



Seethawaka Pradeshiya Sabawa - Citizen Charter

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"> Duly perfected application in the specimen in Schedule I of the Urban Development Authority Planning and Development Regulations-2021 or in the case of areas outside urban development areas application obtained from the local authority A certified copy of the National Identity Card of the applicant 03 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) 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.) Depending on the nature of the building construction, certificates issued by the institutions mentioned in the application form. When the applicant is not the owner of the land, a consent letter from the owner of the land A rough sketch showing other surrounding landmarks for easy access to the location of land A copy of the deed of the land certified by a Notary Public. In the case of land in an assessment area, the property should have been registered in the name of the owner. 	<p>Seethawaka Pradeshiya Sabawa Hanwella Officer of Front Office ☎ 0362255052</p> <p>Sub Office Kosgama ☎ 036 2255073</p> <p>Sub Office Hanwella ☎ 036 3795488</p> <p>Sub Office Padukka ☎ 011 2859106</p> <p>Sub Office Kahahena ☎ 0362252650</p>	<ol style="list-style-type: none"> Technical Officer Officer in charge of subject Planning Committee 	14 days	<ol style="list-style-type: none"> application fee Rs.. 500/- Processing fee (fee depending on the nature of development stipulated in Schedule 2 of the Urban Development Authority Planning and Development Regulations-2021)

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02.	Approving development plans for sub-division and amalgamation of land	<ol style="list-style-type: none"> 1. Duly perfected application in Schedule I of the Urban Development Authority Planning and Development Regulations-2021 2. A certified copy of the National Identity Card of the applicant 3. 03 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 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Technical Officer/ 2. Officer in charge of subject 3. Planning Committee 	14 days	<ol style="list-style-type: none"> 1. Application fee Rs. 500/- 2. Processing fee (fee depending on the nature of development stipulated in Schedule 2 of the Urban Development Authority Planning and Development Regulations-2021)
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 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Technical Officer 2. Officer in charge of subject 	7 days	<ol style="list-style-type: none"> 1. Application fee 2. Processing fee Rs. 5000/-

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04.	Granting cover approval for unauthorized constructions	<ol style="list-style-type: none"> 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 Front Office 2. A certified copy of the National Identity Card of the applicant 3. 03 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. 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Technical Officer/ Public Health Inspector 2. Officer in charge of subject 3. Planning Committee 	28 days	<ol style="list-style-type: none"> 1. Application fee Rs. 500/- 2. Processing fee (fee depending on the nature of development stipulated in Schedule 2 of the Urban Development Authority Planning and Development Regulations-2021) 3. Late fee (fee charged depending on the nature of development stipulated in Schedule 2 of the Planning and Development Regulations)
05.	Issue of Certificate of Conformity	<ol style="list-style-type: none"> 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 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Technical Officer/ Public Health Inspector 2. Officer in charge of subject 3. Planning Committee 	14 days	<ol style="list-style-type: none"> 1. Application fee Rs. 500/- 2. Processing fee Rs. 5000/- (1x 1000/-)

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06.	Issue 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 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Technical Officer/ 2. Officer in charge of subject 	Street lines 1 when not demarcated – 15 minutes 2. when demarcated – 5 days	<ol style="list-style-type: none"> 1. Application fee Rs. 100/- 2. Processing fee Rs. 500/-
07.	Issue 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 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Officer in charge of subject 	15 minutes	<ol style="list-style-type: none"> 1. Application fee Rs. 100/- 2. Processing fee Rs. 500/-
08.	Issue 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 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Public Health Inspector 2. Technical Officer 	14 day	The amount mentioned in the notice to be notified by the council
09.	Levying Business Tax	Business Tax Notice sent to you by the Local Authority	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Revenue Inspector	15 minutes	Amount specified in Tax Notice
10.	Levying Industry Tax	Industry Tax Notice sent to you by the Local Authority	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Revenue Inspector	15 minutes	Amount specified in Tax Notice

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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) 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Officer in charge of subject 2. Technical Officer 3. Technical Committee 	14 days	<ol style="list-style-type: none"> 1. Application Rs. 200/- 2. Processing fee stipulated in environmental regulations 3. License fee Rs. 4900/-

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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
12.	Issue 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 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Officer in charge of subject 2. Revenue Inspector 	3 days	<ol style="list-style-type: none"> 1. Application fee Rs. 500/- 2. License fee charged on the square area of the advertisement as per provisions of By-laws
13.	Levying Rates	Assessment Notice sent to you by the local authority	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena		15 minutes	Total amount specified in Assessment Notice

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14.	Reservation of Crematorium	<ol style="list-style-type: none"> 1. Duly perfected application 2. A copy of the National Identity Card of applicant (with the original for verification) 3. A copy of Death Certificate of the deceased (with the original for verification). If died abroad, the death certificate issued by the respective country (with English translation if in a language other than English) 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Outside office hours, the Nominated Officer	15 minutes	<ol style="list-style-type: none"> 1. Within local limits Rs. 9000/- 2. Outside local limits Rs. 10500/-
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 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Technical Officer	2 days	Depends on the extent of the damage
16.	Removing hazardous situation caused by trees	Duly perfected application	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Technical Officer	3 days	Free of charge

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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. 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Revenue Inspector	<ol style="list-style-type: none"> 1. 02 days 2. 7 days from submitting Annexure 02 	7.5 percent (7.5%) of the face value of each admission ticket (percentage is determined as resolved by the local authority and approved by the Minister)
18.	Renting Reception Halls/Town Halls/Community Halls	Duly perfected application	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Technical Officer	1. 15 minutes to reserve the hall –	1. hall fee Rs. 10,000/- 2. Security deposit Rs. 5,000/-
19.	Renting Play-ground	1. Duly perfected application	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Technical Officer	1. 15 minutes to reserve playground	1. Playground fee Rs. 50000/- (sport) Rs. 20,000/- (Carnival) 2. Security deposit Rs. 20,000/-

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20.	Providing gully bowser service	Duly perfected application	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Technical Officer	15 minutes to reserve bowser	1. Bowser fee <ul style="list-style-type: none"> i. within the limits Rs. 3200/- (Residential) Rs. 5600/- (Commercial) ii. outside the limits Rs. 5700/- (Residential) Rs. 7200/- (Commercial) 2. For transport – Rs. 100 per kilometer
21.	Providing water bowser service	Duly perfected application	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Technical Officer	15 minutes to reserve bowser	1. Bowser fee <ul style="list-style-type: none"> i. within the limits Rs. 1000/- (with water) Rs. 600/ (Waterless) 2. For transport – Rs.100/- per kilometer 3. Security deposit Rs . 1500/-

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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
22.	Registration and revision of property title	<ol style="list-style-type: none"> 1. Duly perfected application (in duplicate) 2. 2 copies of the deed attested by a Notary Public 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Officer in charge of subject 2. Revenue Inspector 	5 days	<ol style="list-style-type: none"> 1. Application Free of charge 2. Processing Free of charge
23.	Levying Taxes on sale of certain lands	Tax on sale of certain lands notice sent to you by the local authority	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Officer in charge of subject	7 days	One percent (1%) of the proceed of sale of land
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. 	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	<ol style="list-style-type: none"> 1. Officer in charge of subject 2. Technical Officer 3. Public Health Inspector 	2 days	<ol style="list-style-type: none"> 1. Application fee Rs. 500/- 2. Processing fee 3. License fee

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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
25	Disposal of garbage at none residential sites	Duly perfected application	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena	Committee - 1. Public Health Inspector 2. Technical Officer & 3. Revenue Inspector	3 days	1. Garbage disposal fee 2. Additional deposit
26.	Levying Acreage Tax	1. Verification notice issued by the Pradeshiya Sabha	Seethawaka Pradeshiya Sabawa , Sub Office Hanwella , Kosgama, Padukka , Kahahena		15 minutes	Amount specified in the verification notice