



## Schedule 1 – Form “A”

### PRELIMINARY PLANNING CLEARANCE APPLICATION

Reference Number ..... .

#### Profile Holder's Details

Name: .....

Email: .....

N.I.C/Passport Number: .....

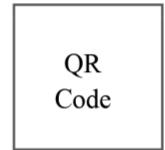
Contact Number :.....

Additional Mobile Number: - .....

Address: .....

#### Application details

Local Authority: .....



*Office use only*

### 01. SUMMARY OF PROPOSED DEVELOPMENT

#### 1.1 Proposed Site Development

- BOI Projects
- Residential
- Commercial
- Mixed Development
- Sport Complexes
- Water Front Development
- Floating Structures / Water Bungalows
- Linkages (Bridges)
- International Schools
- National Projects
- Projects coming through Line Ministries
- Land Sub Division
- Industries
- Quarries and Mining
- Construction of towers (Water/ Communication/ Antenna)
- Other Projects

If other, please specify

#### 1.2 Assessment Number

#### 1.3 Road Name

#### 1.4 Name of the Grama Niladhari Division (GND)

#### 1.5 Name of the Local Authority

1.6 Address of the proposed site for the development

1.7 Ownership type of the land

Freehold       Lease       Other

If other, please specify

Attach the Deed/ Ownership Certificate

1.8 Current use of the land

Vacant / Bare land       Commercial       Industry & Workshops  
 Residential - Apartment       Government Office       Warehouses  
 Residential - Individual House       Other Office       Restaurants, Hotels  
      Specify the use mentioned in 1.8

02. APPLICANT'S/S' INFORMATION

Salutation

Rev.       Mr.       Mrs.       Miss.

2.1 Full Name of the Applicant

2.2 NIC Number

Attach a copy of NIC

2.3 Telephone Number

Mobile Number

#### **2.4 Fax Number**

[View Details](#) | [Edit](#) | [Delete](#)

## 2.5 Email Address

For more information about the study, please contact Dr. John Smith at (555) 123-4567 or via email at [john.smith@researchinstitute.org](mailto:john.smith@researchinstitute.org).

## 2.6 Postal Address

[View Details](#) | [Edit](#) | [Delete](#)

### **Details of other Applicants**

Applicant Name	NIC Number	Address	Contact Number	E-mail
01				
02				
03				

2.7 If the Applicant is a Company or an Association, the VAT Reg. Number

[View Details](#)

Attach the Business Registration Certificate if the Applicant is a company or other organization

#### **2.8 Attach the Applicant's (s') Declaration**

2.9 Does the applicant own the land proposed for development

- Yes       No

If the APPLICANT is NOT the OWNER of the land, details of the Land Owner

## Salutation

- Rev.                       Mr.                       Mrs.                       Miss.

### 2.9.1 Full Name

[View Details](#)

## 2.9.2 NIC Number

[View Details](#)

**Attach a copy of NIC**

### 2.9.3 Telephone Number

[View Details](#) | [Edit](#) | [Delete](#)

2.9.4 Fax Number

2.9.5 Email Address

2.9.6 Postal Address

2.10 Attach the Owner's declaration

3.0 DETAILS OF ACCESS ROAD/S

3.1 Attach the Location Plan of the site (Please submit a sketch/map of the location, indicating the main town, junction, access road to the land from the main road, adjoining properties and special land marks)

3.2 Ownership of the main road/access road

- Public                                    Private

3.3 Physical Width of the road/access road (m)

4.0 DETAILS OF LAND TO BE DEVELOPED

4.1 Survey plan number

4.2 Surveyed date

4.3 Total number of lots

4.4 Total land extent in Acres, Rood and Perches (ex- 2A 3R 3P)

4.5 Lot number of the proposed site to be developed

4.6 Attach the survey plan (scale not less than 1:1000)

4.7 Width of the Road Frontage of the site in Meters

4.8 Are there any existing buildings on the site?

Yes       No

If Yes, Details of existing buildings

4.8.1 Number of Building

4.8.2 Number of Floors

4.8.3 Maximum Height

4.8.4 Gross Floor Area (Sq.m)

4.9 Attach the approved building plan and Certificate of Conformity (CoC) of existing buildings (If applicable)

#### 5.0 DETAILS OF PROPOSED DEVELOPMENT

5.1 Is the site proposed to be filled up and raised?

Yes       No

5.2 If Yes, give details of such proposals in relation to roads and drainage proposals

5.3 Attach the drawings/ proposals related to site development (If applicable)

5.4 Details of proposed development (Give a brief description with site plans and elevations)

5.5 Attach drawings/ plans related to proposed development (If available)

5.6 Gross Floor Area of the building (Sq.m)

5.7 Number of Floors in proposed building

5.8 Attach a schedule of floor area by uses at each floors

5.9 Proposed Floor Area Ratio (FAR). (= Gross Floor Area of All Buildings/ Site Area)

5.10 Proposed Plot Coverage [(= Floor Area at Ground Level/ Site Area)\*100]

5.11 Attach a tentative cost estimate of the project certified by a Qualified Person (If applicable)

#### 6.0 INFRASTRUCTURE AVAILABILITY

6.1 Describe the water availability to the site

6.2 Describe the solid waste disposal arrangement

6.3 Describe the availability of sewer/ wastewater disposal facility

6.4 Is the proposed site can be served through national electricity grid?

- Yes                                    No

6.5 Number of car parking bays provided

6.6 Other parking arrangements (specify)

#### 7.0 Details of Proposed Development for Subdivision/ Amalgamation/ Development

7.1 Total extent of the land proposed to be subdivided (Perches)

7.2 Proposed Use

- Residential (Apartments)
- Residential (Detached Houses)
- Commercial - Please Specify
- Offices
- Restaurant/ Hotels
- Industry & Workshops
- Warehouses
- Other

Please specify the use mentioned in 7.2

7.3 Attach a schedule of lots including proposed uses

7.4 Total number of lots to be subdivided

8.0 ADDITIONAL INFORMATION

8.1 Attach the Document check list

9.0 APPLICATION PAYMENT SECTION

9.1 Date of the Payment

9.1 Paid Amount (LKR)

9.2 Mode of Payment

Attach the Payment slip

9.3 Branch

## Schedule 1- Form A- Annexure I



**Urban Development Authority  
Preliminary Planning Clearance  
Declaration Form of the Applicant**

Reference No.

PPC/...../...../...../...../.....

**Details of the Proposed Development**

Proposed Development Type	
Address of the Site	
Assessment No.	

(If Applicant is a Company or Association the form must be signed by Director or Authorized Person under common seal)

I / We certify that,

- The information furnished herein by me/us is true and correct.
- I / We understand that the effective date relating to an application will be the date on which, all plans and documents specified in the application have been submitted.
- I / We understand that incomplete applications will not be accepted nor registered.
- I am / We are aware that I / we will be informed within 8 days of any major shortcomings, which prevent the determination of the application.
- I am / We are aware that if any of the information provided by me/us is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.

I / We hereby certify that the following relevant qualified person has prepared the plans submitted by me / us.

Name of the Town Planner	
Name of the Architect	
Name of the Surveyor	

Name of the Applicant/s	1.	2.
National Identity Card No.	1.	2.
Signature of the Applicant/s	1.	2.
Date	1.	2.
Does the applicant own the land proposed for development?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

## Schedule 1- Form A - Annexure II



**Urban Development Authority  
Preliminary Planning Clearance  
Declaration Form of the Owner of the Land**

Reference No.

PPC/ ..... / ..... / ..... / ..... / .....

**Details of the Applicant or his Agent and Proposed Development**

Name of the Applicant			
National Identity Card No.		Tel No.	
Proposed Development Type			
Address of the Site			
Assessment No.			

(If the Applicant is not the Owner of the land get this declaration signed from the Owner of the land)  
I/we certify that,

- I am / We are the absolute Owner / Lessee of the land on which the Developer intends to erect the building.
- I am / We are enclosing copies of the relevant documents of ownership / lease certified by Magistrate, DC Judge / Notary Public or Gazetted Officer authorized by the commission on this behalf.
- I / We have given my/our legal authority to undertake the above development on my land.
- I am / We are aware that if any of the information provided by me/us is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.

I / we hereby certify that the following relevant qualified person has prepared the plans submitted by me / us.

Name of the Town Planner		
Name of the Architect or any Qualified Person		
Name of the Surveyor		

Name of the Owner/s	1.	2.
National Identity Card No.	1.	2.
Signature of the Owner/s	1.	2.
Date	1.	2.

**Schedule 1 - Form “B”**

**LAND SUB-DIVISION / AMALGAMATION / DEVELOPMENT APPLICATION**

Reference Number .....

**Profile Holder's Details**

Name: .....  
Email: .....  
N.I.C/Passport Number: .....  
Contact Number:.....  
Additional Mobile Number: - .....  
Address: .....

**Application details**

Local Authority: .....



QR Code

*Office use only*

**01. SUMMARY OF PROPOSED DEVELOPMENT**

**1.1 Type of Proposed Development**

- Perimeter plan       Extraction       Subdivision       Amalgamation

If other, please specify

**1.2 Proposed Use**

- Residential       Commercial       Warehouses  
(Apartments)       Offices       Other  
 Residential (Detached       Restaurant/ Hotels  
Houses)       Industry & Workshops -

Specify the use mentioned in 1.2

**1.3 Previously approved plan number of proposed site for development (if applicable)**

Attach the previously approved plan

**1.4 Assessment Number**

**1.5 Road Name**

**1.6 Name of the Grama Niladhari Division (GND)**

1.7 Name of the Local Authority

1.8 Address of the proposed site for the development

1.9 Ownership type of the land

- Freehold       Lease       Other

If other, Please Specify

1.10 Attach the Deed/ Ownership Certificate

1.11 Is a Rate Clearance Receipt available for proposed site?

- Yes       No

1.11.1 If Yes, provide the receipt number and date paid of Rate Clearance

1.11.2 Attach the Rate Clearance Receipt

02. APPLICANT'S/(S') INFORMATION

Salutation

- Rev.       Mr.       Mrs.       Miss.

2.1 Full Name of the Applicant

2.2 NIC Number

Attach a scanned copy of NIC

2.3 Telephone Number

Mobile Number

2.4 Fax Number

## 2.5 Email Address

**ANSWER** The answer is 1000.

## 2.6 Postal Address

[View Details](#)

### Details of other Applicants

Applicant Name	NIC Number	Address	Contact Number	E-mail
01				
02				
03				

2.7 If the Applicant is a Company or an Association, the VAT Reg. Number

Attach the Business Registration Certificate if the Applicant is a company or other organization

## 2.8 Attach the Applicant's (s') Declaration

2.9 Does the applicant own the land proposed for development

- Yes       No

If the APPLICANT is NOT the OWNER of the land, details of the Land Owner

### Salutation

- Rev.                     Mr.                     Mrs.                     Miss.

### 2.9.1 Full Name

**ANSWER** The answer is 1000.

## 2.9.2 NIC Number

**ANSWER**

Attach a copy of NIC

### 2.9.3 Telephone Number

[View Details](#)

#### 2.9.4 Fax Number

**ANSWER** The answer is (A). The first two digits of the number 1234567890 are 12.

### 2.9.5 Email Address

[View Details](#)

### 2.9.6 Postal Address

For more information about the study, please contact Dr. [REDACTED] at [REDACTED].

Attach a copy of NIC of the Owner (If Applicable)

#### **2.10 Attach the Owner's declaration**

### **3.0 DETAILS OF ACCESS ROAD/S**

3.1 Attach the Location Plan of the site (Please submit a sketch/map of the location, indicating the main town, junction, access road to the land from the main road, adjoining properties and special land marks)

### **3.2 Ownership of the main road / access road**

- Public
  - Private

### 3.3 Physical width of the road /access road (m)

**ANSWER** The answer is 1000.

3.4 If private access, number of lots already served by private access

**ANSWER** The answer is 1000.

#### 04. DETAILS OF LAND TO BE SUBDIVIDED / AMALGAMATED

#### 4.1 Current use of the land

- Vacant / Bare land
  - Residential - Apartment
  - Residential - Individual House
  - Commercial
  - Offices
  - Restaurants, Hotels
  - Industry & Workshops
  - Warehouses
  - Other

Specify the use mentioned in 4.1

**ANSWER**

#### 4.2 Are there any buildings located in the proposed site?

- Yes
  - No

4.3 Are all the existing buildings, buildings to be demolished, boundary walls, fences and other details shown in the plan?

Yes       No

4.5 Survey plan number

4.6 Surveyed date

4.7 Total number of lots

4.8 Total land extent in Acres, Rood and Perches (ex- 2A 3R 3P)

4.9 Attach the survey plan (scale not less than 1:1000)

5.0 DETAILS OF STORM WATER DRAINAGE

5.1 Is there any drainage (belongs to any local authority/privately owned) within or adjacent to proposed development site

Yes       No

5.2 If Yes, is it shown in the survey plan?

Yes       No

5.3 Is there any arrangement made for storm water disposal?

Yes       No

6 .0 INFRASTRUCTURE AVAILABILITY

6.1 Describe the water availability to the site

6.2 Describe the solid waste disposal

6.4 Is the proposed site can be served through national electricity grid?

Yes       No

**7.0 AVAILABLE CLEARANCE/S, CERTIFICATE/S ALREADY OBTAINED FROM RELEVANT INSTITUTION/S**

**7.1 Details of other relevant Clearance/s, Certificate/s**

Name of the Clearance / Certificate	Name of the Relevant Institution
1.	
2.	
3.	

Attach a copy of relevant Clearance/s, Certificate/s

**8.0 DECLARATION OF THE QUALIFIED PERSON – REGISTERED LICENSED SURVEYOR**

**8.1 Name**

**8.2 Email Address**

**8.3 Attach the declaration**

**9.0 DECLARATION OF THE QUALIFIED PERSON - TOWN PLANNER**

**9.1 Name**

**9.2 Email Address**

**9.3 Attach the declaration**

**10.0 DECLARATION OF THE QUALIFIED PERSON – CIVIL ENGINEER**

**10.1 Name**

10.2 Email Address

10.3 Attach the declaration

11.0 ADDITIONAL INFORMATION

11.1 Attach the document check list

12.0 APPLICATION PAYMENT SECTION

12.1 Date of the Payment

12.2 Paid Amount

12.3 Mode of Payment

Attach the Payment slip

12.4 Branch

### Schedule 1- Form B - Annexure I

**Urban Development Authority**  
**Land Sub Division, Amalgamation or Development**  
**Declaration Form of the Applicant**

Reference No.



...../...../...../..... / .....
---------------------------------

#### Details of the Proposed Development

Proposed Development Type (Perimeter Plan, Extraction, Subdivision, Amalgamation)	
Address of the Site	
Assessment No.	

(If Applicant is a Company or Association the form must be signed by Director or Authorized Person under common seal)

I / We certify that,

- The information furnished herein by me/us is true and correct.
- I / We understand that an effective date will be given to my application only if, all plans and documents specified in the application have been submitted.
- I / We understand that incomplete applications will not be accepted nor registered.
- I am / We are aware that I/we will be informed within 8 days of any major shortcomings, which prevent the determination of the application.
- I am / We are aware that if any of the information provided by me/us is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.

I / We hereby certify that the following relevant qualified person has prepared the plans submitted by me/us.

Name of the Town Planner	
Name of the Registered Licensed Surveyor	

Name of the Applicant/s	1.	2.
National Identity Card No.	1.	2.
Signature of the Applicant/s	1.	2.
Date	1.	2.
Does the applicant own the land proposed for development	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Schedule 1- Form B- Annexure II

**Urban Development Authority**

**Land Sub Division, Amalgamation or Development**

**Declaration Form of the Owner of the Land**

(If the Applicant is not the Owner of the land get this declaration signed from the Owner of the land)



Reference No.

BOP/...../...../..... /...../ .....

#### Details of the Applicant and Proposed Development

Name of the Applicant			
National Identity Card No.		Tel.No.	
Proposed Development Type (Perimeter Plan, Extraction, Subdivision, Amalgamation)			
Address of the Site			
Assessment No.			

I / We certify that,

- I am / We are the absolute Owner / Lessee of the land on which the Developer intends to erect the building.
- I am / We are enclosing copies of the relevant documents of Ownership / Lease certified by Magistrate, DC Judge/ Notary Public or Gazetted Officer authorized by the commission on behalf.
- I / We have given my/our legal authority to undertake the above development on my land.
- I am / We are aware that if any of the information provided by me/us is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.

I / We hereby certify that the following relevant qualified person has prepared the plans submitted by me/us.

Name of the Town Planner		
Name of the Registered Licensed Surveyor		

Name of the Owner/s	1.	2.
National Identity Card No.	1.	2.
Signature of the Owner/s	1.	2.
Date	1.	2.

### Schedule 1- Form B - Annexure III

**Urban Development Authority  
Land Sub Division, Amalgamation or Development  
Declaration Form of the Licensed Surveyor**



Reference No.

BOP/...../...../...../...../.....

#### Details of the Applicant and Proposed Development

Name of the Applicant			
National Identity Card No.		Tel. No.	
Proposed Development Type (Perimeter Plan, Extraction, Subdivision, Amalgamation)			
Address of the Site			
Assessment No.			

I certify that,

I have prepared the Survey Plan No. ..... dated ..... and plan is in accordance with subdivision regulations of the Urban Development Authority and other Relevant Laws.

I am aware that if any of the information provided by me is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.

Signature of the Registered Licensed Surveyor			Date
Name			
Email Address	Tele.No.		
Registration No. of the Professional Institute (If available)			
Postal Address		National Identity Card No.	
Seal			

### Schedule 1- Form B - Annexure IV



**Urban Development Authority**

**Land Sub Division, Amalgamation or Development**

**Declaration Form of the Town Planner**

**Reference No.**

BOP/...../...../..... /...../ .....

#### Details of the Proposed Development

Name of the Applicant			
N.I.C. No.		Tel No.	
Proposed Development Type (Perimeter Plan, Extraction, Subdivision, Amalgamation)			
Address of the Site			
Assessment No.			

I certify that,

- I am a qualified Town Planner who is a Corporate Member of the Institute of Town Planners Sri Lanka.
- I have personally checked and verified that the plans and documents are in accordance with the Planning and Building Regulations of the Urban Development Authority and other relevant Laws.
- I have examined the validity of the evidence produced by the applicant along with this application.
- I am aware that, if any of the information provided by me is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.
- If the site has been developed to be released to the real estate market, I will make periodic supervision and provide necessary instructions during the period of site development until the Certificate of Conformity is obtained.
- I am aware that the Urban Development Authority has the right to report to the Institute of Town Planners Sri Lanka regarding any breach of professional code or any unprofessional conduct committed by me in relation to the provided professional services for proposed development.
- I am aware that I have to inform the Urban Development Authority with a two weeks prior notice, If I am planning to resign from the responsibilities of the proposed project.

Signature of the Town Planner		Date	
Name			

I නොකළ සංඛ්‍යාතය : (I) නොකළ - ශ්‍රී ලංකා පර්‍යාලන්තික සමාජවාදී ජනරජයේ අති විශේෂ ගැසට පතය -

2021.07.08

65A

PART I : Sec (I) – GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA – 08.07.2021

Email Address		Tele. No.	
Registration No. of the Professional Institute (ITPSL, Membership No of the Town Planner)			
Postal Address		N.I.C. No.	
Seal			

### Schedule 1 - Form B - Annexure V

[Regulation 4]

#### Letter of Indemnity for Land Sub Division, Amalgamation or Development

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

I / We .....  
(both)

(name of the Owner/s or Managing Director / Chief Executive Officer (CEO) / Director with the name of the Company) .....

..... (Permanent Address of the Owner / Head Office of the Company) do hereby agree and undertake to pay or fully remedy any damages foreseeable or otherwise which may be incurred or suffered by any third party and to indemnify keep indemnified and saved harmless the Urban Development Authority at all times against any such claims or demands or any damages whatsoever which may be incurred or suffered by the third party in the future or at present arising out of any construction works or earth cutting and filling associated with the said property bearing Assessment No.

..... (Location of the Development)

(address) depicted in the Plan No. .... dated ..... made by ..... Registered Licensed Surveyor in the Subdivision Application bearing No. ....

Signature of the Owner /MD/CEO

Name: ..... NIC No. .....

#### Witnesses:

- |                  |                  |
|------------------|------------------|
| 1. Name: .....   | 2. Name: .....   |
| Address: .....   | Address: .....   |
| Signature: ..... | Signature: ..... |
| NIC No. ....     | NIC No. ....     |
| Tel No. ....     | Tel. No. ....    |

Date:.....

Note: In the case of a Company Board Resolution shall be provided.

### Schedule 1- Form B - Annexure VI

[Regulation 19]

.....  
Attorney-at-Law & Notary Public  
.....  
.....  
.....

#### PRIOR REGISTRATION :

#### DEED OF CONVEYANCING

NO:

TO ALL TO WHOM THESE PRESENTS SHALL COME,  
..... (Holder of National Identity Card No. .......) of  
No. ..... in the Democratic Socialist Republic of Sri Lanka  
(hereinafter sometimes called and referred to as "**the Grantor**" which term or expression as  
hereinused shall where the context so requires or admits mean and include the said  
..... and his/her heirs executors and administrators).

#### SEND GREETINGS:

**WHEREAS** the said Grantor under and by virtue of **Deed of Transfer bearing No.**  
..... dated ..... attested by ....., **Notary Public of Colombo** is seized  
and possessed of or otherwise well and sufficiently entitled to all that allotment of land marked  
**Lot .....** depicted in Plan No. ..... dated ..... made by .....  
**Licensed Surveyor & Leveller** morefully described in the **First Schedule hereto.**

**AND WHEREAS** Section ..... of the Gazettee of the said Republic of Sri  
Lanka No. .....dated .....has mentioned where the parcel of land or site to be subdivided

exceeds **One Point Zero Hectares (1.0 Hect.)** an area of not less than **Ten per centum (10%)** of the land or site, excluding streets shall be reserved for community and recreation uses in appropriate locations.

**AND WHEREAS** the consideration of the land marked **Lot .....** **depicted in Plan No. ....** made by ..... **Licensed Surveyor**, which is morefully described in the **First Schedule hereto** the **10%** of the entire subdivided land exceeded **1.0 Hectares** which is morefully described in the **Second Schedule hereto** and calculated in a sum of **RUPEES .....** (Rs. ....)

**AND WHEREAS** the said Grantor has agreed with -----  
-----**(Relevant Local Authority)** a body corporate and duly established under -----  
----- and having its Head Office at -----  
----- in the said Republic of Sri Lanka (hereinafter sometimes called and referred to as "**the Grantee**" which term or expression as hereinused shall where the context so requires or admits mean and include the said ..... and its successors and assigns). for the absolute sale and transfer unto the Grantee the said allotment of land marked **Lot .....** **depicted in the said Plan No. ....** morefully described in the **Second Schedule hereto** at or for the price or sum of **RUPEES .....** (Rs. ....) of lawful money of Sri Lanka.

**NOW KNOW YE AND THESE PRESENTS WITNESS** that in pursuance of the said agreement and in consideration of the said sum of **RUPEES .....** (Rs. ....) of lawful money of Sri Lanka has set off in lieu of the said **Section .....** of the Gazettee of the said Republic of Sri Lanka No. .... doth hereby give grant convey transfer sell assign set over and assure unto the Grantee and its successors and assigns the said allotment of land marked **Lot .....** **in the said Plan No. ....** (hereinafter sometimes referred to as "**the said land and premises**") together with all rights ways easements servitudes and appurtenances whatsoever thereto belonging or in anywise appertaining or said to belong or to be appurtenant thereto or used or enjoyed therewith or reputed or known as part and parcel thereof and all the estate right title interest property claim and demand whatsoever of the said Grantor into upon or out of the said land and premises and every part or portion thereof.

**TO HAVE AND TO HOLD** the said land and premises fully described in the **Second Schedule hereto** hereby sold and conveyed or expressed or intended so to be with all and singular the various rights and appurtenances thereto belonging or in anywise appertaining

thereto unto the Grantee and its successors and assigns absolutely and forever for the use of Community recreation and open space.

**AND** the Grantor doth hereby covenant and declare to and with the Grantee that the Grantee shall and may at all times hereafter peaceably and quietly possess and enjoy the said land and premises hereby sold and conveyed and receive the rents and profits thereof without any interruption or disturbance whatsoever by the Grantor or any other person or persons whomsoever lawfully claiming any right title claim or demand whatsoever from under or in trust for the Grantee and that the Grantor shall and will at all times hereafter warrant and defend the title to the said land and premises and every part or portion thereof and further shall and may at all times hereafter at the request cost and expense of the Grantee or its successors make do and

execute or cause to be made done and executed all such further and other acts deeds assurances matters and things whatsoever as shall or may be reasonably required for the further and more perfectly and effectually assuring and vesting the said land and premises and every part or portion thereof unto and in favour of the Grantee.

**IN WITNESS WHEREOF** the Grantor doth set his/her hand hereunto and to two others of the same tenor and date as these Presents at **Colombo** on this day of **Two Thousand and Twenty One (2021)**.

**THE FIRST SCHEDULE ABOVE REFERRED TO:**

**THE SECOND SCHEDULE ABOVE REFERRED TO:**

**THE THIRD SCHEDULE ABOVE REFERRED TO:**  
**(RIGHT OF WAY)**

**WITNESSES:-**

We do hereby declare that we are        )  
well acquainted with the Executant        )  
and know his/her proper name        )  
occupation and residence. .....    )

1.

2.

### Schedule 1 - Form “C”

#### Building Application

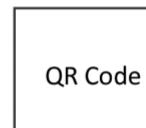
Reference Number .....

#### Profile Holder's Details

Name: .....  
Email: .....  
N.I.C/Passport Number: .....  
Contact Number :.....  
Additional Mobile Number: - .....  
Address: .....

#### Application details

Local Authority: .....



Office use only

#### 1.0 SUMMARY OF PROPOSED DEVELOPMENT

##### 1.1 Type of Proposed Development

- New construction
- Re-construction
- Alteration
- Amendment
- Addition

##### 1.2 Previously approved Building Plan Number (if the proposed development is an amendment, alteration or addition)

Attach the previously approved plan

##### 1.3 Assessment Number

##### 1.4 Road Name

##### 1.5 Name of the Grama Niladhari Division (GND)

##### 1.6 Name of the Local Authority

##### 1.7 Address of the proposed site for the development

##### 1.8 Ownership type of the land

- Freehold
- Lease
- Other

If other, please specify

##### 1.9 Attach the Deed/ Ownership Certificate

1.10 Current use of the land

- Vacant / Bare land
- Residential - Apartment
- Residential - Individual
- Residential House
- Commercial
- Government Office
- Other Office
- Restaurants, Hotels
- Industry & Workshops
- Warehouses
- Other

Specify the use mentioned 1.10

1.11 Proposed use of the building

- Residential - Apartment
- Residential - Individual
- Residential House
- Commercial
- Government Office
- Other Office
- Restaurants, Hotels
- Industry & Workshops
- Warehouses
- Other

Specify the use mentioned 1.11

1.12 Does the proposed building accommodate more than five hundred (500) persons at a time?

- Yes
- No

If 1.12 is Yes,

1.12.1 Please state the function of the proposed building.

1.12.2 Please state the use and loading capacity of each floor.

Floor number	Use	Loading Capacity

1.13 Is a Rate Clearance Receipt available for proposed site?

- Yes
- No

1.13.1 If Yes, provide the receipt number and date paid of Rate Clearance

1.13.2 Attach the Rate Clearance Receipt

## 2.0 APPLICANT'S/S' INFORMATION

### Salutation

Rev.       Mr.       Mrs.       Miss.

### 2.1 Full Name of the Applicant

### 2.2 NIC Number

Attach a copy of NIC

### 2.3 Telephone Number

Mobile Number

### 2.4 Fax Number

### 2.5 Email Address

### 2.6 Postal Address

### Details of other Applicants

Applicant Name	NIC Number	Address	Contact Number	E-mail
01				
02				
03				

### 2.7 If the Applicant is a Company or an Association, the VAT Reg. Number

Attach the Business Registration Certificate if the Applicant is a company or other organization

### 2.8 Attach the Applicant's (s') Declaration

2.9 Does the applicant owns the land proposed for development

- Yes
  - No

If the APPLICANT is NOT the OWNER of the land, details of the Land Owner

## Salutation

- Rev.                     Mr.                     Mrs.                     Miss.

### 2.9.1 Full Name

**ANSWER**

## 2.9.2 NIC Number

[View Details](#) | [Edit](#) | [Delete](#)

Attach a copy of NIC

### 2.9.3 Telephone Number

**ANSWER**

#### 2.9.4 Fax Number

**ANSWER** The answer is 1000.

### 2.9.5 Email Address

**ANSWER**

#### 2.9.6 Postal Address

**ANSWER**

#### **2.10 Attach the Owner's declaration**

**ANSWER**

### 3.0 DETAILS OF ACCESS ROAD/S

3.1 Attach the Location Plan of the site (Please submit a sketch/map of the location, indicating the main town, junction, access road to the land from the main road, adjoining properties and special land marks)

### **3.2 Ownership of the main road/access road**

- Public
  - Private

### 3.3 Physical width of the road/access road (m)

**ANSWER**

#### 4.0 DETAILS OF PROPOSED DEVELOPMENT SITE

#### 4.1 Extent of the Land (Perch)

4.2 Is the Survey Plan approved?

- Yes       No

4.3 If the Survey Plan is approved, its Reference Number & Date

Attach a copy of Approved Survey Plan

4.4 If answer is No for above item 4.2, Details of the Survey Plan

4.4.1 Survey plan Number

1.4.2 Name of the Surveyor

4.4.3 Surveyed Date

4.4.4 Lot number of proposed site to be developed

4.4.5 Width of the Road Frontage of the Site in Meters

4.4.6 Attach the survey plan (scale not less than 1:1000)

5.0 DISTANCES TO THE BOUNDARIES FROM THE PROPOSED BUILDING

5.1 Distance to the boundaries from the proposed building

Boundary Limits	Distance (meter)
Street boundary or Street line	
Rear boundary	
Left boundary	
Right Boundary	
If within the coastal zone, distance from mean high water line	
River, canal, tank reservations	
Other (Specify)	

6 .0 DETAILS OF THE PROPOSED DEVELOPMENT

6.1 Number of Floors in the proposed building

6.2 Total Floor Area of the Building (Sq.m)

6.3 Attach the schedule of floor area including existing, proposed and total floor area of each floors

Details of floor area, if total number of floors less than four.

Specify the floor	Current Extent (Sq.m)	Proposed Extent (Sq.m)	Total Extent

#### 6.4 Plot Coverage (area covered by the Building / Site Area (excluding area within street line x 100)

**ANSWER**

6.5 Floor Area Ratio [Gross floor area on all floors (excluding area reserved for parking) / Site Area (excluding area within street line)]

**ANSWER**

6.6 If the proposed site to be reclaimed or raised, please attach the proposal indicates the existing buildings, roads and drainage plan

#### 6.7 Attach a schedule of floor area by uses at each floors

#### **6.8 Attach the Plans of Proposed Development**

#### 6.9 Value of Investment for the Proposed Development (LKR)

**ANSWER**

#### 6.10 Type of Air Conditioner (If applicable)

- Central
  - Split
  - Not Applicable

## Details of construction materials

### 6.10.1 Walls

[View Details](#) | [Edit](#) | [Delete](#)

### 6.10.2 Roof/s

For more information about the study, please contact Dr. John Smith at (555) 123-4567 or via email at [john.smith@researchinstitute.org](mailto:john.smith@researchinstitute.org).

### 6.10.3 Floor/s

#### 6.10.4 Upper floor slab/s

[View Details](#) | [Edit](#) | [Delete](#)

### 6.10.5 Foundation

**ANSWER** The answer is 1000.



#### 8.0 OTHER ARRANGEMENTS

##### 8.1 Describe the Surface Water Drainage arrangements

##### 8.2 Describe the Sewage disposal arrangement

##### 8.3 Wastewater disposal arrangements

##### 8.4 Describe the Solid Waste disposal arrangements

##### 8.5 Provision of facilities for disabled persons? (as per the Gazette Notification No. 1467/15, dated 7.10.2006)

Yes

No

##### 8.6 Provision of facilities for Rain Water Harvesting.

Yes

No

#### 9.0 DECLARATION OF THE QUALIFIED PERSON – CHARTERED ARCHITECT / ARCHITECT LICENTIATE / ARCHITECT / DRAFTING TECHNOLOGY (BUILDING) NVQ LEVEL V

##### 9.1 Name

##### 9.2 Email Address

##### 9.3 Attach the declaration

#### 10.0 DECLARATION OF THE QUALIFIED PERSON – CIVIL /STRUCTURAL ENGINEER

##### 10.1 Name

##### 10.2 Email Address

##### 10.3 Attach the declaration.

**11.0 DECLARATION OF THE QUALIFIED PERSON – SERVICE ENGINEER**

11.1 Name

11.2 Email Address

11.3 Attach the declaration.

**12.0 AVAILABLE CLEARANCE/S, CERTIFICATE/S ALREADY OBTAINED FROM RELEVANT INSTITUTION/S**

12.1 Details of other relevant Clearance/s, Certificate/s

Name of the Clearance / Certificate	Name of the Relevant Institution
1.	
2.	
3.	

Attach a copy of relevant Clearance/s, Certificate/s

**13.0 ADDITIONAL INFORMATION**

13.1 Attach the Document check list

**14.0 APPLICATION PAYMENT SECTION**

14.1 Date of the Payment

14.2 Paid Amount (LKR)

14.3 Mode of Payment

Attach the payment slip

14.4 Branch

## Schedule 1- Form C - Annexure I



**Urban Development Authority**  
**Building Application**  
**Declaration Form of the Applicant**

**Reference No.**

BA/...../...../..... /...../ .....

**Details of the Proposed Development**

Proposed Development Type (New construction, Re-construction, Amendment, Alteration, Addition)	
Address of the Site	
Assessment No.	

(If Applicant is a Company or Association the form must be signed by Director or Authorized Person under common seal)

I / We certify that,

- The information furnished herein by me/us is true and correct.
- I /We understand that the effective date relating to an application will be the date on which, all plans and documents specified in the application have been submitted.
- I /We understand that incomplete applications will not be accepted nor registered.
- I am / We are aware that I/we will be informed within 8 days of any major shortcomings, which prevent the determination of the application.
- I am / We are aware that if any of the information provided by me/us is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.

I / We hereby certify that the following relevant qualified person has prepared the plans submitted by me/us.

Name of the Applicant/ Builder/Drafting Technology (Building) NVQ level V Officer/ Architect Licentiate/Architect	
Name of the Chartered Architect	
Name of the Civil Engineer	

Name of the Applicant/s	1.	2.
National Identity Card No.	1.	2.
Signature of the Applicant/s	1.	2.
Date	1.	2.
Does the applicant own the land proposed for development	Yes	No

## Schedule 1- Form C - Annexure II



### Urban Development Authority

#### Building Application

Reference No.

BA/...../...../..... /...../ .....

#### Declaration Form of the Owner of the Land

(If the Applicant is not the owner of the land, get this declaration signed from the owner of the land)

#### Details of the Applicant and Proposed Development

Name of the Applicant			
N.I.C. No.		Tel No.	
Proposed Development Type (New construction, Re-construction, Amendment, Alteration, Addition)			
Address of the Site			
Assessment No.		Gross floor area (m <sup>2</sup> )	

I/We certify that,

I am / We are the absolute Owner / Lessee of the land on which the Developer intends to erect the building.

I am / We are enclosing copies of the relevant documents of ownership / lease certified by Magistrate, DC Judge / Notary Public or Gazetted Officer authorized by the commission on this behalf.

I / We have given my/our legal authority to undertake above development on my land.

Since the proposed development is a high-rise building, I am/ we are aware that contractor/s to be appointed to perform the construction work shall have the minimum qualification (grade) set out by the Construction Industry Development Authority (CIDA) depending on the nature and magnitude of such work.

I am / We are aware that if any of the information provided by me / us is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.

Name of the Owner/s	1.	2.
National Identity Card No.	1.	2.
Signature of the Owner/s	1.	2.
Date	1.	2.

### Schedule 1- Form C - Annexure III

**Urban Development Authority  
Building Application**

Reference No.



#### Declaration Form of the Qualified Person

BA/...../...../..... /...../ .....

#### Details of the Applicant and Proposed Development

Name of the Applicant			
National Identity Card No.		Tel No.	
Proposed Development Type (New construction, Reconstruction, Amendment, Alteration, Addition)			
Address of the Site			
Assessment No.		Gross Floor area (m <sup>2</sup> )	

I certify that,

- I am the Applicant (s)/ Developer (s) /Drafting Technology (Building) NVQ level V Officer (s) and that the Site and building plans are accordance with the provisions under Urban Development Authority Law and other relevant laws.
- Alterations to the existing building does not affect any structural part thereof.
- The walls or columns are not situated on the boundary of the property and the construction does not involve pile or raft foundation.
- I am aware that if any of the information provided by me is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.
- I am aware that Urban Development Authority has the right to report to the respective Professional Institute regarding any breach of professional code or any unprofessional conduct committed by me in relation to the provided professional services for proposed development.
- I am aware that I have to inform the Urban Development Authority/ Local Authority with a two weeks prior notice, if I am planning to resign from the responsibilities of the proposed project.

Signature of the Qualified Person	Date
Name	
Email Address	Tele. No.
Registration No. of the Professional Institute	
Registration No. of any other Institute	
Postal Address	National Identity Card No.
Seal	

### Schedule 1- Form C - Annexure IV

**Urban Development Authority  
Building Application**

Reference No.



#### Declaration Form of the Architect

BA/...../...../..... /...../ .....

#### Details of the Applicant and Proposed Development

Name of the Applicant			
National Identity Card No.	Tel No.		
Proposed Development Type (New construction, Reconstruction, Amendment, Alteration, Addition)			
Address of the Site			
Assessment No.		Gross Floor area (m <sup>2</sup> )	

I declare that,

- I am an Architect /Architectural Licentiate/ Chartered Architect who is registered in the Architects Registration Board (ARB) in Sri Lanka Institute of Architects.
- I have personally checked and verified that the plan is in accordance with the Planning and Development Regulations of the Urban Development Authority and other relevant Laws.
- I have examined the validity of the evidence produced by the applicant along with this application.
- I am aware that if any of the information provided by me is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.
- During the construction period, I will make periodic supervision and provide necessary instructions until the Certificate of Conformity is obtained.
- I am aware that Urban Development Authority has the right to report to the respective Professional Institute regarding any breach of professional code or any unprofessional conduct committed by me in relation to the provided professional services for proposed development.
- I am aware that, I have to inform the Urban Development Authority/ Local Authority with a two weeks prior notice, if I am planning to resign from the responsibilities of the proposed project.

Signature of the Qualified Person	Date
Name	
Email Address	Tele. No.
Registration No. of the Professional Institute	
Postal Address	National Identity Card No.
Seal	

### Schedule 1- Form C - Annexure V

**Urban Development Authority  
Building Application**

**Reference No.**



BA/...../...../...../...../.....

#### **Declaration Form of the Civil/ Structural Engineer**

For structural designs, structural adequacy and stability of the proposed building and safety of adjoining buildings/ properties are as per Planning and Development Regulations of Urban Development Authority.

#### **Details of the Applicant and Proposed Development**

Name of the Applicant			
National Identity Card No.		Tel No.	
Proposed Development Type (New construction, Reconstruction, Amendment, Alteration, Addition)			
Address of the Site			
Assessment No.		Gross Floor area (m <sup>2</sup> )	

I certify that,

- I am a Civil/ Structural Engineer who is a corporate member of The Institution of Engineers, Sri Lanka qualified and competent to undertake structural design of buildings. My name is listed in the Directory of the Institution of Engineers, Sri Lanka (IESL) and qualified to carryout structural designs and preparation of specifications and drawings for the buildings of the submitted category or higher category.
- I will be carrying out the structural designs, calculation and preparation of specifications and drawings for the proposed building under this application and ensure the structural adequacy and stability of the building during and after construction. I hereby undertake to provide all documents required by the Urban Development authority/Local Authority.
- I am aware that if any of the information provided by me is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.
- During the construction period, I ensure to carry out periodic inspection of the project to check the construction is being carried out as per drawings, specifications, and appropriate construction standards, and give instruction/s to ensure the quality of construction of the proposed building and avoid damages to adjoining structures and properties.
- I am aware that Urban Development Authority has the right to report to the respective Professional Institute regarding any breach of professional code or any unprofessional conduct committed by me in relation in providing professional Structural Engineering services for proposed development.
- I am aware that I have to inform the Urban Development Authority/Local Authority with two weeks prior notice, if my services are discontinued, in the proposed project.

I නොකළ සංඛ්‍යාතය : (I) ලංකා පරිජීවී ප්‍රජාතන්ත්‍රික සමාජවාදී ජනරජයේ අති විශේෂ ගැසට පතය -

2021.07.08

85A

PART I : Sec (I) – GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA – 08.07.2021

Name of the Qualified Person			
NIC Number			
Email Address		Tele. Nos.	
Registration No. of the Professional Institute			
Postal Address			
Seal and the Signature			Date:

### Schedule 1- Form C - Annexure VI

**Urban Development Authority**

**Building Application**

**Declaration Form of the Services Engineer**



Reference No.

BA/...../...../..... /...../ .....

For building service engineering designs, calculation and installations and safety precautions of proposed building and as per Planning and Development Regulations of Urban Development Authority.

#### Details of the Applicant and Proposed Development

Name of the Applicant			
National Identity Card No.		Tel No.	
Proposed Development Type (New construction, Re-construction, Amendment, Alteration, Addition)			
Address of the Site			
Assessment No.		Gross Floor area (m <sup>2</sup> )	

I certify that,

- I am a Service Engineer..... who is a corporate member of The Institute of Engineers, Sri Lanka qualified and competent to provide and undertake the servicers of the proposed building. My name is listed in the Directory of the Institute of Engineers Sri Lanka (IESL) and qualified to carryout calculation, designs according to the applicable standards and perpetration of specification and drawings for the building of submitted category.
- I will be carrying out the calculation, design and preparation of specifications and drawings for the proposed building under this application and ensure the safty of the building during and after construction. I hereby undertake to provide all documents required by the Urban Development authority/ Local Authority.
- I am aware that if any of the information provided by me is found to be false by the Urban Development Authority/ Local Authority, the permit issued with regard to the development will be cancelled.
- During the construction period, I ensure to carry out periodic inspection of the project to check the construction is being carried out as per drawings, specifications, and appropriate standards, and give instruction/s to ensure the quality of the service of the proposed development avoiding cross connection to other service lines and damages.
- I am aware that Urban Development Authority has the right to report to the respective Professional Institute regarding any breach of professional code or any unprofessional conduct committed by me in relation to services provided for the proposed development.
- I am aware that I have to inform the Urban Development Authority/ Local Authority with two weeks prior notice, if my services are discontinued, in the proposed project.

I නොකළ සංඛ්‍යාතය : (I) නොකළ සංඛ්‍යාතය - ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ අති විශේෂ ගැසට පතය -  
2021.07.08

87A

PART I : Sec (I) – GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA – 08.07.2021

Name of the Qualified Person			
NIC Number			
Email Address		Tele. Nos.	
Registration No. of the Professional Institute			
Postal Address			
Seal and the Signature			Date:

### Schedule 1- Form C - Annexure VII

[Regulation 57]

#### Letter of Indemnity for construction

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

I/We ..... both

(Name of the Owner/s or Managing Director/Chief Executive Officer/Director with the name of the Company)  
of

..... (Permanent Address of the owner/Head Office of the Company) do hereby agree and undertake to pay or fully remedy any damages foreseeable or otherwise which can be incurred or suffered by any third party and to indemnify keep indemnified and save harmless the Urban Development Authority at all times against any such claims or demands or any damages whatsoever to the adjacent structures and movable & immovable properties arising out of the construction and also relating to boundary disputes and / or ownership disputes including access roads and service lines and issues relating to the height or number of floors issues at the said property bearing Assessment No. .... (location of the development) ....., depicted in Plan No. .... dated ..... made by ..... Licensed Surveyor stated in the building application bearing Reference No. .... in respect of the said construction.

.....  
Signature of the Owner/MD/CEO

Name: ..... NIC. No. ....

Witness:

1. Name : .....  
Address.....  
Signature: .....  
NIC. No: .....  
Tel. No. .....

2. Name: .....  
Address: .....  
Signature: .....  
NIC. No: .....  
Tel. No. .....

Date: .....

Note: In the case of a Company, a Board Resolution shall be provided

**Schedule 1 - Form “D”**

**APPLICATION FOR RE-VALIDATION OF PERMIT**

**Reference Number** .....

**Profile Holder's Details**

Name: .....

Email: .....

N.I.C/Passport Number: .....

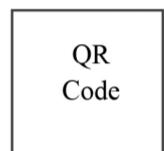
Contact Number :.....

Additional Mobile Number: - .....

Address: .....

**Application details**

Local Authority: .....



*Office use only*

**01. DETAILS OF PREVIOUS APPLICATION**

1.1 Type of the Application

- Building Application       Preliminary Planning Clearance

1.2 Nature of the Development

1.3 Development Permit's Number

1.4 Date of Issue

1.5 Attached a copy of Development Permit / PPC

1.6 Assessment Number

1.7 Road Name

1.8 Name of the Grama Niladhari Division (GND)

1.9 Name of the Local Authority

1.10 Address of the Development Site

## 02. APPLICANT'S/S' INFORMATION

### Salutation

Rev.       Mr.       Mrs.       Miss.

### 2.1 Full Name of the Applicant

### 2.2 NIC Number

Attach a copy of NIC

### 2.3 Telephone Number

Mobile Number

### 2.4 Fax Number

### 2.5 Email Address

### 2.6 Postal Address

## 3.0 APPLICATION PAYMENT SECTION

### 3.1 Date of the Payment

### 3.2 Paid Amount (LKR)

### 3.3 Mode of Payment

Attach the Payment slip

### 3.4 Branch

### Schedule 1 - Form “E”

#### APPLICATION FOR GREEN BUILDING (REGISTRATION FORM – 01)

Reference Number .....

##### Profile Holder's Details

Name: .....

Email: .....

N.I.C/Passport Number: .....

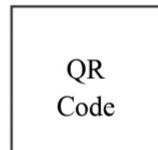
Contact Number :.....

Additional Mobile Number: - .....

Address: .....

##### Application details

Local Authority: .....



*Office use only*

#### 01. DETAILS OF PROPOSED DEVELOPMENT

1.1 Nature of proposed building (give a brief description)

1.2 Current land use

1.3 Land Extent (square meters)

1.4 Attach a copy of survey plan of the land.

#### 2.0 DETAILS OF ACCESS ROAD/S

2.1 Name of the Grama Niladhari Division (GND)

2.2 Local Authority Name

2.3 Province

2.4 Address

2.5 Attach the Location Plan of the site (Please submit a sketch/map of the location, indicating the main town, junction, access road to the land from the main road, adjoining properties and special land marks)

### 3.0. APPLICANT'S/S' INFORMATION

#### Salutation

Rev.                     Mr.                     Mrs.                     Miss

#### 3.1 Full Name of the Applicant

#### 3.2 Telephone Number

#### 3.3 Postal Address

#### 3.4 If the Applicant represent a Company /Any other institute

##### 3.4. 1 Name of the Institute

##### 3.4.2 Designation of the Applicant

##### 3.4.3 Address

##### 3.4.4 Relevant Ministry of the Institution (If Relevant)

##### 3.4.5 Telephone Number

### 4.0 APPLICATION PAYMENT SECTION

#### 4.1 Date of the Payment

#### 4.2 Paid Amount (LKR)

#### 4.3 Mode of Payment

Attach the Payment slip

#### 4.4 Branch

The above-mentioned building is proposed to be developed in accordance with the Green Building concept and hereby kindly request for the advices and guidance for the proposed development.

Date : .....

.....  
Head of the Institute / Authorized Officer's Signature

**Schedule 1 - Form “F”**

**CERTIFICATE OF CONFORMITY (CoC) APPLICATION**

Reference Number .....

**Profile Holder's Details**

Name: .....

Email: .....

N.I.C/Passport Number: .....

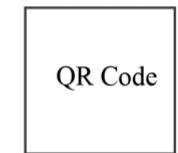
Contact Number :.....

Additional Mobile Number: - .....

Address: .....

**Application details**

Local Authority: .....



*Office use only*

**01. SUMMARY OF THE PROPOSED DEVELOPMENT**

**1.1 Proposed Site Development**

- Land Subdivision       Building Construction

**1.2 If 1.1 is a Building Construction, does it provide access to general public and accommodate more than five hundred (500) persons at a time**

- Yes       No

If 1.2 is Yes,

**1.2.1 Function of the Building**

**1.2.2 Use of each floor and loading capacity of each floor**

Floor number	Use	Loading Capacity

**1.2.3 Availability of Safety Officer/s at the building.**

**1.3 Reference number of the Development Permit**

**1.4 Issue Date of the Development Permit**

1.5 Attach a copy of Development Permit and approved plan issued by UDA / Local Authority

1.6 Assessment Number of the site

1.7 Road Name

1.8 Local Authority Name

1.9 Address of the developed site

1.10 Attach Location Plan of the site (Please submit a sketch/map of the location, indicating the main town, junction, access road to the land from the main road, adjoining properties and special land marks)

## 02. APPLICANT'S/S' INFORMATION

Salutation

- Rev.                     Mr.                     Mrs.                     Miss.

2.1 Full Name of the Applicant

2.2 NIC Number

Attach a copy of NIC

2.3 Telephone Number

Mobile Number

2.4 Fax Number

2.5 Email Address

2.6 Postal Address

Details of other Applicants

Applicant Name	NIC Number	Address	Contact Number	E-mail
01				
02				
03				

2.7 If the Applicant is a Company or an Association, the VAT Reg. Number

2.8 Attach the Applicant's (s') Declaration

3.0 DETAILS OF DEVIATIONS FROM DEVELOPMENT PERMIT

3.1 Is the development carried out in conformity with the conditions of the permit?

- Yes       No

3.2 If No, details of deviations.

3.3 Attach the details of deviations from the development permit with the plan

4.0 OTHER RELEVANT CONFORMITY CERTIFICATES & RECOMMENDATION LETTERS

4.1 Is all the certificates and recommendation letters specified in the development permit, enclosed with this application.

- Yes       No

4.2 Details of other Relevant Certificate / Recommendation Letter

Name of the Certificate / Recommendation Letter	Name of the Relevant Institution /Person
1.	
2.	
3.	
4.	

5.

Attach a copy of the Certificate/ Recommendation letter

#### 5.0 APPLICATION PAYMENT SECTION

5.1 Date of the Payment

5.2 Paid Amount (LKR)

5.3 Mode of Payment

Attach the Payment slip

5.4 Branch

Schedule 1 - Form “G”

APPLICATION FOR CHANGE OF USE

Reference Number .....

**Profile Holder's Details**

Name: .....

Email: .....

N.I.C/Passport Number: .....

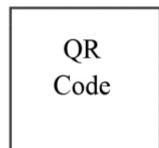
Contact Number : .....

Additional Mobile Number: - .....

Address: .....

**Application details**

Local Authority: .....



*Office use only*

01. PARTICULARS OF THE EXISTING DEVELOPMENT

1.1 Assessment Number

1.2 Road Name

1.3 Name of the Grama Niladhari Division (GND)

1.4 Local Authority Name

1.5 Address of the proposed site for the development

1.6 Survey Plan Number

1.7 Surveyed Date

1.8 Lot Number

1.9 Land Extent (sq.m)

1.10 Attach a copy of Survey Plan

1.11 Present Use of the Building

1.12 Attach the details of every building on the site from Layout Plan or existing use of every floors shown by the relevant plan

## 02. APPLICANT'S/S' INFORMATION

### Salutation

- Rev.                    Mr.                    Mrs.                    Miss.

### 2.1 Full Name of the Applicant

### 2.2 NIC Number

### Attach a copy of NIC

### 2.3 Telephone Number

### Mobile Number

### 2.4 Fax Number

### 2.5 Email Address

### 2.6 Postal Address

### Details of other Applicants

Applicant Name	NIC Number	Address	Contact Number	E-mail
01				
02				
03				

### 2.7 If the Applicant is a Company or an Association, the VAT Reg. Number

Attach the Business Registration Certificate if the Applicant is a company or other organization

### 2.8 Does the applicant owns the land proposed for development

- Yes                    No

If the APPLICANT is NOT the OWNER of the land, details of the Land Owner

Salutation

Rev.                            Mr.                            Mrs.                            Miss.

2.8.1 Full Name

2.8.2 NIC Number

Attach a copy of NIC

2.8.3 Telephone Number

2.8.4 Fax Number

2.8.5 Email Address

2.8.6 Postal Address

Attach a copy of NIC of the Owner (If Applicable)

2.9 Attach the Owner's declaration

3.0 DETAILS OF APPROVED PLANS

3.1 Reference number of Approved Building Plan /s

3.2 Reference number of the Certificate of Conformity (COC)

3.3 Attach Approved Building Plan /s & Certificate of Conformity

4. PARTICULARS OF THE CHANGES OF USE OF THE BUILDING/S

Unit Reference	01	02	03	04
Floor Number				
Number of Rooms				
Current Use				
Proposed Use				
Floor Area (sq.m)				
Other Details				

**5.0 ALLOCATION FOR PARKING SPACE**

5.1 Parking Space for Cars (sq.m)

5.2 Parking Space for Other Vehicles (sq.m)

**6.0 ATTACH FOLLOWING SUPPORTIVE DOCUMENT/S**

6.1 A Sketch Plan of the proposed location indicating the surrounding areas in order to identify the premises properly

6.2 Approved Building Plan

6.3 Development Permit issued by the UDA / Local Authority

6.4 Plan of the Proposed Development (The areas to be converted should be indicated in Red Colour)

6.5 Proposed Parking Provisions with Diagram

6.6 Attach plans and other supportive documents

**7.0 DECLARATION**

Attach the signed Applicant Declaration

**8.0 APPLICATION PAYMENT SECTION**

8.1 Date of the payment

8.1 Paid amount (LKR)

8.2 Mode of Payment

Attach the payment slip

8.3 Branch

