

Peliyagoda Municipal Council
Citizen charter

We are bound to provide you with the requested service within the time frame notified by us if the requested information, written documents and fees are submitted with your request.

Ser.No	Service provided	Documents to be submitted by requester	Contact officer / Responsible officer	Charges/ Tax amount	Time taken to complete the task
01	Levying Rates	1. Assessment Notice sent to you by the local authority	Officer of Front Office (Rates)	Total amount specified in Assessment Notice	15 minutes
02	Registration and revision of property title	1. Duly perfected application (2 in duplicate) 2. 2 copies of the deed attested by a Lawyer /Notary Public	Officer of Front Office (Rates) Revenue Inspector	Application fee Rs. 200.00	2 hour
03	Issue of Non-acquisition Certificates	1. Duly perfected application 2. All amounts due to the local authority should have been settled 3. When the applicant is not the owner of the land, a consent letter from the owner of the land	Officer of Front Office (Rates)	1. Application fee Rs. 200.00 2. Tile Certificate /Non-acquisition Certificates Rs. 1300.00 3. Building limits certificate Rs. 1000.00	1 hour
04	Issue of Certificate of Street Lines/ Building Lines	1. Duly perfected application 2. A copy of the survey plan of the land 3. When the applicant is not the owner of the land, a consent letter from the owner of the land	Officer of Front Office (Rates) Work Superintend	1. Application fee Rs. 200.00 2. Tile Certificate /Non-acquisition Certificates Rs. 1300.00 3. Building limits certificate Rs. 1000.00	1 hour

05	Issue of Trade Licenses	<ol style="list-style-type: none"> 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 	<p>Officer of Front Office (Mixed Revenue)</p> <p>Revenue Inspector</p> <p>Public health Inspector</p>	License Fee Rs. 1000.00	07 working days
06	Levying Industry Tax	Industry Tax Notice sent to you by the Local Authority	<p>Officer of Front Office (Mixed Revenue)</p> <p>Revenue Inspector</p>	Industrial tax Rs. 1000.00	03 working days
07	Levying Business Tax	1 Business Tax Notice sent to you by the Local Authority	<p>Officer of Front Office (Mixed Revenue)</p> <p>Revenue Inspector</p>	Business Tax Rs.1200.00 - 3000.00	30 minutes
08	Collection of public market shop rent	1. Notice of public market shop number and name of lessee	Officer of Front Office (Mixed Revenue)	<p>Monthly shop rent</p> <p>(Before 10th of every month)</p>	15 minutes
09	Issue of permits for display of advertisements	<ol style="list-style-type: none"> 1. Duly perfected application; 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 hording 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. 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. 5. In the case of an advertising hording 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 	<p>Officer of Front Office (Mixed Revenue)</p> <p>Revenue Inspector</p>	<ol style="list-style-type: none"> 1. Application fee Rs. 500.00 2. License fee charged on the square area of the advertisement as per provisions of By-laws 	1 hour

10	Levying Taxes on sale of certain lands	1. Tax on sale of certain lands notice sent to you by the local authority .	Officer of Front Office (Mixed Revenue) Revenue Inspector	1. Application fee 2. Processing fee	15 minutes
11	Approving development plans for sub-division and amalgamation of land	<ol style="list-style-type: none"> 1. නගර සභාවෙන් ලබා ගත් අයදුම් පත්‍රය නිවැරදිව සම්පූර්ණ කර ඉදිරිපත් කළ යුතුය. 2. A certified copy of the National Identity Card of the applicant 3. A copy of the deed 4. Original copy and photocopy of survey plan 5. Base plan for the new plan up to approximately 2020 6. 05 copies of the survey plan relating to the sub-division or amalgamation certified by a qualified person 	<p>Technical Officer</p> <p>Public health Inspector</p> <p>Subject officer (Planning)</p> <p>Planning Committee</p>	<ol style="list-style-type: none"> 1. Application fee Rs.1000/- 2. Processing fee (Fee depending on the nature of the development mentioned in Schedule 2 of the Planning and Development Orders.) 	14 working days
12	Approving Building Plans	<ol style="list-style-type: none"> 1. Duly perfected application which is obtained from the local authority 2. A certified copy of the National Identity Card of the applicant 3. 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) 4. A copy of the approved survey plan of the land on which the building is to be constructed 5. Depending on the nature of the building construction, certificates issued by the institutions mentioned in the application form. 6. When the applicant is not the owner of the land, a consent letter from the owner of the land 7. A rough sketch showing other surrounding landmarks for easy 	<p>Technical Officer</p> <p>Public health Inspector</p> <p>Subject officer (Planning)</p> <p>Planning Committee</p>	<ol style="list-style-type: none"> 1. application fee Rs.1000/- 2. Processing fee (Fee depending on the nature of the development mentioned in Schedule 2 of the Planning and Development Orders.) 	14 working days

		access to the location of land 8. A copy of the deed of the land certified by a Notary Public.			
13	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	Officer of Front Office	1. Application fee Rs. 1000/- 2. Processing fee Rs.	7 days
14	Issue of Certificate of Conformity	1. In the case of an urban development area, the application in Schedule I 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	Management Service Officer (Planning) Work Superintend	Processing fee Rs.. 4000.00	14 working days
15	Removing hazardous situation caused by trees	Duly perfected application	Management Service Officer (Public compliant / Technical officer)	Free of charge	05 Working days
16	Street light repair and processing of request.	1. Inform the post number	Industry Administrator/ Technical officer	Free of charge	02 Working days
17	Application for permission to cause damages to road	1. Duly perfected application 2. Rough sketch showing the easiest access road to the spot of the road damages to be inflicted. 1. 3. A copy of the letter issued by the relevant service providing agency.	Officer of Front Office	Depends on the extent of the damage	2 days

18	Renting Navaloka Community Hall for events	<ol style="list-style-type: none"> Duly perfected application Agreements must be handover with the signature. 	<p>Officer of Front Office (Mixed Revenue)</p> <p>Revenue Inspector</p>	<ol style="list-style-type: none"> Application fee Rs. 100.00 The function hall fee, within the jurisdiction is Rs. 20000.00 out of the jurisdiction is Rs.30000.00 Refund amount Rs. 5000.00 	01 hour
18.1	Refund the Navaloka Community Hall deposit amount.	<ol style="list-style-type: none"> Submission of claim with original copy of receipt 	Officer of Front Office (Mixed Revenue)		06 working days
19	විජය කුමාරතුංග ක්‍රීඩා පිටිය කුලියට දීම	<ol style="list-style-type: none"> Duly perfected application Agreements must be handover with the signature. 	Officer of Front Office (Mixed Revenue)	<ol style="list-style-type: none"> Application fee Rs. 100.00 Playground Charge Rs. 10000.00 Deposit amount for refund Refundable Deposit Rs.3000.00 	1 ½ hour
19.1	විජය කුමාරතුංග ක්‍රීඩාංගනයේ තැන්පත් මුදල ආපසු ගෙවීම	<ol style="list-style-type: none"> Submission of claim with original copy of receipt 	Officer of Front Office (Mixed Revenue)		06 days
20	Reservation of Crematorium	<ol style="list-style-type: none"> Duly perfected application 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) A copy of the National Identity Card of applicant (with the original for verification) 	<p>Management Service Officer – Health</p> <p>Public Health Inspector</p>	<ol style="list-style-type: none"> Within local limits Rs. 5000/- Outside local limits Rs. 7000/- 	35 minutes
21	Environmental Protection License	<ol style="list-style-type: none"> Duly perfected application. Rough sketch of the route to the place of industry or business. 	<p>Public Health Inspector</p> <p>Management Service Officer –</p>	<ol style="list-style-type: none"> Application Rs.. 100.00 	14 days

		<ol style="list-style-type: none"> 3. Details of the staff to be deployed. 4. A certified copy of the Business Registration 5. A copy of the deed / lease agreement of the land where the business is carried on 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) 9. Business registration 	Health	<ol style="list-style-type: none"> 2. License Fee Rs. 4000.00 3. Processing fee Rs. 	
22	Disposal of garbage at none residential sites (Business)	<ol style="list-style-type: none"> 1. Duly perfected application 2. Agreements must be handover with the signature.. 	Management Service officer (Health)	Depending on the amount of waste deposited – Rs 200 for 1kg	3 days
23	Providing gully bowser service	1 Duly perfected application	Management Service officer (Health) Driver	Gully bowser fee, <ol style="list-style-type: none"> i. Within the division – Resident Rs. 6000.00 Business Rs. 7000.00 ii. Outside of the division – Resident Rs. 8000.00 Business Rs. 8000.00 <ol style="list-style-type: none"> 2. Outside of the division Rs.200 is charged per 1 k.m. 	2 days

