

Citizen Charter

Sri Jayawardenepura Kotte Municipal Council



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Serial Number	Service Provided	Documents to be Produced	Main Officer Responsible and Contact Number	Other Officers & Contact Numbers	Maximum Time Taken to Complete the Tasks	Relevant Fee
01.	Approval of Building Plans	<ul style="list-style-type: none"> • Application • 03 copies of the Building Plan • Copy of the approved Block Out Plan • A copy of National Identity Card • Plans of the Septic Tank and Waste Water Pit • Structural Engineering Certificate (if required) • Chartered Architect's Certificate (if required) • Fire Safety Certificate (if required) • Recommendation letters from the Urban Development Authority, Parliament and other relevant institutions (If required) • The request should be made by the owner on the respective premises 	Mrs. Kamesha Nanayakkara and Mrs. Sandamali Rathnayake Tele: - 0112869141	Town Planner– Mr. K. Sugirthan Tel: - 0112869141	Up to 3 – 4 Weeks	<ul style="list-style-type: none"> • Application Fee - Rs. : 500/- + Government Tax • Fees shall be paid as per the Schedule 2 of the Gazette No.2235/54 dated 08.07.2021 of the Urban Development Authority
02.	Approval of Land Subdivision	<ul style="list-style-type: none"> • Application • The original plan and a photocopy of the same of the original scale 	Mrs. R. A. D. Ravingi Hashini Sadmini and	Town Planner– Mr. K. Sugirthan Tel: - 0112869141	Up to 3 – 4 Weeks	<ul style="list-style-type: none"> • Application Fee - Rs. : 300/- + Government Tax • Fees shall be paid as per the

		<ul style="list-style-type: none"> • Land ownership certificate or title certificate • A copy of National Identity Card of the owner • Recommendations from the Sri Lanka Land Reclamation and Development Corporation, Urban Development Authority, Department of Archeology and Department of Agrarian Development should be obtained and submitted as required 	Mrs. S.D. Dinesha Lakmali Tel:- 0112869141			Schedule 2 of the Gazette No.2235/54 dated 08.07.2021 of the Urban Development Authority
03.	Activities related to Unauthorized Construction	<ul style="list-style-type: none"> • Letter concerning the complaint 	Mrs. Harsha Dilrukshi and Mrs. Galagedara Nayani Kaushalya Galagedara Tel:- 0112869141	Town Planner– Mr. K. Sugirthan Tel: - 0112869141		
04.	Issuance of Certificate of Conformity	<ul style="list-style-type: none"> • Application • Completed Building Plan • Specification Sheet and Building Permit • Apply before exceeding 03 years from the approval of the building plan • The request should be made by the owner on the respective premises 	Mrs. Kamesha Nanayakkara & Mrs. Sandamali Rathnayake Tel: - 0112869141	Town Planner– Mr. K. Sugirthan Tel: - 0112869141	Up to 3 – 6 Weeks	<ul style="list-style-type: none"> • Fees should be paid as per the Schedule 2 of the Gazette No.2235/54 dated 08.07.2021 of the Urban Development Authority
05.	Issuance of Street/ Building Line Certificate	<ul style="list-style-type: none"> • Application form • 02 photocopies of the Plan • A copy of the owner's National Identity Card or a copy of a payment receipt bearing the applicant's name 	Mrs. R. A. D. Ravingi Hashini Sadmini and Mrs. S.D. Dinesha Lakmali Tel: - 0112869141	Town Planner– Mr. K. Sugirthan Tel: - 0112869141	01 Day	<ul style="list-style-type: none"> • Application Fee Rs. 300/- + Government Tax • Inspection Fee – Rs.210/-

06.	Issuance of Clearance Certificates	<ul style="list-style-type: none"> The applicant should apply through a letter of request along with the plan and outline of land 	Mrs. R. A. D. Ravingi Hashini Sadmini Tel: - 0112869141	Town Planner– Mr K. Sugirthan Tel: - 0112869141	03 Weeks	<ul style="list-style-type: none"> Application Fee - Rs. 200/- + Government Tax Commercial Property Rs. 5,000/- + Government Tax Residential Property Rs. 2,000/- + Government Tax
07.	Issuance of Copies of the Certificates and Issuance of Various Certificates	<ul style="list-style-type: none"> The owner should submit a letter of request along with a copy of the approved plan. 	Mrs. R. A. D. Ravingi Sadmini and Mrs. Dinesha Lakmali Tel: - 0112869141	Town Planner– Mr K. Sugirthan Tel: - 0112869141	1 - 2 Days	<ul style="list-style-type: none"> Rs. 250 /- per Block Out Plan Rs. 400/- per Building Plan
08.	Issuance of Trade Licences	<ul style="list-style-type: none"> Trade Licence Application Business Registration Certificate In case of a business entity approved by the Board of Tourism, final accounts should also be produced. In case of a Resort, A copy of the Building Plan, Police Certificate and a copy of National Identity Card should be produced. 	Mrs. M.A.J. Divyanjali Tel:- 0112874701	Chief Management Service Officer Tel: - 0112874701	08 Days	Rs. 5,000/- and Stamp Duty Rs. 500/-
09.	Collection of Trade Taxes and Industrial Taxes		Mrs. M.A.J. Divyanjalie Tel:- 0112874701	Chief Management Service Officer Tel: - 0112874701	14 Days	Rs. 3,000/- or Rs. 5000/-
10.	Issuance of Permits for Displaying Name Boards and Banners	<ul style="list-style-type: none"> Application An image of the name board/ banner to be displayed 	Mrs. T.N.S. Peiris Tel: - 0112874701	Chief Management Service Officer Tel: - 0112874701	02 to 05 Days	Rs. 75/- or Rs. 100/- per squarefoot

11.	Issuance of Licences for displaying advertisements	<ul style="list-style-type: none"> • Application. • An image of the advertisement and a draft design 	Mrs. T.N.S. Peiris Tel: - 0112874701	Chief Management Service Officer Tel: - 0112874701	06 Days	Rs. 350/- per square foot (In some cases, the amount charged may vary according to the hoarding provided)
12.	Granting Permits for Three-Wheelers	<ul style="list-style-type: none"> • Application • Grama Niladhari Certificate attested by the Divisional Secretary • A photocopy of the Certificate of Insurance • A photocopy of the Driving Licence • A Photocopy of the Vehicle Revenue Licence 	Mrs. Thilani Priyadarshani Tel: - 0112874701	Chief Management Service Officer Tel: - 0112874701	03 Days	Rs. : 500/-
13.	Issuance of Broker Licences	<ul style="list-style-type: none"> • Letter of Request • A photocopy of National Identity Card • Grama Niladhari Certificate 	Mrs. Nisansala Maduwanthi Tel: - 0112874701	Chief Management Service Officer Tel: - 0112874701	02 Days	Rs.550/- or Rs. 600/-
14.	Provision of Trade Stalls	<ul style="list-style-type: none"> • Application prepared as specified in the tender notice 	Mrs. T.N.S. Peiris Mrs.Shashi Prabha Mrs. Umada Cooray Mrs. Bhagya Karunathilaka Tel:- 0112874701	Chief Management Service Officer Tel: - 0112874701	62 Days	As per the assessment
15.	Disposition of Trade Stalls	<ul style="list-style-type: none"> • Letter of request 	Mrs. T.N.S. Peiris Mrs.Shashi Prabha Mrs. Umada Cooray Mrs. Bhagya Karunathilaka Tel:- 0112874701	Chief Management Service Officer Tel: - 0112874701	01 Month	An amount ranging from Rs. 2,500/ to Rs. 200,000/- will be charged

16.	Provision of the Environmental Protection Licence	<ul style="list-style-type: none"> • Application • A copy of the receipt of application fee payment • Route map to the proposed site • A copy of the Business Registration Certificate • A copy of the Approved Building Application • A copy of the Certificate of Conformity • A copy of the Approved Plan of the land. • A copy of the assessment notice for the current year. • A copy of the Trade License obtained for the current year. • A copy of the receipt of trade licence fee payment • A copy of the receipt of waste charges payment for the current year • A copy of the Letter of Approval granted by the Ministry of Petroleum Resources Development (if available) • A copy of the Certificate of Registration if registered under the Factories Ordinance. • A copy of the receipt of the inspection fee payment • Photocopies of both the electricity bill and water bill of the month preceding the month in which the application is submitted. 	Mrs. W.S.S. Lakmali Tel: - 0714185377	Public Health Officer Tel: - 0718818924	21 Days	<ul style="list-style-type: none"> • Application fee for the renewal of the Environmental Protection Licence - Rs. 50/- • Application fee for a new Environmental Protection Licence – Rs. 100/- • Field Inspection Fee according to the amount of the basic investment <p>If not exceeding Rs. 250,000/- Rs. 3,000/ + Government Tax</p> <p>from Rs. 250,001 to Rs. 500,000 Rs. 3,750/ + Government Tax</p> <p>from Rs. 500,001 to Rs. 1,000,000 Rs.5,000/ + Government Tax</p> <p>If exceeding Rs. 1000,001/- Rs. 10,000/ + Government Tax</p> <ul style="list-style-type: none"> • Licence Fee - Rs. 4,500/-
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17.	Provision of the Solid Waste Clearance Certificates	<ul style="list-style-type: none"> • Letter of Request • 02 copies of the Proposed Building Plan subject to the following terms <ul style="list-style-type: none"> ❖ Locations of waste bins should be marked. ❖ The access road to the solid waste chamber should be marked. ❖ The clear height of the compactor truck entrance floor, as specified by the committee, should be stated. (Minimum 13'0") ❖ Description of vehicle parking at the premises should be marked. ❖ As per the project report, compacted chambers should be built separately for the perishable waste, non-perishable waste and E-waste, and the Bio Degradable Waste Chamber should be air conditioned. ❖ Building type (Residential/Office) ❖ The Owner, Architect and Proposal Writer (Consultant) should sign on the plan. ❖ 02 copies of the solid waste management 	Mrs.W.S.S.Lakmali Tel: - 0714185377	Public Heath Officer Tel: - 0718818924	10 Dyas (After completion of the application in a due manner)	<ul style="list-style-type: none"> • Relevant fee should be paid based on the quantity of the solid waste disposed
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		proposals written by a registered consultant should be provided.				
18.	Booking Gully Trucks	<ul style="list-style-type: none"> • Application 	Mrs. Inoka Manori Tel: - 0771777744	Chief Management Service Officer Tel: - 0112888097	According to the Priority List	<ul style="list-style-type: none"> • Residential purpose- Small Gully Truck - Rs : 3,500/- Large Gully Truck - Rs : 4,500/- • Commercial purpose - Small Gully Truck - Rs : 6,000/ Large Gully Truck - Rs : 9,000/- • An additional fee of Rs: 500/- and up and down transport charges based on the number of Kilo Meters should be paid if the respective location is situated outside of the municipality.
19.	Registration of New Ownership	<ul style="list-style-type: none"> • Application of Abstract of Deeds • A copy of the Deed • A copy of the Plan • A copy of the National Identity Card • Title and Devolution of Titl if required • Copies of the portfolio obtained within 06 months to prove the ownership of the land if required. 	Counter Officer and Management Service Officer-in-Charge of Subject Tel: - 0112874701	Chief Management Service Officer Tel: - 0112874701	21 Days	<ul style="list-style-type: none"> • Application Fee - Rs. : 1000/- • Registration Fee per Assessment Number - from Rs. 2000/- to Rs. 7500/-
20.	Issance of Non-Acquisition	<ul style="list-style-type: none"> • Application • A copy of the Deed • A copy of the Plan 	Counter Officer and Management Service Officer-in-	Chief Management Service Officer Tel: - 0112874701	01 Day	<ul style="list-style-type: none"> • Application Fee - Rs. : 200/ • Residential– Rs. 1,000/- • Commercial– Rs. 3,000/-

	Certificate	<ul style="list-style-type: none"> • A copy of the National Identity Card (The original should be produced) 	Charge of Subject Tel: - 0112874701			
21.	Assessment Notices	<ul style="list-style-type: none"> • Letter of Request • A copy of the National Identity Card of the registered owner (original must be produced) 	Counter Officer and Management Service Officer-in-Charge of Subject Tel: - 0112874701	Chief Management Service Officer Tel: - 0112874701	15 Minutes	<ul style="list-style-type: none"> • Rs. 200/-
22.	Obtaining Extract Copies	<ul style="list-style-type: none"> • Letter of request • A copy of the National Identity Card of the registered owner (original must be produced) 	Counter Officer and Management Service Officer-in-Charge of Subject Tel: - 0112874701	Chief Management Service Officer Tel: - 0112874701	14 Days	<ul style="list-style-type: none"> • Rs. 200/- per year
23.	Confirmation of the changes made to the Assessment Numbers	<ul style="list-style-type: none"> • Letter of Request • A copy of the National Identity Card of the registered owner (original must be produced) 	Counter Officer and Management Service Officer-in-Charge of Subject Tel: - 0112874701	Chief Management Service Officer Tel: - 0112874701	14 Days	
24.	Issuance of new Assessment Numbers	<ul style="list-style-type: none"> • Letter of Request from the registered owner • A copy of the National Identity Card of the registered owner (original must be produced) • A copy of the Building Plan of the house • A copy of the Plan • A copy of the Deed • A copy of the Assessment Notice and Payment Receipt 	Counter Officer and Management Service Officer-in-Charge of Subject Tel: - 0112874701	Chief Management Service Officer Tel: - 0112874701	14 Days	
25.	Issuance of Numbers to Residents Occupying a Government	<ul style="list-style-type: none"> • Letter of Request • A copy of the National Identity Card of the registered owner (original must be produced) 	Counter Officer and Management Service Officer-in-Charge of Subject Tel: - 0112874701	Chief Management Service Officer Tel: - 0112874701	14 Days	

	Property	<ul style="list-style-type: none"> • A copy of the Assessment Notice • The following documents should be of 10 years. <ul style="list-style-type: none"> ❖ Grama Niladhari certificate ❖ Assessment Tax bills paid ❖ A copy of the Voter Registry (If a disposition, a Promissory Note less than 10 years) 				
26.	Reservation of cemetery for cremation	<ul style="list-style-type: none"> • Death Certificate and a copy of the same • Applicant's National Identity Card and a photocopy of the same 	Mrs. Shanika Nishani Tel: - 0767866109	Mr. T.A. Anil Tel: - 0761150177	10 Minutes	<ul style="list-style-type: none"> • within the limits of the municipality Rs. 5,000/- • outside the limits of the municipality Rs. 6,000/-
	Reservation of cemetery for burial	<ul style="list-style-type: none"> • Death Certificate and a copy of the same • Applicant's National Identity Card and a photocopy of the same 	Mrs. Shanika Nishani Tel: - 0767866109	Mr. T.A. Anil Tel: - 0761150177	10 Minutes	Free of charge
27.	Erection of Monuments in Cemeteries	A letter of request and a copy of the Death Certificate	Mrs. Shanika Nishani Tel: - 0767866109	Mr. T.A. Anil Tel: - 0761150177	01 to 02 Days	Rs. 25,000/-
28.	Obtaining Permission to damage the roads	Letter of Approval issued by the National Water Supply and Drainage Board	Mrs. Shanika Nishani Tel: - 0767866109	Mr. T.A. Anil Tel: - 0761150177	It will take about 10 minutes and may vary depending on the time taken by the Technical	Per square meter <ul style="list-style-type: none"> • Carpeted Road – Rs. 4,400/- • Interlocked Road – Rs. 8,100/ • Concrete Road – Rs. 6,400/

					Officer to provide the report.	
29.	Removal of Hazardous Trees	Letter of Request	Mr. Sudeepa Priyadarshana Tel: - 0717531667		The time varies according to the work concerned.	Fees are not charged for public places, but if it is a private place, the fees will be charged as per the estimate of the Technical Officer.
30.	Provision of Community Halls on a Rental Basis	<ul style="list-style-type: none"> • Application • A copy of the National Identity Card 	Mrs. Inoka Rupasinghe Tel: - 0112874701	Mr. Suranga Sanjeeva Tel: - 0112874701	30 Minutes	<p><u>For the individuals within the limits of the Municipality</u></p> <ul style="list-style-type: none"> • Down stairs - Rs. 11,000/- (A deposit of Rs. 5,000/- inclusive) • Upstairs – Rs : 12,500/- (A deposit of Rs. 5,000/- inclusive) <p><u>For the individuals outside the limits of the Municipality</u></p> <ul style="list-style-type: none"> • Down stairs - Rs. 20,000/- (A deposit of Rs. 10,000/- inclusive) • Upstairs - Rs. 22,500/- (with a deposit of Rs. 10,000/-)
31.	Provision of the Ananda Samarakoon Open Air Theatre on a Rental Basis.	<ul style="list-style-type: none"> • Application • A copy of the National Identity Card 	Mrs. Inoka Rupasinghe Tel: - 0112874701	Mr. SurangaSanjeeva Tel: - 0112874701	30 Minutes	Rs. 41,500/- per day (Rs. 36,500 + a deposit of Rs.5,000/-)

32.	Provision of Playgrounds on a Rental Basis	<ul style="list-style-type: none"> • Letter of Request • Application and Agreement 	Mrs. T.M.L. Peiris Tel: - 0717699289	Mr. P.A.D.A.J. Wijesena Tel: - 0718330387	15 Minutes	<ul style="list-style-type: none"> • Angampitiya Playground Rs. 25,000/- + a deposit of Rs.10,000/- • Janaka Ranawaka Playground Rs. 25,000/- + a deposit of Rs.10,000/- • Chandra Silva Playground Rs. 20,000/- + a deposit of Rs.5,000/- • Bandaranayakapura Playground Rs. 10,000/- + a deposit of Rs.5,000/- • Senanayake Playground Rs. 10,000/- + a deposit of Rs.5,000/- • Diyawanna Playground Rs. 4,000/- + a deposit of Rs. 3,000/-
33.	Issuance of Vehicle Fitness Certificates	<ul style="list-style-type: none"> • Registration Certificate with the respective vehicle • Vehicle Emission Test Certificate 	Mrs. B.W.L. Mendis Tel: 0703789839		01 Day	<ul style="list-style-type: none"> • Rs 1,000/-
34.	Issuance of Fire Clearance Certificates	<ul style="list-style-type: none"> • Application • Approved Building Plan • A photocopy of the National Identity Card • Business Registration Certificate if it is a business entity 	Officer-in-Charge – Fire Prevention Tel: - 0714453863		03 Days	<ul style="list-style-type: none"> • Within the limits of the municipality <ul style="list-style-type: none"> ❖ Up to 500 square meters - Rs. 1500/- ❖ For every additional 100 square meters Rs : 200/- ❖ Inspection Fee - Rs. 1,000/-

						<ul style="list-style-type: none"> • Within the limits of the municipality <ul style="list-style-type: none"> ❖ Up to 500 square meters - Rs. 1500/- ❖ For every additional 100 square meters Rs : 200/- ❖ Inspection Fee - Rs. 1,000/- ❖ Consulting Fee – Rs. 2000/- ❖ Travel expenses per Km – Rs. 50/-
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❖ The above mentioned fees may be revised depending on the annual tax levy.