයේ -

(a) Address:

(b) Street/Road name:

(c) Assessment No.:

(e) Telephone No:

8. Grama Niladari Division to which the place where Industry/Trade is carried on belongs -

GN Division No.:GN Division name:

9. Ref. No. if business registration has been obtained:

10. Name of Manager/Agent at the place of industry/trade:
.....

11. National Identity Card No.:

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12. Telephone No: Mobile: Residence:

Municipal Commissioner/Chairperson,
.....Municipal/ Urban Council/ Pradeshiys Sabha

I request that an Industrial (Trade) License be issued to me in respect of the place of the industry/trade
aforementioned for the year 20.... I agree with the provisions of the by-laws made in this regard.

Date: 20.. .. Applicant's Signature

For Office use only

Public Health Inspector/Technical Officer,

You are kindly requested to submit to me your observations and recommendations expeditiously on the issue
of a trade license in respect of the application overleaf.

Date: 20.. .. Municipal Commissioner/Secretary

Municipal Commissioner/Secretary,

1. By-law applicable to industry/trade: Section: Name:
2. Whether it is an activity that needs/does not* need an environmental protection license.
3. the place of the industry/trade is in compliance with the provisions of the By-law./Followings are to be
rectified.*
 - (a)
 - (b)
 - (c)
 - (d)
4. I recommend the issue of the License/ to inform to rectify shortcomings.*

Date: 20.. .. Public Health Inspector/Technical Officer

Public Health Inspector/Technical Officer,

It has been informed that the above shortcomings had been rectified. Check and report.

.....
Municipal Commissioner /Chairperson

Municipal Commissioner /Chairperson,

As per provisions of By-laws relating to, the necessary requirements to
issue the license have been fulfilled. The issue of the License is recommended.

Date: 20.. .. Medical Officer of Health /Technical Officer

(place official stamp)

Municipal Commissioner /Chairperson,

1. Particulars in 7 (b), 7 (c), and 7 (d) in the application above match with the registers of the local authority./ Rectification has been done.
2. The annual value of the place of the industry/trade is Rs.
3. Amounts outstanding are as follows:

*	(fees warrant tax (with acreage / rates Arrears	Rs.
*	(water supply fees (with late fee, if any Arrears	Rs.
*	Arrease wastedisposal fee (arrears)	.Rs
*	icense feeL	Rs.
*	.Tax and fees prescribed by the government from time to time	Rs. <u>.....</u>

Total Rs.

Date: 20.
Officer in charge of subject

Officer in charge of subject,
Prepare and submit the License

Date: 20.
Municipal Commissioner /Chairperson

Municipal Commissioner /Chairperson,

- (a) No. of the license prepared:
- (b) Serial No. of the License Fee Register:
- (c) particulars relevant to the license were entered as per the serial number of the list of institutions from which licenses are to be obtained.

I submit the License prepared as per the above order for the signature, please.

Date: 20.
Officer in charge of subject

Officer in charge of subject,

Signed the License. Charge outstanding rates and other dues, if any, and the license fee, and issue the license.

Date: 20....

.....
Municipal Commissioner /Chairperson
(place official stamp)



Annexure 02

License No.:

..... Municipal /Urban Council/Pradeshiya Sabha Trade License for the year 20....

This application is issued to the person mentioned at No. 3 below for the use of the place mentioned at No. 2 below to carry on the industry/trade of the name and nature mentioned at No. 1 below, under the By-law applicable to the area of the Municipal /Urban Council/Pradeshiya Sabha

1. (a) Name of Industry/Trade:
- (b) Nature of Industry/Trade:

2. Of the Place of the Industry/Trade -
 - (a) Address:
 -
 - (b) Assessment No.:

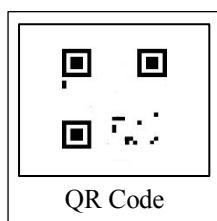
3. (a) name f the Owner of Industry/Trade:
- (b) National identity card No.:

This license shall terminate to be effective on the 31 of December 20... unless canceled earlier under the said By-laws or on the expiry of the validity period of the environmental protection license issued to such industry/trade when the industry/trade comes under the control of the regulations made under the National Environment Act, No. 47 of 1980, whichever occurs earlier.

And this license is issued only to use the aforementioned place for carrying on the said industry/trade. By virtue of the issuance of this license, the licensee shall not be deemed to have a legal right to the place where the industry is to be carried on, nor shall there be any evidence to establish such right.

This license should be displayed at the forementioned place to be clearly visible to the public.

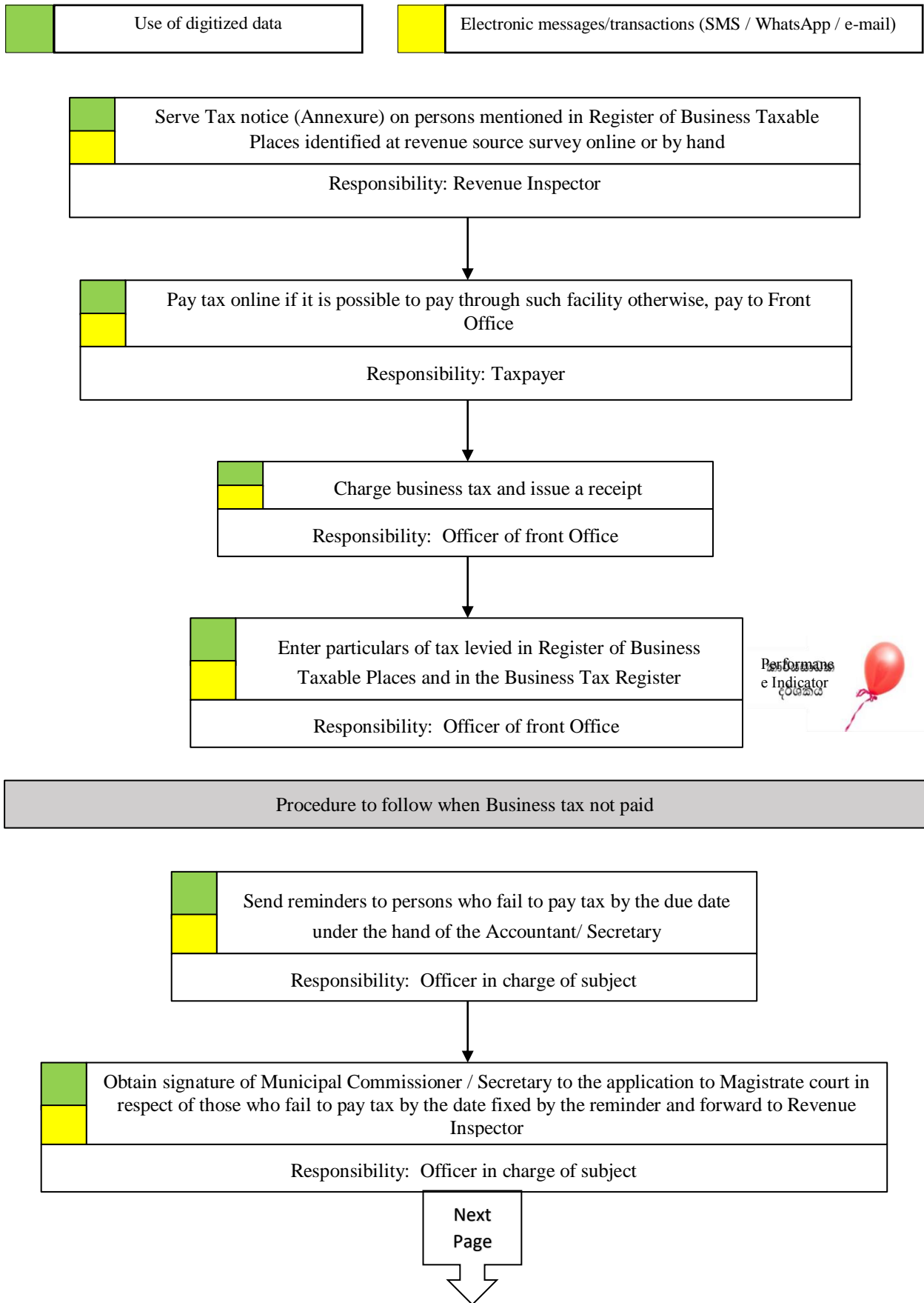
Fee paid Rs.: Receipt No.: Date: 20.....




.....
Municipal Comissioner/Chairperson
..... Municipal /Urban Council/Pradeshiya
(Official Stamp)

Date: 20...

09. Collection of Business Tax – Flow Chart



Form
previous
page



		File the application in the Magistrate courts and enter data thereon in the case file
Responsibility: Revenue Inspector		



Appear in courts on the day of trial		
Responsibility: Revenue Inspector		



Make Order to pay the business tax due as a penalty		
Responsibility: Magistrate		



		Charge the business tax and issue receipt
Responsibility: Revenue Inspector		



		Report details of collection of the business tax to Officer in charge of subject and enter court determination in the case file
Responsibility: Revenue Inspector		



		Enter details of collection of the business tax in Register of Business Taxable Places and Business Tax Register
Responsibility: Officer in charge of subject		



09. Collection of business tax

1. Introduction

- (a) Under the powers vested in Parliament under Article 148 of the Constitution to delegate its powers to impose a tax to another authority under any law, any Municipal Council, under the powers vested in it under the Municipal Council Ordinance (Chapter 252), any urban Council, under the powers vested in it under the Urban Council Ordinance (Chapter 255), and any Pradeshiya Sabha under the powers vested in it under the Pradeshiya Sabha Act, No. 15 of 1987, has been vested the powers to impose and levy a tax on any person carrying on any business within the limits of the local authority. Accordingly, any local authority may impose and levy a tax on any business carried on within the limits of the local authority.
- (b) In the case of a place that is not subject to industrial tax and where By-laws have not required a license for a place where a certain business of providing a service is carried on, such business shall be subject to this tax.

2. Applicable Legislation

- (a) Paragraph (1) of Section 247 C of the Municipal Council Ordinance (Chapter 252);
- (b) Paragraph (1) of Section 165 B of the Urban Council Ordinance (Chapter 255; and
- (c) Paragraph (1) of Section 152 of the Pradeshiya Sabha Act, No. 15 of 1987.

3. Eligibility

In the case of a place that is not subject to industrial tax and a person who is not required to obtain a license under the provisions of a by-law and who is engaged in the work of providing services is liable to pay this tax.

4. Fee

- (a) The business tax notice issued by the local authority

Note: The amount of tax varies according to the takings of the business for the year preceding.

The tax depending on the amount of the takings of the business for the year preceding which-

Does not exceed Rs. 6,000.00, is	Rs. Nill
Exceeds Rs. 6,000.00 but does not exceed Rs. 12,000.00, is	Rs. 90.00
Exceeds Rs. 12,000.00 but does not exceed Rs. 18,750.00, is	Rs. 180.00
Exceeds Rs. 18,750.00 but does not exceed Rs. 75,000.00, is	Rs. 360.00
Exceeds Rs. 75,000.00 but does not exceed Rs. 150,000.00, is	Rs. 1,200.00
Exceeds Rs. 150,000.00, is	Rs. 3,000.00

5. Documents to be submitted.

Business tax notice issued by the Municipal Commissioner / Secretary as per the format attached hereto.

Note: If a person is unable to produce the tax notice, tax can still be paid by informing the Officer of Front Office of the local authority that he is carrying on a business of the nature aforesaid and the address of the place where he is carrying on the business.

6. procedure to Levy Business Tax

Procedure	Duration	Responsibility
Delivery of business tax notice by e-mail or by hand to persons mentioned in the Register of Business Taxable Places identified in the Source of Income Survey (Annexure)	Before 31 st March every year	Revenue Inspector
Pay tax online if it is possible to pay through internet facility, otherwise, pay to Front Office	Before the expiry of 7 days from the date of the notice	Taxpayer
Levy the tax and issue a receipt	On the day itself	Officer of Front Office
Enter information about tax collected in Register of Business Taxable Places and in the Register of Business Tax	On the day itself	Officer of Front Office

7. legal Consequences of non-payment of business tax

Procedure	Duration	Responsibility
Send reminders to persons who fail to pay tax by the due date under the hand of the Accountant/ Secretary	Immediately upon the lapse of the due date to pay tax	Officer in charge of subject
Obtain signature of Municipal Commissioner / Secretary to the application to Magistrate in respect of those who fail to pay tax by the date fixed by the reminder and forward to Revenue Inspector	Immediately upon the lapse of the date specified in the reminder	Officer in charge of subject
File the application in the Magistrate courts and enter data thereon in the case file	Immediately upon receiving the signed application	Revenue Inspector
Appear in courts	On the day as notified by Court Registrar	Revenue Inspector
Make an order to charge the taxes due as a penalty		Magistrate
Levy taxes and issue a receipt	Once the court declares its order	Nominated officer under the supervision of Revenue Inspector
Report the information about the tax collected to Officer in charge of subject and record the court decision in the case file	On the day itself	Revenue Inspector
Enter information about tax collected in Register of Business Taxable Places and in the register of business tax	Within two days from receiving the report of Revenue Inspector	Officer in charge of subject

- Note:
1. It shall be the duty of the Municipal Commissioner / Secretary to delegate powers to the Revenue Inspector to proceed with court action to recover the unpaid business tax.
 2. Necessary arrangements for sending another officer to the court with a receipt book should be made in consultation with the court registrar, to facilitate the collection of tax immediately after issuing the order by the Magistrate.

.....**Municipal /Urban Council/Pradeshiya Sabha**
Business Tax Notice for the year 20.....



My No.:
On thisday of20 ..

Mr./Mrs/Miss.,
.....
.....

Dear Sir/Madam,

Business Tax for the Year 20....

It is hereby notified that the Municipal Council by virtue of the powers vested in it under Section247C of the Municipal Council Ordinance (Chapter 252) /the Urban Council by virtue of the powers vested in it under Section 162B of the Urban Council Ordinance (Chapter 255)/the Pradeshiya Sabha by virtue of the powers vested in it under Section 152 of the Pradeshiya Sabha Act, No. 15 of 1987* has resolved to impose and levy annually on every person who, within the limits of such local authority, carries on any business for which no license is necessary under the provisions of the Ordinance/Act or any by-law made thereunder, or no trade tax is payable, in the year 20...., a tax according to the takings of the business for the year preceding the year in which such tax is payable and that the tax should be paid to the Municipal/Urban Council/Pradeshiya Sabha before April 30th, 20.....

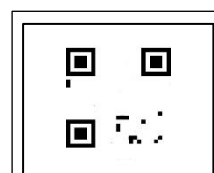
02. The tax aforesaid is applicable to the business mentioned below, carried on by you.

Of the Business:

- (a) Name:
- (b) Nature:
- (c) The estimated takings of the business for the year preceding the year: Rs.

03. I, the Municipal Commissioner/Secretary of the Municipal/Urban Council/Pradeshiya Sabha, by virtue of the powers vested in me under Paragraph (3) of Section247C of the Municipal Council Ordinance / Paragraph (3) of Section 165A of the Urban Council Ordinance/ Paragraph (3) of Section 150 of the Pradeshiya Sabha Act aforesaid, do hereby order you to pay a sum of Rs.:..... being the amount of the said business tax before 03.00 p.m. on 30th April, 20.....

Yours Sincerely,



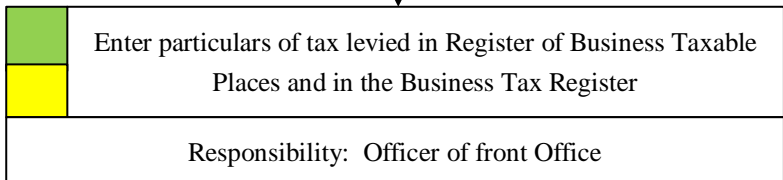
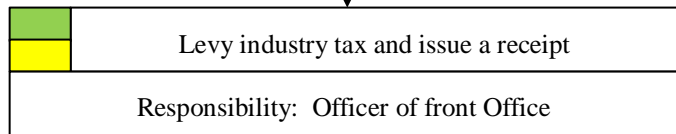
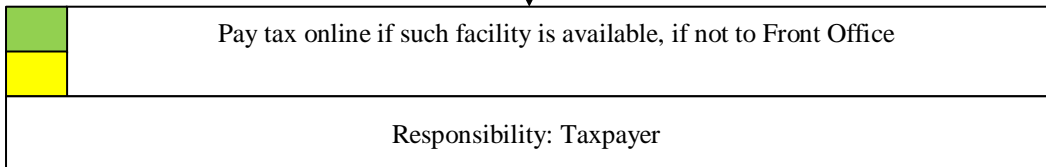
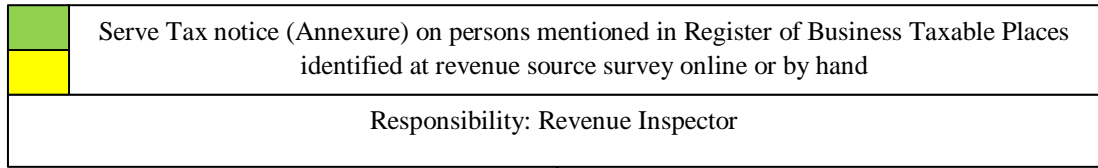
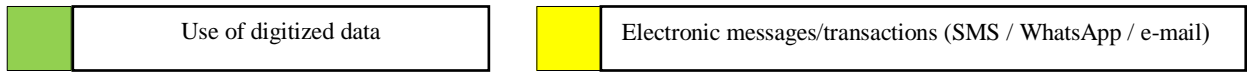
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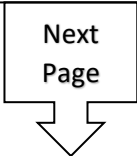
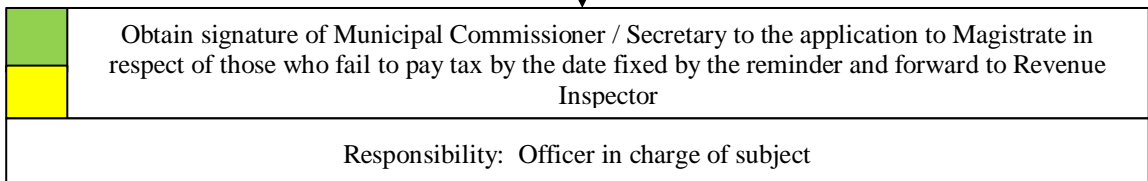
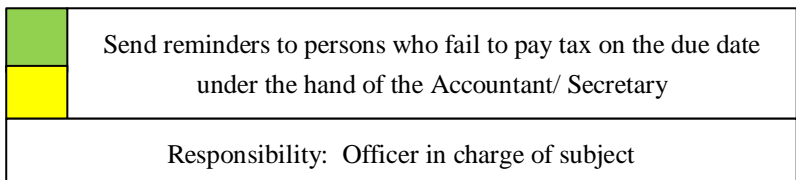
Municipal Commissioner/Secretary

..... Municipal/Urban Council/Pradeshiya Sabha

10. Collection of Industry Tax – Flow Chart



Procedure to follow when industry tax is not paid



From previous Page



		File the application in the Magistrate courts and enter data thereon in the case file
Responsibility: Revenue Inspector		



Appear in the courts on the day of trial		
Responsibility: Revenue Inspector		



Make Order to pay the industry tax due as a penalty		
Responsibility: Magistrate		



		Collect the industry tax and issue a receipt
Responsibility: Revenue Inspector		



		Report details of collection of business tax to Officer in charge of subject and enter court determination in the case file
Responsibility: Revenue Inspector		



		Enter details of collection of the business tax in Register of Business Taxable Places and Business Tax Register
Responsibility: Officer in charge of subject		

Performance Indicator



10. Collection of Industry Tax

1. Introduction

- (a) Under the powers vested in Parliament under Article 148 of the Constitution to delegate its powers to impose a tax to another authority under any law, any Municipal Council, under the powers vested in it under the Municipal Council Ordinance (Chapter 252), any Urban Council, under the powers vested in it under the Urban Council Ordinance (Chapter 255), and any Pradeshiya Sabha under the powers vested in it under the Pradeshiya Sabha Act, No. 15 of 1987, has been vested the powers to impose and levy a tax on any person carrying on any industry within the limits of the local authority. Accordingly, any local authority may impose and levy a tax on any industry carried on within the limits of the local authority.
- (b) In the case of a place where the manufacture and sale of any goods or materials or buying and selling any goods or materials is carried on and such place is not required by any By-law to obtain a license, such industry or trade will be subject to this tax.

2. Applicable Legislation

- (a) Section 247A of the Municipal Council Ordinance (Chapter 252);
- (b) Section 165A of the Urban Council Ordinance (Chapter 255): and
- (c) Section 147 of the Pradeshiya Sabha Act, No. 15 of 1987/1987.

3. Eligibility

Any person who is not required to obtain a license under the provisions of a by-law and is engaged in the business of selling goods or materials is liable to pay this tax.

4. Fee

- (a) The amount of tax varies according to the annual value of the place where the industry is carried on.
- (b) The annual value of the place where the industry is carried on -
- (i) when the place is situated within the limits of a Municipal Council: -

<u>The annual value of the place</u>	<u>The amount of Tax</u>
Does not exceed Rs. 1,500.00	Rs. 2000.00
Exceeds Rs. 1,500.00 but does not exceed Rs. 2,500.00	Rs. 3,000.00
Exceeds Rs. 2,500.00	Rs. 5,000.00

- (ii) when the place is situated within the limits of an Urban Council or Pradeshiya Sabha: -

<u>The annual value of the place</u>	<u>The amount of Tax</u>
Does not exceed Rs. 750.00	Rs. 500.00
Exceeds Rs. 750.00 but does not exceed Rs. 1,500.00	Rs. 750.00

Exceeds Rs. 1,500.00

Rs. 1,000.00

5. Documents to be submitted

Industry Tax Notice issued by the Municipal Commissioner / Secretary in the format in Annexure hereof

Note: If a person is unable to produce the tax notice, tax can still be paid by informing the Officer of Front Office of the local authority that he is carrying on an industry of the nature aforesaid and the address of the place where he is carrying on the industry.

6. Procedure to Collect Industry Tax

Procedure	Duration	Responsibility
Serve Tax notice (Annexure) on persons mentioned in the Register of Industry Taxable Places identified at revenue source survey	Before 31 st March every year	Revenue Inspector
Pay tax online if it is possible to pay through internet facility unless pay to Front Office	Before the expiry of 7 days from the date of the notice	Taxpayer
Levy tax and issue receipt	On the day itself	Officer of Front Office
Enter details of tax collected in the Register of Industry Taxable Places and Industry Tax Register	On the day itself	Officer of Front Office

7. Legal Consequences of Non-Payment of Industry Tax

Procedure	Duration	Responsibility
Send reminders to persons who fail to pay tax on the due date under the hand of the Accountant/ Secretary	Immediately upon the lapse of the due date to pay tax	Officer in charge of subject
Obtain signature of Municipal Commissioner / Secretary to the application to Magistrate in respect of those who fail to pay tax by the date fixed by the reminder and forward to Revenue Inspector	Immediately upon the lapse of the date specified in reminder	Officer in charge of subject
File the application in the Magistrate courts and enter data in the case file	Immediately upon receiving the signed application	Revenue Inspector
Appear in the courts	On the day as notified by Court Registrar	Revenue Inspector
Make an order to charge the taxes due as a penalty		Magistrate

Procedure	Duration	Responsibility
Charge the tax and issue a receipt	Once the court declares its order	Nominated Officer under the supervision of Revenue Inspector
Report details of recovering the business tax to Officer in charge of subject and enter court determination in the case file	On the day itself	Revenue Inspector
Enter particulars of tax levied in Register of industry Taxable Places and in the Industry Tax Register	Within two days from receiving the report of Revenue Inspector	Officer in charge of subject

- Note:
1. It shall be the duty of the Municipal Commissioner / Secretary to delegate powers to the Revenue Inspector to proceed with court action to recover the unpaid business tax.
 2. Necessary arrangements for sending another officer to the court with a receipt book should be made in consultation with the court registrar, to facilitate the collection of tax immediately after issuing the order by the Magistrate.

.....Municipal /Urban Council/Pradeshiya Sabha
Industry Tax Notice for the year 20.....



My No.:
On thisday of20 ..

Mr./Mrs/Miss.,
.....
.....

Dear Sir/Madam,

Industry Tax Notice for the Year 20....

It is hereby notified that the Municipal Council by virtue of the powers vested in it under Section 247C of the Municipal Council Ordinance (Chapter 252) /the Urban Council by virtue of the powers vested in it under Section 162B of the Urban Council Ordinance (Chapter 255)/the Pradeshiya Sabha by virtue of the powers vested in it under Section 152 of the Pradeshiya Sabha Act, No. 15 of 1987* has resolved to impose and levy annually on every person who, within the limits of such local authority, carries on any industry for which no license is necessary under the provisions of the Ordinance/Act, in the year 20...., a tax according to the annual value of the place of industry and that the tax should be paid to the Municipal/Urban Council/Pradeshiya Sabha before April 30th, 20.....

02. The tax aforesaid is applicable to the industry mentioned below, carried on by you.

Of the Industry:

- (a) Name:
- (b) Nature:
- (c) The annual value of the premises (estimated annual value): Rs.

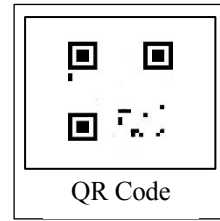
03. I, the Municipal Commissioner/Secretary of the Municipal/Urban Council/Pradeshiya Sabha, by virtue of the powers vested in me under Paragraph (3) of Section 247B of the Municipal Council Ordinance / Paragraph (3) of Section 165A of the Urban Council Ordinance/ Paragraph (4) of Section 150 of the Pradeshiya Sabha Act aforesaid, do hereby order you to pay a sum of Rs.:..... being the amount of the said business tax before 03.00 p.m. on 30th April, 20.....

Yours Sincerely,

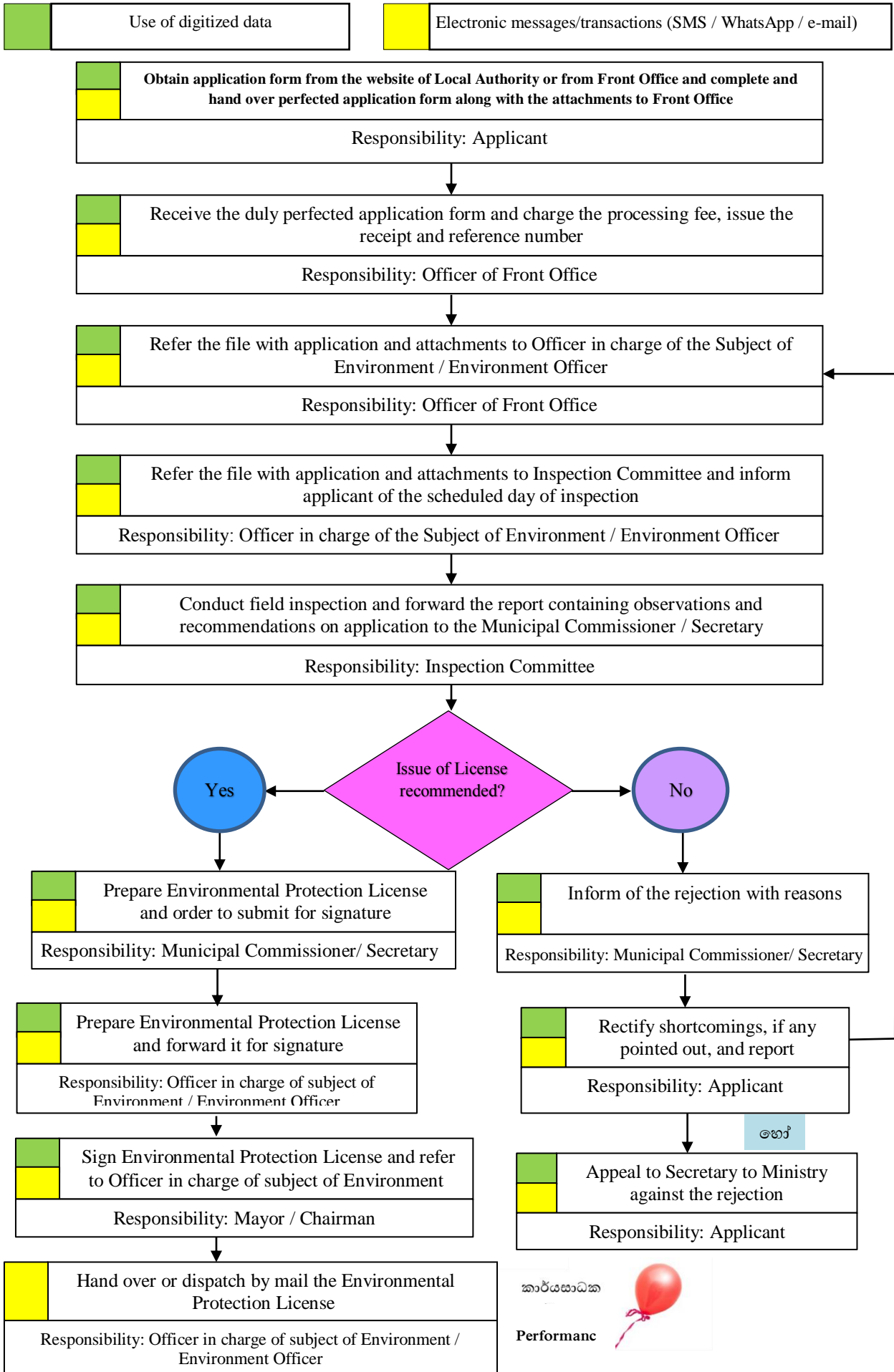
.....

Municipal Commissioner/Secretary

..... Municipal/Urban Council/Pradeshiya Sabha



11. Issue of Environmental Protection Licenses – Flow Chart



11. Issue of Environmental Protection Licenses

1. Introduction

Environmental Protection Licenses (EPL) is a license to be obtained from the Central Environment Authority before the commencement of any industry or activity that may cause adverse effects to the environment in terms of the regulations made by the Minister in charge of the subject of Environment to regulate and control such industries or activities by virtue of the powers vested in the Minister under the National Environment Act, No. 47 of 1980 in order to reduce the adverse effects that may occur to the environment by certain industries or activities.

.Note: i. According to the above regulations, the power to issue environmental protection licenses has been vested in the Central Environment Authority.

ii. The powers vested in the Central Environment Authority to issue an environmental protection license to be obtained for carrying on any industry specified in Annexure 01 hereof, have been delegated by the Minister to the local authorities under Section 26 of the said National Environment Act.

iii. A local authority will accept applications for the issue of environmental protection licenses only in respect of the industries mentioned in the said annexure and in respect of other industries a license issued by the Central Environment Authority should be obtained.

2. Applicable Legislation

- (a) National Environment Act, No. 47 of 1980; and
- (b) Regulations made by the Minister and published in the gazette until 2022.01.27 as shown in the Annexure 02 hereof.

3. Eligibility

- (a) Should be a person who carries on or intends to commence an industry stipulated in Annexure 01 hereof, within the limits of the local authority.
- (b) Should have fulfilled the requirements as required by the regulations made by the Minister.

4. Free

- (a) Application fee Rs. 200.00
- (b) Depending on the capital investment of the business, the Inspection fee charged for the process is as follows:

	Investment (Rs.)	Inspection Fee (Rs.)
01	250,000 or less	3,000.00
02	More than 250,001 up to 500,000	3,750.00
03	More than 500,001 up to 1,000,000	5,000.00
04	More than 1,000,000	10,000.00

(c) Environmental Protection License fee is Rs. 3,000.00.

5. Documents to be submitted

- (a) Application for EPL (can be obtained from the Front Office or from the website of the Central Environmental Authority)
- (b) Rough sketch of the route to the place of industry or business.
- (c) Details of the staff to be deployed.
- (d) A certified copy of the Business Registration
- (e) A copy of the deed of the land where the business is carried on
- (f) If the person who carries on the industry/business does not own the land, the agreement entered into with the owner, if any, or a certified copy of the consent letter of the owner
- (g) A certified copy of the approved survey plan of the land
- (h) Approved building plan and the Certificate of Conformity of the relevant place.

Note: 1. The building in which the industry is carried out should be purpose built and the approved building plan and certificate of Conformity mentioned above should be in accordance therewith.

2. In the renewal of the EPL the documents mentioned at (d), (e), (f), (g), and (h) need not be submitted.

6. Application Procedure

Procedure	Duration	Responsibility
Obtain application form from either the website of the local authority or from the Front Office, duly complete and handover to Front Office together with necessary annexures	Before commencing the industry or before the expiry of validity of the EPL obtained earlier	Applicant
Receive application with relevant annexures, charge processing fee and issue receipt and tracking number to applicant	Immediately upon receiving application	Officer of Front Office
Forward the file containing application with annexures to Officer in charge of the subject of Environment/ Environment Officer	Immediately upon receiving application	Officer of Front Office

Procedure	Duration	Responsibility
Refer the file containing application with annexures to Inspection Committee and inform applicant the date of the scheduled field inspection	Immediately upon receiving application	Officer in charge of the subject of Environment/ Environment Officer
Conduct the field inspection and forward the report containing observations and recommendations to Municipal Commissioner/Secretary	Before the lapse of 7 days from receiving application	Inspection Committee
Issue orders to prepare the EPL	Within 2 days from receiving the report containing observations and recommendations	Municipal Commissioner/Secretary
Prepare EPL and submit for signature	Immediately upon receiving orders	Officer in charge of the subject of Environment/ Environment Officer
Sign the EPL	On the day the EPL is received	Municipal Commissioner/Secretary
Hand over EPL to applicant or dispatch it by post	On the day itself or the following day the signed EPL is received	Officer in charge of the subject of Environment/ Environment Officer

- Note: 1. At the time of receiving the application, the accuracy thereof should be checked. Necessary instructions should be given to rectify shortcomings if any, and accept or reject the application.
2. Composition of the Inspection Committee: - Engineer/ Secretary, Public Health Inspector, Technical Officer, and Environment Officer
3. In the renewal of the EPL, approved building plan and Certificate of Conformity are not necessary.

7. When the Environment Technical Committee does not recommend the application,

Procedure	Duration	Responsibility
When the application not recommended, inform applicant of the reasons for rejection and of the requirements to be fulfilled for reconsideration	Within 2 days from receiving the report with recommendations	Municipal Commissioner/Secretary
Report the fulfilment of requirements		Applicant
Follow rest of the procedure at paragraph 6		

8. Appeal procedure when the issue of EPL is rejected:

Procedure	Duration	Responsibility
Make appeal to Secretary, Ministry in charge of the subject of Environment	Before the lapse of 30 days from receiving the rejection notice	Applicant
Hear the appeal	Within 7 days from receiving the appeal	Secretary, Ministry in charge of the subject of Environment
Issue the determination about the appeal		Secretary, Ministry in charge of the subject of Environment

Note: Section 23 E of the National Environment Act, No. 47 of 1980 provides for making appeals. The determination of the Secretary, Ministry in charge of the subject of Environment regarding the appeal is final.

List of industries to which the Central Environment Authority has been vested issue powers to issue Environmental Protection Licenses under Section 26 of the National Environment Act No. 47 of 1980.

1. All Vehicle Fueling Stations (Liquid Petroleum and Liquefied Petroleum Gases)
 2. Candle manufacturing industries employing 10 or more workers.
 3. Coconut oil extraction industries employing 10 or more but less than 25 workers.
 4. Industries manufacturing non-alcoholic beverages employing 10 or more but less than 25 workers.
 5. Dry process rice mills.
 6. Grinding mills with monthly production capacity less than 1,000 kg.
 7. Smoke leaf drying industries
 8. Cinnamon fumigation industries with a production capacity of 500 kg or more in one process with sulfur fumigation.
 9. Edible salt packing and processing industries.
 10. Tea factories other than instant tea factories
 11. Concrete Precast Industries
 12. Cement Block Stone Manufacturing Industries
 13. Lime Kilns with a production capacity of less than 20 MT per day
 14. Industries manufacturing plaster of Paris or ceramics manufacturing employing less than 25 workers.
 15. All Spindle Milling Industries
 16. Tile and brick industries
 17. Excavation carried out using manpower and explosives less than a production capacity of 600 cubic meters per month by blasting one borehole at a time.
 18. Sawmills or wood processing industries or sawmills using Boron treatment with a sawing capacity of less than 50 cubic meters per day
 19. Carpentry industries using multipurpose machines or wood related industries employing more than 5 but less than 25 workers.
 20. Hotels, guest houses and inns with more than 5 and less than 20 rooms
 21. Garages carrying out repairs and maintenance of vehicles other than garages carrying out repair, maintenance and installation of air conditioners of vehicles or garages carrying out spray painting works
 22. Repair, maintenance and installation of refrigerators and air conditioners
 23. Vehicle servicing and non-serviced container terminals
 24. All electrical or electronic goods repair shops employing 10 or more workers
 25. Presses and type printing machines not involving lead smelting
-
1. Chemical/fertilizer/ pesticides (insecticides, fungicides, weedicides etc.) manufacturing or formulating industries.
 2. Soaps, detergents, softeners or any other cleansing preparations manufacturing industries having a production capacity of 1,000 kg per day or more.

3. Synthetic rubber, natural rubber manufacturing or processing or rubber based industries or ribbed smoke rubber sheet manufacturing industries having a production capacity of 100 kg per day or more.
4. Oil (mineral oil or petroleum) refineries.
5. Coal storage yards having a storage capacity of 5,000 tons or more or industries involved in manufacturing coal based chemical products or coal processing.
6. Activated carbon or carbon black manufacturing industries.
7. Dye and dye intermediates manufacturing or formulating industries.
8. Paints (emulsion or enamel), inks, pigments, varnish, polish manufacturing or formulating industries.
9. Petrochemical (basic or intermediates) manufacturing or formulating industries.
10. Industrial gas manufacturing or processing or refilling industries.
11. Asphalt plants.
12. All types of tyres or tubes manufacturing industries.
13. Industries involved in manufacturing or reconditioning of batteries.
14. Industries using asbestos fibers as a raw material.
15. Textile Processing (including bleaching, dyeing, printing) industries or garment washing industries or textile sand blasting industries.
16. Tanneries or leather processing or finishing industries having wet process operations.
17. Fermentation industries (distilleries, breweries etc.).
18. Instant tea or coffee processing industries.
19. Industries involved in surface treatment of metal or plastic including electroplating, galvanizing and powder coating industries.
20. Iron and steel mills excluding blacksmith workshops.
21. Non-ferrous metal processing or extracting industries including secondary processes, smelting and recovery of metals.
22. Cement industries (clinker grinding or manufacturing or repacking).
23. Glass manufacturing industries with glass melting.
24. Ceramic industries where 25 or more workers are employed.
25. Mechanized mining activities with multi bore hole blasting.
26. Automobile or three wheeler or motor bicycles or bicycles manufacturing industries.
27. Electrical power generating utilities excluding standby generators and hydro or solar or wind power plants.
28. Paper and pulp manufacturing industries excluding handmade paper and paper based ornaments.

29. Common waste treatment and management facilities located outside or inside of the industrial zones/industrial estates/ export processing zones.
30. Ship building industries and repairing industries including mechanically removing of rust.
31. All harbours excluding fishery harbours 3
2. All international airports.
33. Any activity/ industry not included in Part A of the Schedule which discharges wastewater at the capacity of 40 cubic meters per day or more in its production process.

Annexure 02

08. Reference to Gazette Notifications containing regulations made under the National Environment Act No. 47 of 1980

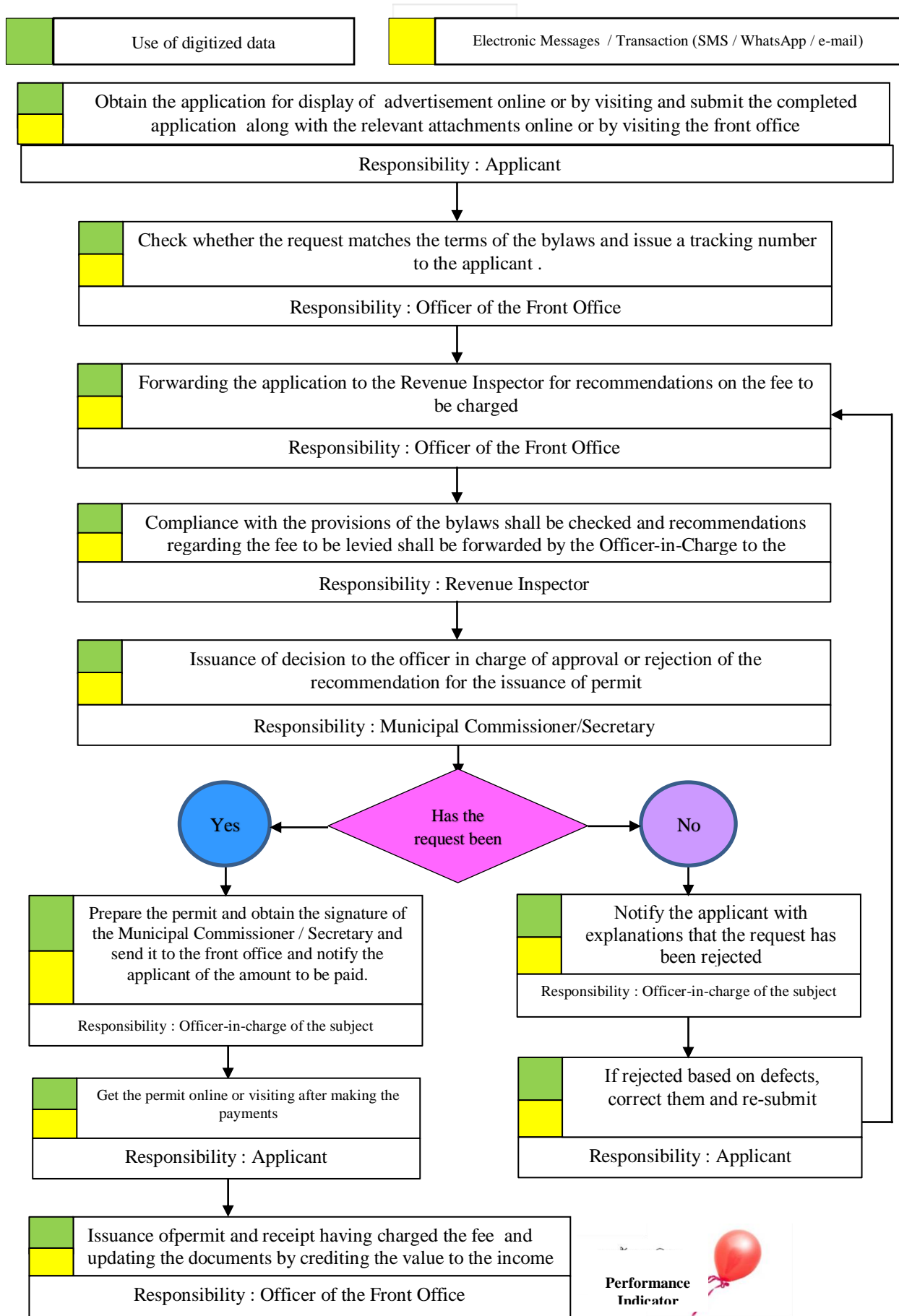
#	Gazette No.	Date	Section of the Act	Remarks
01	772 / 22	1993. 06. 24	23y	Project Approving State Agencies Amendment: - Gazette No 1104 / 22 of 1995. 11. 05
02	850 / 4	1994. 12. 20	23w	National Environmental (Ambient Air Quality) Regulations Amendments: - Gazette No 1562 / 22 of 2008. 08. 15 - Gazette No 1309 / 20 of 2003. 10. 10
03	850 / 4	1994. 12. 20	32	National Environmental (Ambient Air Quality) Regulations
04	850 / 4	1994. 12. 20	23e	National Environmental (Appeal Procedure) 1994 Regulations
05	859 / 14	1995. 02. 23	23y	List of Project Approving Agencies
06	1104 / 22	1995. 11. 05	23w	Project Approving Agencies Amendments: - Gazette No 772 / 22 of 1993. 06. 24 - Gazette No 1108 / 12 of 1999. 11. 29
07	924 / 12	1996. 05. 23	23p, 23q and 23r	National Environmental (Noise Control) Regulations No.1 1996 Amendments: - Gazette No 973 / 7 of 1997. 04. 30
08	973 / 7	1997. 04. 30	23p and 23q	National Environmental (Noise Control) Regulations No.1 1997 Amendments: - Gazette No. 924 / 12 of 1996. 05. 23
09	1108 / 12	1999. 11. 29		Rectification of Gazette No. 1104 / 22 of 1995. 11. 05

#	Gazette No.	Date	Section of the Act	Remarks
10	1159 / 22	2000. 11. 22	23a	Activities requiring a license Amendments: - Gazette No. 1533 / 16 of 2008. 01. 25 has been repealed by this notification
11	1283 / 19	2003. 04. 10	10 (a) (a) and (g) and 32 (2) (w)	National environmental (upper Kotmale Power Project - Supervision) Regulations No. 1 of 2003
12	1295 / 11	2003. 06. 30	23j & 23k	National Environmental (Air, Fuel and Vehicle Importation Standards) Regulations No 01 2003 Amendments: - Gazette No. 1562 / 22 of 2008. 08. 15
13	1309 / 20	2003. 10. 10	23w	National Environmental (Ambient Air Quality) Regulations
14	1373 / 6	2004. 12. 29	23y	Amendments to the List of Project Approving Agencies
15	1466 / 5	2006. 10. 10	23w	Prohibition of the manufacture of polythene of less than twenty (20) microns Amendments: - this notification was repealed by the Gazette No. 2034 / 33 of 2017. 09. 01
16	1466 / 26	2006. 10. 13	24c and 24d	Declaration of Muthurajawela Environmental Protection Zone Amendments:- Gazette No. 2090 / 11 of 2018. 09. 25
17	1487 / 10	2007. 03. 05	24c and 24d	Declaration of Muthurajawela Environmental Protection Zone Amendments:- Gazette No. 2090 / 11 of 2018. 09. 25
18	1507 / 9	2007. 07. 23	24c and 24d	Declaration of Knuckles Environmental Protection Zone
19	1533 / 16	2008. 01. 25	23a	Activities requiring a license
20	1534 / 18	2008. 02. 01	23a & 23b	National Environmental (protection and Standards) Regulations No. 1 of 2008
21	1557 / 14	2008. 07. 09	23j & 23k	Amendments to National Environmental (Air Emission, Fuel and Vehicle Importation Standards) Regulations, No. 1 of 2003 Amendments to Gazette No. 1295 / 11 of 2003. 06. 30
22	1560 / 26	2008. 08. 01	24c & 24d	Declaration of Maragala mountains Environmental Protection Zone
23	1562 / 22	2008. 08. 15	32	National Environmental (Ambient Air Quality) Regulations Amendments to Gazette No. 850 / 4 of 1994. 12. 20
24	1598 / 21	2009. 04. 24	24c & 24d	Declaration of Walawwewatta wathurana Environmental Protection Zone

#	Gazette No.	Date	Section of the Act	Remarks
25	1627 / 19	2009. 11. 10	32 (2) (h)	National Environmental (Municipal Solid Waste) Regulations, No. 1 of 2009.
26	1634 / 23	2009. 12. 30	24c & 24d	Declaration of Bolgoda Environmental Protection Zone
27	1641 / 28	2010. 02. 17	24c & 24d	Declaration of Hanthana Environmental Protection Zone
28	1738 / 37	2011. 12. 29	23Q	National Environmental (Vehicle Horns) Regulations, No. 1 of 2011
29	1887 / 20	2014. 11. 05	23j & 23k	National Environmental (Air Emission, Fuel and Vehicle Importation Standards) Regulations, No. 1 of 2003 Amendments:- Gazette No. 1295 / 11 of 2003. 06. 30 and Gazette No. 1557 / 14 of 2008. 07. 09
30	1895 / 43	2015. 01. 02	23j & 23k	Rectification of National Environmental (Air Emission, Fuel and Vehicle Importation Standards) Regulations, No. 1 of 2003
31	2024 / 6	2017. 06. 19	24c & 24d	Declaration of Waratenna Hakkinda Environmental Protection Zone
32	2034 / 33	2017. 09. 01	23w	Prohibition of the manufacture of polythene of less than twenty (20) microns Amendments:- these regulations repealed the regulations of the Gazette No. 1466 / 5 of 2006. 10. 10
33	2034 / 34	2017. 09. 01	23w	Prohibition of the manufacture of polythene food wrappers for in country use
34	2034 / 35	2017. 09. 01	23w	Prohibition of the manufacture of polyethylene sacks of higher thickness
35	2034 / 36	2017. 09. 01	23j & 23k	National Environmental (Prohibition of open burning of refuse and other combustible matters inclusive of plastics) Regulations No. 1 of 2017
36	2034 / 37	2017. 09. 01	23w	Prohibition of the use of all forms of polyethylene, polypropylene, polyethylene products or polypropylene products as decoration in political, social, religious, national, cultural or any other event or occasion
37	2034 / 38	2017. 09. 01	23w	Prohibition of the manufacture of food containers, plates, cups and spoons from expanded polystyrene for in country use
38	2075 / 15	2018. 06. 11	24c & 24d	Declaration of Pansalatenna-Maussawa Environmental Protection Zone

#	Gazette No.	Date	Section of the Act	Remarks
39	2079 / 42	2018. 07. 12	23j & 23k	National Environmental (Air Emission, Fuel and Vehicle Importation Standards) Regulations, No. 1 of 2003 Amendments:- Gazette No. 1295 / 11 of 2003. 06. 30
40	2083 / 3	2018. 08. 06	23j & 23k	National Environmental (Air Emission, Fuel and Vehicle Importation Standards) Regulations, No. 1 of 2003 Amendments:- Gazette No. 1295 / 11 of 2003. 06. 30
41	2090 / 11	2018. 09. 25	24c & 24d	Declaration of Muthurajawela Environmental Protection Zone Amendments:- Gazette No. 1466 / 26 of 2006. 10. 13
42	2126 / 36	2019. 06. 05	23i, 23j & 23k	National Environmental (Stationary Sources Emission Control) Regulations, No. 01 of 2019.
43	2148 / 19	2019. 11. 05	32 (2) (o)	Control of Bill Boards and Hoardings (Visual Pollution) Regulations No. 01 of 2019
44	2148 / 20	2019. 11. 05	23g and 32	National Environmental (Ambient Water Quality) Regulations, No. 01 of 2019.
45	2211 / 50	2021. 01. 21	32	National Environmental (Plastic Material Identification Standards) Regulations No. 01 of 2021.
46	2211 / 51	2021. 01. 21	23w (1) (a)	Prohibition of polyethylene terephthalate (PET) or polyvinyl chloride (PVC) material for packing agrochemicals
47	2237 / 7	2021. 07. 19	24c & 24d	Declaration of Talangama Environmental Protection Zone Amendment: - Gazette No. 1487 / 10 of 2007. 05. 05
48	2247 / 32	2021. 10. 01	24c & 24d	Declaration of Talangama and Gregory Lake Environmental Protection Zones Amendment to regulation on Gregory lake Environmental Protection Zone by gazette No. 1487 / 10 of 2007. 03. 05
49	2264 / 17	2022. 01. 27	23a & 23b	Amendments to National Environmental (Protection and Quality) Regulations, No. 1 of 2008
50	2264 / 18	2022. 01. 27	23a	Prescribed activities involve or result in discharging, depositing or emitting waste into the environment for which a license is required

12. Issue of permits for display of advertisements - Flow Chart



12. Issue of permits for display of advertisements

1. Introduction

- (a) Bylaws have been made by local government institutions to regulate the display of hoardings with the aim of preventing any disturbance or damage to the visual environment caused by advertisements displayed with the help of a board or banner to communicate any message to the public as seen from a public place.
- (b) A communication whether fixed or hung or affixed or displayed as an illuminated board in any place visible from any public place, using images or words or any other form of sign to communicate an advertisement or message to any person receiving, printed or hand-drawn or displayed by electronic or other light signals or in any other manner is called an advertisement.
- (c) A "Public Place" shall mean any street, road, canal, lake, sea, sky or any place owned by the Government or local government institution or any other public place used by the public;
- (d) The certificate issued by the local government institution that any of the aforementioned advertisement and the place where it is displayed has followed the provisions of the bylaws, shall be referred to in this matter as "Permit".

Note: 1. Advertisements displayed in connection with any of the following matters are exempted from the payments and obtaining a permit.

-

Not being a fluorescent advertisement or billboard -

- (a) an advertisement that says "Available for Rent" or "Available for Sale";
 - (b) house name boards or an advertisement relating to a professional activity not exceeding 0.093 square meters (1 square foot);
 - (c) an advertisement displaying the nature of the business, owner's name, address and telephone numbers on a vehicle used for commercial purposes.
2. Advertisements displayed in connection with any of the following matters shall be exempted from the requirement of charging fees but shall be subject to obtaining a permit.

Not being a fluorescent advertisement or billboard -

- (a) an advertisement of a concert from which the net profits will be used for charity;
 - (b) an advertisement of a concert to be installed at the venue;
 - (c) an announcement of a religious, political or public meeting
3. Posters displayed for any advertising purposes are exempted from the requirement of obtaining permits, but it is an offense to put up any such poster in any place other than the place reserved for it.

2. Legal Authority

Advertisements and visual environment bylaws made under or deemed to be made under powers vested in any local government institution.

3. Fees

A fee shall be paid in the amount decided by the local government institution from time to time and announced in the Gazette subject to the relevant bylaws and taxes imposed by the government from time to time.

4. Documents to be submitted

- (a) Application prepared and duly completed in the format shown in the annexure hereto
- (b) A similar sample of the advertisement intended to be displayed, printed or hand-drawn (also showing the colors used), on A4 size paper;
- (c) In the case of a hoarding is installed and displayed in the reserve of any road, the original of the permission letter given by the Road Development Authority or the Provincial Road Development Authority or the local government institution having the right to that road, as applicable;
- (d) The original of the letter of consent issued by the Chief of the traffic division of the police station where the relevant hoarding is displayed.
- (e) When the applicant is not the owner of the land and if it is a hoarding to be installed in any land or building a copy of the letter of consent given by the owner or owners of the land or building .
- (f) In case of a hoarding displayed within a Urban Developed area certified copy of the permit approved by the Urban Development Authority or the Council subject to the Section 104 of the Planning and Development Orders of Urban Development Authority 2021.

Note: The application can be obtained and submitted through the council's website or by visiting the Front Office.

5. Procedure

Procedure	Duration	Authority
To obtain the application online or visit the Front Office for the display of hoardings		Applicant
Submit the completed application along with the relevant attachments online or by visiting the Front Office	7 days prior to installation of advertisement	Applicant
Check whether the request complies with the terms of the bylaws and issue a tracking number to the applicant.	Immediately after the receipt of application	Officer of the Front Office
Check whether the request complies with the provisions of the bylaws and directing the Revenue Inspector to make recommendations on the fees to be charged	Immediately after the receipt of application	Officer of the Front Office

Procedure	Duration	Authority
Check compliance with the terms of the bylaws and forward the recommendation on the permit fee to be charged to the Municipal Commissioner/Secretary through the Officer-in-charge of the Subject.	Immediately after the receipt of application	Revenue Inspector
Issuance of decision to the Officer-in-charge regarding approval or rejection of the recommendation for issue of permit	On the same day of the receipt of the recommended application	Municipal Commissioner/Secretary
If the request is approved, prepare the relevant permit and get the signature of the Municipal Commissioner / Secretary and forward it to the Front Office and inform the applicant on the due amount.	On the Date of receipt of order of approval or rejection	Officer-in-charge of the subject
Having paid the due amount get the permit online or by visiting the office		Applicant
Charge the amount and issue the permit and receipt and update the documents by crediting the value to the income head.	Immediately after the fee is charged	Officer of the Front Office

Note : The followings should be taken into account while placing and maintaining hoardings.

- (a) All hoardings must have the permit number and the date of permit issued.
- (b) The permit holder's name and telephone number must be clearly depicted in the advertisement
- (c) Necessary procedures should be applied to prevent possible accidents to an outside party through the advertisement.
- (d) Advertisements should be placed so as not to disturb the attention of drivers. E.g. Banners should not be displayed across the road and distractions to the attention of the drivers should be avoided.
- (e) The rules, if any, specially made by the Municipal Commissioner/Secretary, should be followed.

..... Council

Application to obtain the permission for the display of hoardings/banners

1. Personal information

- (a) Name of the applicant :
- (b) National Identity Card No. :
- (c) Mobile No. :
- (d) Official telephone No. : Fax:
- (e) E-mail address :
- (f) Postal Address :

2. (a) Name and address of the representative if the applicant does not appear:
-
- (b) National Identity Card No. :
- (c) Telephone No. :

3. Advertising by way of hoarding/ banner to be installed:

A religious function/musical show or other amusement/educational function/ marketing advertisement/other (Mention the function) (Prepare a model of the advertisement to fit in an A4 size paper and attach it to the application)

4. Size of the hoarding/banner: Length: cm Width : cm

5. Number of hoardings/banners expected to be displayed :

6. Information about places where hoarding/banners are displayed: (If the space provided is not enough, enter this information on a separate paper. At the end of that paper, the applicant should have placed his signature.)

Serial No	Hoarding/banner installation location	Place of hoarding/banner installed		
		Owner	Address of the owner	Telephone No.
01.				

02.				
03.				
04.				

(A letter of prior written approval obtained from the person or persons having the legal ownership to the land or building on which the hoardings/banners are displayed must be attached to the application. Where the local authority intends to obstruct the natural beauty of a place or the attention or safety of drivers of vehicles passing through that place the hoardings/banners will not be allowed to be displayed at any above mentioned designated place. Display of advertisements at locations other than those for which approval has been requested or where advertisements are displayed in excess of the number requested, will be subject to legal action.)

7. Duration of which the hoardings/banners are to be displayed: From20 to 20

8. Duration of which the hoardings/banners are to be displayed: From20 to 20

I certify that the particulars given overleaf are true and correct. I assure to remove all hoardings/banners from their fixed places on the expiry date of the approval given on this application or to pay the fee incurred by the Council for their removal. And I accept that the Council is not liable for any action taken by the owner of the land or building where these hoardings/banners are installed or any other party to remove or mutilate them or damage them or prevent the display of those hoardings/banners under any other written law and that I undertake all the responsibilities for damages caused to any party from these hoardings/banners and I am not entitled to the permission issued by the council for that. I request to charge hoarding/banner display fees and give necessary approval to display hoardings/banners.

Date :20

.....

Signature of the applicant

For Office Use

Revenue Inspector

The above request is forwarded to refer it to the Municipal Commissioner/Secretary with your observations and recommendations having examined the fees to be charged as per the bylaws on hoarding and visual environment.

Date: 20

.....

Officer of the Front Office

Municipal Commissioner/Secretary ,

I recommend to charge as follows for the display of hoardings/banners at the locations mentioned in paragraph 6 of the above application/ other than location of Serial No. *. / It is not recommended as it is against the terms of the by-laws

Square footage of one hoarding/banner Square meter

Fees to be charged per hoarding/banner Rupees

Number of hoardings/banners

Total amount	Rupees
Total fee	Rupees
Tax imposed by the government (1)	Rupees
Tax imposed by the government (2)	Rupees +
Total	Rupees +

Date : 20
.....
Revenue Inspector

Officer-in-charge of the subject

- * Above recommendation is approved.
- * Prepare the permit and submit for my signature.
- * Above request is rejected. Submit the letter of notification for my signature.

Date: 20
.....
Municipal Commissioner/Secretary

Municipal Commissioner/Secretary

- * The permit/letter of rejection of the request is submitted as per the above order

Date: 20
.....
Officer-in-charge of the subject

Officer-in-charge of the subject

Letter of rejection of the request is signed. Issue. / Refer the signed permit to the Front Office.

Date: 20
.....
Municipal Commissioner/Secretary

Officer of the Front Office,

The signed permit is attached herewith. Charge the fees and issue the permit while noting down the details of the fees and send this application back to me.

Date: 20
.....
Officer-in-charge of the subject

Officer-in-charge of the subject

,
Permit issued. Fees have been charged as follows .

Total charges	Rupees
Tax imposed by the government (1)	Rupees

Tax imposed by the government (2)

Rupees+

Total

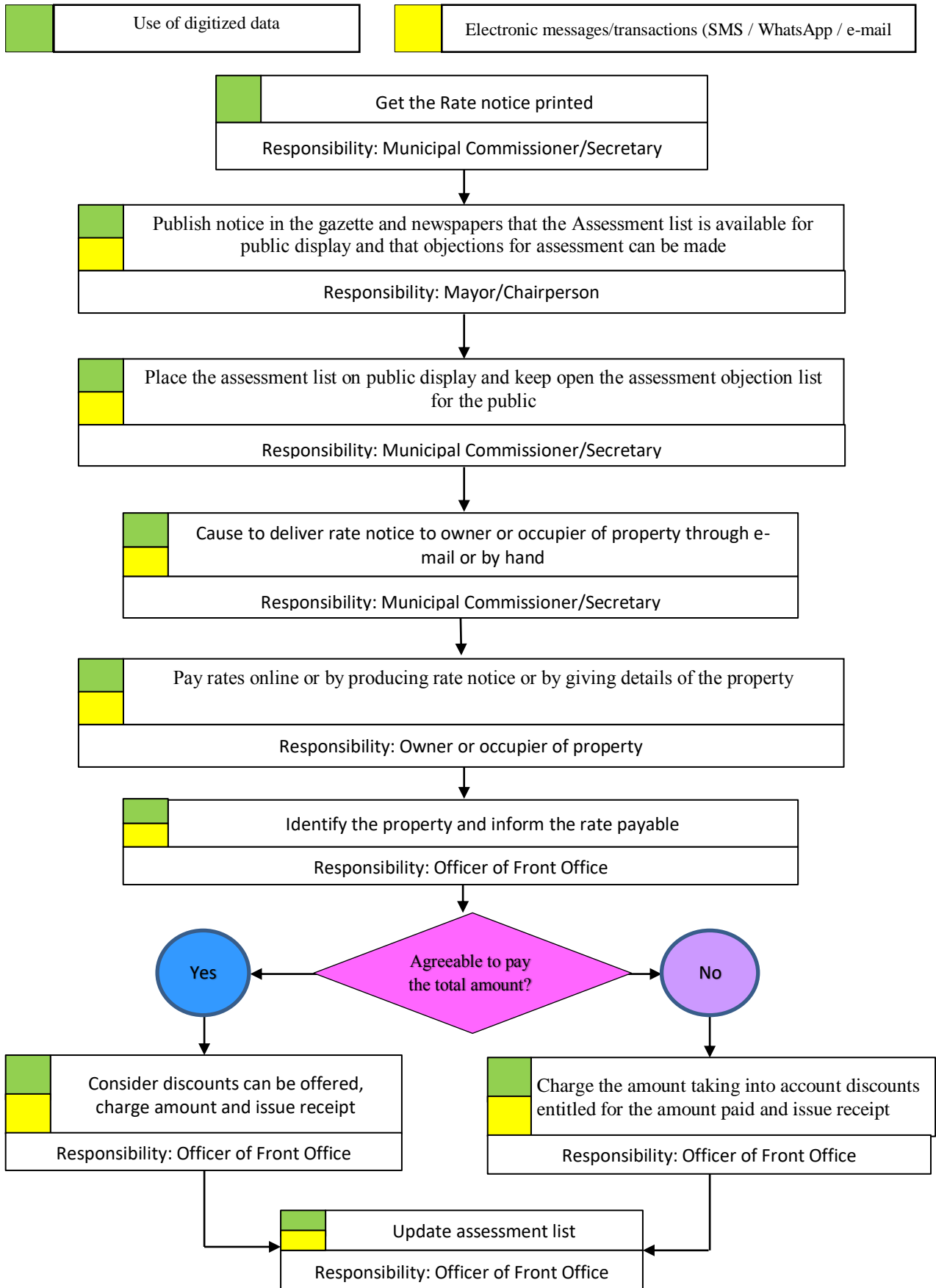
Rupees

Receipt No and date : 20

Date : 20.

.....
Officer of the Front Office

13. Levy Rates – Flow Chart



13. Levy Rates

1. Introduction

Rate is imposed and levied by any Municipal Council or Urban Council or Pradeshiya Sabha may, subject to the approval of the Minister in charge of the subject of Local Government, at a rate determined by the local authority on the annual value of any immovable property or any species of immovable property situated within the limits of Municipal Council or Urban Council or in the localities declared by the Pradeshiya Sabha, with the approval of the Assistant Commissioner to be built up localities to meet the expenses for services discharged free of charge. The ratio (percentage) between the total cost of providing services within the limits of the local authority and the sum of the annual values of each property in that area, multiplied by the annual value of the property, shall be the annual assessment payable on that property. This percentage is calculated and determined annually by the local authority in the above manner. Assessment is not a tax.

2. Applicable Legislation

Power to impose and levy rates have been vested in -

- (a) the Municipal Councils under Section 230 of the Municipal Council Ordinance;
- (b) the Urban Councils under Section 160 of the Urban Council Ordinance; and
- (c) the Pradeshiya Sabhas under Section 134 of the Pradeshiya Sabha Act, No. 15 of 1987,

to meet the expenses incurred for the execution of functions assigned to such local authorities in terms of Section 4 of the Municipal Council Ordinance, Section 4 of the Urban Council Ordinance, and Section 3 of the Pradeshiya Sabha Act.

3. Eligibility / Relevance

- (a) Should be any movable or immovable property or any species of movable or immovable property situated in localities declared by the local authority to be built up localities.
- (എ) The owner or the occupier should be liable to pay the rates (The occupier whether the owner of the property or not, should be liable to pay the rates as the person who uses the services provided by the local authority)

4. Fee Payable

- (a) the amount specified in the rate notice issued to the owner or occupier of the property by the local authority should be paid.
- (b) the amount of arrears in rates payable at the time of delivery of the assessment notice, if any, is stated in the notice which amount should also be settled.
- (c) These annual rates can be paid in a lump sum or on a quarterly basis.
- (d) When the rates for any property for the whole year are paid before the 31st day of January of the year, the ratepayer will be entitled to a discount of 10% of the total amount. (The discount is available only if the arrears in rates for previous years if any, are settled at the same time.)

- (e) When the rates for any quarter of the year are paid before the end of the first month of the quarter, the ratepayer will be entitled to a discount of 05% of the rate amount of the quarter. (The discount is subject to settlement of arrears in rates.)

5. Documents to be submitted

- (a) Assessment notice issued by the local authority.
- (b) In the absence of the Assessment notice, describing details of the location of the property (road, assessment number, address) will be helpful for the Officer of Front Office to identify the property.

6. Procedure

Procedure	Duration	Responsibility
Get assessment notices printed	Before 31 st Oct. every year	Municipal Commissioner / Secretary
Publish notice in Gazette and Newspapers that Assessment Book is put on display and that assessment objects can be made.	Before 31 st Oct. every year	Mayor / Chairman
Put Assessment Book on display and keep the assessment objections register open for the public	Between 01 st of Nov. and 31 st January every year	Municipal Commissioner / Secretary
Cause the assessment notice served on the owner or occupier of the property	Before 31 st Dec. every year	Municipal Commissioner / Secretary
Pay the rates by submitting the assessment notice or details of property or pay rates online		Owner or occupier of the property
Identify relevant property and inform the amount of rate payable	At the time of coming forward to make payments	Officer of Front Office
Charge the amount taking into account the discounts depending on the amount agreed to pay and issue receipt	At the time of receiving money	Officer of Front Office
Update assessment lists	1. instantly, on the computer software 2. unless, within a week from making the payment	1. Officer of Front Office 2. Officer in charge of subject

Note: 1. Despite objections made against the assessment of the property, the owner or occupier is liable to pay the rates applicable to the year.

7. Consequences of failure to pay rates

- (a) The owner or the occupier is liable to pay into the local authority office the rates imposed by the local authority on any immovable property or any species of immovable property situated in localities declared by the local authority within such time as the local authority may direct. If any owner or occupier fails to pay the amount of any tax imposed into the local authority office within such time as the local authority may direct, the Municipal Commissioner / Secretary has the power to issue a warrant signed by the Municipal Commissioner / Secretary to some collector or other officer of the local authority named therein, to recover the arrears of tax.
- (b) When the Municipal Commissioner / Secretary issues a warrant, it should be legal for the person to whom such warrant is issued, to levy such tax and the cost of recovery by seizure and sale of the property on account of which such taxes may be due and of all and singular the movable or immovable property of the defaulter and to deposit to the credit of the Fund of the local authority.
- (c) The amount of the cost of recovery authorized to be levied under any warrant issued, shall be made in respect of the cost of issue of the warrant in accordance with the following provisions:
 - (i) a charge of fifteen per centum on the amount of rate due on bare lands and residential premises; or
 - (ii) a charge of twenty per centum on the amount of rate due on properties other than bare lands and residential premises.
- (d) Also, the defaulter of rates will be liable to and additional charge of ten per centum on the total amount of rate due as the cost of the seizure of properties.
- (e) Moreover, where there are no movable property to be seized, it is legal to seize and sell such movable property as can be found in or upon the property to which the warrant relates.

10. Name of resident if the adjoining house has a water connection:

I sign this application knowing that I have read and understood the conditions and instructions for obtaining a water connection to the aforementioned place and that all the information mentioned in the application is true and accurate. I also know that the Weligepola Pradeshiya Sabha has the authority to disconnect the water connection in case the information provided is discovered to be false.

.....

Signature of the Applicant

For Office Use Only

- 1. Date of issuance of application :

--	--	--	--	--	--	--	--	--	--
- 2.

--	--	--	--	--	--	--	--	--	--
- 3. Date of registration :

--	--	--	--	--	--	--	--	--	--

1. Report of the Technical Officer

.....

.....

.....

2. Information regarding the water connection provided

Type (Household/Government/Business/Religious)	
Type of the Meter	
Size of the Meter	
Reading on date of water supply	
Meter No	
Date the water connection was given	

.....
Recommendation of the Chairman
Approval Granted / not granted.

Reasons if not approved

.....

.....

Date	
Clerical Notes	
Deposited Amount	
Receipt No. and Date	
Reference to the Water Branch	
Technical Officer's report of completion of work	

Date

.....
Signature of the Technical Officer

.....

.....

.....

.....

The Chairman,
Weligepola Pradeshiya Sabha,
Hunuwala,
Opanayaka.

Dear Sir,

Payment of water service charges in installments for the water connection.

1. The amount to be paid to the Pradeshiya Sabha as water service charges for obtaining the water connection to my house is Rs. Out of that amount Rs. has been paid under Receipt No..... I hereby abide to pay the remaining amount in equal installments. I agree to pay the installment amount along with the water bill for the respective month within months from the month of water supply.
2. I acknowledge that Weligepola Pradeshiya Sabha has the authority to disconnect my water supply without any prior notice or compensation in case I fail to make the payment as mentioned above.
3. I hereby certify that in case the water supply is cut off due to non-payment of the above amount, Weligepola Pradeshiya Sabha will have the money paid up to that point, and I am aware that if the water supply is restored, the money must be paid at once.

.....
Date

.....
Signature of the customer.

.....
NIC No.

Approved.

.....
Chairman/ Secretary,

Estimation Of Cost to Provide Water Service

	<u>Cost per Unit</u>	<u>Price</u>
1. Fixing4 PVC pipes (½ " Meter)	168.00	672.00
2. Fixing1 ½ ½ PVC sockets	680.00	680.00
3. Fixing2..... ½ " PVC Bends	60.00	120.00
4. Fixing2..... ½ " PVC Elbow	60.00	120.00
5 Fixing1..... ½ " PVC Stop Valves	360.00	360.00
6. Fixing3..... ½ " PVC Valve Sockets	77.00	231.00
7. Installing1..... meter	5860.00	5860.00
8Fixing2..... ½ " Possess Sockets	71.00	142.00
9..... Work Charges and Inspection Fee	3600.00	3600.00
Total:		<u>11,785.00</u>
Department Charges 10%		1178.50
Transport Charges 10%		1178.50
Security Bond		2000.00
Total :		<u>4357.00</u>
Grand tota:		<u>16142.00</u>

Prepared by:

Technical Officer,
Weligepola Pradeshiya Sabha:

Approved.

Chairman
Weligepola Pradeshiya Sabha

Fixing Water Meters - Weligepola Pradeshiya Sabha

- 01. Name of the Customer -
- 02. Address-
- 03. Details of water supply location -

- 04. Type of the current water supply -
- 05. No. and type of the meter fixed -
- 06. Reading of meter at the time of installation -
- 07. Date of meter installation -
- 08. Name of the officer who installed the meter -

I do certify that the above information is accurate.

.....

Date

.....

Water Scheme Assistant

The water meter with the above information has been installed for the water service provided at the place bearing customer number and located at the address of that belongs to me. I am bound to protect it and in case of any defect, I am responsible for informing the Pradeshiya Sabha regarding that.

Date

.....

Signature of the Customer

Date

.....

Technical Officer

Approved

Date

.....

Secretary / Weligepola Pradeshiya Sabha

Recorded on pageof the Water Tariff Register.

Agreement on providing a Water Supply Connection of the Weligepola Pradeshiya Sabha

This agreement has been made by and between, including as the First Party, the Weligepola Pradeshiya Sabha constituted under the Pradeshiya Sabha Act No. 15 of 1987 as a party and (including successors and assigns) referred to as the Water Connection Purchasing Party or as the second party, resident at the address of bearing National Identity Card No..... and his/her successors and heirs on the date of..... In..... at the office of the Weligepola Pradeshiya Sabha.

The aforesaid two parties were bound to this agreement subject to the following conditions and covenants, since the First Party decided to provide a Water Supply Connection to the receiving party named at the address of bearing National Identity Card No..... on 13th October 2022 at the office of the Weligepola Pradeshiya Sabha based on the legal provisions conferred by the By-Law no. 34 of the standard by-laws published through the Gazettee Special dated 23.08.1988 by Weligepola Pradeshiya Sabha on water industry, Subject to the conditions, regulations, ordinances, statutes, by-laws imposed by the Weligepola Pradeshiya Sabha and related to the fundamental Law and other laws of the Weligepola Pradeshiya Sabha and the laws and regulations imposed from time to time by the Weligepola Pradeshiya Sabha and the Government of Sri Lanka and the Sabaragamuwa Provincial Council in order to get a water supply connection from thewater project belonging to Weligepola Pradeshiya Sabha.

The duties and responsibilities to be observed towards each other by the first party and the second party are accepted in the manner described in detail hereafter. It is accepted that the parties concerned are bound to this agreement and the agreement is to be valid until the date of disconnection of the water connection. According to the agreement, the second party

acknowledges that this agreement will remain valid until the arrears are paid even if the water supply is disconnected in case the second party has due arrears.

The conditions of the agreement between the two parties are as follows:

1. Before signing the agreement, the second party must deposit an amount of Rs. 2000.00 as a contract security in the Weligepola Pradeshiya Sabha and the second party accepts that the first party is entitled to recover the said amount for the compensation of damage to Pradeshiya Sabha property or due water bills.

2. The Second Party acknowledges the continued ability of the First Party to recover such shortfall or loss under Clause 1 above in cases where the value of the deficit or loss exceeds the value of the Deposit.

3. In the event that a shortfall or loss is settled with the deposit amount under the above section 2, the said deposit amount must be paid back to the Pradeshiya Sabha and the second party acknowledges the right of the first party to disconnect the water connection in any case of non-payment.

4. The second party may, if he so desires, terminate the supply of water upon one calendar month prior notice and in such cancellation it shall be refunded the contract security unless it has dues to the Pradeshiya Sabha for the period the water connection was enjoyed by him or any loss has been caused by him to the said property.

5. It is the duty of the second party to properly protect the property related to the water pipe system owned by the Weligepola Pradeshiya Sabha council that belongs to the water supply within his premises.

6. The Weligepola Pradeshiya Sabha will provide the bill for the water consumption for each month to the second party on a monthly basis and the second party must pay the total amount due mentioned in the bill to the Pradeshiya Sabha.

7. A valid receipt shall be issued by the First Party to the Second Party for each payment made by the Second Party.

8. The second party should pay the amount to the Weligepola Pradeshiya Sabha office within 14 (fourteen) days up on receiving the monthly water bill.

9. The Second Party acknowledges that the First Party reserves the right to disconnect the water connection without any notice in case of non-payment of water bills by the Second Party for two consecutive months.

10. Within the contract period , no request should be made under any circumstances by the second party to the first Party regarding the reduction or cut-off of the due charges mentioned in the bill.

11. Due to an error beyond the control of the first party, the second party may submit a request to the first party for consideration regarding the revision or reduction of the charges in the bill. The first party agrees to consider the said request and take necessary steps. The first party holds the authority to take the final decision regarding the reduction or deduction mentioned in the bill.

12. If the water supply is disconnected by the Pradeshiya Sabha in case of non-payment of water bills, the first party must restore the water supply upon the payment of all due water charges and reconnection charges.

13. The second party acknowledges that the Pradeshiya Sabha has the authority to revise the charges by a decision of the general assembly of the Weligepola Pradeshiya Sabha whenever the Pradeshiya Sabha deems it necessary to revise the water charges.

14. The charges so revised shall be paid by the second party to the Weligepola Pradeshiya Sabha office from such date pecified by the Weligepola Pradeshiya Sabha.

15. In the event that a place or property which had been residential place or a house at such time of receipt of water supply has been converted into a place of business or an establishment, the same should be notified to the Pradeshiya Sabha in writing. Accordingly, the first party shall revise the water bills of the respective location and the second party shall agree to pay the revised charges.

16. In any case of change in the nature of water usage, the prior approval of the Pradeshiya Sabha must be obtained. The second party acknowlwdges that in case it is discovered that water is being used without notifying the Pradeshiya Sabha of such change , the water bill will be revised from the previous month. The second party further acknowledges the right of the first party to calculate the loss caused to the Pradeshiya Sabha due to the unauthorized act of the second party and to recover the said loss from the second party.

17. Accordingly, the first party should revise the water bill and issue the bill to the second party within one calendar month.

18. In the event that the second party no longer requires the water connection, it must be notified in writing to the Pradeshiya Sabha. Until then, if there is a due amount to be paid in relation to water consumption, the amount should be paid to the Weligepola Pradeshiya Sabha office.

19. Even if the water supply is disconnected and the water supply is terminated under the above Section 18, no loss of any kind should be allowed to occur to any property such as the water meter, water pipe or other equipment installed by the Pradeshiya Sabha.

20. The water connection provided to the second party should never be utilized to provide connection to another party. In case it is discovered that water has been supplied to another party in the aforesaid manner, the water connection will be disconnected and the agreement will be canceled and the second party shall have no right to request for a water connection again.

21. In case the second party suffers any kind of loss or damage due to cancellation of the agreement or disconnection of the water connection by the first party, the second party shall have no right to claim compensation from the Weligepola Pradeshiya Sabha or to take action against it.

22. A tank with a capacity of more than 1000 liters should not be used to store any portion of water supplied for domestic purposes.

23. The Second Party acknowledges that all meters for measuring water shall be supplied and installed by the First Party and shall remain the property of the Pradeshiya Sabha.

24. If the need arises to carry out additional work such as placing the meter in another place to make a change in the water pipe system at the request of the second party, the said changes should be done only under the approval of the Weligepola Pradeshiya Sabha and such work should be carried out under the supervision of the Pradeshiya Sabha. The second party agrees to pay the cost of additional work to the Pradeshiya Sabha in case it is expected to get the work done by the Pradeshiya Sabha.

25. The Second Party acknowledges the rights of the First Party to carry out all works such as disconnection, reduction, alteration of pipelines etc. provided at the request of the Pradeshiya Sabha .

26. The water shall not be used for any purpose other than the matter agreed upon. The second party shall be bound to inform the first party that water will be procured for the relevant purposes in case such need arises and the second party shall be bound to act according to the instructions given by the first party.

27. Under Section 26 above, the second party shall be bound to restore the water connection immediately after the completion of the said work and to inform the first party about it.

28. The Second Party shall agree to use the water supplied by the First Party sparingly and not to misuse it.

29. The water connection provided for household work shall not be used for cultivation under any circumstances.

30. The second party shall be responsible for proper protection of the water meter provided by the first party to provide the water connection. Also, in the event of theft or destruction of the water supply, the second party must bear all the costs for the re-installation of the equipment. The second party is bound to pay the value of the destroyed property to the Pradeshiya Sabha even if no re-installation takes place. The second party agrees that the first party may take legal action against the second party in any event of such default.

31. If the meter becomes inoperative due to any fault in the water meter, the second party agrees the charge to be determined by considering the meter reading of the last three consecutive months and taking its average value as the water consumption for the month.

32. The second party agrees to pay to the council the amount assessed by the council for the said property in any case where it is observed that the second party has caused damage to any property including the water meter, water pipe equipment installed by the Pradeshiya Sabha in the water supplying premises due to negligence or carelessness.

33. The second party has the option to terminate the water supply after giving written notice if required. Even if the said agreement is terminated and the water supply is disconnected, the second party shall not allow any kind of loss to be occurred to any property installed by the Pradeshiya Sabha such as water meter, water pipe equipment, etc.

34. It is the responsibility of the second party to facilitate any officer authorized by the Chairman of the Weligepola Pradeshiya Sabha subject to the provisions of the Local Council Act to enter the premises and inspect all the equipment connected to the internal water pipes regarding the work related to water supply.

35. Where the property is alienated, the first party shall take legal action against the second party in case of arrears of water bill or property damage is reported. The Second Party accepts that the Pradeshiya Sabha is entitled to recover all damages due to the Sabha.

36. Under the above section 35, the first party should provide the water supply upon settlement of all the charges to the Pradeshiya Sabha at once. In such a case, the first party should provide the water supply up on signing a new agreement.

37. The second party shall not allow the water supply to be enjoyed by another person or provide an interim supply.

38. The water supply obtained by the second party for a house should not be obtained as an interim supply to business places, commercial establishments or any other institution

39. The Second Party shall not violate any covenant, condition, regulations, The standard By-Laws adopted by the Weligepola Pradeshiya Sabha, By-Law no. 34 , By-Laws enacted by the Pradeshiya Sabha on water supply, By-Laws that shall be enacted by the Pradeshiya Sabha in the future or the provisions of other ordinances. In case any one of them is violated, it shall be considered an offence which will result in cancellation of this agreement, abolition of right of water connection of the second party and disconnection of water supply.

interpretation:

- I. Herein "Chairman" means the Chairman of the Weligepola Pradeshiya Sabha or the person exercising the powers under section 8.(1) of the Pradeshiya Sabha Act or his successor.
- II. Here "Secretary" means the person who exercises the powers of Section 9.(2) of the Local Council Act as the Secretary of the Weligepola Local Council.
- III. "Second Party" means either a male or a female receiving water supply;

Acknowledging that the above-mentioned two parties agree to the terms of this agreement, the common seal was placed below on behalf of the Weligepola Pradeshiya Sabha, which is

the first party, on in the month of at the office of the Weligepola Pradeshiya Sabha and in witness whereof, signatures were placed by the Chairman and Secretary representing the First Party and the usual signature / fingerprint was affixed by the second party.



01.
Chairman
Weligepola Pradeshiya Sabha

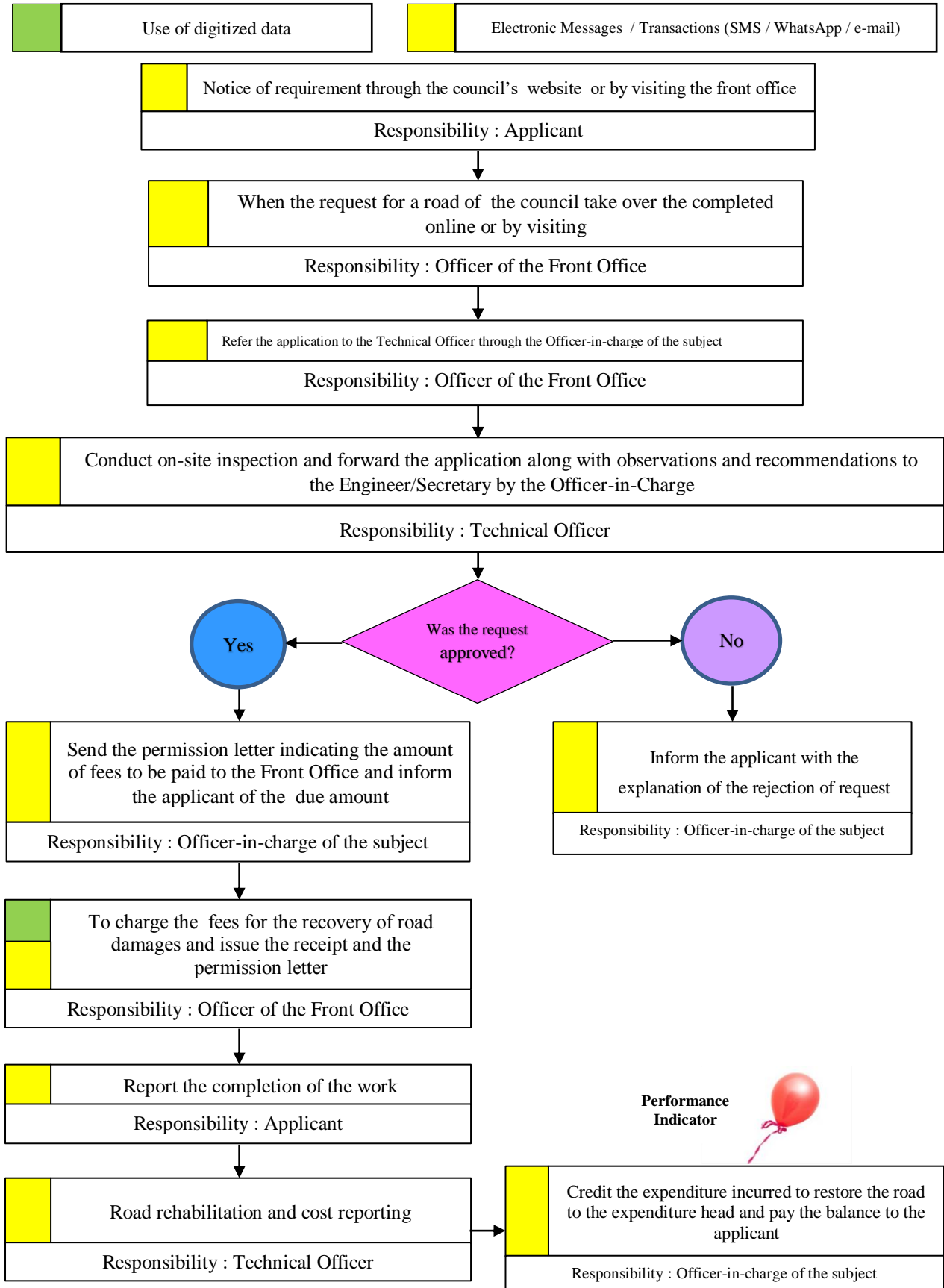
02.....
Secretary
Weligepola Pradeshiya Sabha
First Party (Grantor)

03.....
Customer.
Name :
Address:

.....

Second Party (Vendee)

15. Requesting permission to cause to damage roads – Flowchart



15. Requesting permission to damage roads

1. Introduction

In case of obtaining drinking water supply, electricity, telephone or any other type of telecommunication facility or any other service by a resident within the territory or in the provision or establishment of such contact by any service promotion institution providing such contact services or other contact services or in a case where the acquisition or provision of the relevant service has to be done underground mining a road owned by the local authority, it is essential to cover the cost of repairing the damage done to the road concerned. This amount shall be paid to the council by the service provider or service recipient as the case may be.

2. Legal Authority

- (a) Paragraph 40(I) (J) of the Municipal Councils Ordinance (Chapter 252)
- (b) Paragraph 36(A) Urban Councils Ordinance (Chapter 255)
- (c) Paragraph (xxxii) of Sub Section (I), Section 19 of Pradeshiya Sabha Act No. 15 of 1987

3. Eligibilities

- (a) In the event that a road owned by the local authority has to be damaged in the course of providing a service or obtaining a service, the service provider or client will be eligible to make this request.
- (b) This facility is applicable only in respect of roads owned by the local government institution.

4. Fees

A fee and a security deposit shall be paid as may be determined by the Council from time to time depending on the construction materials used in the construction of the roads.

Note : The council should take decision about the cost per cubic foot of road restoration after damage, [type of road construction material (tar, concrete, interlock, asphalt concrete - carpet - or other)] as recommended by Technical Officer.

5. Documents to be submitted

- a) The application prepared in accordance with the annex hereto
- b) A rough sketch showing the easy way to reach the point on the road intended to be damaged
- c) A copy of the letter issued by the service providing institution.

Note : This application can be downloaded from the website of the council or can be obtained from the Front Office.

6. Procedure

Procedure	Duration	Authority
-----------	----------	-----------

Procedure	Duration	Authority
Submitting the applicant's requirement through the council's website or visiting the Officer of Front Office		Applicant
Accepting the completed application online or manually and issuing a tracking number to the applicant where the requesting road owns by the council.		Officer of the Front Office
Forwarding of the application to the Technical Officer through the Officer-in-Charge of the subject	Immediately after the receipt of the application	Officer of the Front Office
Conduct on-site inspection and forward the application along with observations and recommendations to the Engineer/Secretary by the Officer-in-Charge	Within two days from the date of receipt of the application	Technical Officer
Approve/reject the request as per the recommendation of the Technical Officer	From the date of receipt of the recommendation	Engineer/Secretary
Forwarding the permission letter indicating the amount of fee payable to the front office with the signature of the Engineer/Secretary and informing the applicant to pay the relevant fees for issuing the permission letter.	On the same day of the receipt of the recommendation	Officer-in-charge of the subject
To charge the damage recovery fee and issue the receipt and the permission letter to the applicant	With the arrival of applicant	Officer of the Front Office
Reporting to the council that tasks have been completed	Immediately after the completion of the task	Applicant
After the applicant completes the work, the road will be restored and the cost will be reported	Within seven days from the date of notice of completion of work by the applicant	Technical Officer
Expenditure incurred for rehabilitation of the road shall be debited to the relevant expenditure head and payment to the applicant if there is any balance	On the same day of the receipt of the expenditure report.	Officer-in-charge of the subject

Requesting to damage roads

- 1. Name of the applicant with initials :
 - 2. National Identity Card No. :
 - 3. Mobile No. :
 - 4. E-mail address :
 - 5. Postal address :
 - 6. What is the need to damage the road? : Plumbing / Other (.....)
 - 8. The institution providing the relevant service
 - 9. Road expected to be damaged :
 - 10. Place expected to be damaged :
 - 11. materials at the site of road damaged Gravel / Tar / Carpet / Concrete / Interlock / Other (.....)
- (Attach a sketch of the access road to the place where the road is intended to be damaged)
- 12. Size of road intended to be damaged: Width in feet: Length in Feet: Depth in feet:
 - 13. Reference number and date of the letter issued by the service provider:
Reference No.: Date:..... 20 (Attach a copy)

I hereby certify that the above particulars are true and correct and kindly request permission to damage the road. I further inform that I am ready to pay the amount of money required to cover the losses for that purpose when I am notified.

Date : 20 .

Signature of the applicant

Technical Officer through the Officer-in-charge of the Subject

Submitted to refer for the signature of the Engineer/Secretary with your recommendation for the request of overleaf.

Date : 20 .

Engineer

* Construction of the above road:

Gravel / Tar / Carpet / Concrete / Interlock / Other (.....)

* The part of the road to be damaged is..... cubic meters

The cost of materials required to restore the road after damage is Rs. also, other expenses to be covered is Rs., and after including the taxes prescribed by the government for both the expenses, the total expenditure is Rs. is estimated. I recommend permission to damage the road after the payment of that amount and security deposit.

* I recommend to reject the request as this road not belongs toCouncil.

Date : 20 .

.....

Technical Officer

Officer-in-charge of the subject

The above recommendation is approved. Prepare and submit the letter informing the applicant to pay the approved charges along with the applicable taxes and the letter of permission to damage the road.

Date : 20 .

.....

Engineer/Secretary

Officer of the Front Office

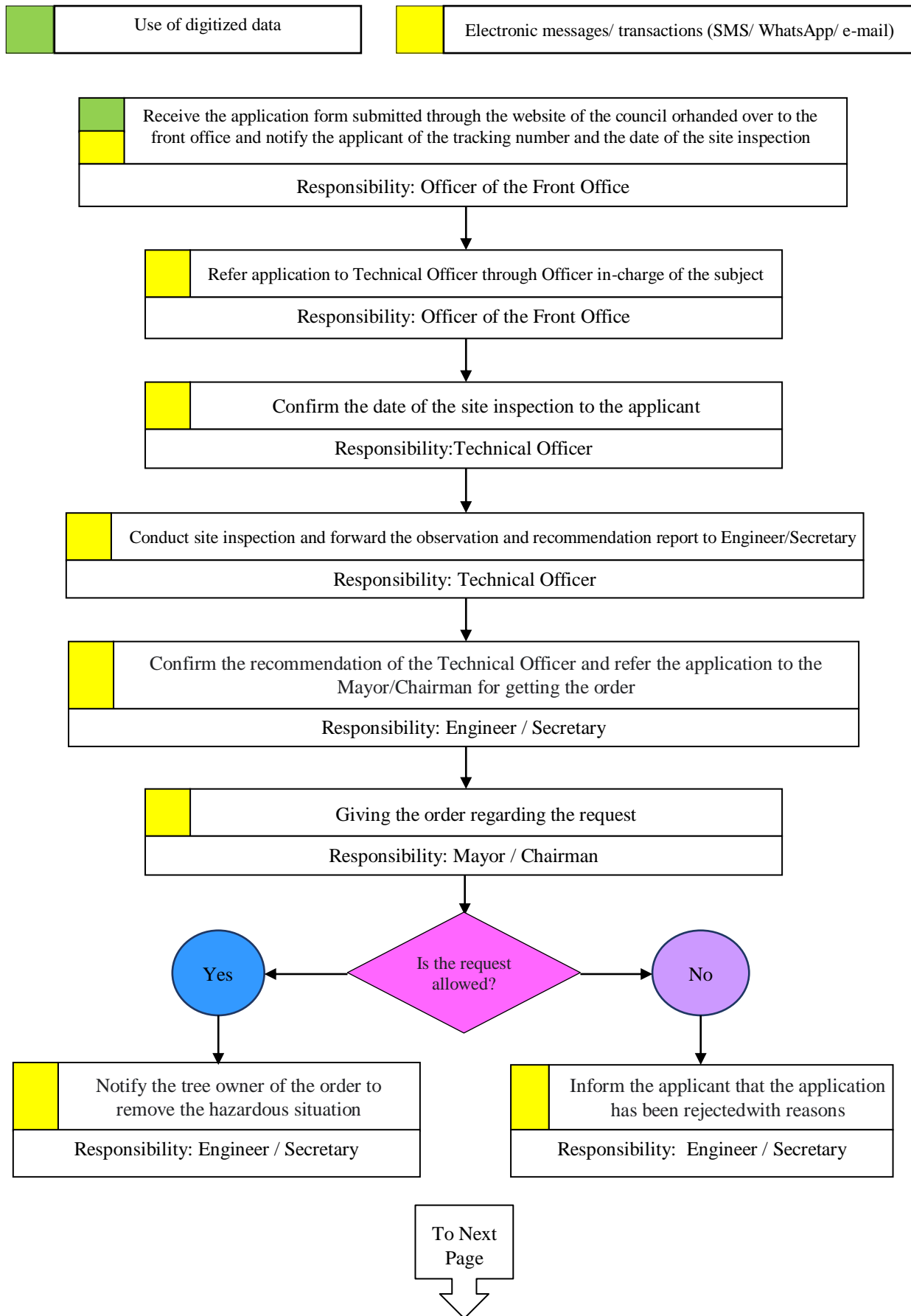
Informed over the phone to charge fees. / The advertisement letter was posted. Hand over the permission letter to the applicant after collecting the prescribed fees.

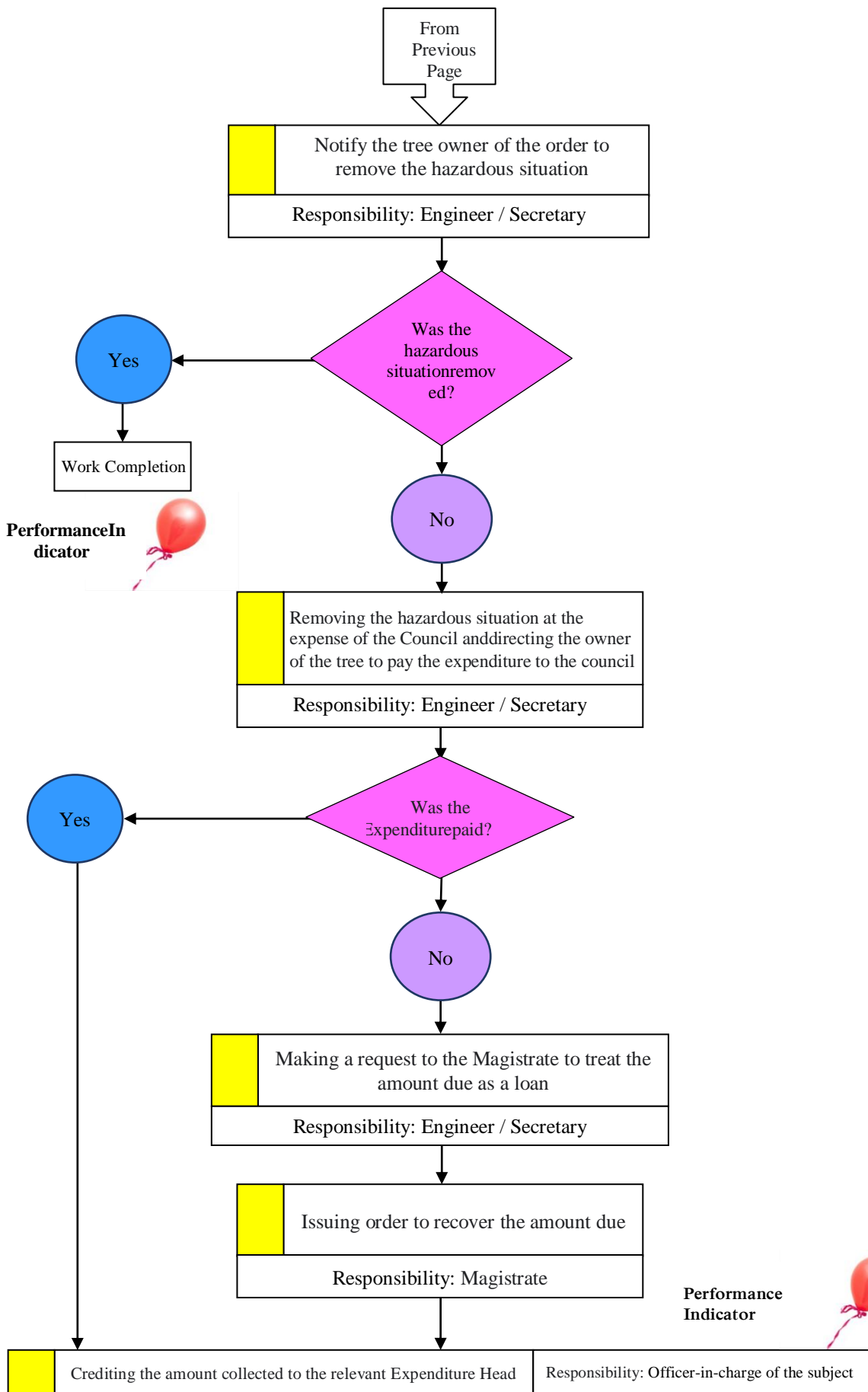
Date : 20 .

.....

Officer-in-charge of the subject

16.Removing hazardous situation caused by trees-Flow Chart





16. Removing hazardous situation caused by trees

01. Introduction

- (a) The people's comfort, convenience, welfare and protection of all facilities are significant among the duties assigned to the Local Government Institutions. These matters include prevention of public nuisance. In the event that a certain tree or any part thereof may cause a hazardous situation to an outsider who is not the owner of the tree, the basic law has given authority to the Executive Head of the Local Government Institution to remove that hazard.
- (b) When such a complaint is received, it is essential to carefully check whether the tree in question or any part thereof poses a threat to a person's property or life and is important to ensure that the authority given to the Executive Head of the Local Government is exercised only in such a case.
- (c) Since there may be cases where such requests are submitted to the Local Government Institution in connection with private disputes between certain persons (Among land owners/joint owners/families) and court proceedings have been initiated regarding the land ownership disputes, it is important to draw attention to the matter.
- (d) It is imperative to clearly identify whether the whole tree or any part thereof or a fruit or fruits is likely to cause the hazard in relation to the complaint.
- (e) Where sufficient facts have come to light to warrant the removal of any tree in whole or in part which may cause damage to a property or life of any person in any occasion, before issuing an order to fell down that tree, it is also a legal requirement to ascertain whether felling of that tree has been prohibited by the orders made under the Felling of Trees (Control) Act No.9 of 1956 or not.
- (f) If any tree or part thereof is hazardous to the owner of the tree or any joint owner of a joint owned land, the hazardous situation should be removed by the tree owner or joint owners.

02. Legal Authority

- (a) Principal Statutes:
 - i. Section 136B of the Municipal Councils Ordinance (Chapter 252);
 - ii. Section 127E of the Urban Councils Ordinance (Chapter 255);
 - iii. Section 107 of the Pradeshiya Sabhas Act No. 15 of 1987.
- (b) Other Statutes
 - i. Felling of Trees (Control) Act No.9 of 1956;
 - ii. Orders made under the Felling of Trees (Control) Act No.9 of 1956.

03 Eligibility

If the following conditions are fulfilled, the person is eligible for this relief.

- (a) The hazardous tree must be a tree that is not located on the land owned by him.
- (b) It should be possible to confirm that a hazardous situation or a situation where there is a possibility of endangering from a branch, trunk, fruit of a certain tree or the whole tree, other than the one to whom the tree belongs.

Note: When the ownership of the land on which the tree stands is shared by other persons including the applicant, or where legal proceedings are pending over the ownership of the

land on which the tree stands, or in case of dispute over the ownership of land, the Executive Head of the Local Government Institution will not undertake to act on a request related to the hazardous situation caused by the tree. When a case related to land ownership is being heard in the court, the plaintiff should be notified to file a motion to report the facts to the court and take action to obtain relief.

04. Fees

This function has been assigned to the Local Government Institutions as it pertains to the prevention of persecution under the powers and functions of public health. Since the function of health and sanitation is a responsibility entrusted with the Local Government Institutions, it is not possible to charge fees for the purpose.

05 Documents to be submitted

The application form prepared as per the Annex hereto should be completed and submitted.

06. Procedure

Procedure	Duration	Responsibility
Accept the application form submitted through the website of the council or handed over to the front office and notify the applicant of the tracking number and the date of the site inspection.		Officer of the Front Office
Refer the application to the Technical Officer through Officer in-charge of the subject.	Date of receipt of application	Officer of the Front Office
Confirm the date of the site inspection to the applicant.	Date of receipt of application	Technical Officer
Conduct site inspection and forward the observation and recommendation report to Engineer/Secretary.	Dates of the site inspection	Technical Officer
Confirm the recommendation of the Technical Officer and refer the application to the Mayor/Chairman for getting the order.	As soon as the recommendation of the Technical Officer is received	Engineer / Secretary
Giving the order regarding the request.	As soon as the recommendation is received	Mayor / Chairman
Notify the tree owner of the order to remove the hazardous situation (with a copy to the Divisional Secretary in case of a tree prohibited for felling).	As soon as the order of Mayor/Chairman is received	Engineer / Secretary

Note: 1. Delegating the power vested in the Mayor/ Chairman to the Engineer/ Secretary to make this order will avoid delay in this work.

2. If the Mayor/Chairman has ordered to fell down the tree completely and the tree in question is a tree of a prohibited type for felling, a copy of the letter indicating the order of the Mayor/Chairman should also be forwarded to the Divisional Secretary of the relevant division.

07. Procedure in case of failure to act as ordered

Procedure	Duration	Responsibility
Reporting by the applicant that the order has not been acted upon.		Applicant
Execution of the relevant order at the expense of the council and directing the owner of the tree to pay the expenses incurred for the same to the council.	As soon as the applicant's report is received	Engineer / Secretary
If the owner of the tree make defaults in the payment of relevant expenditure, making a request to the Magistrate to recover the same.	Immediately after the due date for payment	Engineer / Secretary
Ordering to charge the amount due from the tree owner as a fine.	On the day of trial	Magistrate

.....Council
Request for removal of hazardous tree/trees

- 1. Name of Applicant (with initials):
2. National Identity Card Number (if any):
3. Mobile Number :
4. Email Address (if any) :
5. Postal address :
6. Address of hazardous location:

(On the last page of this form, clearly indicate how to reach this place)

- 7. Name of the owner of property where hazardous tree is located (if known):
8. Details of the hazardous tree:
(a) Type of tree (if known):
(b) Hazardous situation-
i. Part Available: From a branch / few branches / trunk / fruits / whole tree *
ii. Caused to: Boundary wall / part of house / residents / pedestrians*
9. You as a party to the land where the hazardous tree is located, whether there is a land dispute or a case related to the land or not: Yes / No / Not known
10. If there is a case involving the land, the court and the case number (if known):
11. I certify that the above information is true and accurate, and kindly request to remove the hazardous situation caused by the tree.

Date: Applicant's signature

For office use

Technical Officer,
Through the officer in-charge of the subject,
Check the details of the request overleaf and give your observations and recommendations.

Date: Municipal Engineer / Secretary

Mayor / Chairman

Through Municipal Engineer/Secretary,

As per the request overleaf,my observations and recommendations are given below.

- (a) * The Council cannot intervene in the matter as the tree in question is on its own land.

Wind direction at the time of inspection (Arrows)

Horizontal Sketch of the Tree and Surroundings

North Line (Arrows)

If the tree is leaning at any angle, the value of the angle (x°) =^o Height of the tree ($h = \tan \emptyset$) = Meter

Signature of Technical Officer:

(d) Based on the above data, my observations are given below :(Please cut off unnecessary words, if any)

- # This tree is a tree.
- # This tree belongs / does not belong to a type of tree whose felling is prohibited as per orders made under the Felling of Trees (Control) Act No.9 of 1956.
- # There is no hazard to any property or person from this tree or any part of the tree.I recommend that it is appropriate to notify the applicant.
- # There is a hazardous situation caused by this tree in the following way;
 - * From the branch/branches of the tree extending towards the direction (marked in red in the diagramabove),
 - * From the trunk/trunks of the tree extending towards the direction (marked in red in the diagramabove),
 - * From the fruits of the tree bearing in the direction/ on the whole tree (marked in red in the diagramabove),
 - * By falling of the tree due to leaning of the tree / by falling of fruits and / or branches of the tree,
- # I recommend that it is opportune to take following actions to remove the hazardous situation.
 - * To tie the treewith a wire of sufficient strength,facing direction(marked in red in the diagramabove).
 - * Pruning outthe branch/branches of the tree extending towards the direction (marked in red in the diagramabove).
 - * Removing the trunk/trunksof the tree extending towards the direction(marked in red in the diagramabove).
 - * Cutting down the entire tree(marked in red in the diagramabove).
- # Accordingly, I recommend that it is opportune to order the owner of the tree or the residentunder the powers given by sub-section (1) of section 136B of the Municipal Councils Ordinance / sub-section (1) of section 127E of the Urban Councils Ordinance / sub-section (1) of section 107 of the Pradeshiya SabhasAct *to act in the manner given in the above recommendation made in respect of the tree.
- # Since the hazardous tree is a type of tree whose felling is prohibited, I further recommend that it is appropriate to refer a copy of the notice to the Divisional Secretary of Division.

Date:

.

Technical Officer

Mayor / Chairman

The recommendations of the Technical Officer are further recommended and submitted for approval.

Date:

.....
Municipal Engineer / Secretary

Municipal Engineer / Secretary,

Your recommendation above is approved. Please submit the letter of reference containing the relevant order to the owner of the hazardous tree or the resident, for my signature.

Date:

.....
Mayor / Chairman

Officer-in-charge of the subject,

Please forward to me the letter to be addressed to the owner of the hazardous tree as per the above approval, to submit it to the signature of the Mayor/Chairman.

Date:

.....
Municipal Engineer / Secretary

Mayor / Chairman,

Through Municipal Engineer / Secretary,

The letter prepared as per the above order is submitted for signature subject to approval.

(Other:)

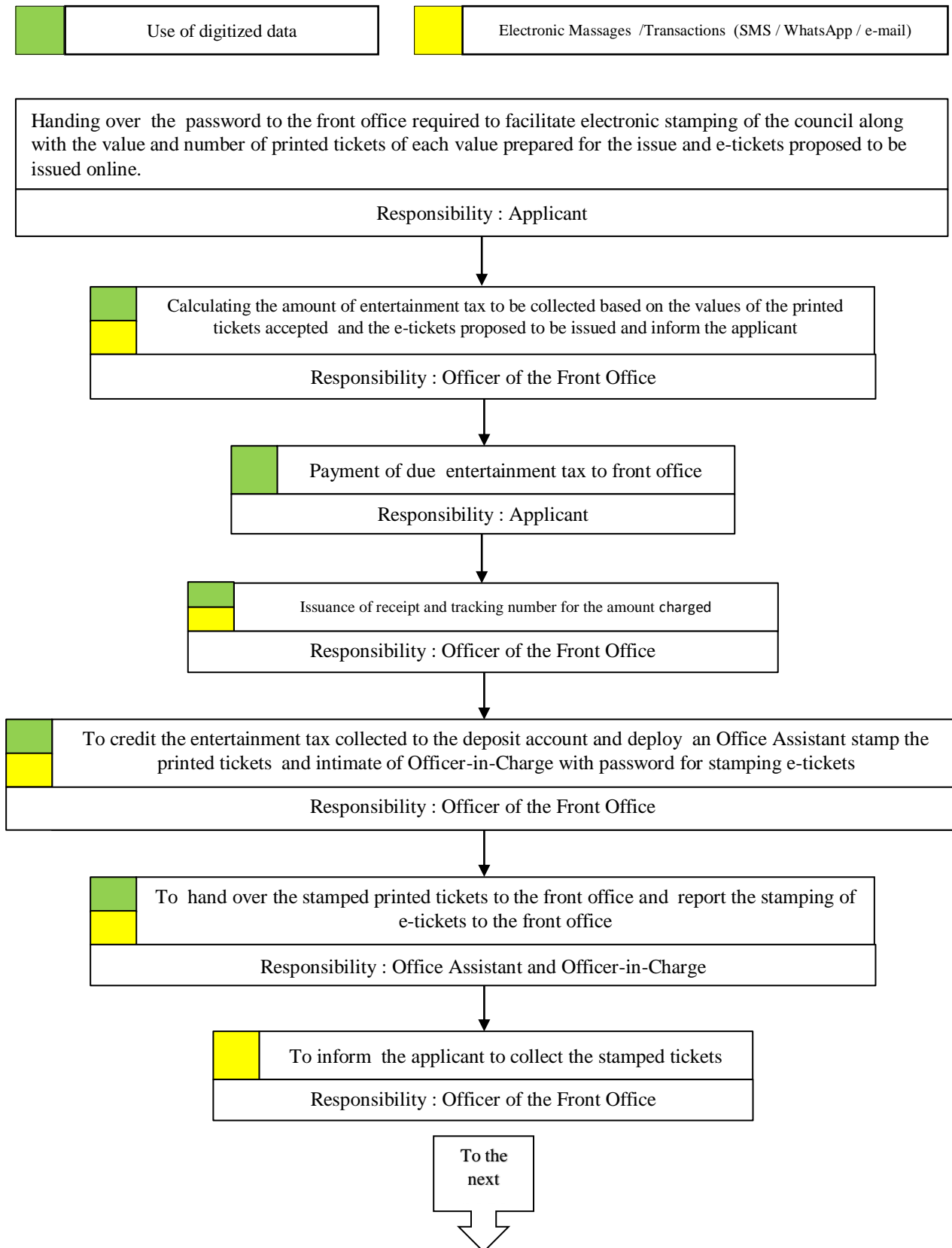
Date:

.....
Officer-in-charge of the subject

Powers vested in the Council in respect of hazardous trees, provisions of other laws applicable to the removal of a tree and other matters of which the applicant should be aware and instructions to the applicant

1. In the event that a building is damaged or is likely to be damaged by any tree or any branch, trunk, fruit or any other part of a tree within the territory of the relevant Local Government Institution or is in a hazardous situation for the safety of a resident of that building or those travelling on a public road, it is the duty of the Local Government Institution to take the most effective action to be taken on that tree or any part of the tree in terms of the Section 107 of the Pradeshiya Sabhas Act No. 15 of 1987 or Section 136B of the Municipal Councils Ordinance (Chapter 252) or Section 127E of the Urban Councils Ordinance (Chapter 255) 255 by which powers have been given to act on hazardous trees.
2. Although the basic law of the Local Government Institutions had given authority to order the cutting down of any hazardous tree, another law has stipulated that before cutting down certain types of trees, it is necessary to obtain prior approval from the Divisional Secretary. The types of trees that have been prohibited to be cut down are coming under this category. (Details of the trees such as Jack and Burutha - that have been prohibited to be cut down can be obtained from the Divisional Secretary). Please note that after the Local Government Institution has concluded that there is a hazardous situation with this type of tree, the relevant Divisional Secretary should be informed about it and his approval should also be obtained.
3. However, please note that the Council will not intervene in the event that a tree within its own land poses a hazard to one's home or a resident of that home.
4. As well, in case of a hazardous situation of a certain tree, if the land where the tree is located is an undivided land and there is a problematic situation regarding the ownership of the tree or if there is a case or a dispute regarding the land, then only the conclusion of the Local Government Institution regarding the hazardous situation of the tree will be issued and you are kindly requested to take further action regarding the tree through civil actions or Mediation Board (Samatha Mandalaya) or Police intervention.
5. You are also kindly requested not to submit requests to the Local Government Institution that a certain tree is in a hazardous situation falsely as a result of a fence boundary issue or any other private dispute.
6. Only when there is a hazardous situation from a particular tree, the Local Government Institution will issue a notification to the owner of the tree or the resident of the land where the tree is located, informing them about how to remove the hazardous situation. As well, when the hazardous tree is any type of tree whose felling has been declared prohibited under the Felling of Trees (Control) Act and/or the Fauna and Flora Protection Ordinance or any other law, a copy of the notification shall also be issued to the relevant Divisional Secretary. A copy of the notification will also be issued to the applicant, and the copy should be submitted to the Grama Niladhari of the division and action should be taken to further inform the Divisional Secretary.

17 (1). To charge Entertainment Tax - Flow Chart



From the previous page

To inform the applicant to collect the stamped tickets
Responsibility : Officer of the Front Office

To settle the entertainment tax collected or claim the remaining amount of entertainment tax
Responsibility : Applicant

Issue a tracking number to the applicant and forward the request to the officer concerned
Responsibility : Officer of the Front Office

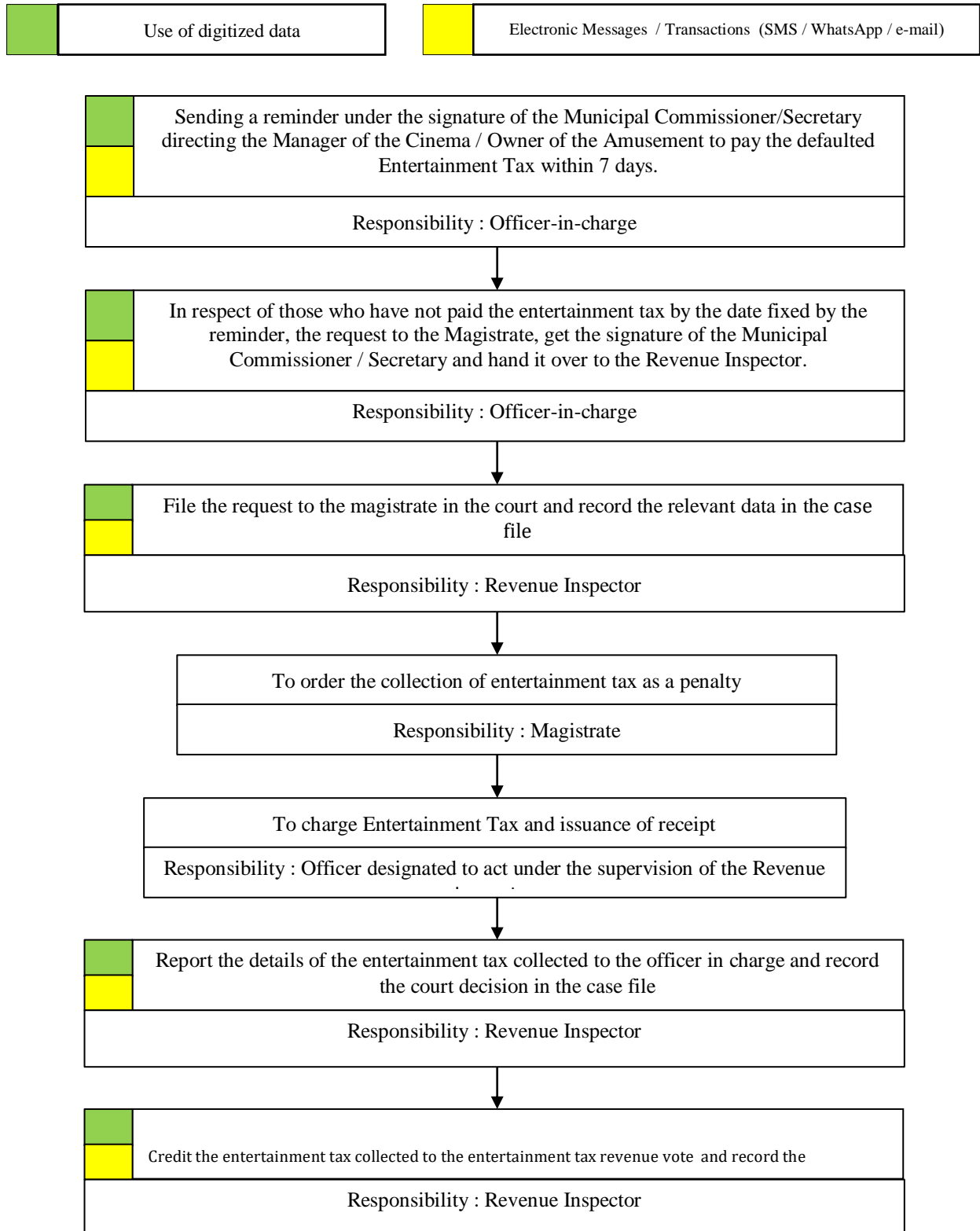
In the case of a cinema, accounting for the previous month from the amount of entertainment tax collected or in the case of a show, paying the value of unsold tickets to the organizer
Responsibility : Officer-in-charge of the Office

Adjustments to Deposit Account and Entertainment Tax Income Vote
Responsibility : Officer of the Front Office

Performance Indicator



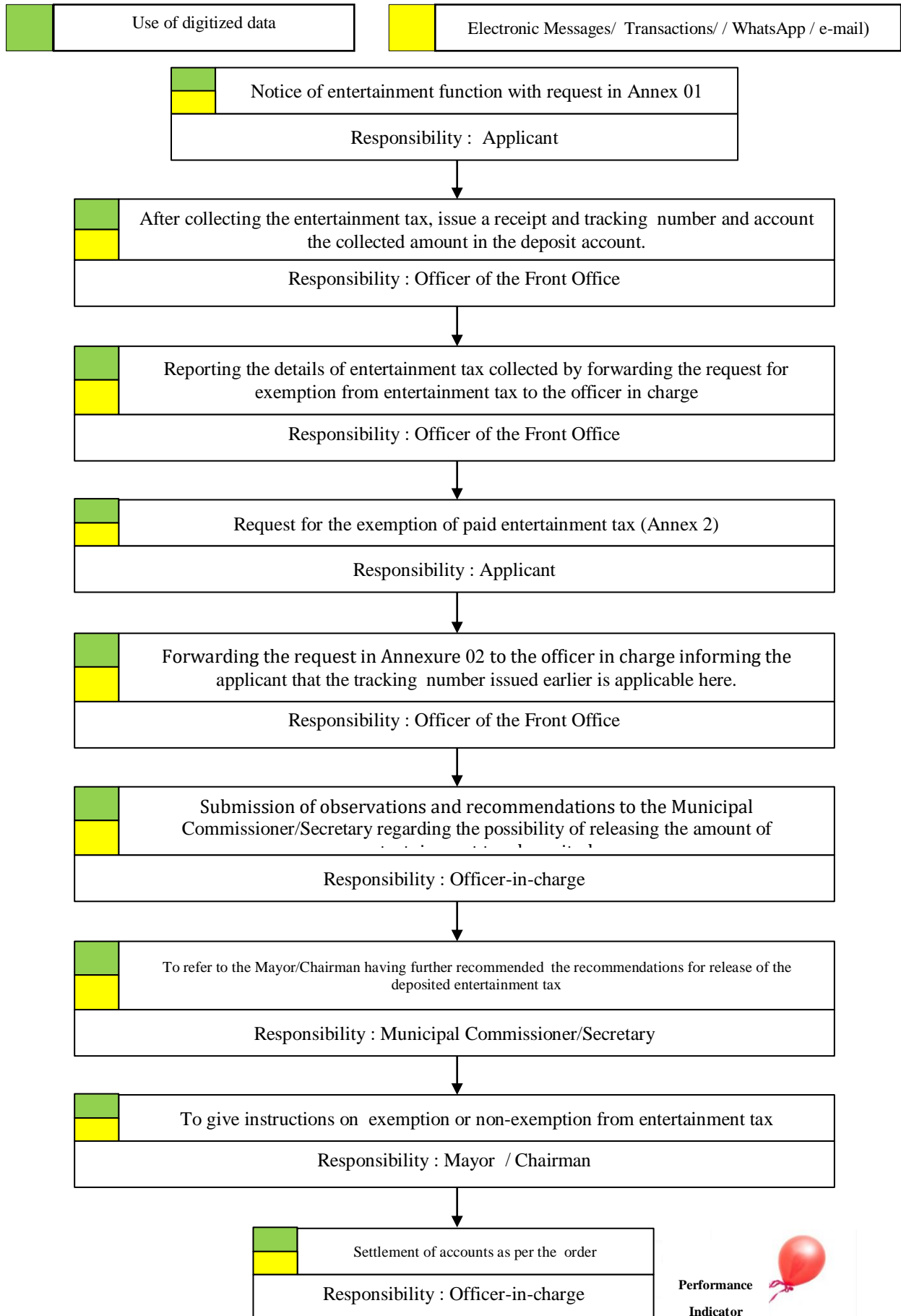
17 (2). Procedure in case of default in payment of entertainment tax – Flow Chart



Performance
Indicator



17 (3). Exemption from entertainment tax – Flow Chart



17. Collection and Exemption of Entertainment Tax

1. Introduction

Powers vested in Parliament under Article 148 of the Constitution to impose a tax, under the power vested in Parliament to delegate by law to any other authority, local authorities are empowered by the Entertainment Tax Ordinance to levy an amount of money equal to a certain percentage of the ticket fee issued to enter people for any entertainment activity carried out within a local authority area as entertainment tax. The determined entertainment tax to be levied by a local authority under this shall come into effect from the date it is approved by the Minister and published in the Gazette. However, the following entertainment activities will not be subject to such entertainment tax.

- a) Entertainment shows conducted for the welfare of members of the armed forces (army, navy or air) or their families.
- b) An apprentice's first ten concerts in a territory of local government.
- c) Stage dramas and puppet shows.

Note :

1. Where separate charges are levied for access to the place where an amusement is held and for the amusement performed inside, each such charge shall be subject to entertainment tax.
2. In the event that charges are levied online or otherwise for any entertainment function without printed tickets, such entertainment tax shall be paid at the rate commensurate with the amount charged.
3. In case of self-operated or self-operated machines or any other activity for which charges are levied, those charges will also be subject to entertainment tax.
4. Any of the above-mentioned apprentice should confirm by a certificate issued by the Chairman of the Ceylon Arts Council if his area of residence is in Colombo District, or by the Divisional Secretary of his area of residence if he is a resident of any other area that he is an apprentice and the number of concerts he has conducted so far does not exceed ten.

2. Legal Authority

Entertainment Tax Ordinance (Chapter 267)

3. Charges (Tax)

An amount equal to the percentage determined by the local government by resolution, approved by the Minister and published in the Gazette.

Note :

1. The amount of entertainment tax collected should first be deposited in the deposit account of the council.
2. Once the completion of the entertainment function, after submitting the balance of the stamped tickets, the amount of entertainment tax for the tickets sold shall be calculated and the said amount shall be refunded to the revenue of the council and the balance shall be refunded to the organizer and the total amount deposited should be adjusted to the deposit account.

3. This method is not applicable for cinema screenings which are regularly held in any cinema, and the income should be collected directly by collecting the entertainment tax continuously for the coming months.

4. Procedure to be followed by the taxable person

- a) The printed tickets of each value (Applicable to all places where charges are levied within the place of entertainment) shall be submitted to the Administrative Head of the Local Government and sealed with his frank. (This request should be accompanied by a photocopy of the original receipt issued by the owner or manager of the press where the tickets were printed and a separate certificate issued by him confirming the quantity of tickets of each value printed.)
- b) In case tickets are sold online or in any other manner, it shall be confirmed to the satisfaction of the Head of Administration of the local government body and for each such e-ticket, the manager of an entertainment organization or cinema should act to enter an electronic code (QR Code) unique to the local government body for the satisfaction of the head of administration of the local government body.
- c) The amount subject to entertainment tax should be deposited in the council on the value of all tickets that are stamped or issued online.

Note : A person requesting exemption from entertainment tax must also deposit the amount of entertainment tax under this in the council.

5. Procedure for charging entertainment tax

Procedure	Duration	Authority
1. Submission of printed tickets ready for issue of each denomination to the Front Office 2. Providing the password required for e-stamping along with the values and number of e-tickets proposed to be issued online	1. In the event of Cinema at least three days prior to the end of the sealed tickets. 2. Three days prior to the start of an amusement	Applicant
Calculating the amount of entertainment tax to be charged based on the value of accepted tickets and e-tickets and informing the applicant	At the time of receipt of tickets	Officer of the Front Office
Payment of entertainment tax due to front office	As soon as the amount due is announced	Applicant
Issuance of receipt and tracking number for entertainment tax collected	Immediately after payment	Officer of the Front Office

Procedure	Duration	Authority
1. Credit the entertainment tax collected to the deposit account and employ an office assistant to stamp the printed tickets. 2. To intimate Officer-in-Charge with password for electronic stamping of e-tickets.	As soon as the receipt is issued	Officer of the Front Office
1. Stamp the printed tickets and hand them over to the front office 2. To e-stamp the e-tickets and report the same to the front office	The day after the date of receipt of tickets	1. Office Assistant deployed. 2. Officer-in-charge of the Subject
To intimate the applicant to carry the stamped printed tickets	As soon as it is reported that the tickets have been sealed	Officer of the Front Office
Handing over the sealed tickets to the applicant and obtaining signatures	Immediately after the applicant arrives	Officer of the Front Office
To settle the entertainment tax charged or to claim the balance of the entertainment tax charged	1. In case of a cinema hall, the demand for payment of entertainment tax is immediately after the end of each month 2. In the case of an entertainment show, before the expiry of one month from the date of completion of the amusement	Applicant
Issue a tracking number to the applicant and forward the request to the officer concerned	Immediately after the receipt of request	Officer of the Front Office
1. To account for the previous month's tax from the entertainment tax collected from the cinema hall 2. To pay the value of unsold tickets to the Organizer out of the entertainment tax collected for the amusement	Within two days from the date of submission of the request	Officer-in-charge
Adjustments to Deposit Account and Entertainment Tax Revenue Vote	Within two days from the date of submission of the request	Officer-in-charge

Note : 1. The applicant means the owner or manager in the case of a cinema, and in the case of any other entertainment, the owner or organizer or any representative authorized by him in writing.

2. It shall be the duty of the Municipal Commissioner / Secretary to take necessary measures to prevent misuse of the password introduced by the organizer for stamping of e-tickets.

6. Consequences of non-payment of tax

Procedure	Duration	Authority
☉ Sending a reminder under the signature of the Municipal Commissioner/Secretary to the Manager of Cinema /Organizer of Amusement to pay the defaulted entertainment tax within 7 days.	The day after the due date of Entertainment Tax	Officer-in-charge
In respect of those who have not paid the entertainment tax as reminded the request to the Magistrate should be handed over to the Revenue Inspector with the signature of the Municipal Commissioner/Secretary.	Immediately after the expiration date fixed by the reminder.	Officer-in-charge
File the request to the magistrate in the court and record the relevant data in the case file	Immediately after the receipt of signed request	Revenue Inspector
Appearing the court	On the date notified by the Registrar of the Court	Revenue Inspector
Issuance of order to charge entertainment tax as penalty		Magistrate
Collection of entertainment tax and issuance of receipt	Once the publication of court decision	Officer designated to act under the supervision of the Revenue Inspector
Report the details of the entertainment tax collected to the Officer-in-charge and record the court decision in the case register	On the same day	Revenue Inspector
Entering collected entertainment tax details in the entertainment tax register	Within 2 days from the date of receipt of Revenue Inspector's report	Officer-in-charge

7. Exemption from the entertainment tax.

- (a) If the net proceeds of any amusement function conducted for which fees are charged, are applied to any charitable cause and only if the saved amount is forty percent (40%) or more of the total cost, exemption of the entertainment tax collected may be considered. It shall be the applicant's responsibility to ensure that the remainder of the money earned from the amusement is fully used for charitable purposes.
- (b) Any person who requires the Organizers to exempt from entertainment tax any amusement function for which admission is charged, a request may be made to the Mayor/Chairman along with a calculation sheet prepared as per the specimen in Annex No. 01 hereto. However, an amount equal to the entertainment tax calculated according to paragraph 4 above should be deposited in the council. A calculation report as shown in Annex No. 02 hereto shall be submitted to the Mayor/Chairman before thirty days of the completion of the entertainment activities. The entertainment tax deposited in the council is refunded only when there is provision for exemption from entertainment tax.

8. Procedure for Exemption from Entertainment Tax

Procedure	Duration	Authority
Notice of entertainment function with request in Annexure 01		Applicant
After collecting the entertainment tax, issue a receipt and tracking number and account the collected amount in the deposit account.	The same day the request is received	Officer of the Front Office
Reporting the details of entertainment tax collected by forwarding the request for exemption from entertainment tax to the Officer-in-charge	The same day the request is received	Officer of the Front Office
Requesting release of entertainment tax amount deposited with calculation in Annex No. 02	Before the expiry of thirty days from the date of completion of the entertainment work	Applicant
Forwarding the request in Annex 02 to the Officer-in-charge informing that the same number issued in Annex01 is applicable.	Immediately after the request	Officer of the Front Office
To notify to the Municipal Commissioner/Secretary with observations on the possibility of releasing the amount of entertainment tax deposited	Within two days of receiving the request	Officer-in-charge
To further recommend and submit to the Mayor/Chairman the recommendation for release of the deposited entertainment tax amount	Within two days of receiving the observation report	Municipal Commissioner /Secretary
Issuance of orders for refund or non-refund of entertainment tax deposited	Within two days of receiving the recommendation report	Mayor/Chairman
When the deposited entertainment tax is refundable to release the relevant amount from the deposit account	Within seven days from the request	Officer-in-charge
In the event that the deposited entertainment tax amount cannot be released, inform the organizer of the same and cancel the unsold tickets with the sub-sheet and to settle the accounts by release the corresponding amount to the organizer and transfer the balance in the deposit account to the entertainment tax revenue account.	Within seven days from the order	Officer-in-charge

Note : Applicant means, in the case of a cinema, its owner or manager, and in the case of any other entertainment, the owner or any representative authorized by him.

Annex 01

Estimate of Revenue and Expenditure from Amusement

1. Particulars of the Organizer:

(a) Applicant's

Full Name:

Address:

National Identity Card No. :

Telephone : (Mobile) (Residence)

E-mail Address : @com

(b) Organizer's / Organizations' -

Name.

.

Address.

National Identity Card No. (When not an organization):

Telephone No: (Mobile) (Residence)

E-mail address: @com

2. Particulars of amusement :

The nature of the Amusement :

Venue of the Amusement :

The date/period of the Amusement :

On the

From to

3. Information on proposed charity and donation:

(a) Charitable causes for which proceeds from entertainment are used:

(b) Information about the charitable Institution / person:

Name:

.

Address:

National Identity Card No. (When not an institution or organization):

Telephone No.: (Mobile) (Residence)

E-mail address: @com

4. Information on expected revenue and expenditure from tickets (Estimated):

Value of tickets (A)	Number of tickets reserved to be printed or issued online(B)	Expected Revenue (A x B)
Rs.	- Rs.
Rs.	- Rs.
Rs.	- Rs.
Rs.	- Rs.
Rs.	- Rs.
Rs.	- Rs.
Rs.	- Rs.
		Total Revenue:Rs. <u>.....</u>

=

Total administrative functions (Mention separately):Rs.

Balance : Rs.

=

I do hereby certify that the above particulars are true and correct. I acknowledge that in case of violation of the provisions of the Entertainment Tax Ordinance, I shall lose my right to release the amount of entertainment tax deposited in the Council. I understand that the decision of the Mayor/Chairman regarding the terms and conditions relating to exemption from entertainment tax is final. I also agreed that the officer concerned will be provided with the necessary facilities during the entertainment function, when requested by an authorized officer of the Council, to check the counterfoils of the issued tickets and remaining tickets (ticket with the counterfoil) and the online data of the issued tickets and unsold tickets and to check the portion of the tickets held by those admitted to the amusement. Kindly request that the above entertainment activities be exempted from entertainment tax.

Name and Signature of the Organizer :

Name Signature :

Date : 20

Estimate of Revenue and Expenditure derived from Amusement

Particulars of the Organizer:

(a) Applicant's

Full Name:
Address:
National Identity Card No. :
Telephone : (Mobile) (Residence)
E-mail Address : @com

(b) Organizer's / Organizations' -

Name.
. . .
Address.
National Identity Card No. (When not an organization):
Telephone No: (Mobile) (Residence)
E-mail address: @com

2. Information about amusement:

Nature of the amusement:
Venue of the amusement :
Date/Period of holding the amusement :
On 20.
From 20 to 20

3. Information on charity and donation:

(a) Charitable causes that use the proceeds of entertainment:

(b) Information about the charitable Institution / person:

Name:
. . .
Address:
National Identity Card No. (When not an institution or organization):
Telephone No.: (Mobile) (Residence)
E-mail address: @com

4. Details of revenue and expenditure from tickets (estimated)

<u>Value (A)</u>	Number of tickets		<u>Revenue (A x C)</u>
	<u>Printed / Online</u> <u>Prepared (B)</u>	<u>Sold (C)</u>	
Rs. -	- Rs.
Rs. -	- Rs.
Rs. -	- Rs.
Rs. -	- Rs.
Rs. -	- Rs.
Rs. -	- Rs.
Rs. -	- Rs.
		Total income :	Rs. <u>..... +</u>
Administrative expenditures incurred (mention separately):			Rs.
..... -			
		Balance :	Rs. <u>.....</u>
The amount of entertainment tax deposited in the council			Rs.
Amount used for charity			Rs.

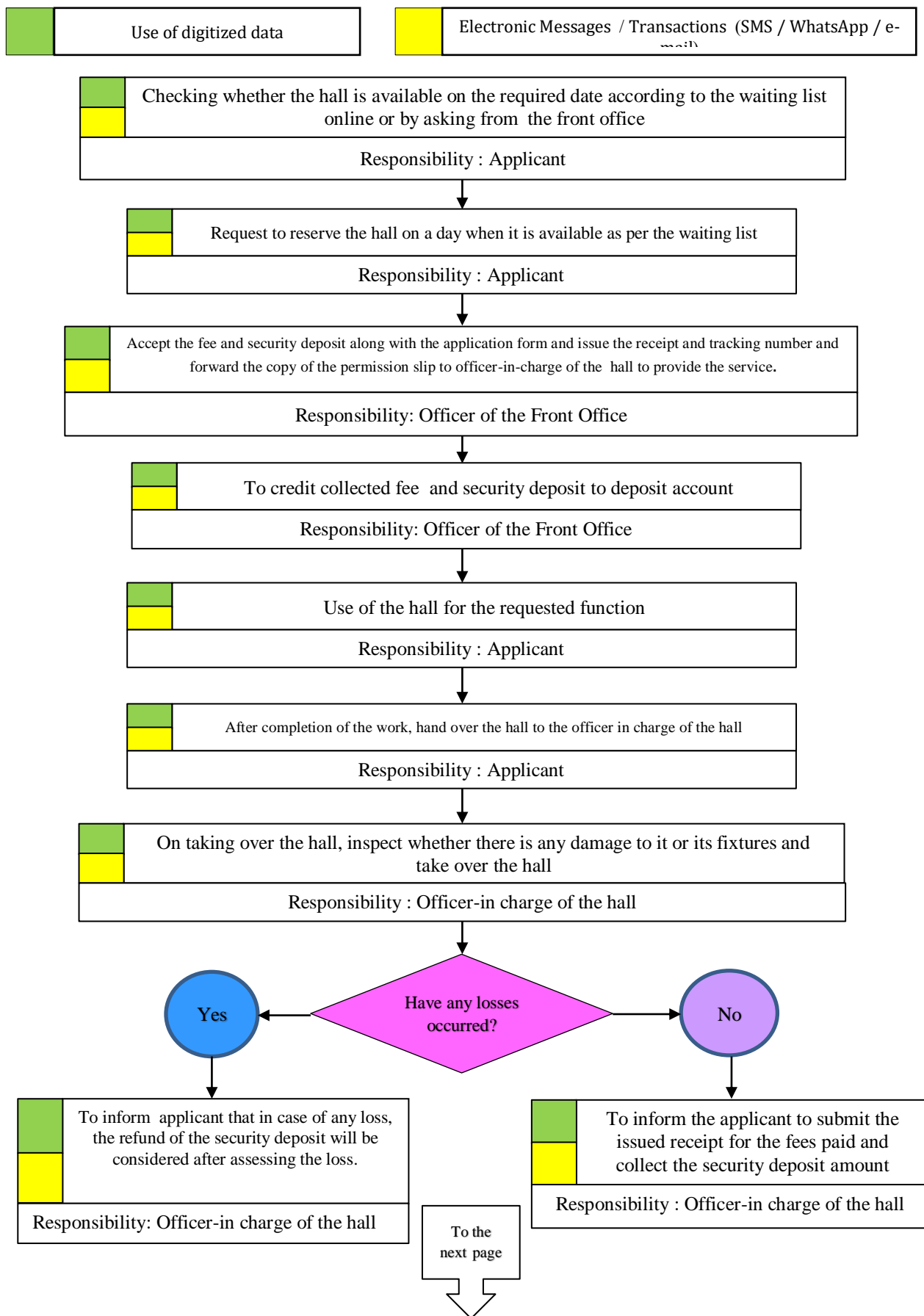
I do hereby certify that the above particulars are true and correct. I acknowledge that in case of violation of the provisions of the Entertainment Tax Ordinance, I shall lose my right to release the amount of entertainment tax deposited in the Council. I understand that the decision of the Mayor/Chairman regarding the terms and conditions relating to exemption from entertainment tax is final. The receipt confirming that the balance amount of (Rs.) Rupees after deducting the expenses from the income of the amusement, was used for the above charity work which is attached herewith. Kindly request that the above entertainment activities be exempted from entertainment tax.

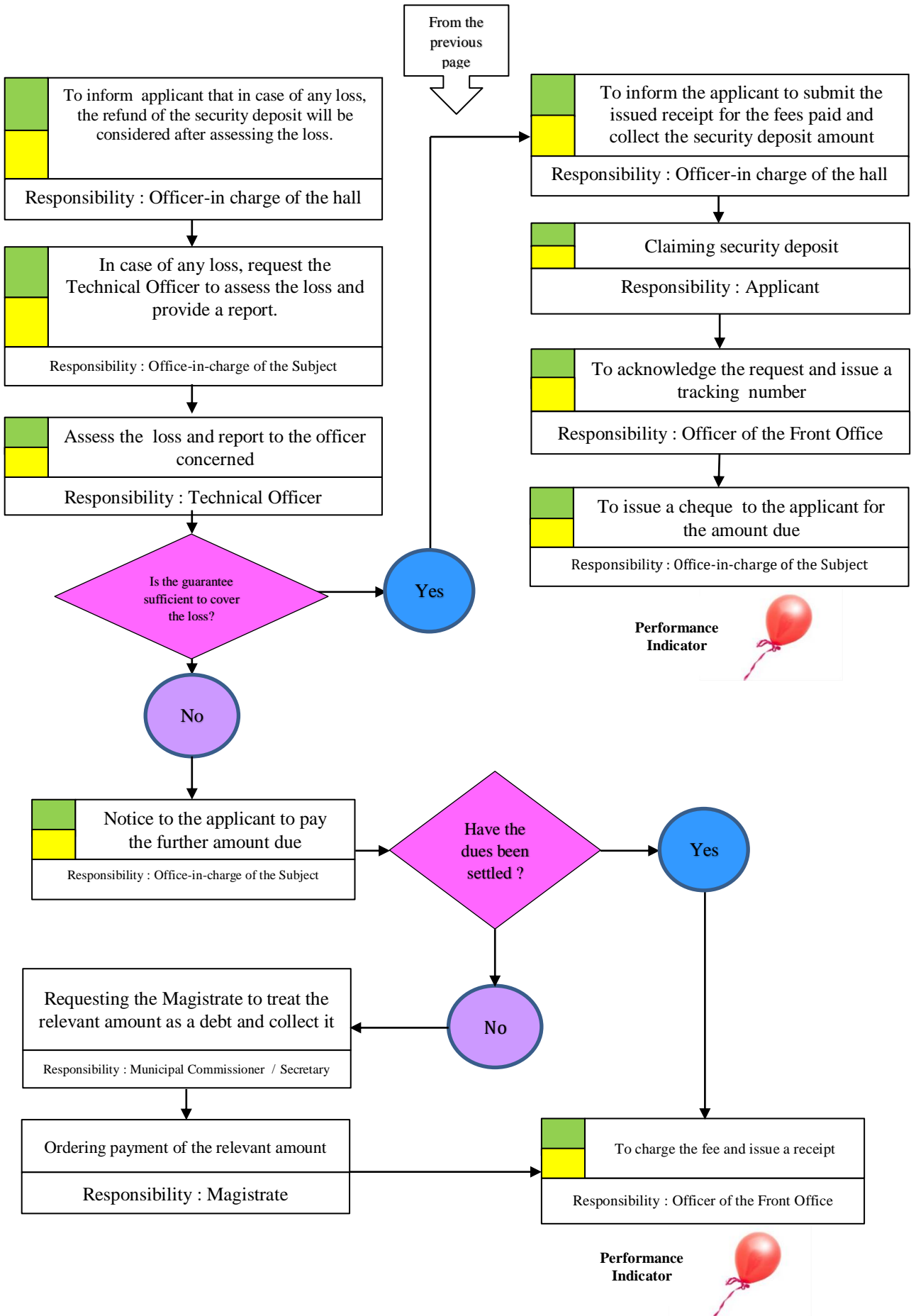
Name and Signature of the Organizer :

Name Signature :

Date : 20

18. To rent out reception halls / town halls / community halls (property etc.) - flow chart





18. To rent out reception halls / town halls / community halls (property etc.) -

1. Introduction

In order to provide facilities for the public entertainment, festivals or amusements of the people of the local government area, the halls that can be used as a public utility service that can be provided to the people are established and maintained.

2. Legal Authority

- (a) Provisions 40 (1) (T) (iv) of Municipal Councils Ordinance, (Chapter 252)
- (b) Provisions 35 (e) of the Urban Councils Ordinance (Chapter 255;
- (c) Clause (e) of Section 108 of the Pradeshiya Sabha Act No. 15 of 1987.

3. Eligibilities

Those who want to do any festival or conference or entertainment work will be eligible to avail this service.

4. Fees

- a) A fee determined by the local government from time to time.
- b) A tax matches with the fees charged imposed by the government from time to time.
- c) A refundable security fee as determined by the Local Government Institution from time to time.

5. Documents to be submitted

The application form depicted in the attachment should be correctly completed and submitted. It is advisable to understand the instructions at the end of the attachment before completing the application form.

6. Procedure

Procedure	Duration	Authority
the hall's waiting list online or visit the front office to find out if the hall can be rented on a date of your choice.		Applicant
If you wish to rent the hall on a date available as per the waiting list, complete and submit the application form obtained online or visiting the front office.		Applicant
Issuance of fee acceptance receipt and tracking number along with the application form and forwarding the copy of authorization form to officer-in-charge of the hall to provide the service.	As soon as the application is received	Officer of the Front Office
Depositing the collected fee and security deposit in the deposit account	Immediately after the receipt of money	Officer of the Front Office

Procedure	Duration	Authority
Use of the hall for the requested purpose requested	Date of reserved	Applicant
Handing over the hall to the officer-in-charge of the hall at the end of the task	As soon as the assigned task is completed	Applicant
Check whether there is any loss or damage to the hall or its fixtures while taking over the hall and take over and report the same to the officer-in-charge of the subject.	As soon as the assigned task is completed	Officer-in-charge of the hall
Informing the applicant that in case of any loss, payment of the security deposit will be considered after calculating the loss.	As soon as the hall is taken over	Officer-in-charge of the hall
In case of any loss, request the Technical Officer to assess the loss and provide a report.	Immediately after the receipt of the report of the officer-in-charge of the hall	Officer-in-charge of the subject
Assess the value of the loss and report to the Officer-in-Charge of the subject	Within one day after the receipt of the report of the officer-in-charge of the subject	Technical Officer
If there is no loss to refund the security deposit or if there is a loss and if there is a balance after charging it from the security deposit to refund after claiming the loss or where the value of the loss is insufficient to cover the amount of the security deposit, the applicant shall be notified to pay the further amount due to the council.	After requesting the balance amount	Officer-in-charge of the subject
Claiming deposit when there is no loss or payment of further dues when loss has occurred	On or before the fixed date	Applicant
Forwarding the refund cheque to the applicant or issuing a receipt having charged the further amount due.	After the Applicant arrives	Officer-in-charge of the subject/Officer of the Front Office
Settlement of accounts	After making further payment	Officer-in-charge of the subject / Officer of the Front Office

7. When the deposit amount is insufficient to cover the loss

Procedure	Duration	Authority
Notice in written to the applicant to deposit the amount exceeding the value	On the day of receiving the report of the officer- in-	Officer-in-charge of the subject

Procedure	Duration	Authority
of the deposited amount in the council	charge of the hall	
Charge the additional amount and issue a receipt	Within seven days from written notice	Officer of the Front Office
Reminders in case of default in payment of additional amount	After seven days of written notice	Officer-in-charge of the subject
If the payment of money is still defaulted according to the reminder, report the same to the Magistrate and hand over the request to the Municipal Commissioner/Secretary to collect the relevant amount and hand it over to the Technical Officer.	After seven days from the reminder	Officer-in-charge of the subject
File the relevant request in the Magistrate Court and record the data in the case file	Immediately after the receipt of request documents	Technical Officer
Issuance of order fixing the relevant amount as penalty	On the date of hearing	Magistrate
Charge the amount and issue a receipt	With the declaration of court decision	Officer nominated under the supervision of the Technical Officer
Report the information about the fee collected to the officer-in-charge and record the court decision in the case file	On the same day	Technical Officer
Crediting the fee charged to the relevant expenditure head	Within 2 days from the receipt of the report of the Revenue Inspector	Officer-in-charge of the subject

..... Council

Application for Hire of Reception/Town/Community Halls

(Please read and understand hall rental conditions carefully before completing the application form)

- 1. Full name of the Applicant :
- 2. National Identity Card No. : (Original copy required for verification)
- 3. Mobile No. :
- 4. E-mail address :
- 5. Postal Address :
- 6. Required date : On 20..
- 7. Required time : From a.m/p.m. to a.m/p.m
- 8. Is it necessary to reserve an early date for pre-event preparation? : Yes / No
- 9. If so time required : From a.m/p.m. to a.m/p.m
- 10. Other facilities required:
 - (a) Air conditioning facilities - Yes / No
 - (b) Loudspeaker facilities - Yes/No
 - (c) Required no. of chairs -
 - (d) Other
- 11. Event Matters. (Briefly state)

Please reserve the hall for me. In case that if I am unable to return the hired hall on time, the charge for such delay and/or any damage or loss caused to the hall or any of its fixtures or any part of the hall or any furniture, I hereby declare my consent to deduct that from the refundable deposit made by me in the council. It is declared that I am aware if the deposit amount is not sufficient to cover the damage or loss incurred that I am liable to pay further damages or loss reimbursement due and will be so paid.

Date :20

.....

Signature of applicant .

Copy of the officer-in-charge of the Hall

Officer-in-charge of the hall,
.....Hall

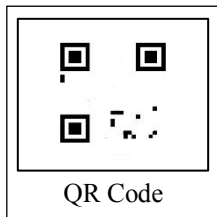
Permit No :

Hall Reservation Permit

- a. Name of the applicant -
- b. National Identity Card No. -
- c. Telephone No. -
- d. Hall reservation dates or day - From 20 to 20
- e. Purpose of hall reservation -
- f. Fees charged : - Rs.
- g. Receipt No. : - Date : 20 .

Allow the above named persons to use the hall for the requested purpose on the reserved date/days. After the completion of the work take over the hall having checked and ascertained whether there is any damage to the hall or its other properties and report the same on the same day in the attached format.

Date : 20



Officer of the Front Office
For Charman/Municipal Commissioner
(Official Frank)

Copy :To the Applicant - Please note that in the event of any loss or damage to the hall, the loss will be charged against the security deposit and if the deposit is insufficient, you will be required to pay the shortfall to the council..

Officer-in-charge of the Subject,

I took over the hall after the completion of the work of above reservation.

@ No damage has been occurred to the hall.

@ Following damages have been caused.

.....
.....
.....
.....
.....

Date 20..... :

.....
Officer-in-charge of the Hall.

Accountant / Secretary,

1. At the end of the task, I report that the following losses have to be recovered.

Description	Amount	Amount
(b) Amount to be charged for damages and delay:		
i. Loss incurred:		
* Loss 1 -	Rs.	
* Loss 2 -	Rs.	
* Loss 3 -	Rs.	
* Loss 4 -	Rs.	
ii. Late return charges (hours ...)	Rs.	
iii. Tax imposed by the government (1)	Rs.	
iv. Tax imposed by the government (2)	Rs. +	
(c) Total amount to be charged	Rs.	<u>.....</u>

Date:20

.....
Technical Officer

----- Separate this page and instructions and hand it over to the applicant -----



Offier-in-charge of the Hall ,
.....Hall .

Permit No. :

Hall Reservation Permit

- a. Name of the applicant -
- b. National Identity Card No. -
- c. Telephone No. -
- d. Hall reservation dates or day - From 20 to 20
- e. Purpose of hall reservation -
- f. Fees charged : - Rs.....
- g. Receipt No. : - Date :..... 20 .

Allow the above named persons to use the hall for the requested purpose on the reserved date/days. After the completion of the work take over the hall having checked and ascertained whether there is any damage to the hall or its other properties and report the same on the same day in the attached format.

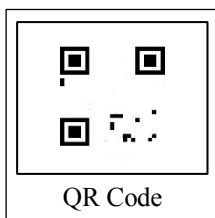
Date 20 :

.....

Officer of the Front Office

For Charman/Municipal Commissioner

(Official Frank)



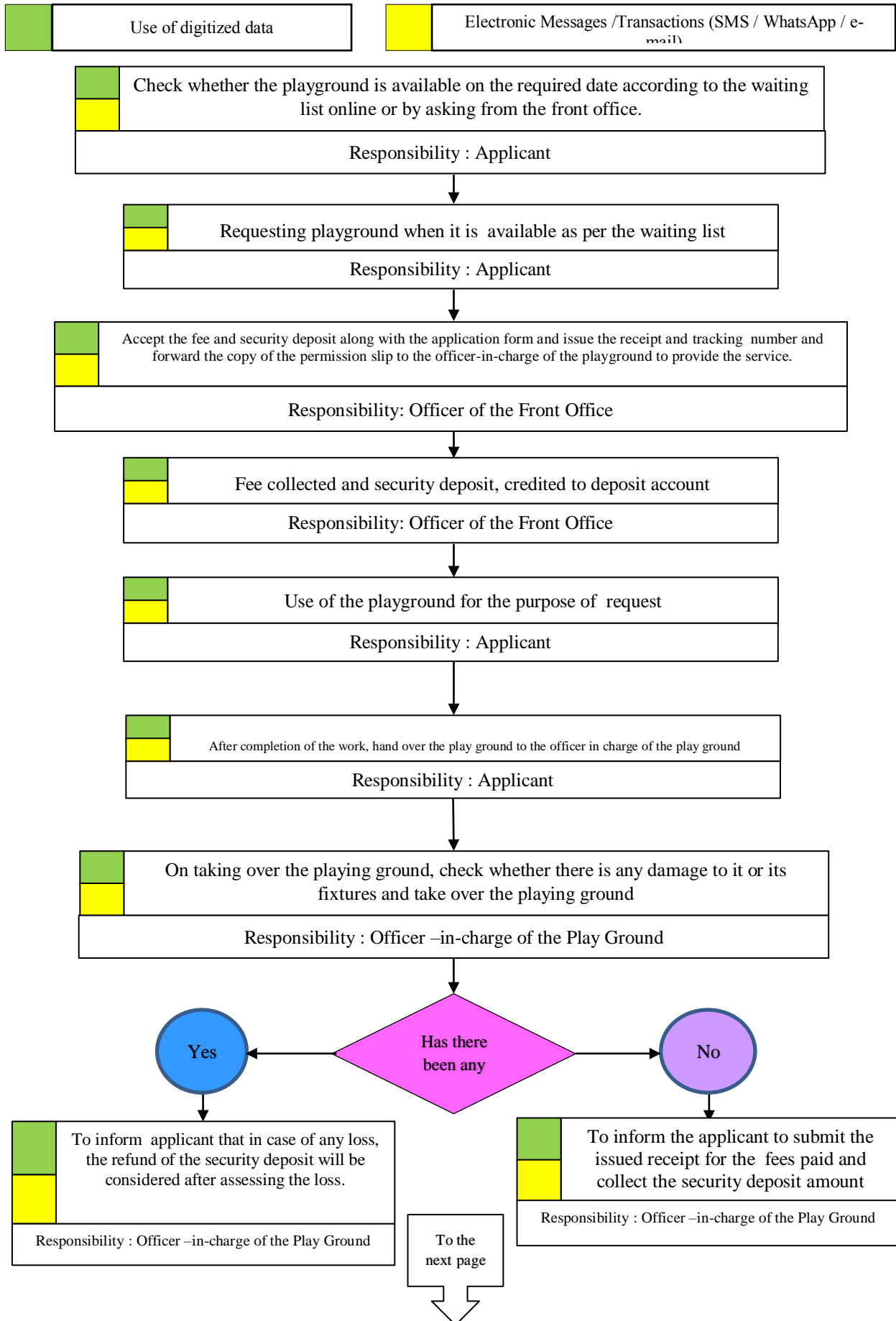
Copy :To the Applicant - Please note that in the event of any loss or damage to the hall, the loss will be charged against the security deposit and if the deposit is insufficient, you will be required to pay the shortfall to the council.

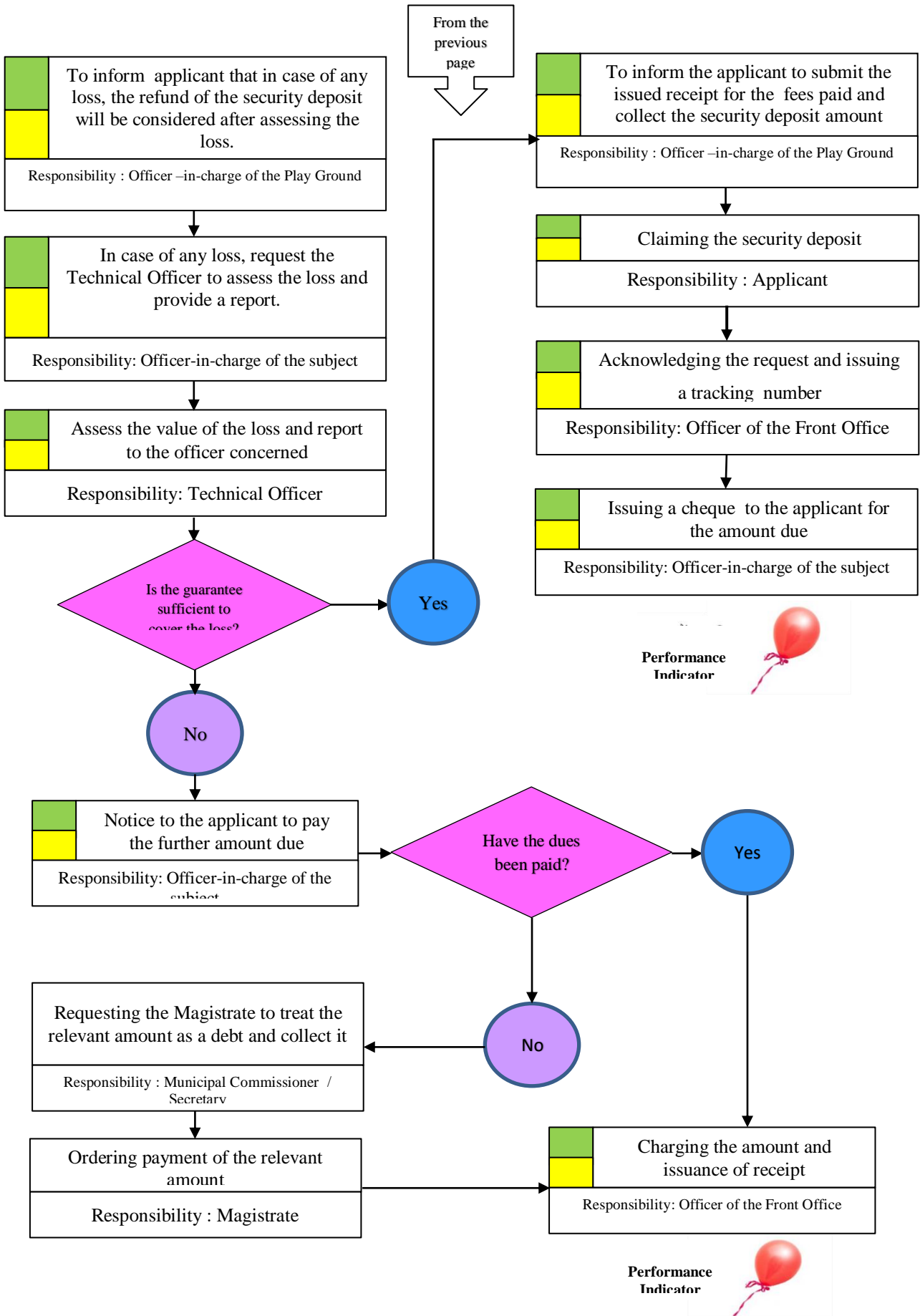
Conditions for the renting out of Halls.

1. Halls that can be rented by the council will be provided only in the order in which the applications are received. The order will not be changed at any occasion
2. (a) The daily fee charged for renting out of halls and the refundable deposit charged for each type of service are as follows. Before renting the hall, the refundable deposit and rent must be paid in advance and get reserved the hall.
- (b) If the time for returning the hall is passed a late fee of Rs. will be charged for each late hour.
- (c) If no damage or loss has been caused to the hall or any part thereof or any equipment, the amount will be paid to the applicant at the time of reclaiming before the expiry of one calendar year from the date of receipt of service after the hall is released to the Council.
- (d) If any damage or loss has occurred as above an amount calculated to meet such damage or loss shall be deducted from the refundable deposit of the applicant and if there is any balance, it will be paid to the claimant at the time of refund before the expiry of one year from the date of receipt of service after releasing the hall.
- (e) If any damage or loss has occurred as aforesaid, if the amount calculated to cover the amount of such damage or loss exceeds the refundable deposit of the applicant, the applicant shall pay the excess amount to the council. Furthermore, if the applicant fails to pay the excess amount to the council, that the legal actions will have to be taken against the applicant to recover that amount and by signing the above application form, the applicant will be deemed to have accepted that the applicant is subject to it.
- (f)

Description	Charge per unit daily (Rs.)	Refundable Deposit (Rs.)
(i) Hall (With air-condition)
(ii) Hall (Without air-condition)
(iii) Hall for pre-arrangement (With air-condition)
(iv) Hall for pre-arrangement (Without air-condition)
3. In addition to the above fees, the taxes imposed by the government from time to time must be paid.
4. If the service has been reserved by another applicant for the date on which the applicant's request is to be fulfilled, the subsequent request will be rejected.
5. If the council is unable to fulfill the request of the applicant due to any unavoidable reason, alternative action will be taken and if not so, the charged amount will be refunded and the local government institution will not be bound to pay any compensation or loss in addition.
6. The local government institution is not liable for any inconvenience caused by any reason beyond its control such as power outage during the event or during the pre-preparation period.
7. The applicant has reserved the hall in advance and if at any later stage he acts to cancel the reservation, an administrative fee of Rs. will be deducted

19. Renting playgrounds – Flow Chart





19. Renting playgrounds

1. Introduction

The local government institution is the public authority entrusted with the task of protecting and promoting the welfare of the people and all facilities of that territory. As one phase of this welfare work, play grounds are created by the local government institutions to protect the physical health of the people, improve the sports skills of the youth and provide public entertainment and in order to cover the expenses for the maintenance, repair and improvement of the play grounds the facility of renting out these playgrounds has been arranged in case of special use.

2. Legal Authority

- (a) Paragraphs 36(2) and 46 (f) of Municipal Councils Ordinance (Chapter 252)
- (b) Paragraphs 33(2) and 36 (e) of Urban Councils Ordinance (Chapter 255)
- (c) Provisions 17 (3) and 19 (1) (xii) of Pradeshiya Sabha Act No. 15 of 1987.

3. Qualifications

- (a) The people living within the territory of the local government institution, their sports clubs and other persons who have the need to conduct sports events or sports festivals in the schools located within the territory.
- (b) Any person residing outside the territory will also be eligible to avail this service, subject to payment higher than the fee charged to the people of the territory.

4. Fees

- a) A fee determined by the local government from time to time.
- b) A tax matches with the fees charged imposed by the government from time to time.
- c) A refundable security fee as determined by the Local Government Institution from time to time.

5. Documents to be submitted

The application form in this attachment should be correctly completed and submitted. It is advisable to carefully read and understand the instructions at the end of the application form before completing it

6. Procedure

Procedure	Duration	Authority
Check the waiting list of the playground online or visit the front office to know if the playground can be rented on a date of your choice.		Applicant
If interested in renting the playground on a date available in the waiting list, complete and submit the application form obtained online or by visiting the front office.		Applicant

Procedure	Duration	Authority
Issuance of receipt and a tracking number having taken over the charge and the application forward the copy of the permit to the officer-in-charge of the playground to provide the service.	Immediately after the receipt of the application	Officer of the Front Office
Depositing the collected fee and security deposit in the deposit account	Immediately after the receipt of money	Officer of the Front Office
Use of the playground for the requested purpose	Date of reservation	Applicant
After completion of the task hand over the playground to the officer-in-charge of the playground	Immediately after the reserved task is completed	Applicant
While taking over the playground, check whether there is any loss or damage to the playground or its fixtures and take over it and report the same to the officer-in-charge.	Immediately after the reserved task is completed	Officer-in-charge of the Play Ground
Informing the applicant that in case of any loss, payment of the security deposit will be considered after assessing the loss.	Immediately after the playground is taken over	Officer-in-charge of the Play Ground
In case of any loss, request the Technical Officer to assess the loss and provide a report.	Immediately after the receipt of the report of the officer-in-charge of the playground	Officer-in-charge of the subject
Assess the value of the loss and report to the officer-in-charge	Within one day of the receipt of the report of the officer-in-charge of the subject.	Technical Officer
If there is no loss to refund the security deposit or if there is a loss to charge it from the security deposit and if there is a balance after claiming the amount, proceed to refund it or in case of the loss is insufficient to cover the amount of the security deposit, the applicant shall be notified to pay the due amount to the council.	After claiming the balance amount	Officer-in-charge of the subject
Claiming deposit when no loss has occurred or payment of further dues when a loss has occurred	On or before the prescribed date	Applicant
Forwarding the refund cheque to the applicant or issuing a receipt against the further amount due.	After the applicant arrives	Officer-in-charge of the subject / Officer of the Front Office

Procedure	Duration	Authority
Settlement of accounts	After making further payment	Officer-in-charge of the subject / Officer of the Front Office

7. When the deposit is insufficient to cover the loss incurred -

Procedure	Duration	Authority
Notice in written to the applicant to deposit the amount exceeding the value of the deposited amount in the council	On the same day of the receipt the report of the Officer-n-charge of the playground	Officer-in-charge of the subject
Charge the additional amount and issue a receipt	Within seven days of written notice	Officer of the Front Office
Reminders in case of default in payment of additional amount	Within seven days of written notice	Officer-in-charge of the subject
In case the payment of money is still defaulted as per the reminder, reporting the Magistrate and requesting to collect the relevant amount with the signatures of the Municipal Commissioner/Secretary and handing over to the Technical Officer.	Seven days after the date of reminder	Officer-in-charge of the subject
File the relevant request in the Magistrate Court and record the data in the case file	Immediately after receipt of request documents	Technical Officer
Issuance of order fixing the relevant amount as penalty	On the relevant hearing date	Magistrate
Charge the amount and issue a receipt	With the declaration of decree	Officer nominated under the supervision of the Technical Officer
Report the information about the fee collected to the officer-in-charge and record the decree in the case file	On the same day	Technical Officer
Crediting the fee collected to the relevant expenditure head	Within 2 days from the date of receipt of Revenue Inspector's report	Officer-in-charge of the subject

..... Council

Application for rent out of playground

(Please read and understand the conditions of rent out of playgrounds carefully before completing the application)

- 1. Name of the applicant :
- 2. National Identity Card No. :
- 3. Mobile No. :
- 4. E-mail Address :
- 5. Postal Address :
- 6. The purpose of using the playground : Sports Festival* / Sports Meet* / Musical Show* / Amusement* / Public Gathering* / Other (.....)*
- 7. Required date/day : From 20 to20, From 20 to20
- 8. Required time (According to the reserved number of days):
 - (a) Per day: From..... a.m. / p.m to..... a.m. / p.m
 - (b) On 20 from..... a.m. / p.m to..... 20 from a. a.m / p.m to.....
- 9. Is it necessary to book an earlier date for pre-arrangements ? : Yes/ No
- 10. If so required time : From..... a.m. / p.m to..... a.m. / p.m

I agree with the terms and conditions stipulated by the council connected the rental of the playground. Please reserve the playground for me. I hereby express my consent in case of my failure to return the reserved playground on time to deduct the charge for such delay and/or damage or loss to the playground or any fixture thereof or any part thereof or any furniture from the refundable deposit made by me in the council. It is declared that I am aware if the deposit amount is not sufficient to cover the damage or loss incurred that I am liable to pay further damages or loss reimbursement due and will be so paid.

Date : 20

.....
Signature of the applicant

-----Seperate from here and hand over to the offier-in-charge fo the playground -----

Copy of the offier-in-charge fo the playground

Offier-in-charge fo the playground ,
.....Playground.

Permit No. :

Playground Reservation Permit

- a. Name of the applicant -
- b. National Identity Card No. -
- c. Telephone No. -
- d. Playground reservation dates or day - From 20 to 20
- e. Purpose of playground reservation -
- f. Fees charged : - Rs.
- g. Receipt No. : - Date :

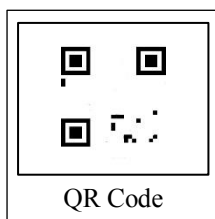
Allow the above named persons to use the playground for the requested purpose on the reserved date/days. After the completion of the work take over the playground having checked and ascertained whether there is any damage to the playground or its other properties and report the same in the attached format.

Date 20 :

Officer of the Front Office

For Charman/Municipal Commissioner

(Official Frank)



Copy :To the Applicant - Please note that in the event of any loss or damage to the playground, the loss will be charged against the security deposit and if the deposit is insufficient, you will be required to pay the shortfall to the council.

Officer-in-charge of the Subject,

I took over the playground after the completion of the work of above reservation.

@ No damage has been occurred to the playground.

@ Following damages have been caused.

.....
.....
.....
.....
.....

Date 20..... :

.....
Officer-in-charge of the playground

Accountant / Secretary,

1. At the end of the task, I report that the following losses have to be recovered.

Description	Amount	Amount
(b) Amount to be charged for damages and delay:		
i. Loss incurred:		
* Loss 1 -	Rs.	
* Loss 2 -	Rs.	
* Loss 3 -	Rs.	
* Loss 4 -	Rs.	
ii. Late return charges (hours . . .)	Rs.	
iii. Tax imposed by the government (1)	Rs.	
iv. Tax imposed by the government (2)	Rs. +	
(c) Total amount to be charged	Rs.	<u>.....</u>

Date:20

.....
Technical Officer

----- Separate this page and instructions and hand it over to the applicant -----

Copy of the Applicant

Offier-in-charge of the Playground,

Permit No. :

.....Playground .

Playground Reservation Permit

- a. Name of the applicant -
- b. National Identity Card No. -
- c. Telephone No. -
- d. Playground reservation dates or day - From 20 to 20
- e. Purpose of Playground reservation -
- f. Fees charged : - Rs.
- g. Receipt No. : - Date : 20 .

Allow the above named persons to use the playground for the requested purpose on the reserved date/days. After the completion of the work take over the playground having checked and ascertained whether there is any damage to the playground or its other properties and report the same on the same day in the attached format.

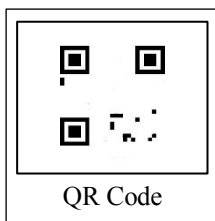
Date 20 :

.....

Officer of the Front Office

For Charman/Municipal Commissioner

(Official Frank)



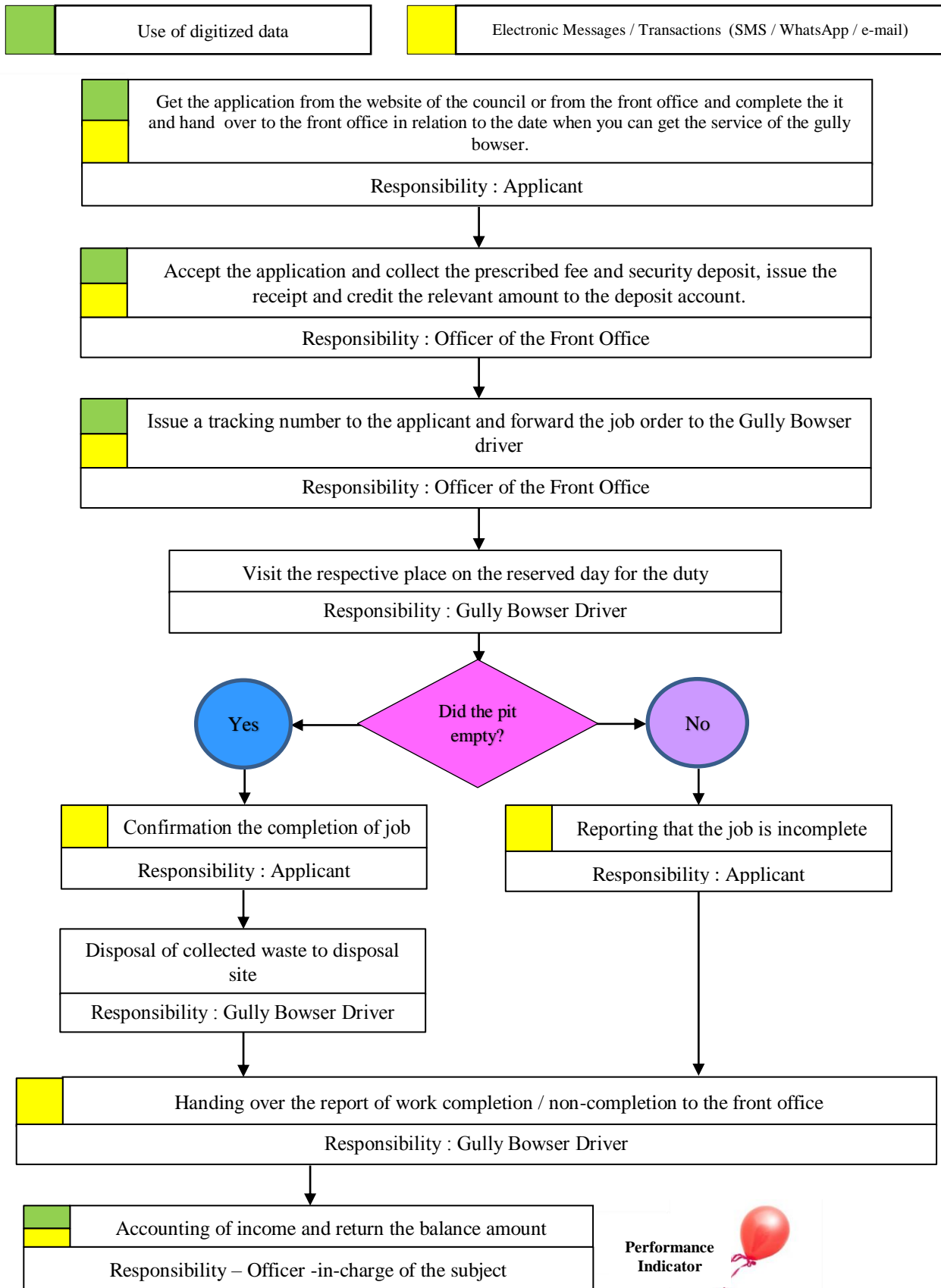
Copy :To the Applicant - Please note that in the event of any loss or damage to the playground the loss will be charged against the security deposit and if the deposit is insufficient you will be required to pay the shortfall to the council.

Conditions for the renting out of playgrounds

1. Playgrounds that can be rented out by the council will be provided only in the order in which the applications are received. The order will not be changed at any occasion
2. (a) The daily fee charged for renting out of playgrounds and the refundable deposit charged for each type of service are as follows. Before renting out the playground, the refundable deposit and rent must be paid in advance and get reserved the playground.
- (b) If the time for returning the playground is passed a late fee of Rs. will be charged for each late hour.
- (c) If no damage or loss has been caused to the playground or any part thereof or any equipment, the amount will be paid to the applicant at the time of reclaiming before the expiry of one calendar year from the date of receipt of service after the playground is released to the Council.
- (d) If any damage or loss has occurred as above an amount calculated to meet such damage or loss shall be deducted from the refundable deposit of the applicant and if there is any balance, it will be paid to the claimant at the time of refund before the expiry of one year from the date of receipt of service after releasing the playground.
- (e) If any damage or loss has occurred as aforesaid, if the amount calculated to cover the amount of such damage or loss exceeds the refundable deposit of the applicant, the applicant shall pay the excess amount to the council. Furthermore, if the applicant fails to pay the excess amount to the council, that the legal actions will have to be taken against the applicant to recover that amount and by signing the above application form, the applicant will be deemed to have accepted that the applicant is subject to it.
- (f)

	Charge	Refundable
Description	(Rs.)	Deposit (Rs.)
(i) Playground reservation charges (per day)
(ii) Reservation fees for pre-arrangements (per hour)
3. In addition to the above fees, the taxes imposed by the government from time to time must be paid
4. If the service has been reserved by another applicant for the date on which the applicant's request is to be fulfilled, the subsequent request will be rejected.
5. If the council is unable to fulfill the request of the applicant due to any unavoidable reason, alternative action will be taken and if not so, the charged amount will be refunded and the local government institution will not be bound to pay any compensation or loss in addition.
6. The local government institution is not liable for any inconvenience caused by any reason beyond its control such as power outage during the event or during the pre-preparation period.
7. The applicant has reserved the playground in advance and if at any later stage he acts to cancel the reservation, an administrative fee of Rs. will be deducted

20. Provision of sewage removal service – Flowchart



20. Provision of sewage removal service

1. Introduction

The local government is the general administrative authority for the purpose of promoting and protecting the health of the people of the area. The removal of sewage of the area is also one of the aspects of this work and also it is for the facilitation of the people.

2. Legal Authority

- (a) Section 129 read with Section 96 of the Municipal Councils Ordinance (Chapter 252)
- (b) Section 118 read with Section 103 of the Urban Councils Ordinance (Chapter 255)
- (c) Section 93 read with Section 75 of the Pradeshiya Sabha Act No 15 of 1987

3. Eligibilities

Any person who needs to empty a toilet pit will be eligible for this service. When the person requiring service is a resident outside the area, an additional fee shall be paid in addition to the normal fee.

4. Fees

- a) A fee determined by the local government from time to time.
- b) A tax matches with the fees charged imposed by the government from time to time.
- c) A refundable security fee as determined by the Local Government Institution from time to time.

Note : For service provided to a location outside the area, an additional payment (Determined by the Local Government Institution from time to time) other than the normal rate has to be paid)

5. Documents to be submitted

The application shown in the attachment should be correctly completed and submitted.

Note: The applications can be collected and submitted through the council's website or by visiting the front office.

6. Procedure

Procedure	Duration	Authority
Identify the date on which the service is available according to the waiting list by visiting the Council's website or the front office and complete the application as applicable to that date and forward it to the front office		Applicant

Procedure	Duration	Authority
Accept the application and charge the service fee and security deposit to the deposit account as per the scale of fees prescribed by the council and issue a receipt.		Officer of the Front Office
Issue a tracking number to the applicant and issue the relevant order to the Gully Bowser driver	At the time of acceptance of the application	Officer of the Front Office
Empty the pit to the gully bowser on the reserved day and confirm with the applicant that the service has been completed	The day agreed to provide the service	Gully Bowser Driver
Dispose of the sewage to the disposal site	The day of service was provided	Gully Bowser Driver
Completing performance report and handing it over to the officer-in-charge of the subject through the front office	On the same day of service was provided or the next day	Gully Bowser Driver
Charges related to the service are credited to the revenue heads and inform the applicant that if there is any amount that can be refunded	Immediately after receipt of the report of the driver	Officer-in-charge of the subject

- Note :
1. Service will be provided as per the reservation dates, considering the availability of the waiting list
 2. In case the service is not possible due to reasons such as the distance from the nearest place where the gully bowser can reach, the sewage in the pit is dry, the remaining amount will be refunded excluding the travelling fee of the gully bowser.

7. When the service is not provided.

Procedure	Duration	Authority
Reporting incapability of providing the service	On the day of departure for service	Gully Bowser Driver
Amount to be recovered and amount to be refunded, if any, submit for the approval	Immediately after receipt of the report of the driver	Officer-in-charge of the subject
Charging and granting approval for the amount to be refunded	The date of the receipt of the recommendation	Engineer/Secretary
Crediting of receivables and refunds from deposit account to revenue heads and release of refunds	On the day of receipt of the approval	Officer-in-charge of the subject

..... Council
Application to obtain the service of Gully Bowser

Annex

1. Personal information
 - (a) Full name of the applicant with initials :
 - (b) National Identity Card No. (If any):
 - (c) Mobile No. :
 - (d) E-mail address :
 - (f) Postal address :
2. Date of service required (Check the waiting list and note the date):
3. Location of the sewage pit that need to be emptied;;
 - (a) Address :
 - (b) Number of the Grama Niladhari Division:
Name:
4. Distance from council office to that place (approximately): k.m.
5. If there is insufficient space to reach the gully bowser near the latrines, the distance from the nearest accessible point to the latrines:m

I agree to accept the terms and conditions of the above service. Please provide this service to me.

Date : 20

Signature of the applicant

For office use

The applicant is resident within the area. / A resident is from the outside area. Fees have been charged as follows in that circumstance.

Task	Amount
(a) Distance to travel for the job (To and fro) [. . . . k.m. X Rs.]	Rs.
(b) Gully Bowser fee	Rs.
(c) Tax imposed by the government (1)	Rs.
(d) Tax imposed by the government (2)	Rs.
(e) Refundable deposit	Rs. <u>.....</u>
Total amount charged	Rs. <u>.....</u>

Receipt No. and date :

Date : 20.

Officer of the front office

----- Separate from here and hand over to the gully Bowser Driver -----

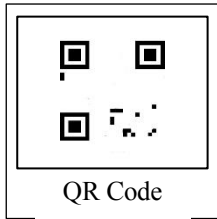
Gully Bowser Driver



The following applicant has paid to avail the service of Gully Bowser. Accordingly, provide the relevant service. If it is not possible to provide the service, report it immediately to the Engineer/Secretary for further action.

- 1. Date of service to be provided - 20
- 2. Name of the applicant -
- 3. Mobile No. -
- 4. Address of the place of service to be provided-
- 5. Number of Water Browsers - (. form letters.....)

Date :20



.....

Officer of the Front Office

Municipal Commissioner /For Charman

(Official Frank)

Copy :To the applicant - Note and sign on the sheet in the charge of the driver whether or not the service was provided on the due date.

Trough the Officer of the Front Office, Officer-in-charge of the subject

1. The above work was completed today i.e., (On). Details of the trips were entered in the daily running charts. The details are as follows.

Places of travel	Meter reading		Distance k.m.
	Start	End	
(a) From the office to where the service is required	=
(b) Place of disposal from place of service	=
(c) Office from the point of disposal	=

Total distance travelled. k.m. =

2. It was not possible to complete the work due to the following reasons.

.

.....

Date: 20

.....

Gully Bowser Driver

Secretary/Engineer

I hereby certify that the relevant work has been successfully completed as per the request made by me on / from 20. /Service could not be obtained.

Date : 20

..... (Signature of service recipient)

..... (Name of the service recipient)

Secretary/Engineer

According to the statement of the driver of the above gully bowser, it has not been able to provide the service. Therefore, I request the approval to charge the fees as mentioned below and refund the balance.

Description	Amount
(a) Total amount paid by the applicant to the Council	Rs.
(b) Amount to be charged for turn [. k.m X Rs.]	Rs. <u> </u> -
(c) Refundable fee / Charges to be further recovered	Rs. <u> </u>

Date: 20

.....

Officer-in-charge of the subject

----- Separate this page hand it over to the applicant -----

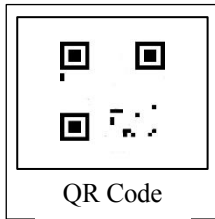
Copy of the Applicant

Gully Bowser Driver,

The following applicant has paid to avail Gully Bowser service. Accordingly, provide the relevant service. If it is not possible to provide the service, report it immediately to the Engineer/Secretary for further action.

- 1. Date of service to be provided - 20
- 2. Name of applicant -
- 3. Mobile No. -
- 4. Address of service provider -
- 5. Number of water bowsers - (..... from letters

Date 20.....:



.....
Officer of the Front Office
Municipal Commissioner / For Chairman
)Official Frank)

Copy :To the applicant - Note and sign on the sheet in the charge of the driver that the service was provided or not on the due date.

Conditions of hiring Gully Bowser

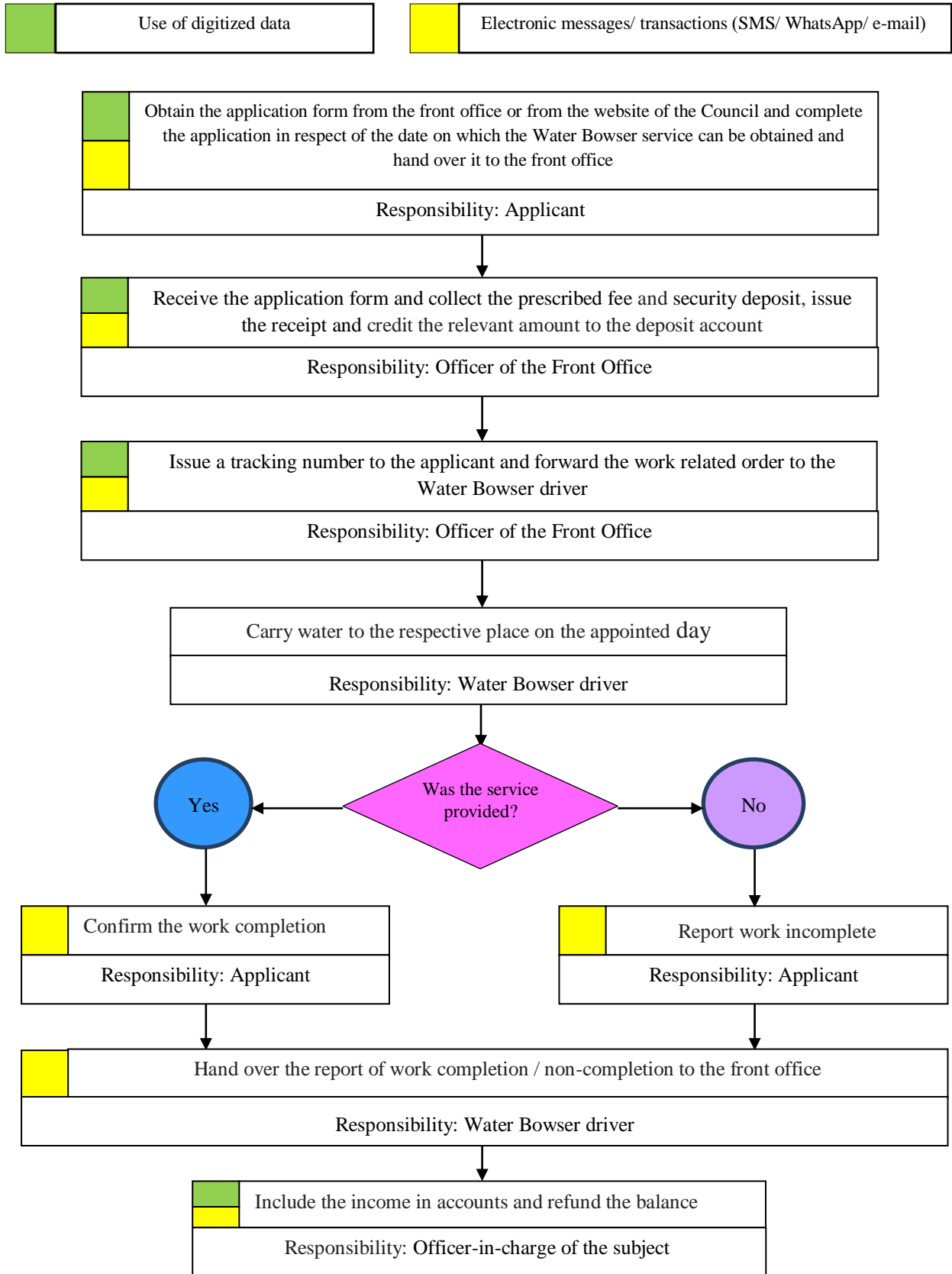
1. Provision of gully bowser owned by the council should be done only in the order in which applications are received. The order will not be changed in any case.
2. The daily fee charged for the provision of gully bowser service and the refundable deposit are as follows. Before availing the gully bowser service, the refundable deposit and rent must be paid in advance and get reserved the gully bowser.

Description	Charge
(i) Gully Bowser Fare (Within area)
(ii) Gully Bowser Fare (Out of area)
(iii) Additional charges for distance traveled (in case of provision of services outside area)
(iv) Refundable deposit

In addition to this, the taxes imposed by the government from time to time must be paid.

3. If the service cannot be provided due to any of the following unavoidable reasons, refunds and charges will be made in the manner noted for each occasion.
 - (i) If the gully bowser has to be repaired, when it is unable to deploy the gully bowser to provide the service or if there is any break down after the arrival of gully bowser to the respective location or is unable to provide the service due to any other reason the full amount will be refunded. In case of failure of Bowser after payment or due to reason not a fault of the applicant, service should be provided by following alternative method.
 - (ii) After traveling to the place where the gully bower service is to be provided, the sewage has become solid or where the applicant has failed to open or make an opening in the pit so that waste can be taken out only the balance amount will be refunded after charging the fare for the distance traveled to and from the place.
 - (iii) If the reservation is canceled at the request of the applicant while the Gully Bowser has been reserved only the balance amount will be refunded subject to an administration fee as decided by the Council from time to time.
4. As for the amount charged for Gully Bowser travel, at the time of booking the applicant will be charged a per kilometer fee as indicated under No. 4 of the application form. However, in case the distance exceeds that amount, the refundable deposit will be used to recover the amount due. In such a case, only the balance of the deposited amount will be paid after collecting that amount and other related taxes.

21. Providing Water Bowser Service - Flow Chart



Performance Indicator



21. Providing Water Bowser Service

1. Introduction

In the event that water is required for drinking requirement or other purposes in excess of the normal amount for the use of the people in the Local Government Institution area, the Local Government Institution has the authority to provide a request for that amount of water to be provided by Bowser as a public utility service and charge a fee for the same.

2. Legal Authority

- (a) Paragraph 40 (1) (T) of the Municipal Councils Ordinance (Chapter 252);
- (b) Paragraph(A) of the Urban Councils Ordinance (Chapter 255);
- (c) Paragraph(A) of the PradeshiyaSabhas Act No. 15 of 1987;

3. Eligibility

Any person in need of water will be eligible for this service. When the person requiring service is a resident outside the area, an additional fee shall be paid in addition to the normal fee.

4. Fees

- (a) A fee determined by the Local Government Institution from time to time.
- (b) Taxes fixed by the government from time to time corresponding to the fee paid.
- (c) A refundable security deposit as determined by the local authority from time to time

Note: For the service provided to a place outside the area (as determined by the local authority from time to time) shall be payable in excess of the normal fare.

5. Documents to be submitted

The application form given in the schedule should be duly completed and submitted.

Note: The application form can be collected and submitted through the website Councilor by visiting the front office.

6. Procedure(when service was provided)

Procedure	Duration	Authority
Visiting the website of the Council or the front office and identifying the date on which the service is available according to the waiting list, completing the application form as applicable to that date and sending it to the front office.		Applicant
Receiving the application form and charging the service fee and security deposit to the deposit account as per the scale of fees		Officer of the Front Office

Procedure	Duration	Authority
prescribed by the Council and issuing a receipt.		
Issuing a tracking number to the applicant and issuing the relevant order to the Water Bowser driver.	At the time of receipt of the application	Officer of the Front Office
Confirmation from the applicant that the work was done and the service was completed on the allotted date.	Date agreed to provide the service	Water Bowser driver
Completing the task performance report and handing it over to the Officer-in-charge of the subject through the front office.	On or after the day the service was provided	Water Bowser driver
Informing the applicant that if there is any amount that can be refunded to the Heads of Income for the fees related to the service, making the payment.	As soon as the driver's report is received	Officer-in-charge of the subject

7. Procedure (when service was not provided)

Procedure	Duration	Authority
Reporting that the service could not be provided.	On the day of departure for service	Water Bowser driver
If there is an amount to be recovered and an amount to be refunded, submitting the same for approval.	As soon as the driver's report is received	Officer-in-charge of the subject
Granting approval for the amount to be charged and refunded.	Date of receipt of the recommendation	Technical Officer / Secretary
Crediting of receivables and refundable amounts from deposit account to Heads of Income and release of refundable amounts.	Date of receipt of approval	Officer-in-charge of the subject

..... Council

Annexure

Application form for availing Water Bowser Service

1. Personal information

- (a) Name of Applicant :
- (b) National Identity Card Number :
- (c) Mobile Number :
- (d) Email Address :
- (e) Postal address :

2. Date of service required:

3. Water supply required;

- (a) Address of the Location:
- (b) GramaNiladhari Division's Number: Name:

4. Distance from the Council Office to that place (Approximately):Km.

5. Distance to the water holding tank from where the water supply is expected to be obtained (Distance from which the Water Bowser can reach): Meters

I agree to accept the terms and conditions of the above service stipulated by the Council. Please provide this service to me.

Date: 20

.....
Signature of the Applicant

For office use only

The applicant is a resident in the area/ a resident outside the area. Having considered the fact, fees have been charged as follows.

Matter	Amount
(a) Distance to travel:	
i. Distance from office to respective locationKm.
ii. Distance from the respective location to the sewage disposal site.Km.
iii. Distance from sewage disposal site to the officeKm.Km.
(a) Transport cost (as per total distance on completion of work)[..... Km.XRs.]	Rs.
(b) Water Bowser charges	Rs.
(c) Tariff imposed by the government(1)	Tariff imposed by
Rs.(d)	

the government(2)
 Rs.(e) Refundable
 deposit amount Rs.
 Total amount charged
 Rs. Receipt number and date:

Date: 20

Officer of the Front Office

----- Detach here and hand it over to the Water Bowser driver-----

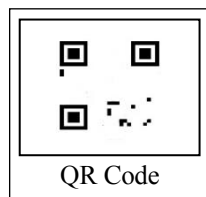
Copy of Water Bowser Driver

Water Bowser Driver,

The applicant named below has made payments for availing Water Bowser service. Accordingly, provide the relevant service. If it is not possible to provide the service, report it immediately to the Engineer/Secretary for further action.

- 1. Date on which service to be provided - 20
- 2. Name of the Applicant -
- 3. Mobile No. -
- 4. Address of service provider -
- 5. No. of Water Bowsers - (..... In letters.....)

Date 20 :



.....
 Officer of the Front Office
 Municipal Commissioner for Chairman
 (Official Seal)

Copy :To applicant- Note and sign on the sheet in charge of the driver whether or not the service was provided on the due date.

 Officer-in-charge of the subject

1. The above work was completed today i.e., on 20) Details of the turns were entered in the daily running charts. The details are given below.

Places of travel	Meter reading		
	Start	End	Km.
(a) Water filling station from office	=
(b) From water filled place to service provided place.	=
(c) From service provided place to the office	=
Total distance travelled Km. =	<u>.....</u>		

2. It was not possible to complete the work due to the following reasons.

.....

Date: 20

.....
 Water Bowser Driver

Secretary/ Engineer,

I hereby certify that the relevant work has been successfully completed/ service could not be obtained on the dates from 20 /20 to 20 upon the request made by me.

Date:20

..... (Signature of service recipient)

..... (Name of service recipient)

Secretary/ Engineer,

According to the statement of the driver of the Water Bowser above, it has not been possible to provide the relevant service. Therefore, approval is sought to charge the fees as mentioned below and refund the remaining amount.

Description	Amount
(a) Total amount paid by the applicant to the Council	Rs.
(b) Amount to be charged for turns [Km. X Rs.]	Rs. <u>.....</u> -
(c) Refundable amount / Further recoverable amount	Rs. <u>.....</u>

Date:20

.....
Officer-in-charge of the subject

Officer-in-charge of the subject

I approve the payment of the refundable amount to the applicant by entering the amount charged for turnsto the correct income head.

Date:20

.....
Engineer / Secretary

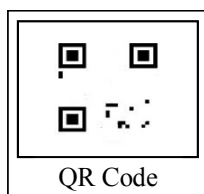
----- Separate here and hand over the lower part to the applicant-----

Copy of the applicant

Water Bowser Driver,

The applicant named below has made payments for availing Water Bowser service. Accordingly, provide the relevant service. If it is not possible to provide the service, report it immediately to the Engineer/Secretary for further action.

- 1.Date on which service to be provided - 20
- 2.Name of the Applicant -
- 3.Mobile No. -
- 4.Address of service provider -
- 5.No. of Water Bowsers - (..... In letters.....)



Date:20

.....
Officer of the Front Office
Municipal Commissioner for Chairman
(Official Seal)

Copy :To applicant- Note and sign on the sheet in charge of the driver whether or not the service was provided on the due date.

Conditions for Water Bowser Hiring

1. Water Bowers owned by the Council should be provided only in the order in which the applications are received. The order will not be changed at any time.
2. The daily fee and refundable deposits charged for providing Water Bowser service are given below. Before availing Water Bowser service, the refundable deposit amount and fee amount must be paid in advance and the Water Bowser should be booked.

Description	Charges
(i) Water Bowser charge (in the area)
(ii) Water Bowser charge (outside the area)
(iii) Additional charges for distance traveled (in case of providing service outside the area)
(iv) Refundable deposit amount

In addition, the tariff imposed by the government from time to time must also be paid.

3. If the service cannot be provided due to any of the following unavoidable reasons, the amount charged will be refunded and the charges will be collected in the manner noted for the respective case.
 - (i) If the Water Bowser has to be deployed for repair, when the Water Bowser is unable to be deployed to provide the relevant service or after the Water Bowser has moved to the relevant location to provide the service, if the Water Bowser stops working or is unable to provide the service for any other reason, the full amount paid will be refunded. In case of failure of Bowser after collection of money or due to reason not fault of the applicant, service should be provided by following alternative method.
 - (ii) In case the applicant fails to provide adequate holding tanks or other form of storage to collect the water after traveling to the relevant place for providing the Water Bower service, the travelling fee for the distance traveled to and from that place will be charged and only the balance will be refunded.
 - (iii) If the reservation is canceled at the request of the applicant after booking the Water Bower, only the remaining amount will be refunded after charging an administrative fee as determined by the Council from time to time.
4. As for the amount charged for the turns of the Water Bowser, at the time of booking, the applicant will be charged a fee according to the mileage indicated under No. 4 of the application form. However, if the distance exceeds that amount, the refundable deposit will be used to recover the amount due. In such a case, only the balance of the deposited amount will be paid after recovery of that amount and other related tariff.

Application for Hiring the JCB Machine

Weligepola Pradeshiya Sabha

(The application must be submitted at least two days before the date required. Cash must be deposited beforehand.)

01.Name -

02.Address -

03.Date the machine is required -

04.Reason -

05.Contact no. -

06. Location and distance required - (The route should be explained.).....

Date -

Signature -

Deposit to be made:..... No. of Hours -

Charge Rs:.....

Approval is granted to rent out the JCB machine for hours on

.....

.....

Chairman

.....

Technical Officer

Payment made Rs:.....

Receipt number and Date.....

To be filled and handed over to the office by the operator immediately upon the completion of work .

Time of Departure -.....

Indication of initial meter -.....

Indicator of the meter at the end of the work -

No. of work hours-

Indicator of the meter upon returning-.....

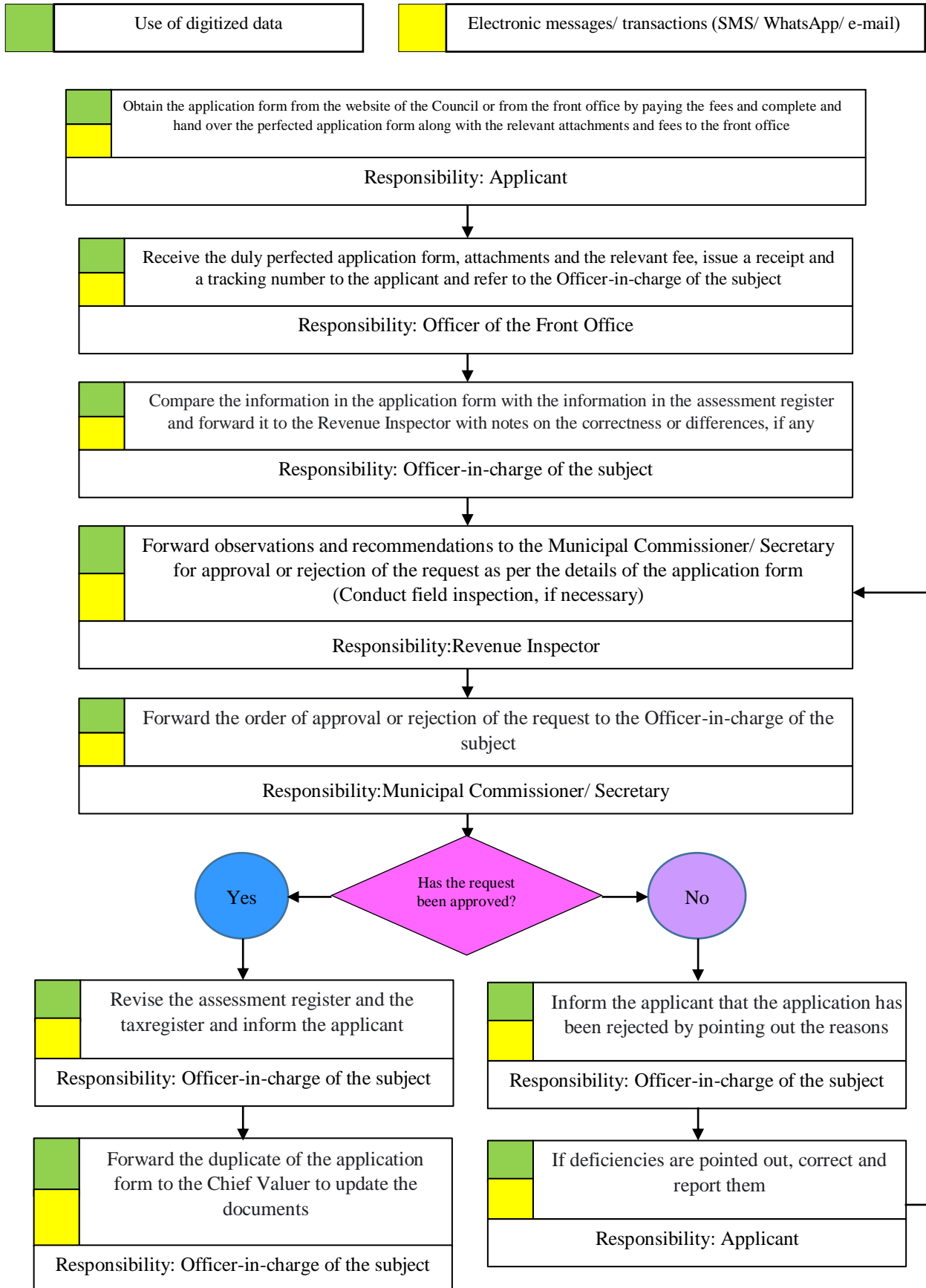
Returning time -

Date:.....

.....

Signature

22.Registration and revision of property title- Flow Chart



Performance Indicator



22.Registration and revision of property title

1. Introduction

For the purpose of assessment prescribed and levied by any Local Government Institution or acreage tax levied by a Pradeshiya Sabha, as may be necessary for the purpose of determining the annual values of any property or estimating the extent of any land within the Local Government Institution area, it is essential to maintain records of all property in the Local Government Institution area.

As well, knowing the owner or occupier of that particular property will make this task easier, and when dealing with the Local Government Institution regarding that particular property, it will be easier for both parties, if the ownership of that property has been registered with the Local Government Institution. Since the ownership of the properties is exchanged in some cases, when the ownership changes, it is important that the change is also registered with the Local Government Institution in the same manner as above.

2. Legal Authority

- (a) Section 71 (3) and Section 235 of the Municipal Councils Ordinance (Chapter 252);
- (b) Section 235 of the Municipal Councils Ordinance (Chapter 252) read in conjunction with Section 55 (3) and Section 166 of the Urban Councils Ordinance (Chapter 255);
- (c) Section 139 and Section 141 of the Pradeshiya Sabhas Act No. 15 of 1987.

3. Eligibility

Being an owner of a property located within the relevant Local Government Institution area.

4. Fees

As determined and ordered by the Local Government Institution from time to time -

- (a) A fee for printed and provided application form; and
- (b) Processing fee for the relevant work
- (c) Taxes fixed by the government from time to time corresponding to the fee paid should be paid to the Local Government Institution.

Note: 1. No fee shall be charged for applications received through online.

2. The fee charged for issuance of certificates should be reasonable.

5. Documents to be submitted

- (a) 2 copies of the application form completed as per the format attached herewith.
- (b) 2 copies of the property deed certified by a Notary Public.

All the documents prepared as per the instructions given in the application form should be attached to the application form.

Note: 1. It is mandatory that the statement to be submitted in line with the Right to Information Act No. 12 of 2016, given in paragraph 15 of the application form, is correctly completed (removing unnecessary words).

2. Please note that the Local Government Institution is not liable for any loss or damage caused to the applicant by having to provide information about the applicant's property to an external party due to non-completion of Part A.

3. Since a site inspection of the property is to be conducted in a request for fresh issuance of an assessment number, possible delays can be minimized by submitting a rough diagram showing the access road to the property in the box provided at the end of the application form (above the instructions section).

6. Procedure

Procedure	Duration	Authority
Obtain the application form from the website of the Council or from the front office by paying the fees and complete and hand over the perfected application form along with the relevant attachments and fees to the front office		Applicant
Receive the duly perfected application form, attachments and the relevant fee, issue a receipt and a tracking number to the applicant and refer to the Officer-in-charge of the subject	As soon as the application is received	Officer of the Front Office
Compare the information in the application form with the information in the assessment register and forward it to the Revenue Inspector with notes on the correctness or differences, if any (See Note 1, if a field inspection is required)	Within two days from the date of receiving the application form	Officer-in-charge of the subject
Conduct field inspection, if necessary as per the details of the application form (See Note 1) and forward observations and recommendations to the Municipal Commissioner/ Secretary for approval or rejection of the request	Within two days from the date of receiving the application form	Revenue Inspector
Forward the order of approval or rejection of the request to the Officer-in-charge of the subject	Within two days from the date of receiving the recommendation to the application form	Municipal Commissioner / Secretary (See Note 3 below)
Revise the assessment register and inform it to the applicant or if the application is rejected, inform it to the applicant by pointing out the reasons	Date of receiving the application form on which the request was approved	Officer-in-charge of the subject
Update the assessment register and the tax register	Date of receiving the application form on which the request was approved	Officer-in-charge of the subject
Forward a duplicate of the application form to the Valuation	Within 03 days from the date on which the request was	Officer-in-charge of the subject

Procedure	Duration	Authority
Department for updating the documents	approved.	

- Note:
1. In the event of issuing a new assessment number, a field inspection is mandatory.
 2. In case the ownership of the property is not correctly confirmed or when the request has not been submitted by the person who has the legal right to the relevant property or a person who has received Power of Attorney from him, the ownership of the property will not be registered.
 3. The Council has the authority to pass the information in the assessment register. The submission of this type of changes for approval of the Council on a case by case basis would delay this work indefinitely. Therefore, in order to avoid such a situation, using the provisions of Section 32 of the Municipal Councils Ordinance, Section 224 of the Urban Councils Ordinance and Section 216 of the Pradeshiya Sabha Act, it is encouraged for taking actions by Local Government Institutions to delegate the power to the Municipal Commissioner, Municipal Secretary or Pradeshiya Sabha Secretary respectively as applicable.

7. Procedure to be followed when the request is rejected

Procedure	Duration	Authority
Inform the applicant under the signature of the Municipal Commissioner / Secretary stating the reasons for rejection of the application	Within 5 days from the date of receiving the application form	Officer-in-charge of the subject
Receive the appeal by removing the reasons or impediments which have led to the rejection of the request		Officer of the Front Office
Follow the procedure in paragraph 6 in relation to the appeal made again.	Within 2 days from the date of receiving the appeal	Officer-in-charge of the subject

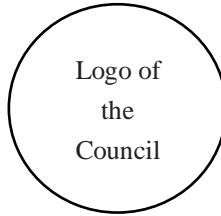
8. Consequences of failure to register title to property

1. The procedure for handing over any document to the owner of any property is laid down in Section 292 (3) of the Municipal Councils Ordinance, Section 216 (3) of the Urban Councils Ordinance and Section 210 (3) of the Pradeshiya Sabha Act.
2. In handing over such notice in line with the above provisions, it is sufficient that the words "Owner" or "Occupier" be mentioned without mentioning the name of the owner of the property.
3. In handing over a notice in that manner, there are more possibilities that the notice will not reach the intended recipient.

4. Since the owner of any property is enabled to use this registration in any case of proving his title, by refraining from the registration, he would miss this opportunity and he would also have to face the consequences of delay in receiving the aforesaid notice within the prescribed period.

Annexure

Please read and understand the following instructions carefully before completing the application form



For office use only

..... Council

Application for Inserting Name in Assessment Register / Amending Name / Obtaining an Assessment Number

01. Name of Applicant:
02. Address:
03. Telephone Numbers: Mobile:.....Residence:.....
04. Where the applicant is not the owner of the property, the name of the owner of the property:[See Instructions (F) 04]
.....
05. Address:
06. Telephone Numbers: Mobile:..... Residence:.....
07. GramaNiladhari's Division where the property is located-
No.:..... Name:.....
08. Name of the street/road where the property is located:
09. Assessment Number of the property: (if number issued / if known):
10. Description of the plan of the property:
Lot Number:..... Plan No.:..... Date:.....
Name of Licensed Surveyor:.....
11. Purpose of using the property: Residential / Commercial / Other.....

12. For what requirement is the request?: (Put "X" in the appropriate box)

- * Inserting name in the assessment register
- * Amending the name of the assessment register
- * Obtaining a new assessment number

13. Have the documents that should be attached to the application form been duly attached as per the instructions given in this application form?: Yes / No

14. Name/ Names of the property owner to be entered in the assessment register:

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)

15. I do hereby certify and declare that the above information is true and accurate and I am aware that by issuing an assessment number for this land/property, there is no legal basis for the facts that the subdivision of the land belonging to this request has not been approved or the buildings constructed on the land have not been approved or certificates of conformity have been obtained for those buildings and I am well aware that I am subject to any legal action taken by the Council for not having obtained the necessary approvals for the purpose. Further, under Section 5 of the Right to Information Act No. 12 of 2016, I / We* agree*/ oppose* to release of the information belonging to my property that I have provided to the Council to any third party other than any agency having jurisdiction. *(Please cut off the inapplicable words)

I / We, the applicant / applicants;

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Date: 20

(The access road to the land is noted in the space provided at the end of this application form)

To be filled in duplicate

CERTIFICATE OF OWNERSHIP

I Attorney - at - law
..... and Notary Public of
..... do hereby certify
that I have examined the title deeds relating to Premises No
..... Road Lot No of plan No
dated drawn by Licensed Surveyor Mr.
..... and I am satisfied that the Guarantee
..... referred to in the abstract of Title is the rightful owner
of Premises No

Date:

.....
Signature of Attorney - at - law or Notary
Public and rubber stamp

පිටපත් 02 කින් සම්පූර්ණ කරන්න / To be filled in duplicate

..... සභාව - COUNCIL / SABHA

තක්සේරු ලේඛනයට නම ඇතුළත් කිරීම සඳහා හිමිකම් ඔප්පු සාරාංශ - Abstract of Title Deed to Insert Name in the Assessment Register

ඔප්පුවේ අංකය No. of Deed	දිනය Date	නොතාරිස්ගේ නම සහ ලිපිනය Name of Notary and Address	ඔප්පුවේ ස්වභාවය Nature of Deed	දීමනාකරුගේ නම හා ලිපිනය Grantor's Name and Address	ලැබුම්කරුගේ නම හා ලිපිනය Grantee's Name and Address	ප්‍රමාණය සහ මායිම් Boundaries and Extent	වටිනාකම Consideration	විවිධයේ නම හා වර්පනම් අංකය Asst. No. and Street of Premises	කොට්ඨාශ අංකය Ward No.	වෙනත් කරුණු Remarks

(මෙම කඩදාසිය ප්‍රමාණවත් නොවන විට මේ ආකෘතියේ ඡායා පිටපත් ලබාගෙන පිටපත් දෙක බැගින් පිළියෙල කර මෙම ඉල්ලුම් පත්‍රයට අමුණන්න)

(When this paper is not sufficient, take photocopies of this form and prepare in duplicate and attach it to this application form)

නොතාරිස්ගේ හෝ නීතිඥ ගේ රබර් මුද්‍රාව
Seal of the Notary Public or Attorney at Law

ඉහත දක්වා ඇති දේපළෙහි ඔප්පුවේ හිමිකම් පිළිබඳ සත්‍ය සාරාංශයක් බව සහතික කරමි.
I hereby certify that above is a true extract of the title deed relating to the above premises.

දිනය/Date:

.....
නීතිඥ හෝ නොතාරිස්ගේ අත්සන
Signature of Notary Public or Attorney - at - law

Application No: Amount paid: Rs:

Receipt No: Date:20

Signature of Officer of the Front Office / Cashier:.....

Municipal Commissioner/ Secretary,

Record of the Abstract of TitleDeed

1. Premises (Postal) Address:

2. Ward No. and Name:No: WardName:

3. Street/Road:.....

4. Whether the property is located on the left / right side of the street / road: Left side / Right side

5. Assessment Number (If an Asst. No. has already been assigned):

6. According to the assessment register;

(i) The name of the present owner is not mentioned. *

(ii) The name/names of the present owner/owners have been included as given below.*

(a)

(b)

(c)

(d)

(e)

(f)

(g)

7. Description of the plan of the property:

Lot No: Plan No: Date:

Name of the Licensed Surveyor:

8. In case of a request for obtaining a new assessment No., the proposed assessment No:

9. Name/names of the transferee / transferees (grantee / grantees) of the property to be entered in the assessment register:

(a)

(b)

(c)

(d)

10. Effective Date of Subdivision / New Assessment / Title Registration:

.....
11. Extent of Land: Acres: Rood: Perches: (Hectares:)

12. Annual Value Description:
(a) Current value (if assessed): Rs.
(b) Proposed Value (if revisable or not assessed): Rs

13. It is suitable to act in the following manner.(Please cut off the inapplicable words)
* The name of the owner is not included in the assessment register.Accordingly, act in the manner recommended in paragraph 9 above;
* To act in the manner recommended in paragraph 9 above in place of the name / names currently recorded in the assessment register;
* A newly allocated plot of land. * / A newly constructed detached building.* / The existing building is a split into two units.* Accordingly, to allot the new assessment number as follows that is,
Ward Number: WardName:
Street/Road:(Left side / Right side)
Proposed Assessment Number:

14. Description of property: (If a new assessment number is recommended, the site where the property is located should be individually inspected and reported).
.....
.....
.....
.....

15. Special Remarks:
.....
.....

16. All the attachments to be attached with the application form are correct.I personally verified the above facts and the facts in the annexes and I certify that they are correctly compared with the information in the plot plan file and the building application filerelating to the property.

Date: 20

Revenue Inspector

Secretary

The above recommendations are approved / not approved*.

Date: 20

Municipal Commissioner/ Secretary

Officer in charge of the subject of Tax,

- * Correctly enter and record the relevant revisions in the assessment register, tax register and computer data base as per the approval of the above Municipal Commissioner / Secretary. Inform it to the applicant* / applicants*.
- * Record the declaration made by the applicant under Section 5 of the Right to Information Act No. 12 of 2016 given in paragraph 15 of the application, in the assessment register, tax register and computer data base.

Date:20

.....

Municipal Commissioner/ Secretary

Municipal Commissioner/ Secretary,

I hereby report that the applicant's statement under section 5 of the Right to Information Act No. 12 of 2016, with the approval of the above Municipal Commissioner/Secretary, has been correctly entered in the assessment register, tax register and computer database. I submit the letter informing the applicant of that for signature.

Date:20

.....

Officer-in-charge of the subject

Please note below the easy access route to the property location



.....**Council**

Instructions on the matters to be considered in completing Abstract Title Deed Form for inserting/amending the name in assessment register and obtaining an assessment number

(a) Compliance with the provisions of the Right to Information Act No. 12 of 2016:

- 01. In the event that any third party requests the information you provide to the Council with this form (unless you have objected to it in writing), the Council is bound by law to provide this information to the third party as requested. However, when you have stated in writing that you are against giving this information provided to the council, to a third party, the council may act to prevent the release of that information to an external party (To a court or any non-authority with quasi-judicial powers).
- 02. Please take care to properly complete the special declaration on this matter with your certificate on the matters included in the application form at the end of this application form regarding your consent / non-consent regarding the release of the information provided by you to the council, to the third party upon a request made by a third party in terms of section 5 of the Right to Information Act No. 12 of 2016.

(b) Abstract Deed Copy:

- 01. Two copies of abstract deeds should be completed by a lawyer and should bear his signature and date stamp and the date of attestation.
- 02. In the relevant column, the assessment number, ward number and street should be mentioned correctly.
- 03. In order to facilitate letter transactions, the name, address and telephone numbers of those who need to newly register their names should be mentioned correctly.
- 04. The manner in which the property was transferred from the owner whose name is mentioned in the assessment register to the present owner should be correctly and clearly recorded in the abstract title deed. Where the assessment document states “Owner” or “Owner entitles” or the owner is unknown or the name of the person to whom the property has been assigned is not the current owner in the assessment document or the manner in which the title has been transferred for a period of thirty (30) years prior to the date of possession of the property by the current owner, title report should be submitted in duplicate
- 05. Where title to the property is acquired by the present owner by deed of declaration or other transfer written at some time subsequent to the deed of declaration, abstract copies of deeds showing the transfer of title for a period of thirty (30) years prior to the date on which the present owner received title to the property shall be submitted. In case of any dispute arising out of a deed of declaration or any transfer made after a deed of declaration, it may be necessary to produce certified copies by the District Land Registrar for a period of thirty years prior to the date of the said transfer.

(c) Survey plan:

- 01. Two certified copies of the survey plan of the property concerned should be submitted along with two copies of the completed abstract deed. In case of land situated within an area declared as “Urban Development Area” under the Urban Development Authority Act, two certified copies of the survey plan approved by the Council shall be submitted.

02. If you do not already know whether the area your land belongs to is an urban development area, ask the Officer of the Front Office of the Council or officer in charge of the subject to find it out.

(d) Copy of Deed:

01. Two certified copies of the deed registered with the Land Registry confirming how the current owner acquired the title should be submitted.

(e) Fees and other charges:

01. At the time of handing over the two copies of abstract deed, for registering the ownership of the property, a sum of Rs. ; and

02. Taxes payable to the Council by the end of the quarter applicable to the date of handing over the copy of the abstract deed should have been paid in full.

(f) Other documents:

01. If the ownership of the property in question has been acquired through a partition case, two certified copies of the court decision should be submitted along with copies of the abstract deeds.

02. When submitting abstract copies of deeds for transfer of title of a subdivided unit in an apartment building, two certified copies of the condominium plan approved by the CONDOMINIUM MANAGEMENT AUTHORITY for the concerned unit of the apartment building shall be submitted.

03. In case any building has been constructed on the property, two copies of the building plan with the approval obtained from the Council and the Certificate of Conformity issued for occupancy should be submitted. (Additional assessment number will not be issued for one location for any reason if the Certificate of Conformity has not been obtained).

04. If the application is submitted by a person other than the legal owner of the land, two certified copies of the Power of Attorney issued by the legal owner for the same, an affidavit that the Power of Attorney has not been revoked and that the Power of Attorney is alive should also be submitted. Please note that the Council will not act on any such request made by a person who is not the legal owner.

(g) Other matters:

01. In submitting the certified copies requested above, all those documents must be signed and dated by the lawyer who prepares the copy of abstract deed stating "I certify that it is comparable to the original copy".

02. It is emphasized that in case of undivided land ownership, only one person's name cannot be included in the assessment register and actions will be made to include the names of all the co-owners.

03. Submit applications correctly to avoid delay as applications not meeting the above requirements will be rejected.

04. As per this application, before revising the name in the assessment register only if necessary, the officers of the Assessment Division will visit the premises concerned. To facilitate this task, clearly record the method of reaching the respective property in the box provided above.

05. If the applicant is unable to remain at the relevant location on the weekdays when the officers of the Assessment Division are available (due to performance of duties or other reasons), at the time of

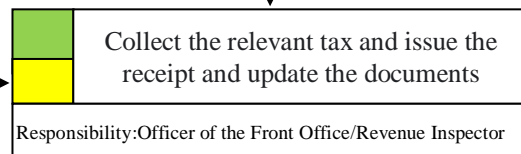
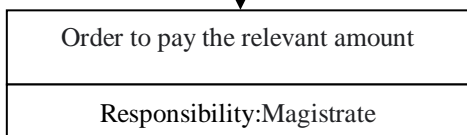
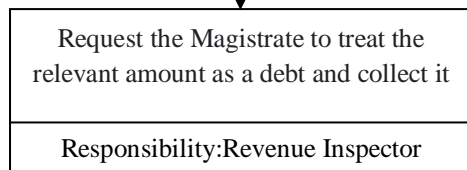
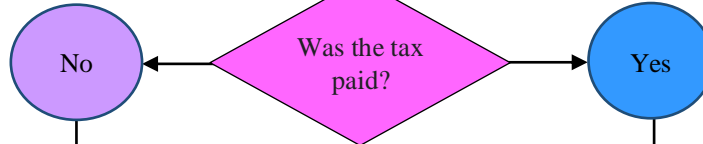
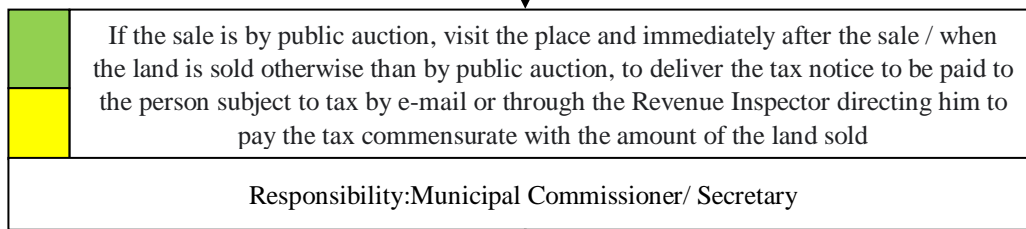
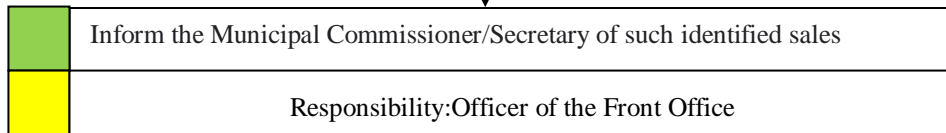
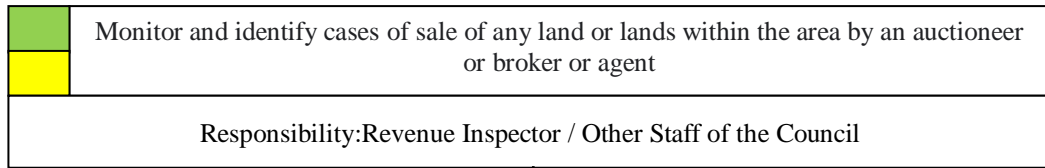
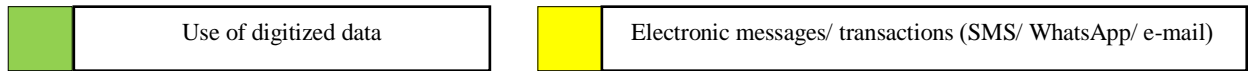
submitting the application form, discuss the date on which officials of the office should visit the relevant place or your stay at the relevant place on the day when the officials can visit.

06. In the case of land located within an urban development area, the plot plan of the land has not been approved or in any case, a development permit has not been obtained for the construction of buildings on the land or a Certificate of Conformity has not been obtained for the construction thereof, in respect of a particular property, an assessment number has been issued by the Council or an assessment number has been issued in the future or taxes have been paid to the Council in respect of that property, and it shall be deemed that the above approvals have been obtained or that there is a right to receive approval for the same or not. As well, the owner of the property or its occupier shall be subject to legal proceedings for failure to obtain such approval.

very important:

1. **Before submitting the copies of abstract deed to the lawyer, write down the name and proceed to get the correct assessment number or numbers and the name/names of the current registered owner(s) of the property to be settled from the Tax/ Assessment Division of the Council and provide it to the lawyer. If it is necessary to register the name on behalf of a portion of a property that has an assessment number, it should also be clearly noted in the abstract deed.**
2. **Please note that the Council is not responsible for any delay caused by failure to follow any of the above instructions.**
3. **The applicant will be personally liable for the legal status or other consequences arising from the submission of inaccurate or false information by the applicant.**

23. Levying taxes on sale of certain lands- Flow Chart



Performance Indicator



23. Levying taxes on sale of certain lands

1. Introduction

Under the power vested in Parliament by law to delegate to any other authority the powers conferred on Parliament by Article 148 of the Constitution to levy a tax, where any land situated within the area of any Local Government Institution is sold by an auctioneer or broker or by an agent of such person, the auctioneer or broker has delegated the legal authority to collect an amount equal to one percent (1%) of the total proceeds from the sale of the land as a tax to the relevant Local Government Institution. This tax is levied under the same.

2. Legal Authority

- (a) Section 247E of the Municipal Councils Ordinance (Chapter 252);
- (b) Section 127D of the Urban Councils Ordinance (Chapter 255);
- (c) Section 154 of the PradeshiyaSabhas Act No. 15 of 1987.

3. Eligibility

At the time of sale of any land situated within the area of any Local Government Institution by any auctioneer or broker or such person's agent, such person shall be liable to pay this tax.

- Note:
- i. In the event that a commercial bank or any other financial institution has mortgaged a portion of land or a plot of land with a house and has paid a loan and the respective borrower has made a default in the payment of the said loan amount, according to the Power of Attorney assigned to the relevant bank or financial institution for the purpose of collecting the loan amount, where such land is sold by such bank or financial institution by public auction through an auctioneer or broker or such person's agent, this tax shall be collected from the auctioneer or broker or the agent of such person at the rate of one percent of the amount decided to be sold by such person.
 - ii. When a buyer does not come forward to buy the land in any of the above mentioned auctions, there are cases where the bank or financial institution works to buy the land. Even in such a case the auctioneer or broker or agent is liable to pay this tax.
 - iii. In case of auctioning of any property by the judicial fiscal on the order of any court, this tax shall be levied and the relevant fiscal shall be considered as the auctioneer.

4. Fees

An amount equal to one percent (1%) of the total proceeds from the sale of the land in question shall be paid as tax.

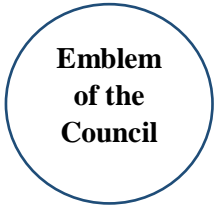
Note: There may be cases where deeds are prepared by some auctioneers or brokers or their agents understating the amount for which the land was sold. In case of any doubt about such a situation, it shall be the duty of the Municipal Commissioner / Secretary to ascertain the same from the Provincial Revenue Department of the province in order to ascertain the true market value of the land.

5. Procedure

Procedure	Duration	Authority
Monitor and identify cases of sale of any land or lands within the area by an auctioneer or broker or agent	By regular investigation and monitoring (advertisements, promotion campaigns, seeking approval for land subdivisions and monitoring auctioneers' internet, websites, social media)	Revenue Inspector / other staff of the Council
Report such sales to the Municipal Commissioner/Secretary	At the time it is disclosed	All officers related to the subject of revenue, including the Revenue Inspector
If the sale is by public auction, visit the place and deliver the tax notice (Annex) to the auctioneer directing him to pay the relevant tax immediately after the sale is completed	On the day of the auction	Revenue Inspector
When the land is sold by any other means other than public auction, to cause the tax notice (Annex) to be delivered to the taxable person by e-mail or by the Revenue Inspector directing him to pay tax commensurate with the amount sold	In the case of a sale by public auction, on the same day or in the case of any other sale, on or after the day of the sale	Municipal Commissioner/ Secretary
Collecting the relevant tax and issuing a receipt and updating the tax register and account on the sale of certain lands	As soon as the tax is collected	In case of public auction, by the Revenue Inspector and in other cases by Officer of the Front Office

6. Procedure in default of payment of tax

Procedure	Duration	Authority
Sending reminders to the person who has made default in payment of the tax amount	As soon as seven days after the date of delivery of the tax notice or as soon as the sale is reported	Municipal Commissioner/ Secretary
Filing a request in the Magistrate's Court if the reminder is not complied with	As soon as seven days after the date of notice or date of reminder	Revenue Inspector as authorized by the Municipal Commissioner/Secretary
Issuing orders for levy of tax due, as penalty	On the day of trial	Magistrate
Issuing a receipt for the amount collected and reporting the details of the income to the Officer in charge of the subject of Revenue	As soon as the relevant amount is collected	Revenue Inspector
Updating tax collected documents	As soon as the Revenue Inspector's report is received	Officer in charge of the subject



.....Council

Annexure

Notice of tax on sale of certain lands

My No:.....
.....20

.....Mr./Mrs./Ms.,

.....

.....

Mr./Mrs./Ms.,

Tax on sale of certain lands

The land holding Assessment No. *, located at the address..... in the Council area has been sold by you / your firm * on 20. . . . or about the date, by public auction or otherwise for Rs. (Rs.).In terms of provisions of Section 247E of the Municipal Councils Ordinance (Chapter 252) / Section 165D of the Urban Councils Ordinance (Chapter 255)/ Section 154 of the PradeshiyaSabhas Act No. 15 of 1987, * a sum of Rs.. (Rs.)equal to one percent of the amount so collected has to be paid by you to this council as tax. I do hereby order you to pay the said sum of moneyto.....Council within seven days from the date of the notice.

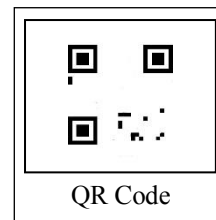
.03 You are further informed that the facts against you will have to be reported to the Magistrate Court to collect the said tax, if you fail to act according to the requirement.

Yours faithfully,

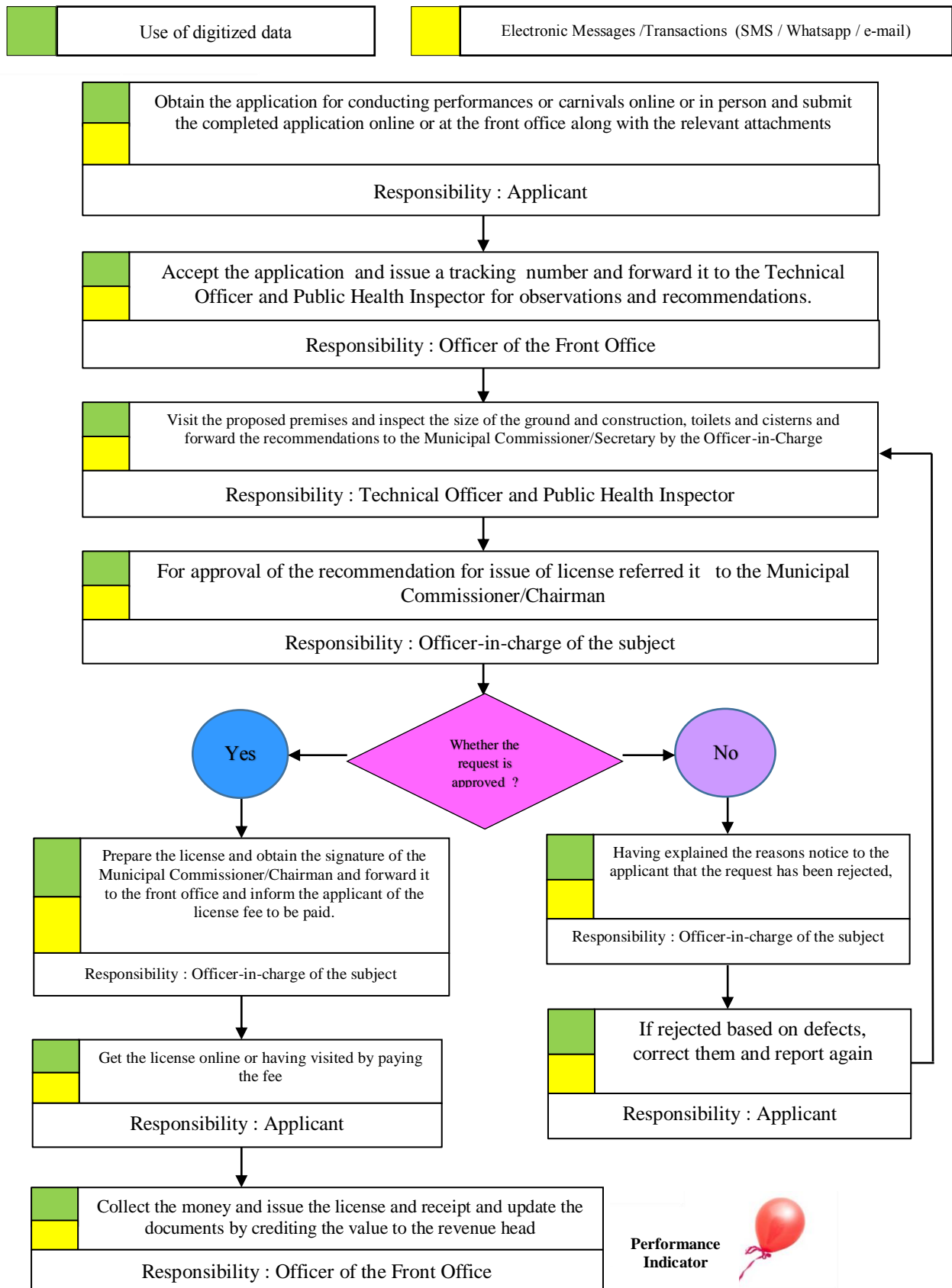
.....

Municipal Commissioner/ Secretary

.....Council



24. Issuance of Public Performance and Festival Permits - Flowchart



24. Issuance of licenses for public performances and carnivals

1. Introduction

- (a) To ensure that a public performance at any place does not cause harm or distress to any religion or culture or to the existence of any community the concert is controlled through the submission of the performance to the certifying authority for the public performance. (The certifying authority is the person or persons appointed by the Minister in charge of State Security.)
- (b) The confirmation issued by the local authority to hold such performance or festival after ensuring that the health and sanitation, convenience and safety of the public assembled at a place where any public performance or festival is held, is called as the "License".

Note: The duty of the local government institution is only the function of paragraph (b) above.

2. Legal Authority

Public Performance and Carnivals Ordinance and of the Title 176

3. Eligibilities

Any person who intends to hold a carnival as defined in section 2 of the Public Performances Ordinance, Title 176, is eligible for this.

4. Fees

- a) Application fee (Fees are not levied for the applications downloaded from the website of the Council)
- b) Advance fee
- c) License fee
- d) Taxes imposed by the government from time to time matches with the advance fee

Note : Application fee, advance fee and license fee should be in the form that decided by the Local Government Institution from time to time.

5. Documents to be submitted

- a) The application in the annexure.
- b) A rough sketch of the carnival grounds, drawn on A4 size paper, showing all the elements used in the carnival.
- c) Adequate toilet facilities to be provided for the public gathering at that place (separately for women, men and disabled)
- d) A certificate issued by a Mechanical Engineer mentioning that the temporary buildings constructed at that place are strong enough
- e) A certificate issued by the Medical Officer of Health that there is unpolluted and adequate ventilation for the public gathering in a particular building.
- f) A letter confirming that adequate fire-fighting equipment is used in the case of an emergency fire (normal fire extinguishers, electrical fire extinguishers and fuel fire extinguishers)
- g) A certificate issued by the Medical Officer of Health that adequate exits and safety arrangements are in place to evacuate the gathering within a short period of time in the event of an emergency.

- h) A certificate issued by the Inspector of the police station of the area must be submitted that procedures for maintaining peace in the carnival premises have been made.

- Note:
1. The application should be submitted prior to the carnival to the proper authority having prepared the carnival premises.
 2. The proper authority has the power to refuse to issue a permit for any festival where the above requirements are not met, enabling local government institution can confirm the mandated task.
 3. It shall be the responsibility of the applicant to submit the application to the proper authority 7 days prior to the commencement date of the carnival.
 4. Proper Authority means any Municipal Council or Urban Council or Local government.

6. Procedure

Procedure	Duration	Authority
Obtain the application for conducting of performances or carnivals online or at the front office and submit the completed application along with the relevant attachments.		Applicant
Accept the application and issue a tracking number and forward it to the Technical Officer and Public Health Inspector for recommendations.	On the same date of acceptance of the application	Officer of the Front Office
Check the availability of toilets and urinals in the proposed site and constructions and forward the observations and recommendations to the Municipal Commissioner/Chairman by the Officer-in-Charge.	Before 2 days from the date of receipt of application	Public Health Inspector and Technical Officer
Submission of recommendation to Municipal Commissioner/Chairman for approval	Immediately after the receipt of the recommendation	Officer-in-charge of the subject
When the issue of license is approved, when the license is processed / not available, the letter stating that the request has been rejected is submitted to the signature of the Municipal Commissioner / Chairman and the revenue inspector is notified to charge entertainment tax.	Immediately after the receipt of the approval	Officer-in-charge of the subject
Sign the permit/rejection letter and forward it to the officer concerned	Immediately after the draft letter is received	Municipal Commissioner/Chairman
Get the license online or be presented by paying the fee		Applicant
Collect the money and issue the license and receipt and update the documents by crediting the amount to the revenue head	Immediately after the payment	Officer of the Front Office

7. Procedure in case license not obtained

Procedure	Duration	Authority
-----------	----------	-----------

Procedure	Duration	Authority
Order the organizer of the carnival orally and in written to stop carnival until the license is obtained	Before the start of the festival / at the time of carnival	Municipal Commissioner/Chairman,
In case of failure to comply with the order to stop the carnival, to report the police station to assist in stopping the festival	Before 24 hours of issuance of order	Municipal Commissioner/Chairman
In case of further default in stopping the carnival and obtaining the permit, filing a charge sheet in the Magistrate Court	After 48 of the issuance of the order	Municipal Commissioner/Chairman

..... Council
Application for the permission to hold a carnival

1. Personal information Application for permission to hold a festival
 - (a) Name of the applicant :
 - (b) National Identity Card No. :
 - (c) Mobile No :
 - (d) Official Telephone No. : Fax:
 - (e) E-mail address :
 - (f) Postal address :
2. Nature of the carnival:
A festival/carnival/mechanized carnival/ other. (Specify the task)
3. Venue of the carnival:
4. Details of the owner of the venue:
 - (a) Full name of the owner :
 - (b) National Identity Card No :
 - (c) Mobile No :
 - (d) Official Telephone No. : Fax:
 - (e) E-mail address :
 - (f) Postal address :
5. Has the owner of the place concerned given written consent for the work? : Yes /No (Attach a copy of the consent letter)
6. The maximum number of spectators or revelers that may be admitted to the premises at the time of the carnival (Approximately):
7. Expected duration of the carnival : From. 20 to 20

I certify that the above particulars are true and correct. I agreed that the conditions stipulated in the license issued to me will be followed as it is, that the Municipal Commissioner/Secretary has the power to cancel the license issued to me if any of the conditions are violated, that the Municipal

Commissioner/Secretary has the authority to take legal action against me in case of any breach or violation of the conditions stipulated in the license. I accept in such a way that there will be no breach of public order in the carnival and all the responsibilities for any damage caused to any party in every task done inside the carnival. It is requested to grant the necessary permission to hold the festival.

Date: 20

.....
Signature of the applicant

For office use.....

Technical Officer/Public Health Inspector,

You both are directed to check the particulars mentioned in the above application together and submit this application to the Municipal Commissioner/Secretary with your observations and recommendations regarding the issuance of the license to hold the carnival.

Date: 20

.....
Officer of the front office

Municipal Commissioner/Secretary,

The particulars of the above application and the proposed venue for the carnival were checked

* I recommend the issuance of the license as adequate arrangements have been made for the health and hygiene, convenience and safety of the public in holding the carnival.

* Issue of license cannot be recommended until the following facts are fulfilled.

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)

Technical Officer : (Name and signature)

Public Health Inspector: (Name and signature)

Date: 20

Officer-in-charge of the subject,

* I approve the issuance of the license as per the above recommendation. Prepare the license and submit it for my signature.

* The request is rejected as per the above recommendation. Submit the letter of informing that for my signature

Date: 20

.....

Municipal Commissioner/Secretary

Municipal Commissioner/Secretary,

* License;

* Letter notifying that the request is rejected,

prepared as per above order is submitted for the signature

Date: 20

.....

Officer-in-charge of the subject

Officer-in-charge of the subject,

Signed Request Refusal Letter / License. Issue the license.

Date: 20

.....

Municipal Commissioner/Secretary

Officer of the front office,

I am enclosing the signed license. Issue the license to him having charged the due amounts. Return this application to me with a note of the amount charged.

Date: 20

.....

Officer-in-charge of the subject

Officer-in-charge of the subject,

In issuing the above license, the following fees have been charged:

* License fee Rs.

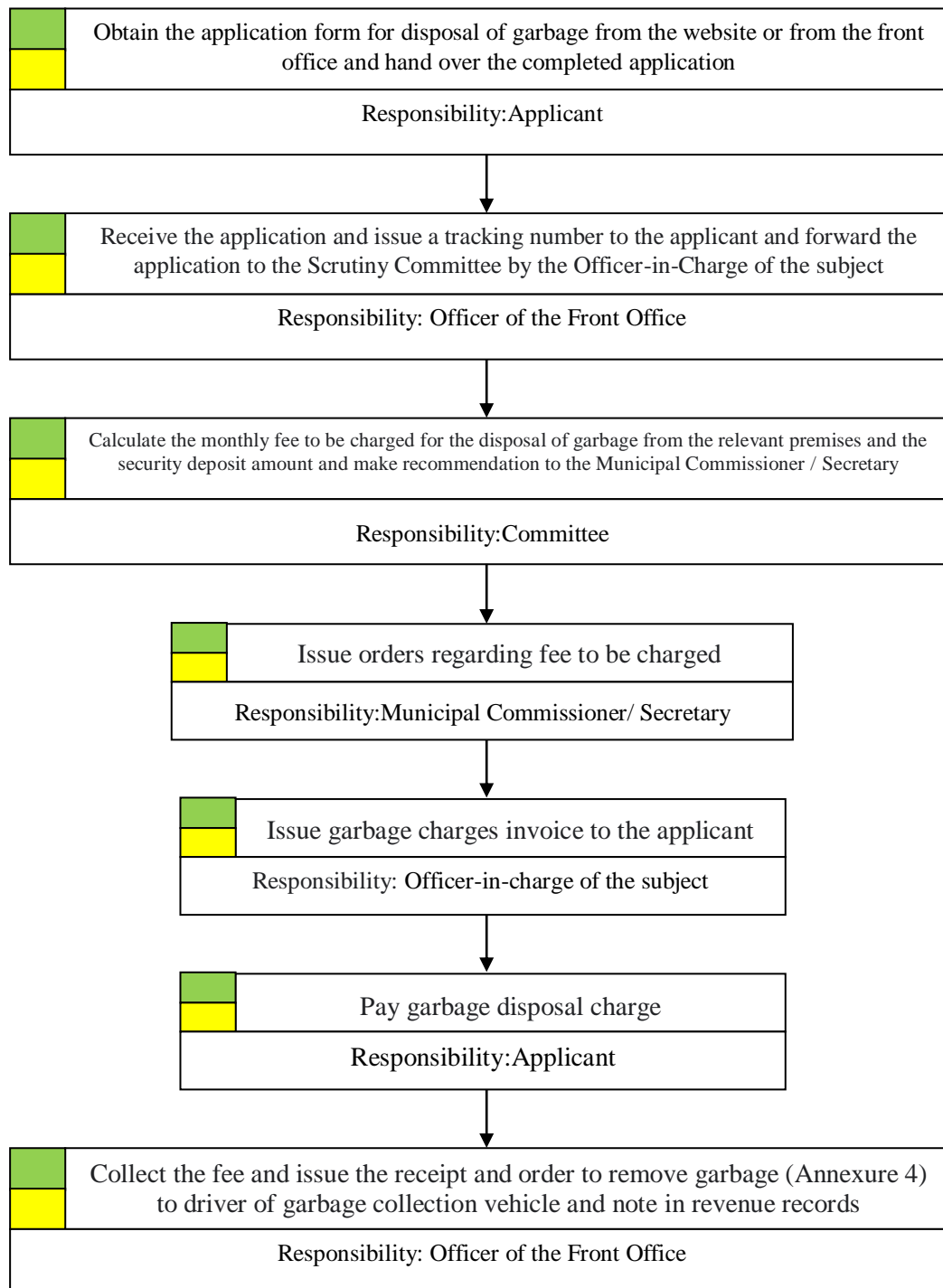
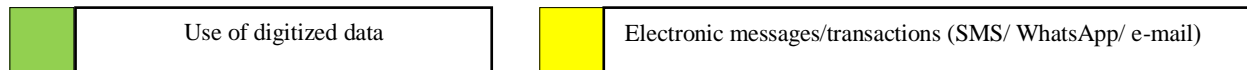
* Tax imposed by the government (1) Rs.

* Tax imposed by the government (2)	Rs.
* Stamp duty	Rs. <u>.....</u>
Total	Rs. <u>.....</u>

Date: 20

.....
Officer-in-charge of the subject

25. Disposal of garbage at none residential sites-Flow Chart



Performance Indicator



25. Disposal of garbage at non-residential sites

1. Introduction

Among the duties assigned to a Local Government Institution in relation to health and sanitation, the duty of garbage collection and disposal is assigned only to collect and dispose the garbage found in the streets and houses. In carrying out this work, the annual rates are used to cover the expenses incurred by the Local Government Institution. In this context, even in an area where rates are levied, the law has not mandated a Local Government Institution to dispose the garbage collected in non-residential sites. In the same way, there is no legal obligation to collect and dispose the garbage in an area that has not been declared as a developed area within any Pradeshiya Sabha area. It is the responsibility of the owner or occupier of such a place to dispose the garbage collected in such a place hygienically. If the Local Government Institution is requested by any person who is not capable of hygienically disposal of the garbage collected in such a place, the said body may undertake the work of disposal of the garbage collected in such place after charging the costs incurred in that regard.

2. Legal Authority

- (a) Section 129 of the Municipal Councils Ordinance (Chapter 252);
- (b) Section 118 of the Urban Councils Ordinance (Chapter 255);
- (c) Section 93 and sub-section (2) of section 159 of the Pradeshiya Sabhas Act No. 15 of 1987.

3. Eligibility

Any person who is not able to dispose the garbage generated in any non-residential premises within the Council's assessment area, or in any place outside the assessment area, is eligible to avail this service after paying the relevant fees to the Local Government Institution.

- Note:
- i. Non-residential site means any industrial or commercial establishment and includes a Government office.
 - ii. At no time shall a Local Government Institution dispose any clinical waste or hazardous waste accumulated in any hospital or clinic or dispensary run by the Government or the private sector or any other place used for the treatment of patients.

4. Fees

- (a) Garbage disposal fee.
- (b) Refundable additional deposit.
- (c) Such taxes as may be prescribed by the Government from time to time in respect of such charges.

- Note:
- i. The fee determined by the Local Government Institution shall be calculated as per the model shown in Annexure No. 01 hereof.
 - ii. Disposal of garbage will be carried out only after payment of the fee before the beginning of the month in which it is expected to be disposed.

5. Documents to be submitted

Application should be made through the application form prepared as per the format shown in Annexure No. 02 hereof.

6. Procedure

Procedure	Duration	Authority
Obtain the application form for disposal of garbage from the website or from the front office and hand over the completed application		Applicant
Receive the application and issue a tracking number to the applicant and forward the application to the Scrutiny Committee by the Officer-in-Charge of the subject	As soon as the application is received	Officer of the Front Office
Calculate the monthly fee to be charged for the disposal of garbage from the relevant premises and the security deposit amount to be deposited in the council (Annexure 1) and make recommendations to the Municipal Commissioner / Secretary	Within three days from the date of receipt of the application by the committee	The Scrutiny Committee (See Note 1)
Approve the recommendation for fees and forward it to the Officer-in-charge of the subject	Date of receipt of recommendation	Municipal Commissioner/ Secretary
Forward garbage charges invoice to applicant (Annexure 3)	Date of receipt of approval	Officer-in-charge of the subject
Payment of garbage disposal charges		Applicant
Collect the fee and issue the receipt and forward the order in Annexure 4 to the driver of the garbage collection vehicle, note it in the revenue records	As soon as the money is collected	Officer of the Front Office

Note: 1. The charges Recommending Committee shall consist of Public Health Inspector, Technical Officer, Revenue Inspector and the Officer in charge of Waste Management.

2. Take action to facilitate payment of garbage disposal charges for the entire year (upto 31st December of a given year).

3. After collection of garbage disposal charges, the notification in Annexure 04 should be issued to the driver of the garbage collection vehicle at the respective location.

7. Consequences of making default in payment of garbage charges

The relevant service will be provided only after payment of garbage disposal charges at a non-residential site. Making default in payment of charges will result in service not being provided.

Calculating Garbage Disposal Charges

Annual cost of garbage hauling vehicles (Enter the cost for the 12 months preceding the month of calculation here)
(Enter the cost of backhoe loaders used in the garbage disposal yard in the first column and then write down the costs of garbage transport vehicles in the columns below)

Name of Applicant:

Address of the waste disposal site:

Vehicle No.	Fuel and Lubricant	Service cost	Other maintenance expenses	Overtime	Wages of casual workers	Total expenditure of the vehicle	Maximum load at one time (tons)	Number of loads transported	Total weight transported
1	2	3	4	5	6	7	8	9	10
01. Backhoe loader						2+3+4+5+6	Not relevant	No	No
02.						2+3+4+5+6			8 x 9
03.						2+3+4+5+6			8 x 9
04.						2+3+4+5+6			8 x 9
05.						2+3+4+5+6			8 x 9
06.						2+3+4+5+6			8 x 9
07.						2+3+4+5+6			8 x 9
08.						2+3+4+5+6			8 x 9
09.						2+3+4+5+6			8 x 9
10.						2+3+4+5+6			8 x 9
11.						2+3+4+5+6			8 x 9
12.						2+3+4+5+6			8 x 9
13.						2+3+4+5+6			8 x 9
14.						2+3+4+5+6			8 x 9
15.						2+3+4+5+6			8 x 9
Total						7 T			10 T

Other expenses of the garbage disposal yard
(Enter here the expenditure of 12 months preceding the month of calculation)

Lease rent for garbage disposal site (only if applicable)	Rs.
Expenditure on soil obtained for landfill closure	Rs.
Total expenditure of garbage yard (D)	Rs.

Calculating Expenses

Garbage transport cost(7 T)	Rs.
Expenditure of garbage yard (D)	Rs.
Worker Welfare Expenses (Safety Uniforms, Sanitizers and Medicines etc.)	Rs.
Total cost of operating garbage for 12 months= (AE)	Rs.

Total garbage weight (Tons) operated in 12 months (10 T) Tons:	
Cost of handling a ton of garbage(AE÷10 T)	Rs.
Cost of handling one kg of garbage(TE÷10 T) ÷ 1000 = (ME)	Rs.

Having considered the amount of garbage disposed by the requesting agency on the inspection date,	
Average weight of the disposable garbage in a day= (WpD)	Kg.
Weight of disposable garbage in a month[WpDx 30] = (WpM)	Kg.
Recommended amount to charge for a month's garbage disposal[WpM x ME] = (MF)	Rs.
Value of safe deposits to be deposited to accept garbage disposal (MF÷ 100)150	Rs.

-
- D = Total expenses of garbage disposal yard
7 T = Garbage transport cost (Total from paragraph 7 of the garbage disposal charges calculation sheet)
TE = The total amount spent by the Council on garbage operations in the last 12 months
10 T = Total weight (tons) of garbage handled by the Council during the last 12 months



.....Council
Application Form for Disposal of Garbage

1. Name of Applicant:

2. Personal Address:

.....

3. National Identity Card Number:

Table with 10 empty cells for National Identity Card Number

4. Telephone No: Mobile:Residence:

5. Email Address: @

6. Garbage disposal site's -

(a) Address:

.....

(b) Name of street/road:

(c) Grama Niladari Division No. and Name:

(d) Is it a property within the assessment zone?: Yes / No

(e) If the above answer is "Yes", the Assessment Number:

(f) Use at the garbage disposal site: (Strike off unnecessary words)

Residential / Commercial / Medical Center / Factory / Office / Other

Municipal Commissioner/ Secretary,

.....Council.

I request that the garbage generated in the above place be disposed. I agree to pay the monthly fee for disposal of garbage after I have been notified. I am aware that the Municipal Commissioner/Secretary has the power to seize and sell the movable property belonging to me or any other person in the relevant place in case of default in payment of garbage disposal charges and collect the said charges and other related charges if any. I certify that I have carefully read the terms and conditions laid down by the Council for garbage disposal and I agree to abide by them.

Date:20...

.....
Applicant's Signature

)For office use only(

Officer in charge of the subject,

Refer to the Committee concerned for observations and recommendations on the fees to be charged in fulfillment of the request overleaf. The tracking number assigned to this request is.

Date:20. . .

.....
Officer of the Front Office

Public Health Inspector / Officer in charge of Waste Management / Technical Officer / Revenue Inspector,

Inspect the relevant site as per the application form overleaf and calculate the monthly garbage disposal charges and security deposit amount to be collected and report to me through the officer concerned.

Date:20. . .

.....
Municipal Commissioner/ Secretary

Municipal Commissioner/ Secretary,

1. Use at the garbage disposal site: (Confirm the declaration in section 6(e) of application form.)
2. According to our observation, garbage is generated from this site in the following ways every day.
 - (a) Biodegradable garbage: (kg per day) -
 - (b) Polythene / Plastic and related garbage: (kg per day) -
 - (c) Paper/Cardboard and related waste: (kg per day) -
 - (d) Other Garbage (Specify): (kg per day) -
4. Average weight of garbage likely to be disposed in a day, taking into account the quantity of garbage disposed by the requesting body on the inspection day = (WpD) Kg.
 Weight of disposable garbage in a month [WpD x 30] = (WpM) Kg.
 Recommended amount to charge for a month's garbage disposal [WpM x ME] = (MF) Rs.
 Value of security deposits to be deposited to undertake garbage disposal (MF ÷ 100) 150Rs.
5. Date of Premises Inspection:20. . .
6. Other observations:

We recommend charging fees as per above calculation.

Public Health Inspector (Name and signature).

Officer in charge of Waste Management (Name and signature).

Technical Officer (Name and signature).

Revenue Inspector (Name and signature).

Officer in charge of the subject,

I approve the recommendation. Issue the fee invoice to the applicant.

Date:20. . .

.....
Municipal Commissioner/ Secretary



.....Council

Announcement of garbage disposal charges for the month of in the year

My No:.....

On 20....

Mr. / Mrs. / Ms.¹

Mr. / Mrs. / Ms,¹

Garbage disposal charges for the month ofin the year 20 . . .

This refers to the request made by you on 20.....

02. Having considered the request, the charge for disposal of the garbage discharged in one month from the business premises/offices described below maintained by you is given below. The monthly fee before the start of each month has to pay to the Council. You are kindly informed that if the said fee is not paid to the Council before the beginning of the relevant month, the Council will not dispose the garbage discharged from the relevant site.

Business site and fee payable -

- (a) Business Name:..... (In the case of a business site)
- (b) Address of the site
- (c) Month for which fee is applicable: Month of in the year 20 . . .
- (d) Fee payable: Rs. (in letters) Rs..... (In figures)
- (e) Security deposit amount: Rs. (in letters) Rs..... (In figures)

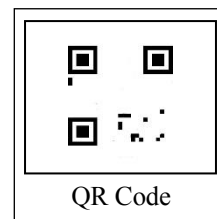
03. Facilitation has also been provided to pay this fee in a single payment for the period up to 31st December of a particular year.

Yours faithfully,

.....

Municipal Commissioner/ For Secretary,

.....Council



Through Officer in charge of Waste Management,

Original

Tractor driver on garbage collection route.

The Council has undertaken the disposal of garbage at the site described below. Collect garbage at the site during the month of 20.... / up to of the month of 20. This order is valid only for the period specified herein. The extension of this service will be announced after collection of garbage disposal charges for a certain period of time.

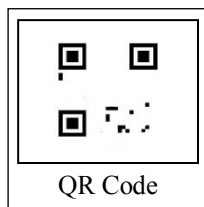
(a) Name of Applicant:.....

(b) Address:

.....

(c) Name of street/road:

(d) Grama Niladari Division No. and Name of the site:,.....



Date:20. . .

.....
Municipal Commissioner/ For Secretary

----- Detach here -----

Through Officer in charge of Waste Management,

Duplicate (To relevant File)

Tractor driver on garbage collection route.

The Council has undertaken the disposal of garbage at the site described below. Collect garbage at the site during the month of 20.... / up to of the month of 20. . . This order is valid only for the period specified herein. The extension of this service will be announced after collection of garbage disposal charges for a certain period of time.

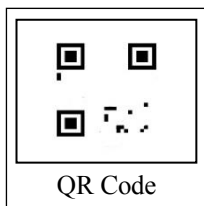
(a) Name of Applicant:.....

(b) Address:

.....

(c) Name of street/road:

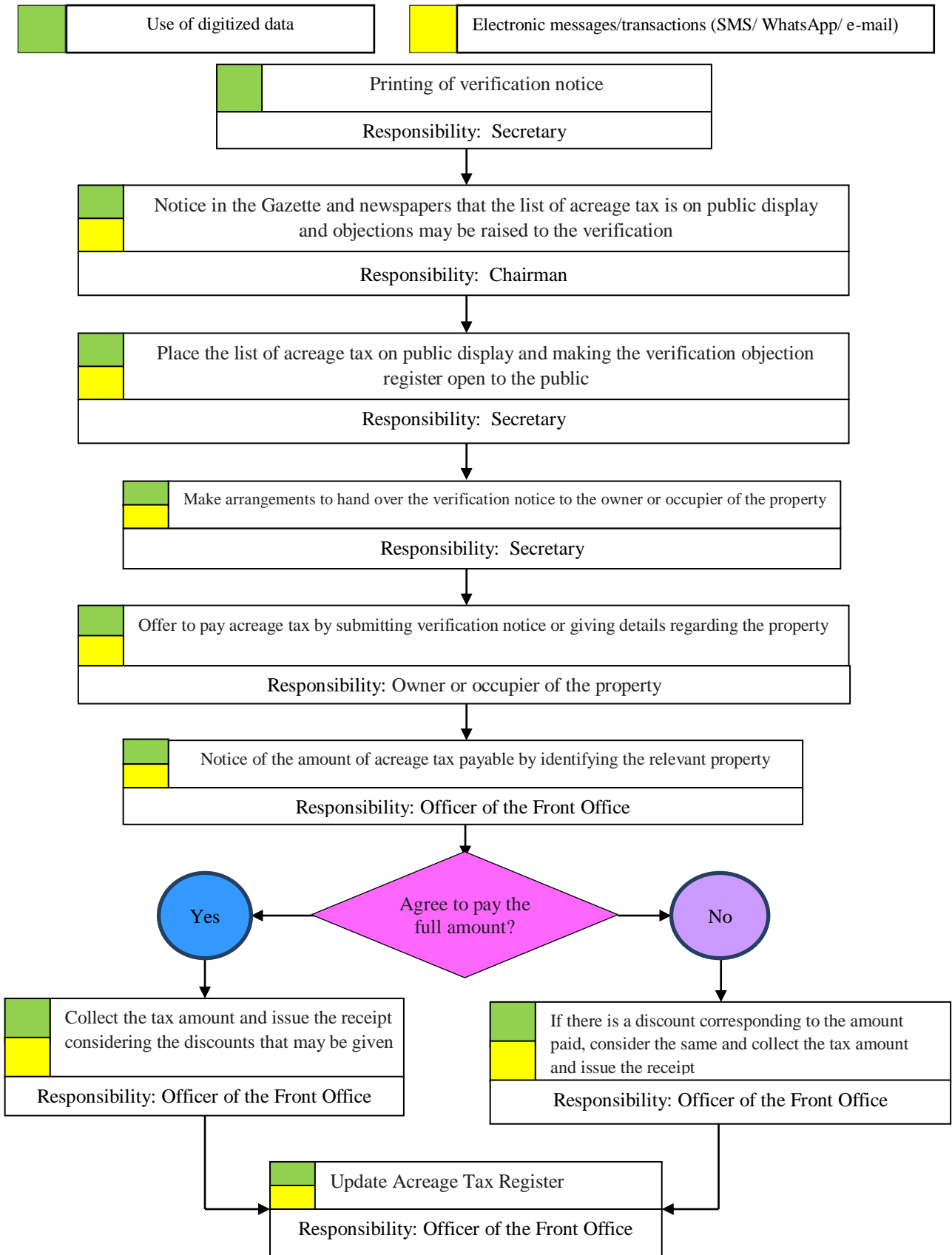
(d) Grama Niladari Division No. and Name of the site :,.....



Date:20. . .

.....
Municipal Commissioner/ For Secretary

26. Levying Acreage Tax - Flow Chart



26. Levying Acreage Tax

1. Introduction

Under the powers vested in Parliament under Article 148 of the Constitution to delegate its powers to impose a tax to another authority under any law, the Pradeshiya Sabhas have been vested the powers to impose and levy a tax on lands subject to regular or permanent cultivation. This tax is introduced as the acreage tax.

2. Legal Authority

- (a) Sections 134 (3), 141, 158, 160 and 161 of the Pradeshiya Sabhas Act No. 15 of 1987
- (b) The orders made in the Gazette Notifications issued in respect of Pradeshiya Sabhas included in the Annex hereto.

3. Eligibility

- (a) Land under permanent or regular cultivation within the limits of the Pradeshiya Sabhas.
- (b) Should be a land of more than 5 hectares.
- (c) According to the terms set out in the Schedule hereto, only Pradeshiya Sabhas declared as special areas have been vested powers to levy acreage tax on lands more than 1 hectare and less than 5 hectares.

Note: Rates cannot be levied on acreage taxed property.

4. Fees

The amount in the acreage tax verification notice.

Note: 1. The rates of levy of this tax vary according to the extent of the land. Accordingly, the extent of land subject to acreage tax -

- (a) In case of five hectares or more, on each hectare of that land, an amount subject to a maximum of Rs. 10.00 each,
- (b) In case of not less than one hectare but less than five hectares, on each hectare of the land, an amount subject to a maximum of Rs. 50.00 each,

shall be considered as the amount charged in the manner prescribed by the Pradeshiya Sabha.

2. A Pradeshiya Sabha is vested powers to set and collect the acreage tax for land less than five hectares under paragraph (b) above, only if the area to which the Pradeshiya Sabha belongs has been designated and published in the Gazette by the Minister as a special area. (A list of Pradeshiya Sabhas declared as special area has been included in the Schedule)
3. Acreage tax fixed by the Pradeshiya Sabha is available to get a discount on payment to the Council either quarterly or at one time for the year itself. Those cases are given below.
 - (a) A discount of ten percent (10%) shall also be given if the relevant acreage tax for the year is paid within the month of January of the relevant year,
 - (b) A discount of five percent (5%) shall also be given if the acreage tax for a quarter is paid within the first month of the relevant quarter.

5. Documents to be submitted

- (a) Verification notice issued by the Pradeshiya Sabha.
- (b) In case there is no verification notice, indicating the location (road and address) of the relevant land will make it easier for the Officer of the Front Office to identify the information.

6. Procedure

Procedure	Duration	Authority
Printing of verification notice	Before 31 st October every year	Secretary
Notice in the Gazette and newspapers that the list of acreage tax is on public display and objections may be raised to Place the list of acreage tax on public display and making the verification objection register open to the public the verification	Before 31 st October every year	Chairman
	From 01 st November to 31 st January every year	Secretary
Make arrangements to hand over the verification notice to the owner or occupier of the property	Before 31 st December every year	Secretary
Offer to pay acreage tax by submitting verification notice or giving details regarding the property		Owner or occupier of the property
Notice of the amount of acreage tax payable by identifying the relevant property	At the time of offering to pay	Officer of the Front Office
After considering the discount commensurate with the amount agreed to be paid, collect the relevant tax amount and issue the receipt	At the time of receiving money	Officer of the Front Office
Update Acreage Tax Register	<ol style="list-style-type: none"> At the same time of the computer software Otherwise within one week from the date of payment 	<ol style="list-style-type: none"> Officer of the Front Office Officer in charge of the subject

Note: 1. The owner or occupier of the land shall be liable to pay the acreage tax for the year, even if objections have been raised regarding the extent of the land.

7. Consequences of making default in payment of acreage tax

- (a) The owner or occupier of such land shall be liable to pay the acreage tax fixed by the Pradeshiya Sabha on any land subject to regular or permanent farming to the Pradeshiya Sabha, within such period as may be fixed by the said body. If any person fails to pay the acreage tax within the prescribed period, the Secretary of the Pradeshiya Sabha has the legal power to issue an assessment warrant in the name of an officer of the Council or any tax collector to collect the arrears.
- (b) When such a license is issued by the Secretary, it is also lawful for the licensee to seize all the movable property belonging to any person on the relevant property and collect the amount due and deposit it into the Pradeshiya Sabha Fund.
- (c) It is also authorized to levy an amount of 10% of the amount to be charged as the fee for issuing a license to encroach on any movable property.
- (d) As well, the person liable to pay acreage tax will also be subject to an additional charge of 10% of the amount of money to be charged by way of moratorium on immovable property.
- (e) Further, in case there is no movable property that can be attached, the relevant immovable property is also legally authorized to be attached and sold.

List of Pradeshiya Sabhas authorized to levy acreage tax on land less than five hectares as per the order published in the Gazette by the Minister

1. Page 238 of Gazette Part IV (b) dated 02.03.1989

(a) Gampaha District:

- | | |
|--|---|
| (01) Mahara Pradeshiya Sabha area | (02) Minuwangoda Pradeshiya Sabha area |
| (03) Attanagalla Pradeshiya Sabha area | (04) Dompe Pradeshiya Sabha area |
| (05) Mirigama Pradeshiya Sabha area | (06) Katana Pradeshiya Sabha area |
| (07) Gampaha Pradeshiya Sabha area | (08) Divulapitiya Pradeshiya Sabha area |

(b) Kandy District:

- | | |
|---|--|
| (01) Pathadumbara Pradeshiya Sabha area | (02) Yatinuvara Pradeshiya Sabha area |
| (03) Udapalayata Pradeshiya Sabha area | (04) Harispaththuwa Pradeshiya Sabha area |
| (05) Panwila Pradeshiya Sabha area | (06) Akurana Pradeshiya Sabha area |
| (07) Medadumbara Pradeshiya Sabha area | (08) Pasbage Korale Pradeshiya Sabha area |
| (09) Kundasale Pradeshiya Sabha area | (10) Kandy Four Gravets and Gangawata Korale Pradeshiya Sabha area |
| (11) Ganga Ihala Korale Pradeshiya Sabha area | (12) Patha Hewaheta Pradeshiya Sabha area |
| (13) Uda Dumbara Pradeshiya Sabha area | (14) Udunuwara Pradeshiya Sabha area |
| (15) Pujapitiya Pradeshiya Sabha area | (16) Thumpane Pradeshiya Sabha area |

(c) Galle District:

- | | |
|--|---|
| (01) Habaraduwa Pradeshiya Sabha area | (02) Nagoda Pradeshiya Sabha area |
| (03) Ambalangoda Pradeshiya Sabha area | (04) Bope-Poddala Pradeshiya Sabha area |
| (05) Bentota Pradeshiya Sabha area | (06) Niyagama Pradeshiya Sabha area |
| (07) Akmeemana Pradeshiya Sabha area | (08) Elpitiya Pradeshiya Sabha area |
| (09) Karandeniya Pradeshiya Sabha area | |

Note: The above Habaraduwa Pradeshiya Sabha area as two Pradeshiya Sabhas, Habaraduwa and Imaduwa, and Karandeniya Pradeshiya Sabha area as two Pradeshiya Sabhas, Karandeniya and Welivitiya - Divithura have been re-established. Accordingly, the order is applicable in all these Pradeshiya Sabha areas.

(d) Hambantota District:

- | | |
|---|--|
| (01) Beliatta Pradeshiya Sabha area | (02) Tangalle Pradeshiya Sabha area |
| (03) Angunakolapellessa Pradeshiya Sabha area | (04) Weeraketiya Pradeshiya Sabha area |

(e) Ratnapura District:

- | | |
|--|--|
| (01) Atakalanpanna Pradeshiya Sabha area | (02) Ayagama Pradeshiya Sabha area |
| (03) Imbulpe Pradeshiya Sabha area | (04) Kuruwita Pradeshiya Sabha area |
| (05) Ratnapura Pradeshiya Sabha area | (06) Weligepola Pradeshiya Sabha area |
| (07) Balangoda Pradeshiya Sabha area | (08) Eheliyagoda Pradeshiya Sabha area |
| (09) Kolonna Pradeshiya Sabha area | (10) Kalawana Pradeshiya Sabha area |
| (11) Nivitigala Pradeshiya Sabha area | (12) Pelmadulla Pradeshiya Sabha area |

Note: The above Atakalanpanna Pradeshiya Sabha area has been re-established as two Pradeshiya Sabhas, Godakawela and Kahawatta. Accordingly, the order is also applicable in these Pradeshiya Sabha areas.

2. Page 478 of Gazette Part IV (b) dated 10.03.1989

(a) Kegalle District:

- | | |
|---|---|
| (01) Rambukkana Pradeshiya Sabha area | (02) Aranayaka Pradeshiya Sabha area |
| (03) Yatiyanthota Pradeshiya Sabha area | (04) Warakapola Pradeshiya Sabha area |
| (05) Mawanella Pradeshiya Sabha area | (06) Ruwanwella Pradeshiya Sabha area |
| (07) Galigamuwa Pradeshiya Sabha area | (08) Deraniyagala Pradeshiya Sabha area |
| (09) Dehiovita Pradeshiya Sabha area | (10) Kegalle Pradeshiya Sabha area |

(b) Kurunegala District:

- | | |
|---|---|
| (01) Pannala Pradeshiya Sabha area | (02) Panduwasnuwara Pradeshiya Sabha area |
| (03) Wariyapola Pradeshiya Sabha area | (04) Kurunegala Pradeshiya Sabha area |
| (05) Bingiriya Pradeshiya Sabha area | (06) Nikaweratiya Pradeshiya Sabha area |
| (07) Polgahawela Pradeshiya Sabha area | (08) Kuliyaipitiya Pradeshiya Sabha area |
| (09) Polpithigama Pradeshiya Sabha area | (10) Rideegama Pradeshiya Sabha area |
| (11) Kobeigane Pradeshiya Sabha area | (12) Mawathagama Pradeshiya Sabha area |
| (13) Ibbagamuwa Pradeshiya Sabha area | (14) Alawwa Pradeshiya Sabha area |
| (15) Mahawa Pradeshiya Sabha area | |

Note: The above Bingiriya Pradeshiya Sabha area as two Pradeshiya Sabhas, Bingiriya and Udubaddawa, and Alawwa Pradeshiya Sabha area as two Pradeshiya Sabhas, Alawwa and Narammala have been re-established. Accordingly, the order is applicable in all these Pradeshiya Sabha areas.

(c) Nuwara Eliya District:

- | | |
|--|---------------------------------------|
| (01) Hanguranketha Pradeshiya Sabha area | (02) Ambagamuwa Pradeshiya Sabha area |
|--|---------------------------------------|

Note: The above Ambagamuwa Pradeshiya Sabha area has been re-established as three Pradeshiya Sabhas, Ambagamuwa, Maskeliya and Norwood. The order is also applicable in all these Pradeshiya Sabha areas.

(d) Puttalam District:

- | | |
|--|---------------------------------------|
| (01) Nawagattegama Pradeshiya Sabha area | (02) Kalpitiya Pradeshiya Sabha area |
| (03) Vanathawilluwa Pradeshiya Sabha area | (04) Anamaduwa Pradeshiya Sabha area |
| (05) Puttalam Pradeshiya Sabha area | (06) Chilaw Pradeshiya Sabha area |
| (07) Arachchikattuwa Pradeshiya Sabha area | (08) Nattandiya Pradeshiya Sabha area |
| (09) Wennappuwa Pradeshiya Sabha area | |

(e) Matara District:

- | | |
|--|---------------------------------------|
| (01) Kamburupitiya Pradeshiya Sabha area | (02) Mulatiyana Pradeshiya Sabha area |
| (03) Hakmana Pradeshiya Sabha area | (04) Matara Pradeshiya Sabha area |
| (05) Akuressa Pradeshiya Sabha area | (06) Pasgoda Pradeshiya Sabha area |
| (07) Dickwella Pradeshiya Sabha area | (08) Kotapola Pradeshiya Sabha area |
| (09) Devinuwara Pradeshiya Sabha area | (10) Thihagoda Pradeshiya Sabha area |
| (11) Weligama Pradeshiya Sabha area | |

Note: The above Kamburupitiya Pradeshiya Sabha area as two Pradeshiya Sabhas, Kamburupitiya and Kirinda - Puhulwella, and Akuressa Pradeshiya Sabha area as two Pradeshiya Sabhas, Akuressa and Athuraliya have been re-established. Accordingly, the order is applicable in all these Pradeshiya Sabha areas.

3. Page 652 of Gazette Part IV (b) dated 28.04.1989

(a) Badulla District:

- | | |
|---|---|
| (01) Soranathota Pradeshiya Sabha area | (02) Uva Paranagama Pradeshiya Sabha area |
| (03) Rideemaliyadda Pradeshiya Sabha area | (04) Hali Ela Pradeshiya Sabha area |
| (05) Welimada Pradeshiya Sabha area | (06) Meegahakivula Pradeshiya Sabha area |
| (07) Passara Pradeshiya Sabha area | (08) Ella Pradeshiya Sabha area |
| (09) Bandarawela Pradeshiya Sabha area | (10) Kandaketiya Pradeshiya Sabha area |
| (11) Badulla Pradeshiya Sabha area | |

Weligepola Pradeshiya Sabha
Obtaining / Renewal of the Library Membership
Residence within the Jurisdiction

Public Library – Hunuwala – Opanayake
Nidahas Swarna Jayanthi Library – Weligepola
Sewana Library – Galpaaya

Membership Fee: Rs.40.00

Membership No:

Renewal of membership: Rs.30.00 per two years

Deadline:

Receipt No:

1. As a/an permanent resident / employee/student I hereby request to obtain / renew library membership. I also agree to abide by the constitution and rules of the library.

Name in Full:

Personal Address:

Date of Birth:

NIC No:

Address of the work place/ school:

Contact No:

.....

Signature of the Applicant

2. Certification of the Principal (For school children)

I hereby certify that the above child is a student studying in Grade of

..... school and he / she will abide by the rules of the library.

Name of the Principal:.....

Address:.....

Date:.....

.....

Signature with the Seal

P.T.O.

3. Certification of the Guarantee

I hereby certify that Mr./ Mrs./Miss.....

Residing at within the jurisdiction of the Weligepola Pradeshiya Sabha is known to me. I further promise to pay all the fines of the value of the books he/she burrowed from the library and did not return along with the binding fees and fines for the damaged books in case he/she does not pay within 14 days. (The Guarantee should be a permanent employee of government institution.)

Name of the Guarantee:.....

Personal Address:.....

Employment / Designation:.....

Date:.....

Signature of the Guarantee

the Guarantee should be one of the following.

A Member of Parliament/ Provincial Council / Pradeshiya Sabha/ Attorney -at Law/ Doctor/ Justice of Peace / A Chief Monk of the temple or an officer of the government or a corporation receiving an annual salary of not less than Rs.167880.00.

4. Certification of the Grama Niladhari

I certify that both the applicant.....and the guarantee are permanent residents of the above-mentioned addresses.

Grama Niladhari Division:

Signature:

Date:.....

Seal

5. Recommendation of the Librarian:

Library membership is recommended since the sufficient information has been received on the applicant and guarantee.

Date:.....

.....
Librarian / In Charge Officer

Approved/ Not Approved.

Date:.....

.....
Chairman / Secretary