

Name of the Institution : kalutara urban council

1. #	2. Service provided	3. Documents to be submitted	4. Directly contacted officers and T.P. numbers	5. Other officers and T.P. numbers	6. Minimum time taken to complete the task	7. Relevant fee
1.	Approving building plans	1. Application of schedule 1 of Urban Development Authority planning and Development Ordinance 2021 duly executed or application received by a non urban Development authority. 2. Copy of Building plan 03 attested by a qualified person (Suitable qualification as per requirement which can be ascertained through council website or front office.) 3. Whether the building is of the estimated land size of the site where is to be measured; a copy of the plan attested by licensed surveyor (applicable only to urban development areas declared under the urban Development Authority Act) 4. Certificate issued by the institutions mentioned in the application as per the condition of the building. 5. Approximate drawing of a map showing the location of the surrounding soil for ease of penetration into the soil. 6. A copy of deed of the land certified by a Notary Public. 7. In respect of the land located in an area where no surveyor's certificate is being levied, it is necessary to have the land registered in the name of the owner of the place.	Officer of front Office 034 2222275 034 2222273	Work Superintendent: (Extension) 205 Chief Management Service Officer (Industries) (Ext) 210	14 days	1. Application fee: Commercial : Rs.500 Residential: Rs.1000 2. Processing fee (fee depending on the nature of development stipulated in schedule 2 of the Urban Development Authority Planning and Development Regulations) Processing fee will be varied as per the Sq.metre of the building.
2.	Approving Development Plans for sub division and amalgamation of land.	1. Duly perfected application in the specimen in schedule 1 of the Urban Development Authority Planning and Development Regulations -2021. 2. 03 copies of building plan certified by competent person (according to the nature of construction a suitable qualified person can be found from council's website or front office) 3. Certificates issued by the institutes mentioned in the application as per the nature of the development. 4. When the applicant is not the owner of the land, a consent letter from the owner of the land (when receiving the approval). 5. A copy of the deed of the land certified by a Notary Public. 6. A rough sketch showing other surrounding landmarks for easy access to the location of the land.	Officer of front Office 034 2222275 034 2222273	Work Superintendent: (Extension) 205 Chief Management Service Officer (Industries) (Ext) 210	14 days	1. Application fee: Commercial : Rs.500 Residential: Rs.1000 2. Processing fee (fee depending on the nature of development stipulated in schedule 2 of the Urban Development Authority Planning and Development Regulations)
03.	Revalidation of development license	1. Duly perfected application 2. The original of the approved Development Plan 3. Copy of the development license issued 4. A copy of the National Identity Card of the applicant certified on both sides. 5. When the applicant is not the owner of the land, a consent letter from the owner of the land	Officer of front Office 034 2222275 034 2222273	Work Superintendent: (Extension) 205 Chief Management Service Officer (Industries) (Ext) 210	7 days	1. No applicable fee. 2. Processing fee Rs. 500.00 upto 1000 sq.meter, and Rs.10,000.00 more than 1000 sq.metre.
04.	Issue of Certificate of Conformity	1. In the case of an urban development area, the application in Schedule 1 of the Urban Development Authority Planning and Development Regulations-2021 and in the case of other areas the application obtained from local authority 2. Copy each of development plan issued and approved plan 3. When the applicant is not the owner of the land, a consent letter from the owner of the land	Officer of front Office 034 2222275 034 2222273	Work Superintendent: (Extension) 205 Chief Management Service Officer (Industries) (Ext) 210	14 days	1. No applicable fee. 2. Processing fee will be varied as per Sq.metre.
05.	Issue of Certificate of Street Lines/ Building Lines	1. Duly perfected application 2. A copy of the survey plan of the land 3. A certified copy of the National Identity Card of the applicant 4. When the applicant is not the owner of the land, a consent letter from the owner of the land	Officer of front Office 034 2222275 034 2222273	Work Superintendent: (Extension) 205 Chief Management Service Officer (Industries) (Ext) 210	01 day	1. Application fee Rs.500.00 2. No processing fee
06.	Issuance of non assignment certificate	1. Application letter for non-acquisition certificate with details of the property 2. When the applicant is not the owner of the land, a consent letter from the owner of the land 3. all amounts due to the local authority should have been settled	Officer of front Office 034 2222275 034 2222273	Chief Management Service Officer: (Assessment tax) Ext : 208	15 minutes	1. Processing fee: • Residential Rs.500.00 • Non residential: Rs.1000.00 2. Deposit Rs. 25.00
07.	Issuance of business license	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 034 2222275 034 2222273	Chief Management Service Officer: (Mixed income) Ext : 209 Public Health Inspector Ext : 213	14 days	Amount mentioned in the notice of the Council Rs. 1000.00
08.	Collecting business tax	Business Tax Notice sent to you by the Local Authority	Officer of front Office 034 2222275 034 2222273	Revenue Inspector 211 Chief Management Service Officer: (Mixed income) Ext : 209	15 minutes	Amount mentioned in the tax notice. Rs. 3000.00 or Rs.1200.00
09.	Collecting of Industrial tax	Industry Tax Notice sent to you by the Local Authority	Officer of front Office 034 2222275 034 2222273	Revenue Inspector 211 Chief Management Service Officer: (Mixed income) Ext : 209	15 minutes	Amount mentioned in the tax notice. Rs. 1000.00
10.	Environmental Protection License	1. Duly perfected application. 2. Rough sketch of the route to the place of industry or business. 3. Details of the staff to be deployed. 4. A certified copy of the Business Registration (not needed in renewal of the license) 5. A copy of the deed of the land where the business is carried on (not needed in renewal of the license) 6. If the person who carries on the industry/business does not own the land, the agreement entered into with the owner, if any, or a certified copy of the consent letter of the owner (not needed for renewal of the license) 7. A certified copy of the approved survey plan of the land (not needed in renewal of the license) 8. A certified copy of the approved building plan (not needed in renewal of the license)	Officer of front Office 034 2222275 034 2222273	Chief Management Service Officer: (Community development) Ext : 219	14 days	1. Application form first time Rs. 100.00 for renewal Rs.50.00 2. Field inspection fair will be varied as per the value of the business / industry. Investment : ➤ Rs. 250,000.00 or below that Rs. 3000.00 ➤ Investment : between Rs. 250,01 to 500,000 - Rs. 3750
11.	Issuance of license for exhibiting advertising notices.	1. Duly performed application form 2. Identical specimen of the advertisement intended to be displayed printed on A 4 paper (with colours used); 3. In the case of an advertising hoarding to be fixed and displayed in any road reservation, original of the letter issued by the Road Development Authority or Provincial Road Development Authority as the case may be; 4. In the case of an advertising hoarding 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 hoarding belongs; 5. Original of the letter from the owner of the land or building on which the advertisement is to be displayed disclosing his permission for the purpose. 6. In the case of an advertising hoarding to be fixed and displayed in an urban development area, a certified copy of the license approved by the Urban Development Authority or the local authority under regulation 104 of the Urban Development Authority Planning and Development Regulations – 2021	Officer of front Office 034 2222275 034 2222273	Revenue Inspector 211 Chief Management Service Officer: (Mixed income) Ext : 209	03 days	01. No fee for application. 02. License fee as per the area of advertisement stipulate in by laws.
12.	Collecting assessment tax	Notice of assessment send to you by the local authority.	Officer of front Office 034 2222275 034 2222273	Chief Management Service Officer: (Assessment tax) Ext : 208	15 minutes	Taxes must be paid according to the relevant tax values vary according to the value.
13.	Reservation of Crematorium	01. Duly perfected application 02. A copy of the National Identity Card of applicant (with the original for verification) 03. 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 034 2222275 034 2222273	Outside office hours, the administrator – sales Centre 077 4211111 Chief Management Service Officer: (Mixed income) Ext : 209	15 minutes	Authorized area 1. Inside Rs. 10,000.00 2. Outside Rs. 25,000.00
14.	Application for permission to cause damages to road.	01. Duly perfected application 02. Rough sketch showing the easiest access road to the spot of the road damages to be inflicted. 03. A copy of the letter issued by the relevant service providing agency	Officer of front Office 034 2222275 034 2222273	Work superintendent: (Extension) 205 Chief Management Service Officer (Industries) (Ext) 210	15 minutes	It will be varied as per the size of the road damaged and the kind of the road.
15.	Removing hazardous situation caused by trees.	Duly perfected application.	Officer of front Office 034 2222275 034 2222273	Work superintendent: (Extension) 205 Chief Management Service Officer (Industries) (Ext) 210	-	Fee for Application forms Rs.1000 More than one tree Rs. 100.00 will be levied for each tree.
16.	Levy 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 first instance; ii. the estimate of income and expenditure of the entertainment activity should be submitted at the time of depositing the entertainment tax; iii. the actual income and expenditure of the entertainment activity should be submitted before the expiry of 30 days from the conclusion of the entertainment activity	Officer of front Office 034 2222275 034 2222273	Chief Management Service Officer: (Mixed income) Ext : 209 Revenue Inspector 211	1 02 days	Twenty percentage (.20%) of the face value of each admission ticket. (This percentage is determined as resolved by the local authority and approved by the minister.)
17.	Renting reception halls/ Town halls/ Community halls	Duly perfected application.	Officer of front Office 034 2222275 034 2222273	Chief Management Service Officer: (Mixed income) Ext : 209	15 minutes to resolve the hall.	01. Hall fee (As per the reason and the date of usage, the amount will be varied) 02. Security deposit Rs. 25,000.00
18.	Renting out of esplanade	Duly perfected application.	Officer of front Office 034 2222275 034 2222273	Chief Management Service Officer: (Mixed income) Ext : 209	15 minutes to reserve the playground	01. Fee for the Esplanade (As per the authorized area, play ground and the reason for the usage, the amount will be varied.) 02. Security deposit Rs.25,000.00
19.	Registration and revision of property title.	01. Duly perfected application. 02. 2 copies of the deed of the land attested by a Notary public.	Officer of front Office 034 2222275 034 2222273	Chief Management Service Officer: (Assessment tax) Ext : 208 Revenue Inspector 211	05 days.	01. Application fee Rs. 200.00 Processing fee- In subsequent take over Residential – Rs.1000.00 Non residential Rs.2000.00
20.	Levying taxes on sale of certain lands	Tax on sale of certain lands notice send to you by the local authority.	Officer of front Office 034 2222275 034 2222273	Chief Management Service Officer: (Mixed income) Ext : 209 Revenue Inspector 211	15 minutes	One percent (1%) of the money value of sale of land.
21.	Disposal of garbage at none residential sites.	Duly perfected application form.	Officer of front Office 034 2222275 034 2222273	Public Health Inspector 213 Chief Management Service Officer: (Health) Ext : 209	3 days	01. Garbage disposal fee (for each load of tractor) Rs.4000.00 02. Additional deposit amount - no