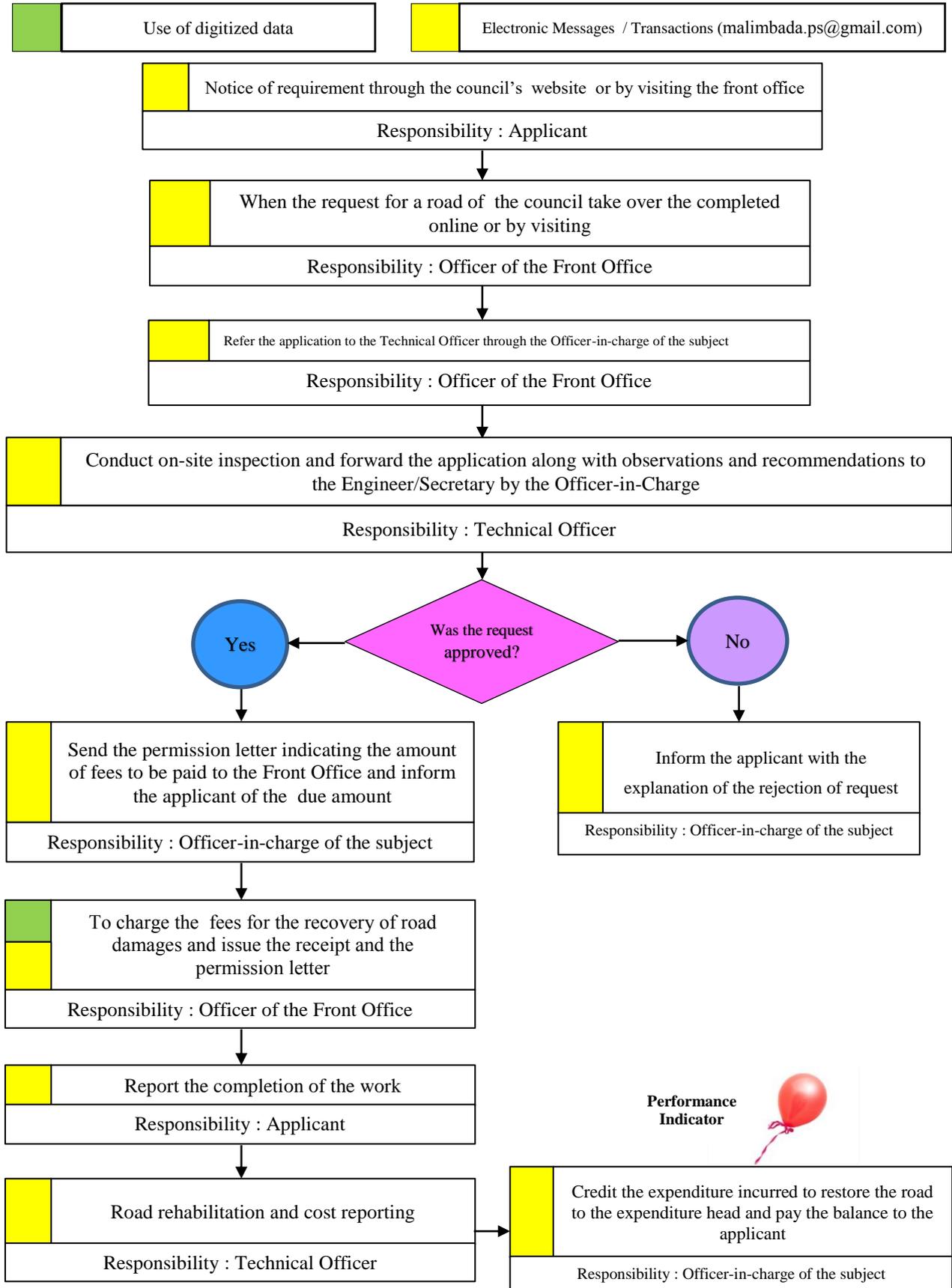


## 15. Requesting permission to cause to damage roads – Flowchart



## 15. Requesting permission to damage roads

### 1. Introduction

In case of obtaining drinking water supply, electricity, telephone or any other type of telecommunication facility or any other service by a resident within the territory or in the provision or establishment of such contact by any service promotion institution providing such contact services or other contact services or in a case where the acquisition or provision of the relevant service has to be done underground mining a road owned by the local authority, it is essential to cover the cost of repairing the damage done to the road concerned. This amount shall be paid to the council by the service provider or service recipient as the case may be.

### 2. Legal Authority

- (a) Paragraph 40(I) (J) of the Municipal Councils Ordinance (Chapter 252)
- (b) Paragraph 36(A) Urban Councils Ordinance (Chapter 255)
- (c) Paragraph (xxxii) of Sub Section (I), Section 19 of Pradeshiya Sabha Act No. 15 of 1987

### 3. Eligibilities

- (a) In the event that a road owned by the local authority has to be damaged in the course of providing a service or obtaining a service, the service provider or client will be eligible to make this request.
- (b) This facility is applicable only in respect of roads owned by the local government institution.

### 4. Fees

A fee and a security deposit shall be paid as may be determined by the Council from time to time depending on the construction materials used in the construction of the roads.

Note : The council should take decision about the cost per cubic foot of road restoration after damage, [type of road construction material (tar, concrete, interlock, asphalt concrete - carpet - or other)] as recommended by Technical Officer.

### 5. Documents to be submitted

- a) The application prepared in accordance with the annex hereto
- b) A rough sketch showing the easy way to reach the point on the road intended to be damaged
- c) A copy of the letter issued by the service providing institution.

Note : This application can be downloaded from the website of the council or can be obtained from the Front Office.

### 6. Procedure

Procedure	Duration	Authority
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Procedure	Duration	Authority
Submitting the applicant's requirement through the council's website or visiting the Officer of Front Office		Applicant
Accepting the completed application online or manually and issuing a tracking number to the applicant where the requesting road owns by the council.		Officer of the Front Office
Forwarding of the application to the Technical Officer through the Officer-in-Charge of the subject	Immediately after the receipt of the application	Officer of the Front Office
Conduct on-site inspection and forward the application along with observations and recommendations to the Engineer/Secretary by the Officer-in-Charge	Within two days from the date of receipt of the application	Technical Officer
Approve/reject the request as per the recommendation of the Technical Officer	From the date of receipt of the recommendation	Engineer/Secretary
Forwarding the permission letter indicating the amount of fee payable to the front office with the signature of the Engineer/Secretary and informing the applicant to pay the relevant fees for issuing the permission letter.	On the same day of the receipt of the recommendation	Officer-in-charge of the subject
To charge the damage recovery fee and issue the receipt and the permission letter to the applicant	With the arrival of applicant	Officer of the Front Office
Reporting to the council that tasks have been completed	Immediately after the completion of the task	Applicant
After the applicant completes the work, the road will be restored and the cost will be reported	Within seven days from the date of notice of completion of work by the applicant	Technical Officer
Expenditure incurred for rehabilitation of the road shall be debited to the relevant expenditure head and payment to the applicant if there is any balance	On the same day of the receipt of the expenditure report.	Officer-in-charge of the subject

**Requesting to damage roads**

- 1. Name of the applicant with initials : .....
  - 2. National Identity Card No. : .....
  - 3. Mobile No. : .....
  - 4. E-mail address : .....
  - 5. Postal address : .....
  - 6. What is the need to damage the road? : Plumbing / Other (.....)
  - 8. The institution providing the relevant service .....
  - 9. Road expected to be damaged : .....
  - 10. Place expected to be damaged : .....
  - 11. materials at the site of road damaged Gravel / Tar / Carpet / Concrete / Interlock / Other (.....)
- (Attach a sketch of the access road to the place where the road is intended to be damaged)
- 12. Size of road intended to be damaged: Width in feet: ..... Length in Feet: ..... Depth in feet: .....
  - 13. Reference number and date of the letter issued by the service provider:  
Reference No.: ..... Date:..... 20 (Attach a copy)

I hereby certify that the above particulars are true and correct and kindly request permission to damage the road. I further inform that I am ready to pay the amount of money required to cover the losses for that purpose when I am notified.

Date : ..... 20 . .....

Signature of the applicant

Technical Officer through the Officer-in-charge of the Subject

Submitted to refer for the signature of the Engineer/Secretary with your recommendation for the request of overleaf.

Date : ..... 20 . .....

Engineer

\* Construction of the above road:

Gravel / Tar / Carpet / Concrete / Interlock / Other (.....)

\* The part of the road to be damaged is..... cubic meters

The cost of materials required to restore the road after damage is Rs. .... also, other expenses to be covered is Rs. ...., and after including the taxes prescribed by the government for both the expenses, the total expenditure is Rs. .... is estimated. I recommend permission to damage the road after the payment of that amount and security deposit.

\* I recommend to reject the request as this road not belongs to .....Council.

Date : ..... 20 .

.....

Technical Officer

Officer-in-charge of the subject

The above recommendation is approved. Prepare and submit the letter informing the applicant to pay the approved charges along with the applicable taxes and the letter of permission to damage the road.

Date : ..... 20 .

.....

Engineer/Secretary

Officer of the Front Office

Informed over the phone to charge fees. / The advertisement letter was posted. Hand over the permission letter to the applicant after collecting the prescribed fees.

Date : ..... 20 .

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Officer-in-charge of the subject