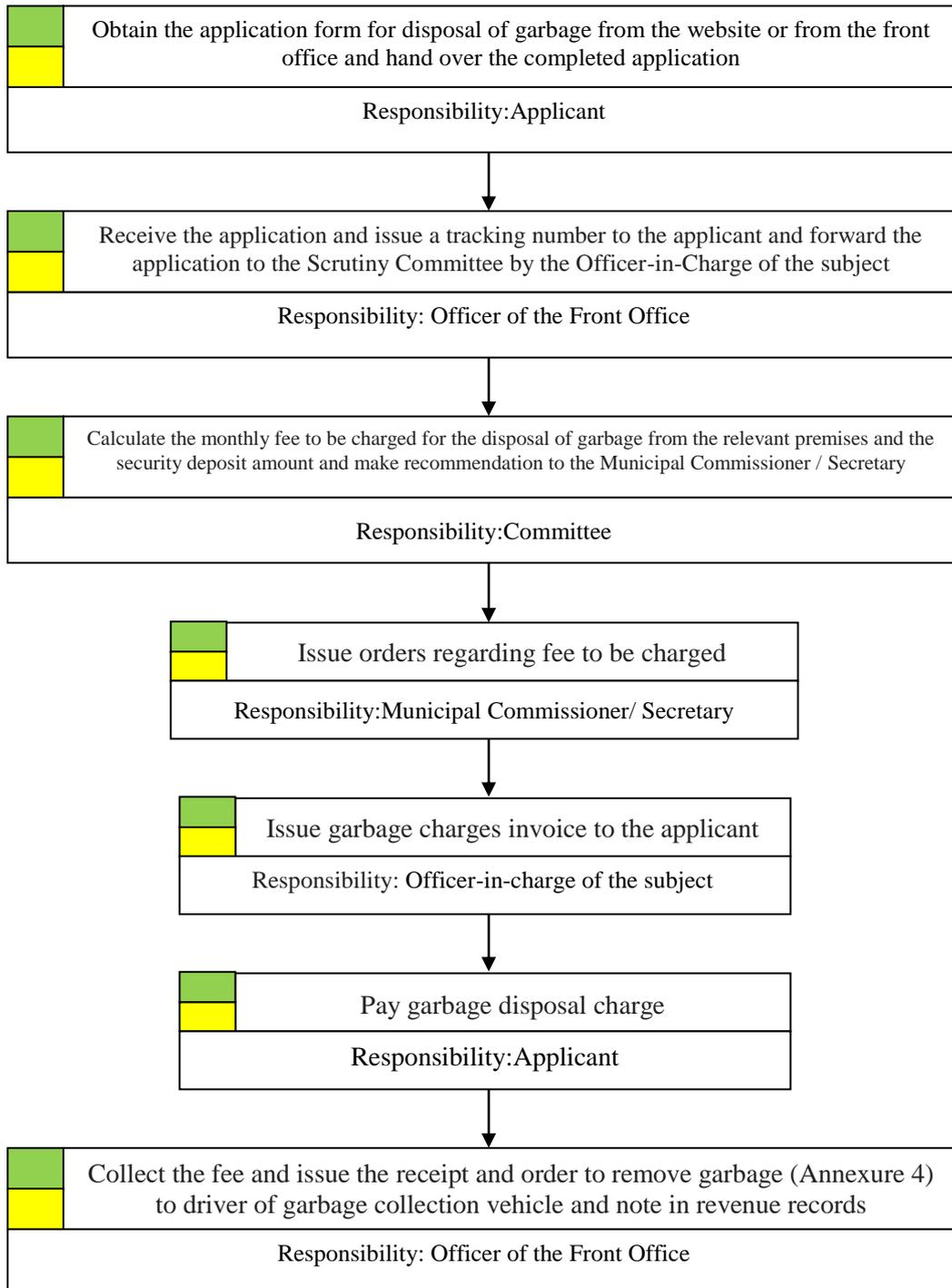
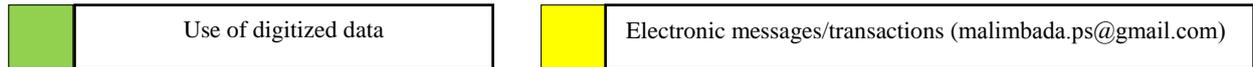


## 25. Disposal of garbage at none residential sites-Flow Chart



Performance Indicator



## **25. Disposal of garbage at non-residential sites**

### **1. Introduction**

Among the duties assigned to a Local Government Institution in relation to health and sanitation, the duty of garbage collection and disposal is assigned only to collect and dispose the garbage found in the streets and houses. In carrying out this work, the annual rates are used to cover the expenses incurred by the Local Government Institution. In this context, even in an area where rates are levied, the law has not mandated a Local Government Institution to dispose the garbage collected in non-residential sites. In the same way, there is no legal obligation to collect and dispose the garbage in an area that has not been declared as a developed area within any Pradeshiya Sabha area. It is the responsibility of the owner or occupier of such a place to dispose the garbage collected in such a place hygienically. If the Local Government Institution is requested by any person who is not capable of hygienically disposal of the garbage collected in such a place, the said body may undertake the work of disposal of the garbage collected in such place after charging the costs incurred in that regard.

### **2. Legal Authority**

- (a) Section 129 of the Municipal Councils Ordinance (Chapter 252);
- (b) Section 118 of the Urban Councils Ordinance (Chapter 255);
- (c) Section 93 and sub-section (2) of section 159 of the Pradeshiya Sabhas Act No. 15 of 1987.

### **3. Eligibility**

Any person who is not able to dispose the garbage generated in any non-residential premises within the Council's assessment area, or in any place outside the assessment area, is eligible to avail this service after paying the relevant fees to the Local Government Institution.

- Note:
- i. Non-residential site means any industrial or commercial establishment and includes a Government office.
  - ii. At no time shall a Local Government Institution dispose any clinical waste or hazardous waste accumulated in any hospital or clinic or dispensary run by the Government or the private sector or any other place used for the treatment of patients.

### **4. Fees**

- (a) Garbage disposal fee.
- (b) Refundable additional deposit.
- (c) Such taxes as may be prescribed by the Government from time to time in respect of such charges.

- Note:
- i. The fee determined by the Local Government Institution shall be calculated as per the model shown in Annexure No. 01 hereof.
  - ii. Disposal of garbage will be carried out only after payment of the fee before the beginning of the month in which it is expected to be disposed.

### **5. Documents to be submitted**

Application should be made through the application form prepared as per the format shown in Annexure No. 02 hereof.

## 6. Procedure

Procedure	Duration	Authority
Obtain the application form for disposal of garbage from the website or from the front office and hand over the completed application		Applicant
Receive the application and issue a tracking number to the applicant and forward the application to the Scrutiny Committee by the Officer-in-Charge of the subject	As soon as the application is received	Officer of the Front Office
Calculate the monthly fee to be charged for the disposal of garbage from the relevant premises and the security deposit amount to be deposited in the council (Annexure 1) and make recommendations to the Municipal Commissioner / Secretary	Within three days from the date of receipt of the application by the committee	The Scrutiny Committee (See Note 1)
Approve the recommendation for fees and forward it to the Officer-in-charge of the subject	Date of receipt of recommendation	Municipal Commissioner/ Secretary
Forward garbage charges invoice to applicant (Annexure 3)	Date of receipt of approval	Officer-in-charge of the subject
Payment of garbage disposal charges		Applicant
Collect the fee and issue the receipt and forward the order in Annexure 4 to the driver of the garbage collection vehicle, note it in the revenue records	As soon as the money is collected	Officer of the Front Office

Note: 1. The charges Recommending Committee shall consist of Public Health Inspector, Technical Officer, Revenue Inspector and the Officer in charge of Waste Management.

2. Take action to facilitate payment of garbage disposal charges for the entire year (upto 31st December of a given year).

3. After collection of garbage disposal charges, the notification in Annexure 04 should be issued to the driver of the garbage collection vehicle at the respective location.

## 7. Consequences of making default in payment of garbage charges

The relevant service will be provided only after payment of garbage disposal charges at a non-residential site. Making default in payment of charges will result in service not being provided.

### Calculating Garbage Disposal Charges

**Annual cost of garbage hauling vehicles (Enter the cost for the 12 months preceding the month of calculation here)  
(Enter the cost of backhoe loaders used in the garbage disposal yard in the first column and then write down the costs of  
garbage transport vehicles in the columns below)**

Name of Applicant: .....

Address of the waste disposal site: .....

Vehicle No.	Fuel and Lubricant	Service cost	Other maintenance expenses	Overtime	Wages of casual workers	Total expenditure of the vehicle	Maximum load at one time (tons)	Number of loads transported	Total weight transported
1	2	3	4	5	6	7	8	9	10
01. Backhoe loader						2+3+4+5+6	Not relevant	No	No
02.						2+3+4+5+6			8 x 9
03.						2+3+4+5+6			8 x 9
04.						2+3+4+5+6			8 x 9
05.						2+3+4+5+6			8 x 9
06.						2+3+4+5+6			8 x 9
07.						2+3+4+5+6			8 x 9
08.						2+3+4+5+6			8 x 9
09.						2+3+4+5+6			8 x 9
10.						2+3+4+5+6			8 x 9
11.						2+3+4+5+6			8 x 9
12.						2+3+4+5+6			
13.						2+3+4+5+6			
14.						2+3+4+5+6			
15.						2+3+4+5+6			8 x 9
<b>Total</b>						<b>7 T</b>			<b>10 T</b>



**Other expenses of the garbage disposal yard**  
**(Enter here the expenditure of 12 months preceding the month of calculation)**

Lease rent for garbage disposal site (only if applicable)	Rs. ....
Expenditure on soil obtained for landfill closure	Rs. ....
Total expenditure of garbage yard (D)	Rs. ....

**Calculating Expenses**

Garbage transport cost(7 T)	Rs. ....
Expenditure of garbage yard (D)	Rs. ....
Worker Welfare Expenses (Safety Uniforms, Sanitizers and Medicines etc.)	Rs. ....
Total cost of operating garbage for 12 months= (AE)	Rs. ....

Total garbage weight (Tons) operated in 12 months (10 T) Tons: .....	
Cost of handling a ton of garbage(AE ÷ 10 T)	Rs. ....
Cost of handling one kg of garbage(TE ÷ 10 T) ÷ 1000 = (ME)	Rs. ....

Having considered the amount of garbage disposed by the requesting agency on the inspection date,	
Average weight of the disposable garbage in a day= (WpD)	Kg. ....
Weight of disposable garbage in a month[WpD x 30] = (WpM)	Kg. ....
Recommended amount to charge for a month's garbage disposal[WpM x ME] = (MF)	Rs. ....
Value of safe deposits to be deposited to accept garbage disposal (MF ÷ 100)150	Rs. ....

- 
- D = Total expenses of garbage disposal yard
  - 7 T = Garbage transport cost (Total from paragraph 7 of the garbage disposal charges calculation sheet)
  - TE = The total amount spent by the Council on garbage operations in the last 12 months
  - 10 T = Total weight (tons) of garbage handled by the Council during the last 12 months



.....**Council**  
**Application Form for Disposal of Garbage**

1. Name of Applicant: .....

2. Personal Address: .....

.....

3. National Identity Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Telephone No:      Mobile: ..... Residence: .....

5. Email Address: ..... @ .....

6. Garbage disposal site's -

(a) Address: .....

.....

(b) Name of street/road: .....

(c) Grama Niladari Division No. and Name: .....

(d) Is it a property within the assessment zone?: Yes / No

(e) If the above answer is "Yes", the Assessment Number: .....

(f) Use at the garbage disposal site: (Strike off unnecessary words)

Residential / Commercial / Medical Center / Factory / Office / Other

Municipal Commissioner/ Secretary,

..... Council.

I request that the garbage generated in the above place be disposed. I agree to pay the monthly fee for disposal of garbage after I have been notified. I am aware that the Municipal Commissioner/Secretary has the power to seize and sell the movable property belonging to me or any other person in the relevant place in case of default in payment of garbage disposal charges and collect the said charges and other related charges if any. I certify that I have carefully read the terms and conditions laid down by the Council for garbage disposal and I agree to abide by them.

Date: .....20...

.....  
 Applicant's Signature

)For office use only(

Officer in charge of the subject,

Refer to the Committee concerned for observations and recommendations on the fees to be charged in fulfillment of the request overleaf. The tracking number assigned to this request is. . . . .

Date: . . . . .20. . .

.....  
Officer of the Front Office

-----  
Public Health Inspector / Officer in charge of Waste Management / Technical Officer / Revenue Inspector,

Inspect the relevant site as per the application form overleaf and calculate the monthly garbage disposal charges and security deposit amount to be collected and report to me through the officer concerned.

Date: . . . . .20. . .

.....  
Municipal Commissioner/ Secretary

-----  
Municipal Commissioner/ Secretary,

1. Use at the garbage disposal site: (Confirm the declaration in section 6(e) of application form. . . . .)
2. According to our observation, garbage is generated from this site in the following ways every day.
  - (a) Biodegradable garbage: (kg per day) - . . . . .
  - (b) Polythene / Plastic and related garbage: (kg per day) - . . . . .
  - (c) Paper/Cardboard and related waste: (kg per day) - . . . . .
  - (d) Other Garbage (Specify): (kg per day) - . . . . .
4. Average weight of garbage likely to be disposed in a day, taking into account the quantity of garbage disposed by the requesting body on the inspection day = (WpD) Kg. . . . .  
 Weight of disposable garbage in a month [WpD x 30] = (WpM) Kg. . . . .  
 Recommended amount to charge for a month's garbage disposal [WpM x ME] = (MF) Rs. . . . .  
 Value of security deposits to be deposited to undertake garbage disposal (MF ÷ 100) 150Rs. . . . .
5. Date of Premises Inspection: . . . . .20. . .
6. Other observations: . . . . .

We recommend charging fees as per above calculation.

Public Health Inspector . . . . . (Name and signature). . . . .  
 Officer in charge of Waste Management . . . . . (Name and signature). . . . .  
 Technical Officer . . . . . (Name and signature). . . . .  
 Revenue Inspector . . . . . (Name and signature). . . . .

-----  
Officer in charge of the subject,

I approve the recommendation. Issue the fee invoice to the applicant.

Date: . . . . .20. . .

.....  
Municipal Commissioner/ Secretary



.....Council

**Announcement of garbage disposal charges for the month of ..... in the year .....**

My No:.....

On ..... 20....

Mr. / Mrs. / Ms.<sup>1</sup> .....

Mr. / Mrs. / Ms,<sup>1</sup>

**Garbage disposal charges for the month of .. ...in the year 20 ....**

This refers to the request made by you on ..... 20.....

02. Having considered the request, the charge for disposal of the garbage discharged in one month from the business premises/offices described below maintained by you is given below. The monthly fee before the start of each month has to pay to the ..... Council. You are kindly informed that if the said fee is not paid to the Council before the beginning of the relevant month, the Council will not dispose the garbage discharged from the relevant site.

Business site and fee payable -

- (a) Business Name:..... (In the case of a business site) .....
- (b) Address of the site .....
- (c) Month for which fee is applicable: Month of ..... in the year 20 ...
- (d) Fee payable: Rs. .... (in letters) Rs..... (In figures)
- (e) Security deposit amount: Rs. .... (in letters) Rs..... (In figures)

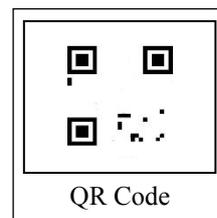
03. Facilitation has also been provided to pay this fee in a single payment for the period up to 31st December of a particular year.

Yours faithfully,

.....

Municipal Commissioner/ For Secretary,

.....Council



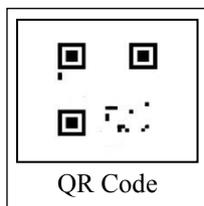
Through Officer in charge of Waste Management,

Original

Tractor driver on garbage collection route. ....

The Council has undertaken the disposal of garbage at the site described below. Collect garbage at the site during the month of ..... 20.... / up to ..... of the month of ..... 20. .... This order is valid only for the period specified herein. The extension of this service will be announced after collection of garbage disposal charges for a certain period of time.

- (a) Name of Applicant:.....
- (b) Address: .....
- .....
- (c) Name of street/road: .....
- (d) Grama Niladari Division No. and Name of the site: .....,.....



Date: .....20. . .

.....  
Municipal Commissioner/ For Secretary

----- Detach here -----

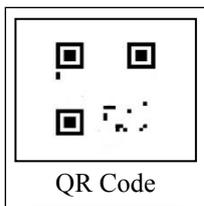
Through Officer in charge of Waste Management,

Duplicate (To relevant File)

Tractor driver on garbage collection route. ....

The Council has undertaken the disposal of garbage at the site described below. Collect garbage at the site during the month of ..... 20.... / up to ..... of the month of ..... 20. .... This order is valid only for the period specified herein. The extension of this service will be announced after collection of garbage disposal charges for a certain period of time.

- (a) Name of Applicant:.....
- (b) Address: .....
- .....
- (c) Name of street/road: .....
- (d) Grama Niladari Division No. and Name of the site : .....,.....



Date: .....20. . .

.....  
Municipal Commissioner/ For Secretary