

**Name of the Institution -** Imbulpe Pradesiya Sabawa

**Our Vision -** A Glorious City with Supremacy

**Our Mission -** We are on duty here to sacrifice and dedicate ourselves ,under circum stances to make a healthy and wealthy community utliaring the resources and Controlling, administrating and regulating them for the well doing of the public

### Citizen Charter for Local Authorities

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#	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
01	New Water Connection	01.Requist Letter 02. Duly perfected application	Officer of Front Office ☎ 045 2287361	1. Technical Officer / ☎ 045 2287361 2. Officer in charge of subject ☎ 045 2287361	07 Days	01.Application Fees Rs.25.00 02.New water Connection Fees Rs.13,000.00
02.	Levying Rates	Assessment Notice sent to you by the local authority	Officer of Front Office ☎ 045 2287361	2. Revenue Inspector ☎ 045 2287361	15 Minutes	Total amount specified in Assessment Notice
03.	Issue of Trade Licenses	1. Duly perfected application	Officer of Front Office ☎ 045 2287361	1. Public Health Inspector ☎ 045 2287046 2. Technical Officer ☎ 045 2287361	14 Days	Total mount specified in Sabawa.
04.	Levying Business Tax	1. Business Tax Notice sent to you by the Local Authority	Officer of Front Office ☎ 045 2287361	Revenue Inspector ☎ 045 2287361	15 minutes	Amount specified in Tax Notice

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<b>05.</b>	Approving development plans for sub-division and amalgamation of land	<ol style="list-style-type: none"> <li>1. Duly perfected application in Schedule I of the Urban Development Authority Planning and Development Regulations-2021</li> <li>2. A certified copy of the National Identity Card of the applicant</li> <li>3. 02 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)</li> <li>4. Depending on the nature of the development, certificates issued by the institutions mentioned in the application form.</li> <li>5. When the applicant is not the owner of the land, a consent letter from the owner of the land</li> <li>6. A copy of the deed of the land certified by a Notary Public.</li> <li>7. A rough sketch showing other surrounding landmarks for easy access to the location of land</li> <li>8. In the case of land in an assessment area, the property should have been registered in the name of the owner</li> </ol>	Officer of Front Office ☎ 045 2287361	<ol style="list-style-type: none"> <li>1. Technical Officer/ Public Health Inspector ☎ 045 2287361 ☎ 045 2287046</li> <li>2. Officer in charge of subject ☎ 045 2287361</li> <li>3. Planning Committee</li> </ol>	14 days (Based on scheduled date of Building Plan Committee)	<ol style="list-style-type: none"> <li>1. Application fee Rs 30.00</li> <li>2. Processing fee (fee depending on the nature of development stipulated in Planning and Development Regulations)</li> </ol>
<b>06.</b>	Levying Taxes on sale of certain lands	Tax on sale of certain lands notice sent to you by the local authority	<ol style="list-style-type: none"> <li>1. Officer of Front Office ☎ 045 2287361</li> </ol>	<ol style="list-style-type: none"> <li>1. Officer in charge of subject ☎ 045 2287361</li> </ol>	15 minutes	One percent (1%) of the proceed of sale of land
<b>07.</b>	Approving development plans for sub-division and amalgamation of land	<ol style="list-style-type: none"> <li>1. Duly perfected application in Schedule I of the Urban Development Authority Planning and Development Regulations-2021</li> <li>2. A certified copy of the National Identity Card of the applicant</li> <li>3. 01 copy 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)</li> <li>4. Depending on the nature of the development, certificates issued by the institutions mentioned in the application form.</li> <li>5. When the applicant is not the owner of the land, a consent letter from the owner</li> </ol>	Officer of Front Office ☎ 045 2287361	<ol style="list-style-type: none"> <li>1. Technical Officer/ Public Health Inspector ☎ 045 2287361</li> <li>2. Officer in charge of subject ☎ 045 2287361</li> <li>3. Planning Committee</li> </ol>	14 days	<ol style="list-style-type: none"> <li>1. Application fee Rs. 300.00</li> <li>2. Processing fee (fee depending on the nature of development stipulated in Schedule 2 of the Urban Development</li> </ol>

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		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				Authority Planning and Development Regulations-2021)
08.	Issue of Certificate of Conformity	1. In the case of an urban development area, the application in Schedule I of the Urban Development Authority Planning and Development Regulations-2021 and in the case of other areas the application obtained from local authority 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 ☎ 045 2287361	1. Technical Officer/ Public Health Inspector ☎ 045 2287361 ☎ 045 2287046 02. Officer in charge of subject ☎ 045 2287361 3. Planning Committee	14 days	1. Application fee Rs.100.00 2. Processing fee Rs. ....
09.	Issue of Certificate of Street Lines/ Building Lines	1. Request Letter 2. Duly perfected application 2. A copies of the survey plan and deed 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 5. All amounts due to the local authority should have been settled	Officer of Front Office ☎ 045 2287361	1. Technical Officer ☎ 045 2287361 2. Officer in charge of subject ☎ 045 2287361	Street lines 1 when not demarcated – 15 minutes 2. when demarcated – 5 days	1.Processing fee Rs. 1,250.00
10.	Issue of Non-acquisition Certificates	1. Application letter for non-acquisition certificate with details of the property 2. Duly perfected application 3. A copies of the survey plan and deed of the land 4. When the applicant is not the owner of the land, a consent letter from the owner of the land 5. All amounts due to the local authority should have been settled	Officer of Front Office ☎ 045 2287361	1. Officer in charge of subject ☎ 045 2287361	15 minutes	Processing fee Rs.1,250.00

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<b>11.</b>	Issue of permits for display of advertisements	<ol style="list-style-type: none"> <li>1. Duly perfected application;</li> <li>2. Identical specimen of the advertisement intended to be displayed printed on A 4 paper 1:1000 (with colours used and actual Length and width);</li> <li>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;</li> <li>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;</li> <li>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.</li> <li>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</li> </ol>	<p>Officer of Front Office</p> <p>☎ 045 2287361</p>	<ol style="list-style-type: none"> <li>1. Officer in charge of subject ☎ 045 2287361</li> <li>2. Revenue Inspector ☎ 045 2287361</li> </ol>	3 days	<ol style="list-style-type: none"> <li>1. Application fee Rs. ....</li> <li>2. License fee charged on the square area of the advertisement as per provisions of By-laws</li> <li>3. Bond charges</li> </ol>

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<b>12.</b>	Environmental Protection License	<ol style="list-style-type: none"> <li>1. Duly perfected application.</li> <li>2. Rough sketch of the route to the place of industry or business.</li> <li>3. Details of the staff to be deployed.</li> <li>4. A certified copy of the Business Registration (not needed in renewal of the license)</li> <li>5. A copy of the deed of the land where the business is carried on (not needed in renewal of the license)</li> <li>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)</li> <li>7. A certified copy of the approved survey plan of the land (not needed in renewal of the license)</li> <li>8. A certified copy of the approved building plan (not needed in renewal of the license)</li> </ol>	<p>Officer of Front Office ☎ 045 2287361</p>	<ol style="list-style-type: none"> <li>1. Officer in charge of subject ☎ 045 2287361</li> <li>2. Technical Officer ☎ 045 2287361</li> <li>3. Technical Committee</li> </ol>	<p>14 days (Based on scheduled date of Environmental Committee)</p>	<ol style="list-style-type: none"> <li>1. Application Rs. ....</li> <li>2. Processing fee stipulated in environmental regulations</li> <li>3. Inspection fee Rs. 3,000.00</li> <li>4. License Fees 4,400.00</li> </ol>
<b>13.</b>	Providing water bowser service	<ol style="list-style-type: none"> <li>1. Request Letter</li> <li>2. Duly perfected application</li> </ol>	<ol style="list-style-type: none"> <li>1. Officer of Front Office ☎ 045 2287361</li> <li>2. Water bowser Driver ☎ 045 2287361</li> </ol>	<p>Technical Officer ☎ 045 2287361</p>	<p>15 minutes to reserve bowser</p>	<ol style="list-style-type: none"> <li>1. Bowser fee                         <ol style="list-style-type: none"> <li>i. within the limits Rs.5,000.00</li> <li>ii. outside the limits Rs. ....</li> </ol> </li> <li>2. For transport – Rs. .... per kilometer</li> <li>3. Security deposit Rs. ....</li> </ol>

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14.	Application for permission to cause damages to road	<ol style="list-style-type: none"> <li>1. Duly perfected application</li> <li>2. Rough sketch showing the easiest access road to the spot of the road damages to be inflicted.</li> <li>3. A copy of the letter issued by the relevant service providing agency</li> </ol>	Officer of Front Office ☎ 045 2287361	Technical Officer ☎ 045 2287361	2 days	Inspection Charges Rs.500.00
15.	Removing hazardous situation caused by trees	<ol style="list-style-type: none"> <li>1. Request Letter</li> <li>2. Duly perfected application</li> </ol>	Officer of Front Office ☎ 045 2287361	Technical Officer ☎ 045 2287361	15 minutes	Total mount specified in Notice
16.	Levying Acreage Tax	<ol style="list-style-type: none"> <li>1. Verification notice issued by the Pradeshiya Sabha</li> </ol>	Officer of Front Office ☎ 045 2287361	<ol style="list-style-type: none"> <li>1. Officer in charge of subject</li> </ol> ☎ 045 2287361	15 minutes	Amount specified in the verification notice
17.	Levying and exempting from entertainment tax	<ol style="list-style-type: none"> <li>1. For the purpose of levying entertainment tax -                             <ol style="list-style-type: none"> <li>i. printed admission tickets prepared for sale;</li> <li>ii. computer password to place the electronic seal on the admission tickets proposed to be sold online</li> </ol> </li> <li>2. For the purpose of exempting entertainment tax -                             <ol style="list-style-type: none"> <li>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;</li> <li>ii. the estimate of income and expenditure of the entertainment activity should be submitted at the time of depositing the entertainment tax;</li> <li>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.</li> </ol> </li> </ol>	Officer of Front Office ☎ 045 2287361	Revenue Inspector ☎ 045 2287361	<ol style="list-style-type: none"> <li>1. 02 days</li> <li>2. 7 days from submitting Annexure 02</li> </ol>	..... percent (....%) of the face value of each admission ticket  (percentage is determined as resolved by the local authority and approved by the Minister)

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<b>18.</b>	Disposal of garbage at Residential /None residential areas	01.Request Letter 02. Duly perfected application 03. Duly perfected Agreement	Officer of Front Office  ☎ 045 2287361	Committee 1. Public Health Inspector ☎ 045 2287046 2. Technical Officer & Revenue Inspector ☎ 045 2287361	3 days	1. Based on Gazette 2. Prepaid for period of 6 months

