

N.B.— Part IV (A) of the *Gazette* No. 2,160 of 24.01.2020 was not published.



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PART IV (A) — PROVINCIAL COUNCILS

(Separate paging is given to each language of every Part in order that it may be filed separately)

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Note.— Ports and Airports Development Levy (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of January 24, 2020.

IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All Notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after three months from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 20th February, 2020 should reach Government Press on or before 12.00 noon on 07th February, 2020.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or enactment provides that any Proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the *Gazette*, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the *Gazette*.”

GANGANI LIYANAGE,
Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2020
This Gazette can be downloaded from www.documents.gov.lk



Provincial Councils Notifications

SUB LAW

Pradeshiya Sabha Imbulpe

ACCORDING to the powers vested on the Pradeshiya Sabha of the Imbulpe to be read with the clause 122 by the rule 69/126 of the Provincial Council Act, No. 15 of 1987 and the decision No (x) taken by the general meeting of Pradeshiya Sabha and agreed on 08.04.2019 and the Sub-laws of the 02nd Section of the Provincial Council Act, No. 12 - 1989 Consequential Provisions) I, Tikiri Banda Kobbekaduwa, as the Governor in the Sabaragamuwa Provincial Council will give my approval according to clause 123 (1) “for the said sub law and will declare that it will take effect in the jurisdiction of the Imbulpe Pradeshiya Sabha from the date that it will be *gazetted* in the Government *Gazette*.

TIKIRI BANDA KOBBEKADUWA,
Governor,
Sabaragamuwa Province.

On the day of 24th December, 2019.
At the Provincial Council, Sabaragamuwa.

By - Laws relating to administration of Sub division of lands within the Imbulpe Pradeshiya Sabha limits :

1. Authority is given to prepare this by-law by the Sub Section 126 (iv) of Pradeshiya Sabha Act, No. 15 of 1987.
2. These by-laws are enacted to make provisions for blocking out lands, developing blocked out lands, maintenance, regulate, control and administration of the same within the implementation area of Housing and Town Improvement Ordinance in the Imbulpe Pradeshiya Sabha Limits of the matters consequential thereto.
3. These by-laws are cited as the by-laws relating to administration of blocking out lands within the area of the authority of the Imbulpe Pradeshiya Sabha,
4. Every person who is blocking out a land within the are of the authority of the Imbulpe Pradeshiya Sabha, prior to submit the blocking out plan for approval, should register for that act in the relevant Pradeshiya Sabha where such land is situated.
5. When applying to register under the 4th paragraph above, should apply using the specimen application in the Schedule 1 hereof.
6. The applicant should deposit in the Pradeshiya Sabha, an amount equal to 50% of the value estimated by the technical officer of the Pradeshiya Sabha regarding development activities that should be completed to obtain the development permit in respect of the registration of the land to be blocked out under these by laws.
7. Every plan for the blocking out of a land situated within the authority area of Housing and Town Planning Ordinance of the Pradeshiya Sabha Limits should be an approved plan under the Housing and Town Planning Ordinance and these by-laws.
8. Any person shall not sale, transfer or advertise in public to sale any plot of land until he obtain a certificate of conformity in respect of the approval plan from the chairman under these by-laws and Housing and Town Planning Ordinance as per the opportune when sub dividing lands situated within the authority area of Housing and Town Planning Ordinance of the Pradeshiya Sabha Limits.
9. When Sub dividing a land for sale which is situated within the authority area of Housing and Town Planning Ordinance of the Pradeshiya Sabha Limits and if the extent of that land is more than one Hectare and the extent of the smallest plot is less than 40 Perches, a plot of land in extent equal to 10% of the land after excluding the area for internal roads should be gifted to the Pradeshiya Sabha for common facilities by a proper instrument.

10. The applicant registered under this by-laws shall,
 - a) develop the internal roads relevant to Sub division of a land situated within the authority area of Housing and Town Planning Ordinance of the Pradeshiya Sabha Limits to a proper standard as per the recommendation of the Planning Committee of the Pradeshiya Sabha or a Physical Planning Committee and according to the instructions given by the chairman.
 - b) develop the internal drainage system connecting to a main water flow to a proper standard as per the instructions given by the Chairman.
 - c) maintain the remaining plots without being nuisance to another party until discard the rights relevant to each plot of land.
 - d) report to the Secretary, regarding considerations of selling land blocks in respect of the actions under Section 154 Secretary of the Pradeshiya Sabha Act, No. 15 of 1987.
11. The Secretary shall report to the District Assistant Commissioner of Local Government within one week from the date of issuing the Certificate of Conformity by the Chairman, together with a certified copy of recommendation report of Planning committee of the Pradeshiya Sabha or Physical Planning Committee in respect of Sub division of the relevant land after issue of a certificate of conformity by the Chairman under the Housing and Town Planning Ordinance regarding a sub division of land.
12. After receiving confirmation to the sub divided plan, the person applied for registration may apply with a copy of it to the District Assistant Commissioner of Local Government in order to get deposited money and the District Assistant Commissioner of Local Government shall instruct the Chairman to release the deposit upon the request of the applicant having satisfied actions have been taken place property regarding the Sub divisions.
13. If the applicant is not fit for confirmation and the applicant himself is ready to take away his application, the deposit money should be released on applicant's request and the relevant registration should be cancelled accordingly.
14. If the person applied for registration under these by-laws is unable to get back the deposit under section 11 or 12 above within 3 years from the date of deposit, that money should be credited to the revenue of Pradeshiya Sabha.
15. Breach or violation of any provisions of these by-laws is an offence and if convicted by a competent court, the maximum fine that may be imposed and if he is violating or breaching the same offence again and again and if convicted by a competent court, the chairman or any other authorized officer may hand over a written notice making attention to that violation or breach and if he is continuing the same violation or breach, the maximum additional fine that may be imposed per a day of violating shall be the maximum fine and maximum additional fine ordered by respectively sub Section 2 of Section 2 of Pradeshiya Sabha Act, No. 15 of 1987.
16. A person who is convicted twice under these by-laws shall be recorded as a blank listed person for that activity as a person unfit within the authority area of the Pradeshiya Sabha.
17. Unless the context otherwise requires.

“Chairman” means the Chairman of the Imbulpe Pradeshiya Sabha ;

“Pradeshiya Sabha” means the Imbulpe Pradeshiya Sabha.

“Secretary” means the Secretary of the Imbulpe Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary ;

“the applicant” means an owner of a land or the developer representing the owner.

In the event of any inconsistency between the Sinhala, English text of this statute, Sinhala text shall prevail.

1st Schedule

Application for registration for sub division of lands

1. Applicant's name/ if a company, name of the company :
2. Applicant's address :
3. Applicant's identity card number :
4. Applicant's telephone number :
5. Whether the applicant is the owner or developer of the land :
6. If the applicant is not the owner, owner's name and address :
(a copy of the agreement relevant to the activity between the owner and the developer should be submitted)
7. The district in which the land is situated :
8. Local Government Authority Area :
9. Grama Niladhari Division :
10. Number of the land deed, name of Attorney-at-law/ Notary Public (copies should be submitted) :
11. Number of the relevant plan (copies should be submitted) :
12. Number of lots expects to divide the land :
13. First registration or are there prior registrations obtained:
14. Previous experience regarding sub division and sale of lands within Sabaragamuwa province during last 5 years : year, name of the land, extent, Pradeshiya Sabhawa/ Urban Council/ Municipal Council

I do hereby certify that the above particulars are true and accurate.

.....
Date

.....
Applicant

01-767/1

Sub Law

Pradeshiya Sabha Imbulpe

ACCORDING to the powers vested on the Pradeshiya Sabha of the Imbulpe to be read with the clause 122 by the rule 69/126 of the Provincial Council Act, No. 15 of 1987 and the decision No (x) taken by the general meeting of Pradeshiya Sabha and agreed on 08.04.2019 and the Sub-laws of the 02nd Section of the Provincial Council Act, No. 12 - 1989 Consequential Provisions) I, Tikiri Banda Kobbekaduwa, as the Governor in the Sabaragamuwa Provincial Council will give my approval according to clause 123 (1) "for the said sub law and will declare that it will take effect in the jurisdiction of the Imbulpe Pradeshiya Sabha from the date that it will be gazetted in the Government *Gazette*.

TIKIRI BANDA KOBBEKADUWA,
Governor,
Sabaragamuwa Province.

On the day of 24th December, 2019.
At the Provincial Council, Sabaragamuwa.

By - Laws regarding the Inspection of the Land Sub Division Plans and Building Construction Plans of Imbulpe Pradeshiya Sabha.

1. These by-laws are enacted to make provisions for inspection of sub-divisions plans and building plans, stipulating charges for the same within the implementation area of Housing and Town Improvement Ordinance in the Imbulpe Pradeshiya Sabha Limits and the matters consequential thereto.
2. These by-laws are cited as the by-laws relating to inspection of sub division plans and building plans.
3. (i) Every plot of land and every land sub division relevant to a construction done on the surface of the soil or under the soil within the implementation area of Housing and Town Improvement Ordinance in the Imbulpe Pradeshiya Sabha Limits (hereinafter referred to as the authority area) should be in conformity with a plan approved by the Chairman as per the provisions of the Housing and Town Planning Ordinance.

(ii) The approval given by the Chairman under sub section I of this section is valid to complete the development activities within 05 years fro the day of approval and when the development activities are not completed before end of 5 years period above said, the chairman may extend the approval for development activities to a maximum period of 03 years by the Chairman on request of the applicant.
4. When submitting land sub division plans and building plans for approval, you should apply using a duly filled specimen application respectively in Schedule 1 and 2 of this by laws and a leaflet should be issued with instructions to fill it.
5. The minimum fee chargeable for issuing an application under these by-laws is Rs. 300.00. That fee may be amended by the Sabha from time to time and that decision should be published.
6. Every application submitted under Section 5 of these by-laws, land sub division plans, building plans and construction plans in respect of the application should be approved by the Chairman upon the recommendations of the Physical Planning Committee (hereinafter called and referred to as the “committee”) of the Pradeshiya Sabha.
7. The Physical Planning Committee of the Pradeshiya Sabha permanently should consist of Secretary of the Pradeshiya Sabha, work superintendent or Chief Technical Officer, Health Medical Officer or his representative and if there are additional members to add, it should be decided by the Chairman and could be included after getting approval of District Assistant Commissioner of Local Government.
8. In addition to the activities stated in Section 7 above, committee should give recommendations necessary to select residential, commercial and industrial zones in respect of physical planning within the implementation areas of Housing and Town Improvement Ordinance in the Pradeshiya Sabha Limits.
9. The relevant fess chargeable when giving approval for land sub division plans and building plans and issuing certificate of conformity for the same and regularization of encroachments should be the fees decided by resolution and publication by the Sabha from time to time.
10. When deciding fees under Section 10 above following are the criteria :
 - (a) for land sub division plans should be decided by its extent.
 - (b) for Building plans should be decided by its square meters and on its usage (Residential/ Commercial).
 - (c) for boundary wall or side wall should be decided by its length in meters.
 - (d) for telephone and telecommunication tower should be decided by its height.

11. When the plan submitted with an application under these by-laws is a land plan or land sub division plan,
 - (a) for a land of 5 acres or above, there should be a plan prepared to the scale of 1 : 100;
 - (b) stream reservations, river reservations, lake reservations and road reservations should have recorded correctly, if they are relevant;
 - (c) roads should have planned as per the provisions of housing and town improvement ordinance;
 - (d) already if there is a building on the relevant premises, it should have marked;
 - (e) level lines, local level and Street level when it relevant should have marked;
 - (f) the plan submitted should have prepared within 10 years prior to the date of submission;
 - (g) if the plot of land is connected to a turning of a road, the boundaries of the adjoining land should have marked with circular ends.
12. The minimum extent of every plot of land described in a land plan or land sub division plan submitted for approval by these by-laws should be at least 06 perches in extent. However, if the property is received by a deed of gift or the property is relevant to a decree of a partition case, or entitle to the property by succession remaining portion of land acquired to the state or remaining portion of land declared as a road reservation, the minimum extent for approval may be decided by the Chairman with the recommendation of the physical planning committee.
13. Under these by-laws,
 - (i) If the plan submitted for approval with the application is a building construction Plan, the ground plan of the proposed building, side plan, front plan, cross section, details regarding foundations and doors and windows should have included to the plan.
 - (ii) If the building is not a blind wall or a boundary wall, there should have a minimum distance of 2.3m or 7 1/2 feet between the building and the boundary.
14. When an application is submitted for approval under Section 5 above, application should be registered by an officer authorized for the same by the chairman, having satisfied that the requirements stated in section 3 have been fulfilled with the application.
15. Every plan relating to an application submitted under Section 5 here should be checked by a committee within two weeks from the day of submission and the chairman should decide as early as possible to approve or reject to approve based on the observations of the committee and that date should not exceed 30 days from the day of submission of the application.
16. Any dissatisfied applicant regarding a decision taken by the Chairman under Section 16 above or when a decision is not taken although applied within the specified time, may appeal to the appeal board appointed by the Minister under the provisions of Housing and Town Improvement Act.
17. The appeal board appointed by the Minister for the appeal procedure should consist of District Commissioner of Local Government as the Chairman, Assistant Commissioner of Local Government as members and another member nominated by the Minister.
18. Subject to the provisions of Housing and Town Improvement Act, maximum time given to submit an appeal to the appeal board is three months from the date arisen the cause of appeal.

19. All the monies charged under this by-laws should be credited to the Pradeshiya Sabha fund and should have prepared separate accounts.
20. Under these by-laws,
 - (a) remuneration for two members of the physical planning committee, as decided by Commissioner of Local Government of the Sabaragamuwa Province from time to time shall be paid by the Pradeshiya Sabha Fund;
 - (b) it is legal to pay remuneration to the members of the appeal board under Section 17 above from the Pradeshiya Sabha Fund relevant to the appeal as decided by the Minister;
 - (c) The value of allowances paying under these by-laws should not exceed the value of fees charged by these by-laws.
21. The provisions of these by-laws should be implemented subjects to the provisions of Housing and Town Improvement Ordinance.
22. A building plan or Sub division plan approved under these by-laws should not be considered as an document to prove.
23. Breach or violation of any provisions of these by-laws is an offence and if convicted by a competent court, the maximum fine that may be imposed and if he is violating or breaching the same offence again the again and if convicted by a competent court, the chairman or any other authorized officer may hand over a written notice making attention to that violation or breach and if he is continuing the same violation or breach, the maximum additional fine that may be imposed per a day of violating shall be the maximum fine and maximum additional fine ordered by respectively Sub Section 2 of Section 122 of Pradeshiya Sabha Act, No. 15 of 1987.
24. Unless the context otherwise requires “Chairman” means the “Chairman of the Pradeshiya Sabha”, “Sabhawa” means the “Imbulpe Pradeshiya Sabha”, “the applicant” means an owner of a land or the developer representing the owner. “Construction of buildings” means construction of a building or boundary wall or a Gate, adding a part or change.
25. In the event of any inconsistency between the Sinhala and English text of this statute, Sinhala text shall prevail.

1st Schedule

PART 1

Application to obtain approval for Plot of Land/ Land Sub Division

(for office use only)

Number :
Fee :
Receipt Number :
Date :

Through the Secretary, Pradeshiya Sabha,
to the Chairman, Pradeshiya Sabha,

Dear Sir,

I/ We do hereby request you to issue a license to us to sub divide the plot of land belongs to me/ us which is bearing assessment No. and situated on street, Division of Local Government Authority.

.....;
Signature of the applicant/ owner.

If the applicant is not the owner of the land,

I, as the owner of the land do hereby authorize the developer, Mr./ Mrs. to subdivide the land.

.....;
Signature of the person who authorize
(Owner)

Date :
Name :
Address :

.....;
Signature of the qualified person
(Developer)
(Official Stamp)

Date :
Name :
Address :

The above applicant swear/ declare and affirm before me made the above declaration on this day of, in the year

.....;
Justice of Peace.

If the applicant is not the owner of the land,

I, as the owner of the land do hereby authorize the developer, Mr./ Mrs. to subdivide the land.

.....
Signature of the person who authorize
(Owner)

Date :
Name :
Address :

.....
Signature of the qualified person
(Developer)
(Official Stamp)

Date :
Name :
Address :

The above applicant swear/ declare and affirm before me made the above declaration on this day of, in the year

.....
Justice of Peace.

PART II

I do hereby certify that the sub division plan bearing No. dated prepared by licensed surveyor which is forwarded herewith have being made as a plan for development of considering the legal requirements.

.....
Signature of the Licensed Surveyor,
Official Stamp

Name :
Date :

01. Particulars of the applicant

- (a) Name and address :-
- (b) National Identity Card No :-
- (c) Telephone No. :-
- (d) E-mail address :-

02. Particulars of the premises relevant to the plot of land/ land sub division

- (a) Name of the Land :-
- (b) Location :-
- (c) Assessment No. :-
- (d) Street :-
- (e) Division No. :-
- (f) Surveyor Plan No. :-
- (g) Surveyor's Name :-
- (h) Extent of the land : Hectares/ Acres, roods, perches

03. Present usage of the land :- Residential/ commercial/ industrial/ agricultural/ other

04. Developing the plot of land

- (a) Please state whether you wish to fill that plot of land with soil and if so, particulars regarding the levels of proposed roads and ditches. Please state whether you have obtained approval from Sri Lanka Land Reclamation and Development Corporation, approval from the commissioner of agrarian services if it is a paddy land, approval from coconut development board if it is a coconut land, approval from Rubber control Department if it is a rubber land, approval from Tea Small Holdings Development Authority if it is a tea land, (recommended letters should be submitted).
- (b) Proposed development of the land ; (extent of land reserved for each development activity).
 For residential activities :-
 For commercial activities :-
 For industrial activities :-
 For institutions :-
 Open Space, parks and
 Play grounds
 (For Common activities)
 For streets and entrance roads :-
 Other :-

05. Utility Facilities

Remaining

Proposal

Water
Garbage drainage
Electricity

06. If a building have to be divided into parts due to the sub division, please state whether the plans relevant to each portion are in conformity with regulations regarding construction of buildings, orders and by-laws.

.....

07. Whether the application is made by considering the requirements to be fulfilled as per any other written law and adhering the instructions as per the day of applying and in conformity with the instructions issued by the following institutions:

- 1. National Building Research Institution
- 2. Public Utility Services Commission
- 3. Central Environment Authority
- 4. Geological Survey and Mines Bureau
- 5. By any other authority

08. The day expect to commence development activities (for each level)

.....

I/ We do hereby certify that the above details are true and correct.

.....
Date

.....;
Signature of the applicant

For office use

Officer in-charge of the
Subject of Assessment/ Revenue Inspector

To submit the particulars regarding assessment tax/ acreage tax in respect of the property to this subject matter.

.....

Date :.....

O.I.C./ Management Assistant (Buildings)
Name :
Signature :

O.I.C./ Management Assistant (Buildings)

The name, has been registered under the assessment tax/ acreage tax bearing No.
for in the road of in the ward of The tax has been paid up to
20...../...../.....

The value of over due assessment tax/ acreage tax in

Description of the property :

The relevant fee of Rs. is paid by receipt No. dated Further, an
amount of Rs. has been paid as Assessment tax/ acreage tax.

Date :.....

Assessment Management Assistant/ O.I.C.
Name :;
Signature :

Plot of land/ lands sub-division inspection report

- (1) File No.
- (2) Receiving date of the file for the inspection :
- (3) Applied date :
- (4) Name and Address of the applicant :

- (5) (i) Address which the proposed land is situated :
- (ii) What is the song belongs to/ residential/ mixed residential/ industrial/ commercial
- (8) I. Proposed usage :
II. If the proposed land is a paddy field according to records, permission for the development activities should have taken as at the date of application.
- (7) Extent of the land No. of Lots :.....
- (8) (i) Entrance to the access road is belongs to/ Road Development Authority/ Executive Engineer/ Provincial Road Development Authority/ Local Government Authority/ Private Road.
(ii) Width of the road ? :
- (iii) At the end of the access road, there is/ is no a round about to turn vehicles/ not relvant.
(iv) Width of the access roads are enough/ not enough.

Notes :.....
.....
.....

- (9) Ditches and culverts to drain the water have been depicted/ not depicted in the plan.
- (10) Whether the 10% in extent, excluding the roads have been reserved for common activities as the extent of the land is one hectare or more. Yes/ No
- (11) (1) Proposed land is a highland/ low land/ marsh land/ paddy land/ rubber planted land/ coconut planted land/ tea planted land/ other planted land.
(ii) If the land have to be filled with soil, approval has/ has not been taken from the relevant authorities.
(iii) If there are trees/ plants to be removed, approval has/ has not been taken from the relevant authorities. (Eg. - coconut development board/ rubber control department)
(iv) If soil has to be removed, approval from the relevant authorities has/ has not been taken regarding that.
(v) When the proposed land for sub division is being developed, there may be/ may not be land-slides/ soil erosion/ badly affect the environment.
(vi) If it is affected as paragraph (v) above, recommendation of the National Building Research Organization has been/ has been not submitted.

12. Are there enough infrastructure facilities ? Yes/ No.
.....

13. No of the survey plan :..... Date :.....
Surveyor's name :.....

14. Sub-division plan has/ has not been prepared by using standard colours. Other particulars and recommendation of technical officer/ technology officer.

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

I do hereby submit the following recommendation based on the particulars stated from 9C to 14 above and my observations at the site visit.

15. Technical officer's/ foreman's recommendation

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

Name Signature.....
Designation Date.....

(Official Stamp)

Recommendation of the Physical Planning Committee

We do hereby recommend to issue a permit to carry on the following development activities/ we do not recommend to issue a permit based on the following reasons.

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

Name	Designation	Signature
.....
.....
.....
.....

I do/ do not hereby grant permission for residential/ mixed residential/ commercial/ industrial, usage of the land depicted as Lot No. of Survey Plan No. Upon the recommendation of physical planning committee.

.....
Chairman,
..... Sabhawa,
(Official Stamp)

Date :

Permission of Sub Divide a Land/ Plot of land under the Provisions of Housing and Town Development Ordinance

Mr/ Mrs.
.....
.....

I do hereby grant permission of to carry on the following development activities relevant to the sub division plan/ plot of land, situated at
..... and depicted as Lot in Plan No. dated
..... Prepared by Licensed Surveyor which is submitted by you together with the application bearing No.

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

Conditions :

Sub division of the relevant plot of land should be done as per the permission given in the by-law relating to inspection of Sub division plans and building plans and the Housing and Town Improvement Ordinance.

Having completion of the development activities, certificates of conformity for selling of plots/ usage of plots should be applied and obtained from the Local Government Authority.

Before applying for certificates of conformity, if the extent of the land sub divided is over or equal to 1 Hectare, 10% reserve for common facilities should be transferred to the relevant Local Government Authority by a deed of gift.

Selling plots of lands/ usage/ construction of buildings without obtaining certificates of conformity is an illegal development activity according to the provisions of Housing and Town Improvement Ordinance, By-Law relating to Inspection of Sub Division plans and Building Plans and By-Law relating to Administration of Sub Division of lands. Hence committing such a thing is a punishable offence under the Housing and Town Improvement Ordinance, By-law relating to Inspection of Sub Division plans and Building Plans and By-law relating to Administration of Sub Division of lands.

.....
Chairman,
.....Sabhawa,
(Official Stamp)

Date :-

Instructions to Fill the Application

Sub division plan submitted having completed the following requirements will be approved without any delay.

- (1) When the application is relating to a land, original copy of the sub-division plan drawn by a qualified surveyor to the scale of 1 : 1000 with his signature and the official stamp should be submitted together with a copy including all the details.
 - i. lay out of the land and buildings if any should be marked in the plan.
 - ii. Extent of the Plan, North direction and the lay out of the adjoining plots and buildings should be marked.
 - iii. Access road to the land and the proposed road (together with its width) in the land should be marked.
 - iv. Existing ditches, water ways, natural resources and proposed ditches should be marked.
 - v. High tension electricity lines should be marked.
 - vi. if the extent of the land is one hectare or more, 10 percent of the extent of the land should be reserved at a proper place as recommend by the physical planning committee for common and community activities.

- (2) A copy of the preliminary plan of the land to be block out and a copy of the deed should be submitted.
- (3) It is needed to depict separately proposed and present usage of each plot of land, their extent and boundaries.
- (4) It is needed to submit plan settlements from national water supply and drainage board if pipe borne water is available to the land, if under - ground water is available in the land a letter from the water supply board stating whether it is enough for development activities, from the electricity board regarding electricity power, and where necessary from National Building Research Institute and other institutions.
- (5) An approximate plan of the land depicting access to the proposed land should be submitted in order to inspect the proposed land for sub division.
- (6) When all the requirements have been fulfilled, a license will be issued for physical development of the land.
- (7) Sub divisions should have done physically only after obtaining the license for the same.
- (8) Having obtained the license, land should be developed physically as per the plan and have to be applied for the certificate of conformity.
- (9) Until certificate of conformity is obtained, it is not permitted to sale, construct a building or advertise for sale the relevant plot of land.
- (10) The application should be submitted having duly completed it.
- (11) Original of the surveyor plan along with two certified copies of it and a copy of the deed should be submitted.
- (12) Minimum extent should be 06 perches.

However it is legal to decide to minimum extent for the time being by the chairman with the recommendation of the planning committee.

12.1 Availability of pipe borne water.

- (13) If the survey plan is prepared to a land partitioned by a court action, a copy of that decree have to be submitted.
- (14) Recommendation from other institutions together with plan settlements have to be supplied when it is necessary.

2nd Schedule

Application to obtain approval to construct a building

PART -1

- 1. Name of the applicant :
- 2. Address :
- 3. Ownership of the land : Transfer/ Lease/ Other (Please explain)

6. Access Road

Width	Feet/ Metre
Ownership	RDA/ Provincial R. D. A./ Local Govt. Body/ Private

7. Distance to Boundaries

From the centre of the road	Feet/ Meters
From the behind	Feet/ Meters
From the right side boundary	Feet/ Meters
From the left side boundary	Feet/ Meters

8. Details of the building

No. of Storey	
Height of the building	
Height between the two storeys	

9. Details regarding rooms

Code Numbers for rooms	Proposed usage	Length and width of inside	Area of doors open to outside	Area of windows	Area of doors open to out side Area of the room	Maximum height and minimum height

10. Finish of the building (building materials used)

Walls	
Roof	
Floor	

11. Disposal of Garbage

Drainage	
Sewage	
Solid waste	
Rain water	

12. Area of the building (Square Feet/ Square Meter)

Floor level	existing	proposed	total
Single storey			
Under Ground floor			
Ground floor			
1st floor			
2nd floor			

13. If the proposed development is an industry/ hotel/ stores or non-residential usage,

Nature	
Storing goods	
No. of expected employees	
No. of rooms	
Proposed raw materials	
Dispose waste	

14. If it is intended to air condition, have you obtained a certificate from a qualified person ? Yes/ No.

Reference No. Date

15. If electric generators are used, its capacity (Horse power)

16. Number of vehicle parks (there should be one vehicle park for each 2000 sq. ft. or part of it.

17. If there are electric elevators, whether the capacity of generators are enough ?

18. If the building under construction is expected to use for a public purpose, are there entrance facilities for the disabled and toilet facilities?

19. If the building's area is more than 3000 sq. ft. which is used for residential purposes and the building's area is more than 4000 sq. ft., which is used for commercial and industrial purposes, have you obtained a fire prevention certificate and have submitted a plan to locate fire extinguishers? Yes/ No.

20. Commercial buildings over 4000 sq. ft. should have emergency exit and entry facilities.

I do hereby certify that the above particulars are true and accurate. Further, I do hereby assure that until the license is granted no any development activity is carried out and agree to take actions as per the provisions of Housing and Town Improvement Ordinance and its amendments, By laws relating to inspection of sub division plans and building plans and By-laws relating to sub division of lands.

Date :-

.....
 Signature of the applicant/ applicants

If the applicant is not the owner of the land, he should grant permission for the proposed development. I do hereby declare and affirm/ swear that, I have given authority to, who signed as above to apply for the above mentioned development activities in my land which is described above.

Date :-
 Signature of the owner of the land

Name of the owner :

Address :

Telephone Number :

The above declaration was signed before me on this Day of,
 at

.....
 justice of Peace
 (Official Stamp)

Report of Assessment Branch

1. Assessment No.
2. Street name :
3. Division
4. Ownership
5. Outstanding assessment tax

Secretary,
 An amount of Rs. was paid by receipt No. on
 20..... Further, Rs..... has been paid for acreage tax.

.....
 Officer in-charge of Assessment tax/ O. I. C.

Date :

Name :
 Signature :

Inspection Report For Building Construction Plan

PART II

1. Whether the proposed development site is situated in an area protected from land slider ? Yes/ No
2. Whether the approval is taken from National Institute for Building Research ? Yes/ No
3. Whether the proposed development site is situated in an area protected from floods ? Yes/ No
4. Whether the proposed development site is situated out of the area declared as “flood concentrating” by the Sri Lanka Land Reclamation and Development Corporation ? Yes/ No

5. Whether there is any obstruction to the natural water flow due to the proposed development site ? Yes/ No
6. What is the nature of development of the land adjunct to the proposed development site ?

7. Nature of the proposed development : residential/ commercial/ office/ stores/ industry/
8. Whether the proposed development is a new construction or change of existing building.
9. Whether the proposed development site is belongs to the development zone/ approved zone.
10. Whether the proposed development is in accordance with the zone ? Yes/ No
11. Details of the development site
 - 11.1 Area of the development site - Perches/ sq. mt.
 - 11.2 Area of the proposed building - sq. ft/ sq. mt.
 - 11.3 floor ratio of the proposed development
 - 11.4 Open area - sq. ft/ sq/ mt.
 - 11.5 Whether the sub division plan is approved ? Yes/ No
 - 11.6 Whether the buildings be constructed by keeping the spaces depicted in the floor plan ?
 - 11.7 Distance between the proposed buildings if there are overhead electricity lines ?
12. Access Road
 - 12.1 Ownership of the access road : Road Development Authority/ Provincial road development authority/ Local Government authority/ Public/ Private
 - 12.2 Its width Meters/ feet :
 - 12.3 Building limit as per the development plan :
 - 12.4 Whether the street lines, building limits are in conformity with 11.3 above : Yes/ No
13. Whether the lights and air of the proposed building is adequate ? Yes/ No
14. Whether the open area of the land is adequate for the proposed development ?

Backyard	Yes/ No
Front	Yes/ No
To obtain lights and air	Yes/ No

- 15. Whether there is formal way for the disposal of Garbage/ polluted water ? Yes/ No
- 16. If the proposed development is an industry,
 - 16.1 Nature of the industry
 - 16.2 If it affect for environmental pollution ?
 - 16.3 Whether the recommendation of the central environmental authority is required to consider the approval ? Yes/ No
 - 16.4 Whether the fire protection certificate is supplied ? Yes/ No
 - 16.5 Whether the proposed development will cause for traffic jam ? Yes/ No
 - 16.6 What is the horse power capacity of the proposed development ? If relevant.
 - 16.7 What is the number of employments of the proposed industry ?
 - 16.8 Whether the common facilities for the employees have been supplied adequately ? Yes/ No
 - 16.9 If the proposed development is a store, what are the materials to be stored ?
- 17. Whether the construction activities of the proposed development has been already started ? Yes/ No
 - 17.1 If so started, at what stage now ?

Up to the foundation	
Up to the roof level	
With the roof	
Fully completed	

- 18. Other particulars :

- 19. Recommendation of the technical officer :

Date of inspection :

.....
 Signature and official stamp

Name :

Designation :

20. Recommendation of Work Superintendent/ Chief Technical Officer (if necessary) :

.....

Date of inspection :

.....

Signature and seal

Name :

Designation :

21. Recommendation of Medical Officer for Health/ Public Health Inspector (if necessary) :

.....

Name :

Date :

.....

Signature and Official Stamp of
 Public Health Inspector

Recommendation of physical planning committee;

If any conditions recommended

.....

Name	Designation	Signature

Building plan bearing No. is approved/ not approved subjected to the above mentioned conditions/ without any conditions.

Date :

.....

Chairman,

..... Pradeshiya Sabha,
 (Official Stamp)

3rd Schedule

PRIMARY INSPECTION REPORT REGARDING BUILDING PLAN APPLICATION

- (a) Whether the building application has been filled correctly ? Yes/ No
- (b) Whether the building application has been signed and certified by the applicant/ developer/ Draftsman/ Architect/ Engineer (if relevant) ? Yes/ No
- (c) Whether the proposed building site is in conformity with an approved survey plan ? Yes/ No

- (d) Whether the relevant building limits have been demarcated under an approved survey plan ? Yes/ No/ Not relevant
- (e) If there are new additions or alterations to the approved building plan, whether they have been marked in colors ? Yes/ No/ Not relevant
- (f) Whether the front view, side view and cross section view of the building is depicted under the plan submitted ? Yes/ No/ Not relevant
- (g) Whether the building limits, street-line limits and relevant boundary limits are correctly depicted in the plan submitted? Yes/ No/ Not relevant
- (h) Whether the relevant structural plans have been submitted in respect of residential and commercial buildings more than two storied ? Yes/ No/ Not relevant
- (i) Whether the vehicle parking facilities have been supplied according to the correct ratio ? Yes/ No/ Not relevant
- (j) Whether an accepted confirmation is supplied in respect of water supply? Yes/ No/ Not relevant
- (k) Whether the assessment tax or other taxes have been paid to the relevant local government authority in respect of the property ? Yes/ No/ Not relevant
- (m) Whether the following necessities have been confirmed if they are relevant ?
- i. Electric elevators - Yes/ No/ Not relevant
 - ii. Electric Generators - Yes/ No/ Not relevant
 - iii. Air Condition - Yes/ No/ Not relevant
- (l) Whether the clarifications/ agreements of the following institutions have been fulfilled as per the necessity ?
- | | |
|---|-----------------------|
| (a) Central Environmental Authority | Yes/ No/ Not relevant |
| (b) Sri Lanka Investment Board | Yes/ No/ Not relevant |
| (c) Sri Lanka Building Research Institution | Yes/ No/ Not relevant |
| (d) Geological Survey and Mines Bureau | Yes/ No/ Not relevant |
| (e) Ministry of State Defense | Yes/ No/ Not relevant |
| (f) Fire Extinguisher Services | Yes/ No/ Not relevant |
| (g) Civil Aviation Authority | Yes/ No/ Not relevant |
| (h) Department of Archeology | Yes/ No/ Not relevant |
| (i) Irrigation Department | Yes/ No/ Not relevant |
| (j) Telecommunication Regulatory Commission | Yes/ No/ Not relevant |
| (k) Ceylon Electricity Board | Yes/ No/ Not relevant |
| (l) Department of Labour | Yes/ No/ Not relevant |
| (m) Land Reclamation and Development Corp. | Yes/ No/ Not relevant |
| (n) When necessary from any other authority as required | Yes/ No/ Not relevant |
| (o) Provincial Road Development Authority | Yes/ No/ Not relevant |
| (p) from any other authority as required | Yes/ No/ Not relevant |

Checked by

.....
Authorized Officer.

..... Office
..... 20
Mr./ Mrs.
.....
.....

PERMIT IN RESPECT OF THE BUILDING CONSTRUCTION APPLICATION BEARING NO
.....

You are hereby acknowledge, that the plan for the construction of a new building/ adding a portion/construction of a boundary wall/ re-construction, submitted under the above numbered building application is approved.

Accordingly, following conditions will be implemented in respect of the said construction.

1. Construction activities should be completed within Five years (5) from the date approval of the building plan. If the construction works cannot be completed within that time period, you should make extend the validity period of the approved plan. However, this will be extended only up to 3 years.
2. Construction activities should be carried out in conformity with the approval plan and if there is any amendment, prior approval should be taken by submitting an amended plan.
3. Certificate of Conformity (residential certificate) should be obtained immediately after completion of work and before occupying the building. An application issued from this office should be used to obtain the relevant certificate as per the Housing and Town Improvement Ordinance and usage of a building without obtaining the certificate of conformity is a punishable offence under the Housing and Town Improvement Ordinance.
4. The boundary wall should be built meters away from the centre of the road. Copy of the approved building plan is sent herewith.

..... Chairman,
..... Pradeshiya Sabha,
(Office Stamp)

BY-LAW REGARDING THE INSPECTION OF THE LAND SUBDIVISION PLANS AND
BUILDING CONSTRUCTION PLANS OF IMBULPE PRADESHIYA SABHA

Fourth Schedule

Schedule of imposition of fees mentioned in the 9th Section of this By-Law is mentioned below

1. Fees for approving land subdivision plan
Rs. 500.00 for approving plan for one allotment of land
2. Fees for approving a building plan

Total square feet of the floor	Residential	Business
1-500	300.00	1,000.00
501 - 1000	500.00	1,500.00
1001-2000	750.00	2,000.00
2001-3000	1,000.00	2,500.00
For each 500 feet unit or part of it when exceeding 3001 square feet	500.00	1,000.00

1. Fees for issuing conformity certificate for building plan is Rs. 1,000.00
2. Processing fee for approving the plans of illegal construction after regularizing

Construction, addition, reconstruction of a building without a formal development licenses	Fee to be charged	
	Fee for residential 1m ²	Fee for commercial or other 1m ²
i) Construction steps when the work had been completed to foundation level	Rs. 20.00	Rs. 50.00
When the construction had been completed upto the roof (without roof)	Rs. 30.00	Rs. 100.00
When the constructions had been completed with the roof	Rs. 40.00	Rs. 150.00
When the construction had been fully completed	Rs. 50.00	Rs. 200.00
ii) Construction of boundary walls and safety walls	Rs. 20.00	Rs. 40.00
iii) For filling of paddy lands and lands	Per Rs. 500.00 for every 150 m ²	
iv) For telephone, telecommunication towers	Rs. 1,000.00 per every 5m of height	
v) For special development projects	Rs. 10,000.00 per each 5 million	

Two years relief period will be provided from the date of implementations of the by-law for levying processing fee for approving the plans of illegal construction after regularizing in the 4th Schedule of this By-law.

01-767/2