

Name of the Institution - Bandaragama Pradeshiys Sabha.

Our Vision- An environment friendly city full of public pride with the dawn of development.

Our Mission- It is our mission to open ways to sustainable development in economic, health and cultural sectors, together with stakeholders within the existing legal framework to protect and improve luxury , welfare and all facilities of the people who live in a city with blue waters and greenery and assisting all their activities from birth to death.

Citizen Charter for Local Authorities																																						
1	2	3	4	5	6	7																																
#	Service provided	Documents to be submitted	Contact officer and T.P. numbers	Other Officers & T.P. Numbers	Minimum time taken to complete the task	Relevant Fee																																
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 05 copies of the 	Officer of Front Office ☎0382290975	<ol style="list-style-type: none"> Technical Officer / Public Health Inspector ☎0382290975 Officer in charge of subject ☎0382290975 Planning Committee <ul style="list-style-type: none"> Secretary Planning Officer Superintendent of Works Technical Officer Management Services 	14 days	<ol style="list-style-type: none"> application fee Rs.. . 440.00 Processing fee <table border="1"> <thead> <tr> <th rowspan="2">Nature of Development Work</th> <th colspan="4">Fees to be Charged</th> </tr> <tr> <th>Extent of the Land in square meters</th> <th colspan="3">Processing fee</th> </tr> <tr> <th rowspan="4">Residential and Nonresidential Buildings</th> <th rowspan="2">Extent of the building area (in square meters)</th> <th>Residential (per 1 sq.m.)</th> <th>Individual</th> <th rowspan="2">Nonresidential (per 1 sq. m.)</th> </tr> <tr> <th>Apartments</th> <th></th> </tr> </thead> <tbody> <tr> <td>Up to 400 square meters</td> <td>Rs. 20/-</td> <td>Rs. 25/</td> <td>Rs. 25/-</td> </tr> <tr> <td>401 - 1000 square meters</td> <td>Rs. 22/-</td> <td>Rs.27/-</td> <td>Rs.27/-</td> </tr> <tr> <td>1001 – 1500 square meters</td> <td>Rs.25/-</td> <td>Rs.30/-</td> <td>Rs.30/-</td> </tr> <tr> <td>1501-</td> <td>Rs. 25/-</td> <td>Rs.32/-</td> <td>Rs.32/-</td> </tr> </tbody> </table>	Nature of Development Work	Fees to be Charged				Extent of the Land in square meters	Processing fee			Residential and Nonresidential Buildings	Extent of the building area (in square meters)	Residential (per 1 sq.m.)	Individual	Nonresidential (per 1 sq. m.)	Apartments		Up to 400 square meters	Rs. 20/-	Rs. 25/	Rs. 25/-	401 - 1000 square meters	Rs. 22/-	Rs.27/-	Rs.27/-	1001 – 1500 square meters	Rs.25/-	Rs.30/-	Rs.30/-	1501-	Rs. 25/-	Rs.32/-	Rs.32/-
Nature of Development Work	Fees to be Charged																																					
	Extent of the Land in square meters	Processing fee																																				
Residential and Nonresidential Buildings	Extent of the building area (in square meters)	Residential (per 1 sq.m.)	Individual	Nonresidential (per 1 sq. m.)																																		
		Apartments																																				
	Up to 400 square meters	Rs. 20/-	Rs. 25/	Rs. 25/-																																		
	401 - 1000 square meters	Rs. 22/-	Rs.27/-	Rs.27/-																																		
1001 – 1500 square meters	Rs.25/-	Rs.30/-	Rs.30/-																																			
1501-	Rs. 25/-	Rs.32/-	Rs.32/-																																			

		<p>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)</p> <p>4. A copy of the approved survey plan of the land on which the building is to be constructed (This applies only to urban development areas declared under Urban Development Authority Act.)</p> <p>5. Depending on the nature of the building construction, certificates issued by the institutions mentioned in the application form.</p> <p>6. When the applicant is not the owner of the land, a consent letter from the owner of the land</p>		Officer		<table border="1"> <tr> <td data-bbox="1318 94 1507 181"></td> <td data-bbox="1507 94 1633 181">2000 square meters</td> <td data-bbox="1633 94 1780 181"></td> <td data-bbox="1780 94 1906 181"></td> <td data-bbox="1906 94 2074 181"></td> </tr> <tr> <td data-bbox="1318 181 1507 350"></td> <td data-bbox="1507 181 1633 350">Over 2000 square meters</td> <td data-bbox="1633 181 1780 350">Rs 2000 per each increasing 90Squire meters</td> <td data-bbox="1780 181 1906 350">Rs 2000 per each increasin g 90Squire meters</td> <td data-bbox="1906 181 2074 350">Rs 2000 per each increasing 90Squire meters</td> </tr> </table>		2000 square meters					Over 2000 square meters	Rs 2000 per each increasing 90Squire meters	Rs 2000 per each increasin g 90Squire meters	Rs 2000 per each increasing 90Squire meters
	2000 square meters															
	Over 2000 square meters	Rs 2000 per each increasing 90Squire meters	Rs 2000 per each increasin g 90Squire meters	Rs 2000 per each increasing 90Squire meters												

		<p>7. A rough sketch showing other surrounding landmarks for easy access to the location of land</p> <p>8. A copy of the deed of the land certified by a Notary Public.</p> <p>9. In the case of land in an assessment area, the property should have been registered in the name of the owner.</p>																						
02.	Approving development plans for sub-division and amalgamation of land	<p>1. Duly perfected application in Schedule I of the Urban Development Authority Planning and Development Regulations-2021</p> <p>2. A certified copy of the National Identity Card of the applicant</p> <p>3. 05 copies of the survey plan relating to the sub-division or amalgamation certified by a qualified person (You may know from the website of the local authority or</p>	<p>Officer of Front Office ☎0382290975</p>	<p>1. Technical Officer/ Public Health Inspector ☎0382290975</p> <p>2. Officer in charge of subject ☎0382290975</p> <p>3. Planning Committee</p> <ul style="list-style-type: none"> • Secretary • Planning Officer • Superintendent of Works • Technical Officer • Management 	14 days	<p>1. Application fee Rs.440.00</p> <p>2. Processing fee</p> <table border="1"> <thead> <tr> <th>Nature of Development Work</th> <th colspan="2">Fees to be Charged</th> </tr> <tr> <th>1. For subdivision of land</th> <th>Size of land Square meters</th> <th>Processing fee</th> </tr> </thead> <tbody> <tr> <td></td> <td>150 sq. m-300 sq. m</td> <td>Rs. 1000/- per one parcel</td> </tr> <tr> <td></td> <td>301 sq. m-600 sq. m</td> <td>Rs. 800/- per one parcel</td> </tr> <tr> <td></td> <td>601 sq. m-900 sq. m</td> <td>Rs. 600/- per one parcel</td> </tr> <tr> <td></td> <td>Over 900 Square meters</td> <td>Rs. 500/- per one parcel</td> </tr> </tbody> </table>	Nature of Development Work	Fees to be Charged		1. For subdivision of land	Size of land Square meters	Processing fee		150 sq. m-300 sq. m	Rs. 1000/- per one parcel		301 sq. m-600 sq. m	Rs. 800/- per one parcel		601 sq. m-900 sq. m	Rs. 600/- per one parcel		Over 900 Square meters	Rs. 500/- per one parcel
Nature of Development Work	Fees to be Charged																							
1. For subdivision of land	Size of land Square meters	Processing fee																						
	150 sq. m-300 sq. m	Rs. 1000/- per one parcel																						
	301 sq. m-600 sq. m	Rs. 800/- per one parcel																						
	601 sq. m-900 sq. m	Rs. 600/- per one parcel																						
	Over 900 Square meters	Rs. 500/- per one parcel																						

		<p>from the Front Office the applicable qualified person depending on the nature of the development)</p> <p>4. Depending on the nature of the development, certificates issued by the institutions mentioned in the application form.</p> <p>5. When the applicant is not the owner of the land, a consent letter from the owner of the land</p> <p>6. A copy of the deed of the land certified by a Notary Public.</p> <p>7. A rough sketch showing other surrounding landmarks for easy access to the location of land</p> <p>8. In the case of land in an assessment area, the property should have been registered in the name of the owner</p>		Services Officer		
03.	Revalidation of	1. Duly perfected application	Officer of Front Office	1. Technical Officer	7 days	1. Application fee Not relevant

	development license	<ol style="list-style-type: none"> The original of the approved Development Plan Copy of the development license issued. A copy of the National Identity Card of the applicant certified on both sides. When the applicant is not the owner of the land, a consent letter from the owner of the land 	☎0382290975	<ol style="list-style-type: none"> ☎0382290975 Officer in charge of subject ☎0382290975 		<ol style="list-style-type: none"> Processing fee <table border="1" data-bbox="1325 175 2039 459"> <thead> <tr> <th></th> <th>Extent (Sq.m.)</th> <th>Fee (Rs.)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Extension of validity period of the Development Permit by one year</td> <td>i. up to 1000 square meters</td> <td>Rs. 5.000/-</td> </tr> <tr> <td>ii. More than 1000 square meters</td> <td>Rs. 10,000/-</td> </tr> </tbody> </table> 		Extent (Sq.m.)	Fee (Rs.)	Extension of validity period of the Development Permit by one year	i. up to 1000 square meters	Rs. 5.000/-	ii. More than 1000 square meters	Rs. 10,000/-																			
	Extent (Sq.m.)	Fee (Rs.)																															
Extension of validity period of the Development Permit by one year	i. up to 1000 square meters	Rs. 5.000/-																															
	ii. More than 1000 square meters	Rs. 10,000/-																															
04.	Granting cover approval for unauthorized constructions	<ol style="list-style-type: none"> 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 A certified copy of the National Identity Card of the applicant 05 copies of the building plan certified by a qualified person 	Officer of Front Office ☎0382290975	<ol style="list-style-type: none"> Technical Officer/ Public Health Inspector ☎0382290975 Officer in charge of subject ☎0382290975 Planning Committee <ul style="list-style-type: none"> Secretary Planning Officer Superintendent of Works Technical Officer Management 	28 days	<ol style="list-style-type: none"> Application fee Rs. 400.00 Processing fee <table border="1" data-bbox="1325 813 2039 1510"> <thead> <tr> <th rowspan="2">Nature of Development Work</th> <th colspan="4">Fees to be Charged</th> </tr> <tr> <th colspan="2">Extent of the Land in square meters</th> <th colspan="2">Processing fee</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Residential and Nonresidential Buildings</td> <td rowspan="2">Extent of the building area (in square meters)</td> <td rowspan="2">Residential and Nonresidential Buildings</td> <td>Extent of the building area (in square meters)</td> <td rowspan="2">Residential and Nonresidential Buildings</td> </tr> <tr> <td>Individual Apartments</td> </tr> <tr> <td>Up to 400 square meters</td> <td>Rs. 20/-</td> <td>Rs. 25/-</td> <td>Rs. 25/-</td> </tr> <tr> <td>401 - 1000 square meters</td> <td>Rs. 22/-</td> <td>Rs.27/-</td> <td>Rs.27/-</td> </tr> <tr> <td>1001 – 1500 square meters</td> <td>Rs.25/-</td> <td>Rs.30/-</td> <td>Rs.30/-</td> </tr> </tbody> </table> 	Nature of Development Work	Fees to be Charged				Extent of the Land in square meters		Processing fee		Residential and Nonresidential Buildings	Extent of the building area (in square meters)	Residential and Nonresidential Buildings	Extent of the building area (in square meters)	Residential and Nonresidential Buildings	Individual Apartments	Up to 400 square meters	Rs. 20/-	Rs. 25/-	Rs. 25/-	401 - 1000 square meters	Rs. 22/-	Rs.27/-	Rs.27/-	1001 – 1500 square meters	Rs.25/-	Rs.30/-	Rs.30/-
Nature of Development Work	Fees to be Charged																																
	Extent of the Land in square meters		Processing fee																														
Residential and Nonresidential Buildings	Extent of the building area (in square meters)	Residential and Nonresidential Buildings	Extent of the building area (in square meters)	Residential and Nonresidential Buildings																													
			Individual Apartments																														
	Up to 400 square meters	Rs. 20/-	Rs. 25/-	Rs. 25/-																													
401 - 1000 square meters	Rs. 22/-	Rs.27/-	Rs.27/-																														
1001 – 1500 square meters	Rs.25/-	Rs.30/-	Rs.30/-																														

		<p>(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)</p> <p>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)</p> <p>5. Depending on the nature of building construction, certificates issued by institutions mentioned in the application</p> <p>6. When the applicant is not the owner of the land, a consent letter from the owner of the land</p> <p>7. A rough sketch showing other surrounding</p>		<p>Services Officer</p>		<table border="1"> <tr> <td data-bbox="1503 94 1633 207">1501-2000 square meters</td> <td data-bbox="1633 94 1776 207">Rs. 25/-</td> <td data-bbox="1776 94 1902 207">Rs.32/-</td> <td data-bbox="1902 94 2045 207">Rs.32/-</td> </tr> <tr> <td data-bbox="1503 207 1633 373">Over 2000 square meters</td> <td data-bbox="1633 207 1776 373">Rs 2000 per each increasing 90Square meters</td> <td data-bbox="1776 207 1902 373">Rs 2000 per each increasing 90Square meters</td> <td data-bbox="1902 207 2045 373">Rs 2000 per each increasing 90Square meters</td> </tr> </table>	1501-2000 square meters	Rs. 25/-	Rs.32/-	Rs.32/-	Over 2000 square meters	Rs 2000 per each increasing 90Square meters	Rs 2000 per each increasing 90Square meters	Rs 2000 per each increasing 90Square meters																							
1501-2000 square meters	Rs. 25/-	Rs.32/-	Rs.32/-																																		
Over 2000 square meters	Rs 2000 per each increasing 90Square meters	Rs 2000 per each increasing 90Square meters	Rs 2000 per each increasing 90Square meters																																		
<p>3. Late fee</p> <table border="1"> <thead> <tr> <th colspan="4" data-bbox="1327 532 1990 617"> Service charges for coverage approval (In addition to Processing Fee) </th> </tr> <tr> <th colspan="2" data-bbox="1327 617 1659 695"> Nature of Development Work </th> <th colspan="2" data-bbox="1659 617 1990 695"> Fees to be charged (excluding tax) </th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="1327 695 1659 857"> 1. For a division of land made without obtaining the necessary approval </td> <td colspan="2" data-bbox="1659 695 1990 857"> Rs. 3,000/- each for 1 parcel of land </td> </tr> <tr> <td colspan="2" data-bbox="1327 857 1659 1055"> 2. Construction / additions / reconstruction of buildings without approval. </td> <td data-bbox="1659 857 1822 1055"> Residential (per 1 sq.m.) </td> <td data-bbox="1822 857 1990 1055"> Non-residential (per 1 sq.m.) </td> </tr> <tr> <td colspan="2" data-bbox="1327 1055 1659 1192"> i. When only the foundation work is completed (up to Plinth Beam). </td> <td data-bbox="1659 1055 1822 1192"> Rs. 200/- </td> <td data-bbox="1822 1055 1990 1192"> Rs. 500/- </td> </tr> <tr> <td colspan="2" data-bbox="1327 1192 1659 1396"> ii. When constructed up to roof level including construction pillars and beams (excluding roof) </td> <td data-bbox="1659 1192 1822 1396"> Rs. 300/- </td> <td data-bbox="1822 1192 1990 1396"> Rs. 1000/- </td> </tr> <tr> <td colspan="2" data-bbox="1327 1396 1659 1464"> iii. Construction of walls with roof </td> <td data-bbox="1659 1396 1822 1464"> Rs. 400/- </td> <td data-bbox="1822 1396 1990 1464"> Rs. 1500/- </td> </tr> <tr> <td colspan="2" data-bbox="1327 1464 1659 1503"> iv. Completion of </td> <td data-bbox="1659 1464 1822 1503"> Rs. 500/- </td> <td data-bbox="1822 1464 1990 1503"> Rs. 2000/- </td> </tr> </tbody> </table>						Service charges for coverage approval (In addition to Processing Fee)				Nature of Development Work		Fees to be charged (excluding tax)		1. For a division of land made without obtaining the necessary approval		Rs. 3,000/- each for 1 parcel of land		2. Construction / additions / reconstruction of buildings without approval.		Residential (per 1 sq.m.)	Non-residential (per 1 sq.m.)	i. When only the foundation work is completed (up to Plinth Beam).		Rs. 200/-	Rs. 500/-	ii. When constructed up to roof level including construction pillars and beams (excluding roof)		Rs. 300/-	Rs. 1000/-	iii. Construction of walls with roof		Rs. 400/-	Rs. 1500/-	iv. Completion of		Rs. 500/-	Rs. 2000/-
Service charges for coverage approval (In addition to Processing Fee)																																					
Nature of Development Work		Fees to be charged (excluding tax)																																			
1. For a division of land made without obtaining the necessary approval		Rs. 3,000/- each for 1 parcel of land																																			
2. Construction / additions / reconstruction of buildings without approval.		Residential (per 1 sq.m.)	Non-residential (per 1 sq.m.)																																		
i. When only the foundation work is completed (up to Plinth Beam).		Rs. 200/-	Rs. 500/-																																		
ii. When constructed up to roof level including construction pillars and beams (excluding roof)		Rs. 300/-	Rs. 1000/-																																		
iii. Construction of walls with roof		Rs. 400/-	Rs. 1500/-																																		
iv. Completion of		Rs. 500/-	Rs. 2000/-																																		

		landmarks for easy access to the location of land 8. A copy of the deed of the land certified by a Notary Public.				<table border="1"> <tr> <td>construction suitable for occupancy</td> <td></td> <td></td> </tr> <tr> <td>v. Construction of boundary walls / retaining walls</td> <td>Rs. 200/- (for one meter length)</td> <td>Rs. 500/- (for one meter length)</td> </tr> <tr> <td>vi. Construction of telecommunication, transmission and antenna towers</td> <td colspan="2">Construction of foundation Rs. 150,000/- Roof top construction Rs.100,000/-</td> </tr> <tr> <td>3. Occupancy without obtaining Certificate of Conformity (CoC).</td> <td colspan="2">Per day Rs. 100/-</td> </tr> <tr> <td>4. Parking spaces (service charge for each parking space when not provided in the premises) i. All municipal councils</td> <td colspan="2">Standard Parking charges -Rs. 500,000/- Lorries - Rs. 1,000,000/- Multi axle vehicle including container - Rs. 2,500,000/-</td> </tr> <tr> <td>i. Urban councils</td> <td colspan="2">For all vehicles – Rs. 500,000/-</td> </tr> <tr> <td>i. Pradeshiya Sabha</td> <td colspan="2">For all vehicles – Rs. 250,000/-</td> </tr> <tr> <td>1. Use of parking spaces for other purposes</td> <td colspan="2">Rs. 20,000/- for one space and with an increment of 10% per annum till conversion to parking as per approved plan.</td> </tr> </table>	construction suitable for occupancy			v. Construction of boundary walls / retaining walls	Rs. 200/- (for one meter length)	Rs. 500/- (for one meter length)	vi. Construction of telecommunication, transmission and antenna towers	Construction of foundation Rs. 150,000/- Roof top construction Rs.100,000/-		3. Occupancy without obtaining Certificate of Conformity (CoC).	Per day Rs. 100/-		4. Parking spaces (service charge for each parking space when not provided in the premises) i. All municipal councils	Standard Parking charges -Rs. 500,000/- Lorries - Rs. 1,000,000/- Multi axle vehicle including container - Rs. 2,500,000/-		i. Urban councils	For all vehicles – Rs. 500,000/-		i. Pradeshiya Sabha	For all vehicles – Rs. 250,000/-		1. Use of parking spaces for other purposes	Rs. 20,000/- for one space and with an increment of 10% per annum till conversion to parking as per approved plan.	
construction suitable for occupancy																														
v. Construction of boundary walls / retaining walls	Rs. 200/- (for one meter length)	Rs. 500/- (for one meter length)																												
vi. Construction of telecommunication, transmission and antenna towers	Construction of foundation Rs. 150,000/- Roof top construction Rs.100,000/-																													
3. Occupancy without obtaining Certificate of Conformity (CoC).	Per day Rs. 100/-																													
4. Parking spaces (service charge for each parking space when not provided in the premises) i. All municipal councils	Standard Parking charges -Rs. 500,000/- Lorries - Rs. 1,000,000/- Multi axle vehicle including container - Rs. 2,500,000/-																													
i. Urban councils	For all vehicles – Rs. 500,000/-																													
i. Pradeshiya Sabha	For all vehicles – Rs. 250,000/-																													
1. Use of parking spaces for other purposes	Rs. 20,000/- for one space and with an increment of 10% per annum till conversion to parking as per approved plan.																													
05.	Issue of Certificate of Conformit	1. In the case of an urban development area, the application in Schedule I of the	Officer of Front Office ☎0382290975	1. Technical Officer/ Public Health Inspector	14 days	1. Application fee Rs. Not 2. Processing fee <table border="1"> <tr> <td>Fees for issuance of Certificate Of Conformity</td> </tr> </table>	Fees for issuance of Certificate Of Conformity																							
Fees for issuance of Certificate Of Conformity																														

y	<p>Urban Development Authority Planning and Development Regulations-2021 and in the case of other areas the application obtained from local authority</p> <p>2. Copy each of development plan issued and approved plan</p> <p>3. When the applicant is not the owner of the land, a consent letter from the owner of the land</p>		<p>☎0382290975</p> <p>2. Officer in charge of subject</p> <p>☎0382290975</p> <p>3. Planning Committee</p> <ul style="list-style-type: none"> • Secretary • Planning Officer • Superintendent of Works • Technical Officer • Management Services Office 			<table border="1"> <thead> <tr> <th data-bbox="1325 95 1524 219">Nature of development work</th> <th colspan="4" data-bbox="1524 95 2068 219">Fees to be charged (excluding tax)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1325 219 1524 300">1. Subdivision of Land</td> <td colspan="4" data-bbox="1524 219 2068 300">Rs. 1000/- per one parcel</td> </tr> <tr> <td data-bbox="1325 300 1524 1185" rowspan="3">2. Construction of buildings</td> <td data-bbox="1524 300 1654 511">Extent of the building area (in square meters)</td> <td colspan="2" data-bbox="1654 300 1896 511">Residential</td> <td data-bbox="1896 300 2068 511">Non-residential</td> </tr> <tr> <td data-bbox="1524 511 1654 673"></td> <td data-bbox="1654 511 1776 673">Individual (single story)</td> <td data-bbox="1776 511 1896 673">Apartments</td> <td data-bbox="1896 511 2068 673"></td> </tr> <tr> <td data-bbox="1524 673 1654 1185">. Up to 400 square meters</td> <td data-bbox="1654 673 1776 1185">Rs. 4,000/-</td> <td data-bbox="1776 673 1896 1185">Rs. 5,000/-</td> <td data-bbox="1896 673 2068 1185">Rs. 5,000/-</td> </tr> <tr> <td data-bbox="1325 1185 1524 1502">2. For Telecommunication towers, antenna towers/transmission towers</td> <td colspan="4" data-bbox="1524 1185 2068 1502">Rs. 5,000/-</td> </tr> <tr> <td data-bbox="1524 673 1654 1185">More than 400 square meters</td> <td data-bbox="1654 673 1776 1185">Rs. 4000/- + Rs 15 per each increasing 01 Square meter or part of it more than 400 Square meter</td> <td data-bbox="1776 673 1896 1185">Rs.5000/- + Rs 20 per each increasing 01 Square meter or part of it more than 400 Square meter</td> <td colspan="2" data-bbox="1896 673 2068 1185">Rs.5000/- + Rs 25 per each increasing 01 Square meter or part of it more than 400 Square meter</td> </tr> </tbody> </table>	Nature of development work	Fees to be charged (excluding tax)				1. Subdivision of Land	Rs. 1000/- per one parcel				2. Construction of buildings	Extent of the building area (in square meters)	Residential		Non-residential		Individual (single story)	Apartments		. Up to 400 square meters	Rs. 4,000/-	Rs. 5,000/-	Rs. 5,000/-	2. For Telecommunication towers, antenna towers/transmission towers	Rs. 5,000/-				More than 400 square meters	Rs. 4000/- + Rs 15 per each increasing 01 Square meter or part of it more than 400 Square meter	Rs.5000/- + Rs 20 per each increasing 01 Square meter or part of it more than 400 Square meter	Rs.5000/- + Rs 25 per each increasing 01 Square meter or part of it more than 400 Square meter	
Nature of development work	Fees to be charged (excluding tax)																																						
1. Subdivision of Land	Rs. 1000/- per one parcel																																						
2. Construction of buildings	Extent of the building area (in square meters)	Residential		Non-residential																																			
		Individual (single story)	Apartments																																				
	. Up to 400 square meters	Rs. 4,000/-	Rs. 5,000/-	Rs. 5,000/-																																			
2. For Telecommunication towers, antenna towers/transmission towers	Rs. 5,000/-																																						
More than 400 square meters	Rs. 4000/- + Rs 15 per each increasing 01 Square meter or part of it more than 400 Square meter	Rs.5000/- + Rs 20 per each increasing 01 Square meter or part of it more than 400 Square meter	Rs.5000/- + Rs 25 per each increasing 01 Square meter or part of it more than 400 Square meter																																				

						<table border="1"> <tr> <td>3. Boundary walls and retaining walls</td> <td>Rs. 25/- each per 1 meter length</td> </tr> <tr> <td>4. Renewal of Certificate of Conformity for Public Buildings</td> <td>Rs. 10,000/-</td> </tr> </table>	3. Boundary walls and retaining walls	Rs. 25/- each per 1 meter length	4. Renewal of Certificate of Conformity for Public Buildings	Rs. 10,000/-
3. Boundary walls and retaining walls	Rs. 25/- each per 1 meter length									
4. Renewal of Certificate of Conformity for Public Buildings	Rs. 10,000/-									
06.	Issue of Certificate of Street Lines/ Building Lines	<ol style="list-style-type: none"> Duly perfected application A copy of the survey plan of the land A certified copy of the National Identity Card of the applicant When the applicant is not the owner of the land, a consent letter from the owner of the land All amounts due to the local authority should have been settled 	Officer of Front Office ☎0382290975	<ol style="list-style-type: none"> Technical Officer/ Public Health Inspector ☎0382290975 Officer in charge of subject ☎0382290975 	Street lines 1 when not demarcated – 15 minutes 2. when demarcated – 5 days	<ol style="list-style-type: none"> Application fee Not applicable Processing fee - Rs 400.00 				

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 	Officer of Front Office ☎0382290975		15 minutes	Processing fee - Rs. 400.00
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 	Officer of Front Office ☎0382290975	<ol style="list-style-type: none"> 1. Public Health Inspector ☎0382290975 2. Technical Officer ☎0382290975 3. Revenue Inspector ☎0382290975 4. Officer in charge of subject ☎0382290975 	14 days	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	Officer of Front Office ☎0382290975	<ol style="list-style-type: none"> 1. Revenue Inspector ☎0382290975 2. Officer in charge of 	15 minutes	Amount specified in Tax Notice

				subject ☎ 0382290975												
10.	Levying Industry Tax	Industry Tax Notice sent to you by the Local Authority	Officer of Front Office ☎0382290975	1. Revenue Inspector ☎0382290975 2. Officer in charge of subject ☎ 0382290975	15 minutes	Amount specified in Tax Notice										
11.	Environmental Protection License	<ol style="list-style-type: none"> Duly perfected application. Rough sketch of the route to the place of industry or business. Details of the staff to be deployed. A certified copy of the Business Registration (not needed in renewal of the license) A copy of the deed of the land where the business is carried on (not needed in renewal of the license) 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 	Officer of Front Office ☎0382290975	<ol style="list-style-type: none"> Officer in charge of subject ☎0382290975 Technical Officer ☎0382290975 Technical Committee 	14 days	<ol style="list-style-type: none"> Application Rs. 100.00 (New Application) Rs.50.00 (Renewal Application) Processing fee stipulated in environmental regulations (proportionate to capital) <p>Inspection fee for a new Environmental Protection License</p> <table border="1"> <thead> <tr> <th>Investment</th> <th>Inspection Fee (Maximum)</th> </tr> </thead> <tbody> <tr> <td>250,000/- or less</td> <td>Rs. 3000.00</td> </tr> <tr> <td>250,001/- - 500,000/-</td> <td>Rs.3750.00</td> </tr> <tr> <td>500,001/- - 1000,000/-</td> <td>Rs.5000.00</td> </tr> <tr> <td>Above 1000,000/-</td> <td>Rs.10000.00</td> </tr> </tbody> </table> <ol style="list-style-type: none"> License fee Rs.4,950.00 	Investment	Inspection Fee (Maximum)	250,000/- or less	Rs. 3000.00	250,001/- - 500,000/-	Rs.3750.00	500,001/- - 1000,000/-	Rs.5000.00	Above 1000,000/-	Rs.10000.00
Investment	Inspection Fee (Maximum)															
250,000/- or less	Rs. 3000.00															
250,001/- - 500,000/-	Rs.3750.00															
500,001/- - 1000,000/-	Rs.5000.00															
Above 1000,000/-	Rs.10000.00															

		<p>consent letter of the owner (not needed for renewal of the license)</p> <p>7. A certified copy of the approved survey plan of the land (not needed in renewal of the license)</p> <p>8. A certified copy of the approved building plan (not needed in renewal of the license)</p>																																							
12.	Issue of permits for display of advertisements	<p>1. Duly perfected application;</p> <p>2. Identical specimen of the advertisement intended to be displayed printed on A 4 paper (with colours used);</p> <p>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;</p>	<p>Officer of Front Office ☎0382290975</p>	<p>1. Officer in charge of subject ☎0382290975</p> <p>2. Revenue Inspector ☎0382290975</p>	3 days	<p>1. Application fee Not applicable</p> <p>2. License fee charged on the square area of the advertisement as per provisions of By-laws</p> <table border="1"> <thead> <tr> <th colspan="6">Schedule</th> </tr> <tr> <th rowspan="2">Sub no</th> <th rowspan="2">Nature of the board</th> <th rowspan="2">Size Square meter</th> <th colspan="3">Fee- Rs</th> </tr> <tr> <th>Less than 03 months</th> <th>Between 03 or 06 months</th> <th>Per year</th> </tr> </thead> <tbody> <tr> <td rowspan="2">01</td> <td rowspan="2">Advertisements posted on any boundary wall or wall</td> <td>less than 1</td> <td>250/-</td> <td>350/-</td> <td>500/-</td> </tr> <tr> <td>More than 1</td> <td colspan="3">Rs 200 per each increasing 01 Square meter or part of it</td> </tr> <tr> <td rowspan="2">02</td> <td rowspan="2">For fabric digital banners</td> <td>less than 3</td> <td>250/-</td> <td>350/-</td> <td>500/-</td> </tr> <tr> <td>More than 3</td> <td colspan="3">Rs 300 per each increasing 01 Square</td> </tr> </tbody> </table>	Schedule						Sub no	Nature of the board	Size Square meter	Fee- Rs			Less than 03 months	Between 03 or 06 months	Per year	01	Advertisements posted on any boundary wall or wall	less than 1	250/-	350/-	500/-	More than 1	Rs 200 per each increasing 01 Square meter or part of it			02	For fabric digital banners	less than 3	250/-	350/-	500/-	More than 3	Rs 300 per each increasing 01 Square		
Schedule																																									
Sub no	Nature of the board	Size Square meter	Fee- Rs																																						
			Less than 03 months	Between 03 or 06 months	Per year																																				
01	Advertisements posted on any boundary wall or wall	less than 1	250/-	350/-	500/-																																				
		More than 1	Rs 200 per each increasing 01 Square meter or part of it																																						
02	For fabric digital banners	less than 3	250/-	350/-	500/-																																				
		More than 3	Rs 300 per each increasing 01 Square																																						

		<p>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;</p> <p>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.</p> <p>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</p>				<table border="1"> <tr> <td></td> <td></td> <td></td> <td colspan="3" style="text-align: center;">meter or part of it</td> </tr> <tr> <td rowspan="2" style="text-align: center;">03</td> <td rowspan="2" style="text-align: center;">For advertise ments displaye d by plates or wood</td> <td style="text-align: center;">less than 1</td> <td style="text-align: center;">500/-</td> <td style="text-align: center;">750/-</td> <td style="text-align: center;">1000/-</td> </tr> <tr> <td style="text-align: center;">More than 1</td> <td colspan="3" style="text-align: center;">Rs 300 per each increasing 01 Square meter or part of it</td> </tr> <tr> <td rowspan="2" style="text-align: center;">04</td> <td rowspan="2" style="text-align: center;">For advertise ments operated using electricit y</td> <td style="text-align: center;">less than 1</td> <td style="text-align: center;">500/-</td> <td style="text-align: center;">750/-</td> <td style="text-align: center;">1000/-</td> </tr> <tr> <td style="text-align: center;">More than 1</td> <td colspan="3" style="text-align: center;">Rs 300 per each increasing 01 Square meter or part of it</td> </tr> <tr> <td rowspan="2" style="text-align: center;">05</td> <td rowspan="2" style="text-align: center;">Advertis ements on polythen e or cardboa rd</td> <td style="text-align: center;">less than 1</td> <td style="text-align: center;">250/-</td> <td style="text-align: center;">350/-</td> <td style="text-align: center;">500/-</td> </tr> <tr> <td style="text-align: center;">More than 1</td> <td colspan="3" style="text-align: center;">Rs 200 per each increasing 01 Square meter or part of it</td> </tr> <tr> <td rowspan="2" style="text-align: center;">06</td> <td rowspan="2" style="text-align: center;">Advertis ements by plastic boards or fiber boards</td> <td style="text-align: center;">less than 1</td> <td style="text-align: center;">250/-</td> <td style="text-align: center;">350/-</td> <td style="text-align: center;">500/-</td> </tr> <tr> <td style="text-align: center;">More than 1</td> <td colspan="3" style="text-align: center;">Rs 200 per each increasing 01 Square meter or part of it</td> </tr> <tr> <td rowspan="2" style="text-align: center;">07</td> <td rowspan="2" style="text-align: center;">For advertise ments using electroni c devices</td> <td style="text-align: center;">less than 1</td> <td style="text-align: center;">750/-</td> <td style="text-align: center;">850/-</td> <td style="text-align: center;">1000/-</td> </tr> <tr> <td style="text-align: center;">More than 1</td> <td colspan="3" style="text-align: center;">Rs 500 per each increasing 01 Square meter or part of it</td> </tr> </table>				meter or part of it			03	For advertise ments displaye d by plates or wood	less than 1	500/-	750/-	1000/-	More than 1	Rs 300 per each increasing 01 Square meter or part of it			04	For advertise ments operated using electricit y	less than 1	500/-	750/-	1000/-	More than 1	Rs 300 per each increasing 01 Square meter or part of it			05	Advertis ements on polythen e or cardboa rd	less than 1	250/-	350/-	500/-	More than 1	Rs 200 per each increasing 01 Square meter or part of it			06	Advertis ements by plastic boards or fiber boards	less than 1	250/-	350/-	500/-	More than 1	Rs 200 per each increasing 01 Square meter or part of it			07	For advertise ments using electroni c devices	less than 1	750/-	850/-	1000/-	More than 1	Rs 500 per each increasing 01 Square meter or part of it		
			meter or part of it																																																											
03	For advertise ments displaye d by plates or wood	less than 1	500/-	750/-	1000/-																																																									
		More than 1	Rs 300 per each increasing 01 Square meter or part of it																																																											
04	For advertise ments operated using electricit y	less than 1	500/-	750/-	1000/-																																																									
		More than 1	Rs 300 per each increasing 01 Square meter or part of it																																																											
05	Advertis ements on polythen e or cardboa rd	less than 1	250/-	350/-	500/-																																																									
		More than 1	Rs 200 per each increasing 01 Square meter or part of it																																																											
06	Advertis ements by plastic boards or fiber boards	less than 1	250/-	350/-	500/-																																																									
		More than 1	Rs 200 per each increasing 01 Square meter or part of it																																																											
07	For advertise ments using electroni c devices	less than 1	750/-	850/-	1000/-																																																									
		More than 1	Rs 500 per each increasing 01 Square meter or part of it																																																											

		and Development Regulations – 2021				
13.	Levying Rates	Assessment Notice sent to you by the local authority	Officer of Front Office ☎0382290975	1. Officer in charge of subject ☎0382290975 2. Revenue Inspector ☎0382290975	15 minutes	Total amount specified in Assessment Notice
14.	Reservation of Crematorium	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)	Officer of Front Office ☎0382290975	Outside office hours, the Nominated Officer 1. Officer in charge of subject ☎0382290975 2. Revenue Inspector ☎0382290975	15 minutes	1. Within local limits Rs. 10 000.00 2. Outside local limits Rs. 12 000.00
15.	Application for permission to cause damages to road	1. Duly perfected application 2. Rough sketch showing the easiest access road to the spot of the road damages to be inflicted.	Officer of Front Office ☎0382290975	1. Technical Officer ☎0382290975 2. Officer in charge of subject ☎0382290975	2 days	Depends on the extent of the damage

		3. A copy of the letter issued by the relevant service providing agency				
16.	Removing hazardous situation caused by trees	Duly perfected application	Officer of Front Office ☎0382290975	1. Technical Officer ☎0382290975 2. Officer in charge of subject ☎0382290975	3 days	Free of charge Rs. 1000.00
17.	Levying and exempting from entertainment tax	1. For the purpose of levying entertainment tax - 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 - i. Depending on the value of the admission tickets to be sold, an amount equal to the entertainment tax should be deposited in the	Officer of Front Office ☎0382290975	1. Revenue Inspector ☎0382290975 2. Officer in charge of subject ☎0382290975	1. 02 days 2. 7 days from submitting Annexure 02	10 percent (10%) of the face value of each admission ticket (percentage is determined as resolved by the local authority and approved by the Minister)

		<p>first instance;</p> <p>ii. the estimate of income and expenditure of the entertainment activity should be submitted at the time of depositing the entertainment tax;</p> <p>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.</p>				
18.	Renting Reception Halls/Town Halls/Community Halls	Duly perfected application	<p>1. Officer of Front Office ☎0382290975</p> <p>2. Officer in charge of the Hall ☎0382290975</p>	<p>1. Technical Officer ☎0382290975</p> <p>2. Revenue Inspector ☎0382290975</p> <p>3. Officer in charge of subject ☎0382290975</p>	1. 15 minutes to reserve the hall –	<p>1. Hall charges Rs. 10 000.00</p> <p>2. Security deposit Rs. 3000.00</p> <p>3. Charge for electricity Rs. 2000.00</p> <p>4. Special Lighting Rs. 3000.00</p> <p>5. Sound Broadcast Rs. 5000.00</p>
19.	Providing water	Duly perfected	1. Officer of Front	Technical Officer ☎0382290975	15 minutes to reserve bowser	1. Bowser fee (a load of 6000 L)

	bowser service	application	Office ☎0382290975 2. Water bowser Driver ☎0382290975			i. within the limits Rs. 10 000.00 ii. outside the limits Rs.10 000.00 (Rs.50.00 for every additional 1 km) 2. For transport – Rs.500.00 per kilometer (outside the limits) 3. Security deposit Not applicable
20.	Registration and revision of property title	1. Duly perfected application(in duplicate) 2. 2 copies of the deed attested by a Notary Public 3. 02 copies of approved plan 4. 02 copies of Assessment Fee payment receipts if Assessment or tax paid 5. Pedigrees, Affidavits, Title Records when required	Officer of Front Office ☎0382290975	1. Officer in charge of subject ☎0382290975 2. Revenue Inspector ☎0382290975	5 days	1. Application fee Rs. 200.00 2. Processing fee Not applicable
21.	Levying Taxes on sale of certain lands	Tax on sale of certain lands notice sent to you by the local authority	1. Revenue Inspector ☎0382290975 2. Officer of Front Office ☎0382290975	1. Officer in charge of subject ☎0382290975 2. Technical Officer ☎0382290975 3. Planning Committee • Secretary	15 minutes	One percent (1%) of the proceed of sale of land

				<ul style="list-style-type: none"> • Planning Officer • Superintendent of Works • Technical Officer • Management Services Office 		
22	Disposal of garbage at none residential sites	Duly perfected application	Officer of Front Office ☎0382290975	Committee ☎0382290975 1. Public Health Inspector 2. Technical Officer & 3. Revenue Inspector	3 days	<ol style="list-style-type: none"> 1. Garbage disposal fee Rs. 06.00 (1Kg – Degradable) Rs. 15.00 (1Kg – non-degradable) 2. Additional deposit -
23.	Levying Acreage Tax	1. Verification notice issued by the Pradeshiya Sabha	Officer of Front Office ☎0382290975	1. Officer in charge of subject ☎0382290975 2. Revenue Inspector ☎0382290975	15 minutes	Amount specified in the verification notice

Our Commitment

We are committed to provide our services -

- With integrity
- Wisely
- Politely

- With understanding
- Subjective and unbiased
- With transparency
- With accountability
- Diligently
- Effectively and efficiently

Our Expectation

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

Our Standards

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

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

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

Grievance and Redress Mechanism

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

You can also submit your complaints directly to the chairman and secretary of Bandaragama local council.

Chairman: - ☎ 038-2290975

Secretary:-☎ 038-2289502

Position: -Public Complaints Officer (Head Office)

Position:-Public Complaints Officer (Thalpitibadda sub Office)

Venue: -Super Market Complex, Kalutara Road, Bandaragama
Kurusa Junction, Alobomulla

Venue:-Talpitibadda Library, Mahawilawatta, Aruggoda Road,

Phone/Fax/E- Mail: - 038 -2290975/038-2290035/bpshead@gmail.com
2290035/bpshead@gmail.com

Phone/Fax/E- Mail:- 038 -2232434/038-

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

a. We will be in constant contact with you or your representatives receiving our services. If you wish to get in touch with us, please contact us on Telephone No.038-2290975

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

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

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