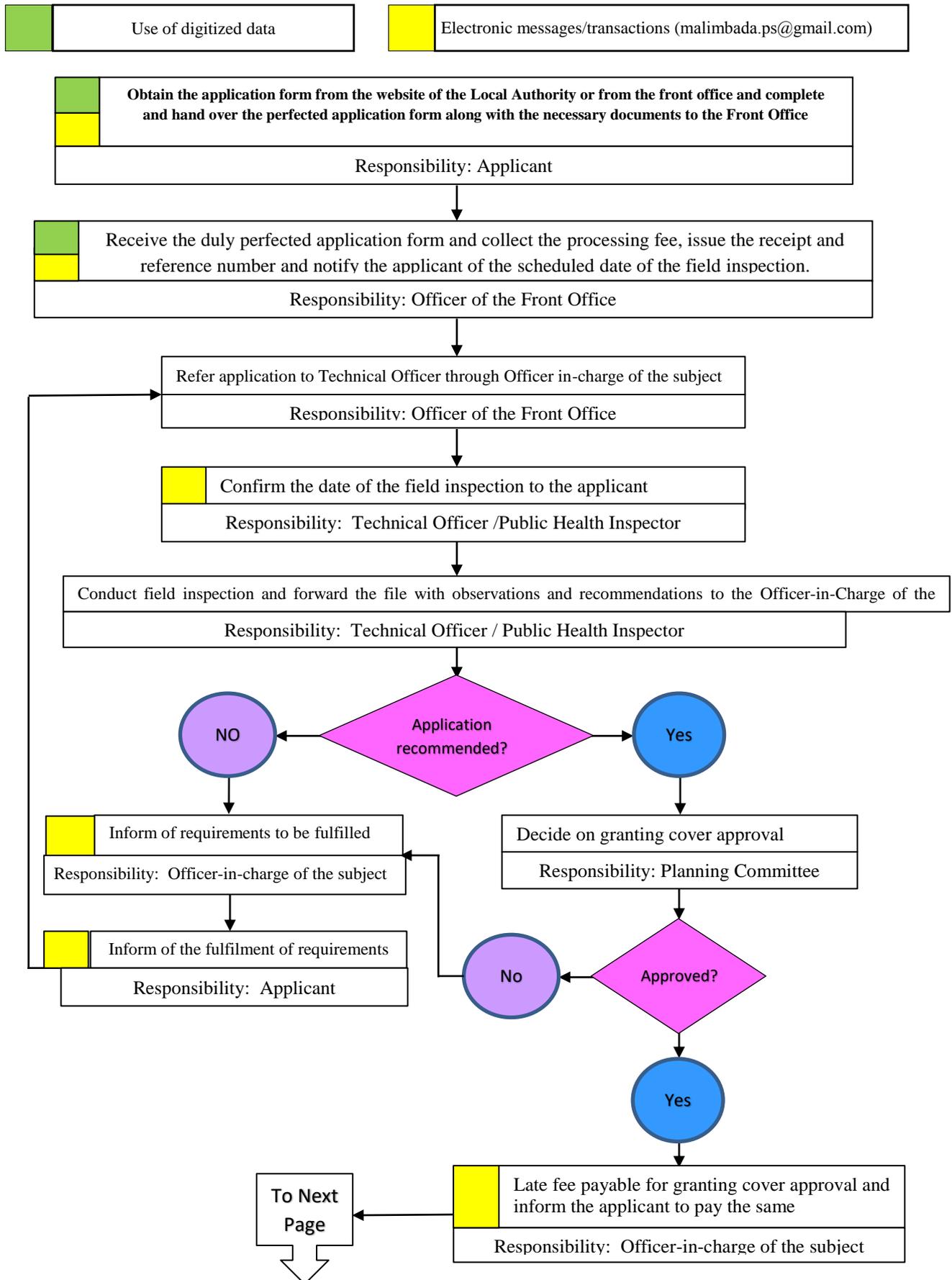


04. Cover Approval for Unauthorized Constructions - Flow Chart



From last page

inform the applicant to pay the late fee payable for granting cover approval
Responsibility: Officer-in-charge of the subject

Pay the late fee
Responsibility: Applicant

Charge the late fee and issue a receipt and inform the officer in charge that the relevant payment was made
Responsibility: Officer of the Front Office

Obtaining the signature of the authorized officer that the covering approval for the design of the building constructed without permission has been given, inform the applicant to collect the approved documents and forward the relevant documents to the front office
Responsibility: Officer-in-charge of the subject

Hand over documents that received cover approval to the applicant and get his signature
Responsibility: Officer-in-charge of the subject

Performance Indicator



04. Cover Approval for Unauthorized Construction

1. Introduction.

All construction within the area of the Local Authority must be carried out only under a construction permit issued by the Local Authority. Thus, every construction done without approval will be treated as unauthorized construction. Arrangements have been made to grant cover approval for such unauthorized constructions bringing them to comply with the legal provisions. This cover approval is granted subject to the necessary modifications to be made to the building in accordance with existing legal provisions, conditions, and terms.

Note: 1. In case of violation of the terms and conditions imposed, the cover approval will be rejected.

2. In order to consider the grant of cover approval, an application for obtaining a construction permit must be submitted after payment of processing fees, and the cover approval is considered only if it is possible to grant the cover approval for the unauthorized construction or after making the necessary changes to the construction as per the applicable regulations, on payment of the relevant charges.

2. Applicable Legislation

- (a) Housing and Town Improvement Ordinance (Chapter 268)
- (b) Urban Development Authority Act, No. 41 of 1978.
- (c) Urban Development Authority Planning and Development Regulations - 2021, made under the Urban Development Authority Act and published in the Gazette Extraordinary No: 2235/54 on 07.08.2021.

3. Validity of cover approval granted to a construction permit

- (a) In the case of construction in an area under the purview of the Housing and Urban Development Ordinance, the chairperson should have signed on the face of the building construction plan with a confirmation that the cover approval has been granted under the provisions of the rules made under the said Ordinance.
- (b) In the case of construction in an area declared by the Minister as an “Urban Development Area” under Section 3 of the Urban Development Authority Act, No. 41 of 1978, there should be a building plan on the face of which the person authorized by the Urban Development Authority should have signed to the effect that the cover approval has been granted under the recommendations of the Planning Committee.

Note: The certificate of conformity should be obtained before the building constructed under the permit issued is put into use. (Procedure for this is given separately.)

4. Eligibility

- (a) The land should be within the jurisdiction of the concerned local authority.
- (b) The applicant must be the legal owner of the property or an authorized representative of the owner.
- (c) If the land is situated within an assessment area of the local authority, the name of the legal owner of the relevant property should be entered in the assessment list. (For inclusion of name in the assessment list, refer to the procedure for registration of property ownership)
- (d)
 - (i) In the case of construction within an area to which the Housing and Town Improvement Ordinance applies, the construction shall have been carried out in accordance with the regulations set out in the Schedule of the Housing and Town Improvement Ordinance, or the plan shall have been drawn with necessary modifications in accordance with those regulations.
 - (ii) In the case of construction within an urban development area, the construction must have been carried out in accordance with the terms specified in the Urban Development Authority Planning and Development Orders 2021 made under the Urban Development Authority Act No. 41 of 1978, or with necessary modifications as per those regulations. The plan must have been drawn and constructed accordingly or the construction must have been altered accordingly or parts that are not suitable for approval must have been removed. The plan of the concerned land must have been approved according to those regulations.

5. Fees

- (a) Application fee as determined by the local authority from time to time.

Note: 1. The Local Authority shall determine that this fee is limited to meeting printing expenses only.

2. No fee will be charged for application forms downloaded from the website.

- (b) processing fee
- (c) Late fee

Note: (i) The processing fee and late fee varies depending on the nature and extent of the development and should be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations - 2021. Arrangements should be made to get to know the amounts of these fees from the Front Office or from the website of the local authority.

(ii) The processing fee charged by the local authority for processing the application for cover approval for building construction shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations - 2021. As the Minister in charge of Urban Development holds the legal authority to change or revise these fees, it will be important to be vigilant about any revisions that may be made from time to time. Efforts should also be made to keep this tariff cycle accessible to the public.

(iii) In the case of construction in an area outside an urban development area, the amount of fee charged shall be as decided by the relevant Local Authority from time to time.

(iv) In determining the amount of these fees, the Local Authority should refrain from charging in excess of the fees levied in an urban development area.

6. Documents to be submitted

- (a) Application for cover approval for an unauthorized construction -
 - (i) in the case of an urban development area, the application in Schedule I of the Urban Development Authority Planning and Development Regulations-2021; and
 - (ii) in the case of an unauthorized construction in an area to which Housing and Town Improvement Ordinance applies, the application in the Annexure hereof.
(This application can be obtained from the Front office or from website)
- (b) A certified copy of the National Identity Card of the applicant
- (c) 05 copies of the building plan certified by a qualified person (You may know from the website of the local authority or from the Front Office the applicable qualified person depending on the nature of the application)
- (d) 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)
- (e) Depending on the nature of building construction, certificates issued by institutions mentioned in the application
- (f) When the applicant is not the owner of the land, a consent letter from the owner of the land
- (g) A rough sketch showing other surrounding landmarks for easy access to the location of land
- (h) A copy of the deed of the land certified by a Notary Public.

The Urban Development Authority has made available facilities to obtain the applications for approval of the building plans online. It is important that the local authorities also take the necessary steps to follow suit.

- Note: 1. If the applicant's name as the owner of the concerned property is not included in the assessment list, actions should be taken to get the assessment list amended before proceeding with the application for construction permit.
2. In completing the application, mistakes can be minimized by contacting the architect or other professional who prepared the plans related to the construction.

7. Procedure

Procedure	Duration	Responsibility
To obtain the application (From the Front Office or the Website of the Local Authority)		Applicant

Procedure	Duration	Responsibility
To receive the application duly perfected and certified by the qualified person, charge the processing fee, issue the receipt, and inform the applicant of the Reference No. and the date of the field inspection	At the time of receiving the application	Officer of Front Office
To refer the application to the Technical Officer through the Officer in charge of the subject	At the time of receiving the application	Officer of Front Office
To send the confirmation of the date of the field inspection to the applicant	At the time of receiving the application	Technical Officer /Public Health Inspector
Field inspection	On the scheduled day	Technical Officer /Public Health Inspector
To refer the file together with his observations and recommendations regarding the application to the Officer in charge of the subject to be referred to the Planning Committee	On the field inspection day itself	Technical Officer / Public Health Inspector
To consider the application with the recommendation of the Technical Officer and granting cover approval	On the scheduled day of the Planning Committee meeting	Planning Committee
To inform the applicant to pay the late fee for cover approval	The day following the date of the Planning Committee meeting	Officer in charge of the subject
To pay the late fee		Applicant
To charge the late fee and issue a receipt and inform the officer in charge of the subject	Immediately upon the payment of the late fee	Officer of Front Office
To make entries in relevant registers confirming the cover approval and get the signature of the authorized officer	Within two days from the Planning Committee meeting	Officer in charge of the subject
To refer the signed certificate to Front Office and inform the applicant to collect documents	Within two days from the Planning Committee meeting	Officer in charge of the subject
To hand over documents to confirm the grant of cover approval to the applicant and get his signature	If the applicant is present in person at the moment itself or by post or using electronic means	Officer of Front Office

8. Legal consequences of construction in contravention of the conditions mentioned in the permit or of unauthorized construction.

Any construction carried out without obtaining a permit or in violation of the conditions of the permit issued shall be deemed as unauthorized construction. The Chairman will issue orders to demolish all such unauthorized constructions. In all cases of non-compliance with the order, a case will be filed in the Magistrate's Court under Section 28A of the Urban Development Authority Act No. 41 of 1978. The Magistrate will order the demolition of the unauthorized construction.

Annex

Specimen Serial No. :

..... **Pradeshiya Sabha**

Obtaining a permit to construct a building under the Housing and Urban Development Ordinance (Chapter 268)

Application

)Read and understand carefully the instructions before completing the application form)

Applicant's Name:

National Identity Card No.:

Address:

.....

Telephone No.: (Residence)..... (Mobile)

E-mail address:

For office use only	
Processing fee paid	Rs.
Receipt No.	

Date	20
Signature of officer of Front Office	
Building Application No.	
Technical Officer's Name	
Public Health Inspector's Name	

..... **Pradeshiya Sabha**

)Instructions to complete the application)

In terms of the Housing and Town Development Ordinance (Chapter 268), the prior approval of the Chairperson of the Pradeshiys Sabha should be obtained to construct a building on any land that is situated within the area of the Pradeshiys Sabha and has not been declared as a development area under Section 3 of the Urban Development Authority Act No. 41 of 1978. Accordingly, the instructions required to complete the following application form submitted for the construction of a building and other documents to be submitted with it are explained here below.

01. Read and understand these instructions carefully and complete the application form. If any problem arises, ask the Front Office Officer of the Pradeshiys Sabha and get the necessary further instructions. Also, bring these instructions to the notice of the person preparing the plan of the building. By doing so, you can avoid the potential delay of having to change the plan from time to time.
- .02 The following attachments should be submitted along with the application form. (If photocopies are submitted, original copy should also be submitted for verification)
 - (a) A photocopy of the deed of the land.
 - (b) A copy of the survey plan of the land.
 - (c) In the event that the original copy of the deed and the plan of the property has been retained by a bank on granting a loan, copies of the deed and plan certified by the manager of the bank concerned should be submitted.
 - (d) Photocopy of National Identity Card of the applicant.

03. At the time of submission of the application, the following fees (a) to (e) must have been paid. You may inquire with the Officer of the Front Office/Officer in charge of the subject and ascertain the amount of arrears from (b) to (e).
- (a) Processing Fee + Tax imposed by Government = Rs.
 - (b) Arrears of Assessment / Acreage (with Warrant Charges)
 - (c) Arrears water supply charges (with late charges, if any)
 - (d) Arrears of Waste Disposal Charges (Arrears)
 - (e) Arrears of Industry Tax / Business Tax
- .04 The application duly perfected as per the above instructions should be handed over to the officer of the front office / officer in charge of the subject and a receipt obtained.
05. The construction of any new building or the complete demolition of the existing building and the construction of a new building in its place is deemed as a construction for the purpose of this application, and any activity falling within the meaning of the term “alteration” in Sub-section (2) of Section 6 of the Housing and Urban Development Ordinance, is deemed as a modification for the purpose of this application. The interpretation of the term “alteration” in Sub-section (2) of Section 6 of the Housing and Urban Development Ordinance is set out in paragraph 06 of these instructions.
06. As per Sub-paragraph (2) of Section 6 of the Housing and Town Improvement Ordinance an “alteration” means any of the following works –
- (a) the construction of a roof or any part thereof, or an external or party wall;
 - (b) the closing or construction of any door or window in an external wall;
 - (c) the construction of an internal wall or partition;
 - (d) any other alteration of the internal arrangements of a building which effect any change in the open space attached to such building, or its drainage, ventilation, or sanitary arrangements;
 - (e) the addition of any building, room, outhouse, or other structure;
 - (f) the roofing of any space between one or more walls and buildings;
 - (g) the conversion into a dwelling house of any building not originally constructed for human habitation;
 - (h) the conversion into more than one place for human habitation of a building originally constructed as one such place;
 - (i) the conversion of two or more places of human habitation into a greater number of such places;
 - (j) the alteration of a building for the purpose of effecting a partition among joint owners; and

- (k) the re-erection of any part of the building demolished for the purpose of such re-erection or otherwise destroyed.

07. The plan of the proposed building should include the followings.

- (i) The distance from the building proposed to be constructed or altered to the boundaries of the land belonging to the applicant, the distance from the proposed building to buildings on each side, rivers, canals, streams, main access road, other roads adjacent to the land, if any, A rough sketch showing the distance from the center of each road to the closest point of the building and the arrow pointing north.
- (ii) Distances from the building proposed to be constructed or altered to kitchens, wells, latrines, and sheds on adjoining land, and rough drawings showing the place or places where septic tanks will be constructed in latrines to be constructed inside and outside the building. A note.
- (iii) If a borehole is proposed to be constructed on the land, a rough diagram showing the distance from the site to the proposed building, to existing latrines on adjacent land and also note the purpose for which the proposed borehole is intended to be used.
- (iv) Inside length and width of each room, verandah and other parts of the proposed building.
- (v) The location and inside height and width dimensions of each door and each window in the proposed building.
- (vi) Show the existing parts of the building subject to modification in black and the parts proposed to be modified in red.
- (vii) The position and inside height and width dimensions of each existing and proposed door and each window in the building proposed to be constructed.
- (viii) Indicate the height of the square corner and the top of the eaves of the building proposed to be erected or altered.
- (ix) Where the building or buildings to be constructed are used for human habitation or for any commercial or industrial purpose, there shall be an adequate number of toilets.
- (x) Correct information about the followings should be mentioned in the application form.
 - * If the area is prone to flooding, where the land is located below the highest flood level, the arrangements to raise the building above the highest flood level.
 - * The purpose for which the building is to be used.
 - * Rainwater and wastewater drainage system.
 - * Construction materials used for construction or alteration

Chairperson,

..... Pradeshiya Sabha

.....

**Approval for construction of a Building under the
Housing and Urban Development Ordinance (Chapter 268)**

Dear Sir,

I,) (name in full) expect
to carry out a construction as specified below on the land belonging to me.

- * To construct a new building separate from the existing building/buildings.
- * Construction of a new building / buildings on the land where no building has been constructed.
- * Adding a new part to the existing building.
- * To demolish a part of the existing building and add a new part.
- * To modify the interior walls of the existing building.
- * Reconstruction of part/parts of building/buildings destroyed due to natural causes

.02 I kindly request approval for the purpose. I submit attached hereto the application appearing below, duly perfected together with other required documents.

Date 20...

.....

Applicant's Signature

Part I – Basic Information

.01 Particulars of the owner of the property:

- i. Name:
- ii. National Identity Card No.:
- iii. Address:
.....
- iv. Telephone No.: Residence: Mobile:
- v. E-mail address:

.02 Particulars of the land where the building constructed :

- i. Road facing the land (access road to the land) :
- ii. Width of the access road: Feet: Meters:
- iii. Assessment No. (if issued):
- iv. Particulars of the Plan of the land:
 -)i(Name of the Surveyor:
 -)ii(Plan No.: Date:
- v. Extent of the land :Acres: Roods: Perches: (Hectare:)
- vi. Boundaries of the land:
 - To the North:
 - To the East:
 - To the South:
 - To the West:
- vii. Name of land :
- viii. Has any building been constructed already on the land? Yes/No
- ix. If yes, please provide the following details
 -)a(No. of floors : (b (Height of building; feet: meter:
 -)c(Squire area of Basement floor :Sq. feet: Sq. meter:

.03 Is the land in joint ownership? Yes/No

.04 If yes, names of joint owners:

- .1
- .2

.3

.4

.05 In the event the applicant is not the owner of the land, the applicant's -

- i. Name:
- ii. National Identity Card No.:
- iii. Address:
.....
- iv. Telephone No.: Residence: Mobile:
- v. E-mail address:

.06 Following documents are attached to the application.

<u>Document</u>	Whether attached/or not
i. Photostat copy of the deed of land	: yes/no
ii. Photostat copy of the Plan of land (in the real size of the original)	: yes/no
iii. Building plan of proposed construction (3 copies of the original)	: yes/no
iv. Clearance certificate of National Building Research Organization	: yes/no/not applicable
v. Clearance certificate of Railway Department	: yes/no/not applicable
vi. Building line certificate issued by Road Development Authority	: yes/no/not applicable
vii. Building line certificate issued by Provincial Road Development Authority	: yes/no/not applicable
viii. Clearance certificate issued by Agrarian Services Department	: yes/no/not applicable
ix. Clearance certificate issued by Ceylon Electricity Board	: yes/no/not applicable
x. Clearance certificate issued by National Water Supply and Drainage Board	: yes/no/not applicable
xi. Certificate of Fire Protection Specialist	: yes/no/not applicable
xii. Clearance certificate issued by Central Environment Authority	: yes/no/not applicable
xiii. Letter of a Chartered Design Engineer to the effect that the construction will be done under his supervision	: yes/no/not applicable
xiv. Clearance certificate of National Physical Planning Department (Applicable only to Pooja Bhoomi areas)	: yes/no/not applicable
xv. Clearance certificate of Department of Archeology (Applicable only to Pooja Bhoomi areas)	: yes/no/not applicable

.07 When the application is relevant to Part II (a), details of rooms in the proposed building / when the application is relevant to Part II (b), details of rooms in existing and proposed parts of the building taken together:

Length in meters, Square area in square meters

Room	Internal measures		Square area	Total square area of doors	Total square area of windows	Minimum height	Maximum height
	Length	Width					
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

I certify that the above measurements will not be altered without the prior written approval of the Chairman of the Pradeshiya Sabha.

.08 Actions taken to prevent flood disasters:

i. Whether the location of the land is higher or lower than the current flood level: Lower* / Higher*

ii. If the answer to the above is “less”, the arrangements proposed to protect against flooding

* By filling the land to increase the height of the land.

* Construction of pillars so that the usable parts of the building are higher than the flood level..

* Other (Describe)

.....

.....

Date: 20...

.....

Applicant's Signature

Part II (a) – Construction of New Buildings

)Fill this Part when constructing a building separate from the existing buildings or when erecting a new building on land where there are no other buildings erected)

.01 Details of the proposed building:

)a(No. of floors : (b (Height of building; feet: meter:

)c(Squire area of Basement floor :Sq. feet: Sq. meter:

.02 Purpose for which the proposed building is used and Square area (in square meters):

Purpose used

square meters

- * Residential purposes
 - * Commercial purposes
 - * Office purposes
 - * Canteen/Hotel
 - * Stay Home
 - * Factory / mechanical workshop
 - * other []Specify (.....)]

Total

.03 The distance from the center line of the access road of the land on which the building is proposed to the nearest point to that road of the proposed building Meter. :

.04 The distance from the other points of the building to the boundaries of the land:

- i. The distance from the left to the boundary of land on that side: Meter
- ii. The distance from the right to the boundary of land on that side: Meter
- iii. The distance from the back to the boundary of land on that side: Meter

.05 Particulars of common areas bordering the land where the building is constructed:

Common areas / Property type meters	<u>exists = ,√No = ×</u>	Distance from the boundary meters
* river /canal /stream /tank
* sea
* railway line
* High voltage power lines)Volts)

.06 Is any road or land bordering the land on which the building is constructed lower or higher than the elevation of the land? : Yes / No

.07 If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	<u>Has retaining wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. ...	meter	Yes / No
* Land on the right side of the land	meter. ...	meter	Yes / No
* Land on the back of land	meter. ...	meter	Yes / No

.08 Building materials for the building :

i. Foundation
ii. walls
iii. roof
iv. floor

.09 Arrangements made for the following purposes:

i. Drainage of surface drains
ii. Sewerage
iii. wastewater

.10 I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20. .

.....

Applicant's Signature

Part II (b) – Addition of a new Section to an Existing Building

)Complete this Part in case of addition of a new section to an existing building/several buildings on the land)

.01 Particulars of the existing building:

)අ) Number of floors: (ආ) height of building feet:.
meter:

)ඇ) Square area of the Basement floor: Sq. feet: Sq. meter:

.02 Purpose for which the existing building is used and square area (in sq. meters):

<u>Purpose used</u>	<u>square meters</u>
* Residential purposes
* Commercial purposes
* Office purposes
* Canteen/Hotel
* Stay Home
* Factory / mechanical workshop
* other [.Specify]	<u>.....</u>
Total	<u>.....</u>

03. .03 The distance from the center line of the access road to the land where the building is to the nearest point to that road of the proposed building Meter. :

.04 The distance from the new section to be constructed to the boundaries of the land:
i. The distance from the left to the boundary of land on that side: Meter

- ii. The distance from the right to the boundary of land on that side: Meter
- iii. The distance from the back to the boundary of land on that side: Meter

.05 Particulars of common areas bordering the new section to be constructed:

Common areas / Property type exists = ,√No = × Distance from the boundary meters

- * river /canal /stream /tank
- * sea
- * railway line
- * High voltage power lines)Volts)

.06 Is any road or land bordering the land on which the building is constructed lower or higher than the elevation of the land? : Yes / No

.07 If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	Has retaining <u>wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. . . .	meter	Yes / No
* Land on the right side of the land	meter. . . .	meter	Yes / No
* Land on the back of land	meter. . . .	meter	Yes / No

.08 Building materials for the building :

- i. Foundation
- ii. walls
- iii. roof
- iv. floor

.09 Arrangements made for the following purposes:

- i. Drainage of surface drains
- ii. Sewerage
- iii. wastewater

.10 I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after

obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20. .

.....

Applicant's Signature

Part II)c) – Demolition of a section of existing building and addition of a new section

)Complete this Part in case of demolishing part/parts of an existing building/several buildings and adding a new part or rebuilding part/parts of a building/buildings destroyed due to natural causes)

.01 Particulars of the existing building:

.01 Particulars of the existing building:

)a) Number of floors: (b) height of building feet:..... meter:

)c) Square area of the Basement floor: Sq. feet: Sq. meter:

.02 Purpose for which the existing building is used and square area (in sq. meters):

<u>Purpose used</u>	<u>square meters</u>
* Residential purposes
* Commercial purposes
* Office purposes
* Canteen/Hotel
* Stay Home
* Factory / mechanical workshop
* other [.....Specify (.....)]	<u>.....</u>
Total	<u><u>.....</u></u>

.03 Whether the addition to the building/buildings is because of destructions caused by a natural cause: Yes*/No*

.04 If the answer is Yes to the above, describe the natural cause that occurred. :)Mention here the cause such as floods/fires/landslides or otherwise)

.....

.05 The distance from the center line of the access road to the land where the building is to the nearest point to that road of the building to be constructed: Meter. :

.06 The distance from the new section to be constructed to the boundaries of the land:

- i. The distance from the left to the boundary of land on that side: Meter
- ii. The distance from the right to the boundary of land on that side: Meter
- iii. The distance from the back to the boundary of land on that side: Meter

.07 Particulars of common areas bordering the new section to be constructed:

Common areas / Property type meters	<u>exists = √, No = ×</u>	Distance from the boundary
* river /cannel /stream /tank
* sea
* railway line
* High voltage power lines (Volts

.08 Is any road or land bordering the land lower or higher than the elevation of the land? : Yes / No

.09 If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	<u>Has retaining wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. ...	meter	Yes / No
* Land on the right side of the land	meter. ...	meter	Yes / No
* Land on the back of land	meter. ...	meter	Yes / No

.10 Building materials used:

- i. Foundation

- ii. Walls
- iii. Roof
- iv. Floor

.11 Arrangements made for the following purposes:

- i. Drainage of surface drains
- ii. Sewerage
- iii. wastewater

.12 I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20. .

.....
Applicant's Signature

) - - - - - Applicant please do not write anything below - - - - -

For Office Use Only

Report of the Officer of Front Office/in charge of the Subject

Technical Officer through Secretary

- .01 Whether the land is or is not in the assessment zone? Yes* / No*
- .02 If Yes, is rates in arrears? Yes* / No*
- .03 If Yes, the total amount due Rs.....
- .04 Arrears recovered Rs.....
- .05 Receipt No.: Date: 20. .

Forward the application for necessary action.

Date: 20. .

.....
Officer of Front Office/in charge of the Subject

Report of the Technical Officer

- .01 Was the accuracy of the particulars furnished in the application checked? Yes* / No*
- .02 Are those particulars correct? Yes* / No*

- .03 If “No”, have the relevant places been rectified in red? Yes* / No*
- .04 Has the applicant commenced construction? Yes* / No*
- .05 If “Yes”, the manner in which the provisions of the Ordinance violated:
.....
.....
.....
- .06 Was it advised to rectify the breach of provisions? Yes* / No*
- .07 Does the proposed construction surpass the building line? Yes* / No*
- .08 If surpasses, can the construction be allowed
under a non-compensation agreement? Yes* / No*
- .09 If “yes”, How far back should the proposed construction be pushed? Meter.
- .10 Are the dimensions shown in the building plan regarding placing ventilation
windows to suit the area of the rooms inside the building, correct Yes* / No*
- .11 Is the standard distance between buildings, toilets, and wells, correct? Yes* / No*
- .12 Is the proposed distance between the boundaries of land and proposed building? Yes* / No*

I certify that the above information is correct as scrutinized by me and as per the corrections indicated in red in the application and plan. Subject to the corrections made in red in the application and plan, the proposed construction is in agreement with the specifications mentioned in the Annexure to the Housing and Urban Development Ordinance. I recommend issuing a permit for the construction of buildings.

Date: 20.

.....
Technical Officer

Report of the Public health Inspector

- .01 Was the accuracy of the particulars furnished in the application checked? Yes* / No*
- .02 Are those particulars correct? Yes* / No*
- .03 If “No”, have the relevant places been rectified in red? Yes* / No*
- .04 Are the dimensions shown in the building plan regarding placing ventilation
windows to suit the area of the rooms inside the building, correct Yes* / No*
- .05 What is the purpose of the building? Residential/Commercial/Industrial/Other
- .06 Are there any other buildings in the land concerned Yes* / No*

- .07 If “Yes”, are those buildings marked in the plan? Yes* / No*
- .08 Are the toilets facilities adequate for the number of persons using the building? Yes* / No*
- .09 Is the standard distance between buildings, toilets, and wells, correct? Yes* / No*
- .10 If the building is for residential purposes, is it suitable for the purpose? Yes* / No*

I certify that the above information is correct as scrutinized by me and as per the corrections indicated in red in the application and plan. Subject to the corrections made in red in the application and plan, the proposed construction is in agreement with the specifications mentioned in the Annexure to the Housing and Urban Development Ordinance. I recommend issuing a permit for the construction of buildings.

Date: 20..

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Public Health Inspector

Recommendation of Medical Officer

Chairperson,

.....Pradeshiya Sabha.

As per the above recommendations, I recommend issuing the building permit for the proposed buildings.* / informing the Applicant to fulfill the following conditions .*

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Date: 20. .

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Medical Officer

Chairperson’s Order

Technical Officer,

As per the above recommendations, I approve the issuance of the permit for the construction of the proposed buildings. Prepare the permit and submit it for my signature* / Inform the applicant to fulfill the following conditions*.

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Date:20..

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Chairperson