In the institution Name - Nivitigala Pradeshiya sabha

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| **Citizenship declaration for local government bodies** |
| Sub no | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 01 | Approval of building plans | 01. Application form in Sub-Register 1 of Urban Development Authority Planning and Development Orders 2021 duly completed or application form obtained from Council in case of non-Urban Development Areas | Front Office Officer | 01. Technical Officer/Public Health Inspector02. Officer in charge of the subject03. Planning Committee04.Physical Planning Committee | 21 days (Dates may change if there are revisions in the plan.) | Application Fee Rs. 500.00The advance fee varies depending on the nature of the construction. |
|  |  | 02. A certified copy of the National Identity Card of the applicant |  |  |  |  |
|  |  | 03. 05 copies of the building plan certified by a qualified person. |  |  |  |  |
|  |  | 04. A copy of the approved survey plan of the land on which the structure is to be constructed (Applicable only to urban development areas declared under the Urban Development Authority Act.) |  |  |  |  |
|  |  | 05. Certificates issued by the institutions mentioned in the application form as per the construction soundness of the building |  |  |  |  |
|  |  | 06. In case the applicant is not the owner of the land, the consent letter of the land owner |  |  |  |  |
|  |  | 07.A rough sketch drawn showing the minimum location for easy access to the site. |  |  |  |  |
|  |  | 08. A copy of the land deed certified by a notary public |  |  |  |  |
|  |  | 09. In the case of land located in an assessable area, the property must be registered in the name of the owner of the land. |  |  |  |  |

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| 02. | Approving land subdivision and consolidation development plans. | 01. Correctly completed application form | Front Office Officer | 01. Technology Officer02. Subject Officer03. Planning Committee or Physical Planning Committee | 14 days | Application fee Rs.500.00Advance charges vary based on square footage. |
|  |  | 02. A certified copy of the National Identity Card of the applicant |  |  |  |  |
|  |  | 03. 03 copies of the survey plan related to land subdivision or consolidation of land certified by a qualified person (according to the nature of the request, who is the relevant qualified person can be known from the council's website or front office.) |  |  |  |  |
|  |  | 04. Certificates issued by the institutions mentioned in the application form depending on the nature of the development |  |  |  |  |
|  |  | 05. In case the applicant is not the owner of the land, the consent letter of the land owner |  |  |  |  |
|  |  | 06. A copy of the land deed certified by a notary public |  |  |  |  |
|  |  | 07. In the case of land located in an assessable area, the property must be registered in the name of the owner of the land. |  |  |  |  |

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| 03. | .Extension of validity of a development permit | 01. Correctly completed application form | Front Office Officer | 01. Technology Officer02. Subject Officer | 07 days | Application FeeRs. --- |
|  |  | 02.Original copy of approved development plan |  |  |  |  |
|  |  | 03. In case the applicant is not the owner of the land, the consent letter of the land owner |  |  |  |  |

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| 04 | Approval of cover for unauthorized construction | 01. Duly filled application form | Front Office Officer | 01. Technical Officer02. Officer in charge of the subject03. Planning Committee or Physical Planning Committee | 28 days | Application fee Rs.500.00Advance fee Varies according to the nature and location of construction.Late fee Varies according to the nature and location of construction. |
|  |  | 02. A certified copy of the applicant's National Identity Card |  |  |  |  |
|  |  | 03. 03 copies of the building plan certified by a qualified person (Depending on the nature of the request, who is the appropriate person can be known from the council's website or front office.) |  |  |  |  |
|  |  | 04. A copy of the approved survey plan of the land on which the building is to be constructed(Applicable only to Urban Development Areas declared under the Urban Development Authority Act.) |  |  |  |  |
|  |  | 05. Certificates issued by the institutions mentioned in the application form depending on the nature of construction of the building |  |  |  |  |
|  |  | 06. In case the applicant is not the owner of the land, the consent letter of the land owner |  |  |  |  |
|  |  | 07. A copy of the land deed certified by a notary public |  |  |  |  |

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| 05. | Issuance of Certificate of Compliance | 01. In the case of a land located in an assessment area, the property must be registered in the name of the owner of the land. | Front Office Officer | 01. Technical Officer02. Officer in charge of the subject03. Public Health Inspector04. Planning Committee or Physical Planning Committee | 14 days | Application Fee Rs. ---Advance fee |
|  |  | 02. All certificates and letters of recommendation mentioned in the issued development permit |  |  |  |  |
|  |  | 03. In case the applicant is not the owner of the land, the consent letter of the land owner |  |  |  |  |

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| 06 | Issuance of road lines/building limit certificates | 01.Duly completed application form02. A copy of the land survey plan03. A certified copy of the National Identity Card of the applicant04. In case the applicant is not the owner of the land, the letter expressing the consent of the owner of the land | Front Office Officer | 01. Technical Officer02. Subject Officer | 15 minutes when not routed02. 5 days when appointed | Rs.1000.00 |

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| 07 | Issuance of Trade Licenses | 01.Duly completed application form02. A certified copy of the valid Environmental Protection Permit in case of an industry or business requiring an Environmental Protection Permit | Front Office Officer | 01. Public Health Inspector02.Medical Officer03.Revenue Inspector04. Industrial Officer | 14 days | Fixed on the annual value of the place as mentioned in the Annual Gazette as per the Local Council Act. |

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| 08 | Collection of business tax | 01. Correctly completed application form or business tax notice sent to him by the council | Front Office Officer | 01. Public Health Inspector02.Medical Officer03.Revenue Inspector04. Industrial Officer | 15 minutes | According to the local council act and as mentioned in the annual gazette, the rate is fixed based on the annual value of the place. |

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| 09 | Recovery of Industry Tax | 01.Duly completed application form or industrial tax notice sent to him by the council | Front Office Officer | 01. Public Health Inspector02.Medical Officer03.Revenue Inspector04. Industrial Officer | 15 minutes | According to the local council act and as mentioned in the annual gazette, the rate is fixed based on the annual value of the place. |

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| 10 | Environmental Protection Permit | 01.Duly completed application form02. Certified copy of approved building plan(This is not applicable in case of license renewal or old buildings) | Front Office Officer | 01. Officer in charge of the subject02. Technical Officer03.Technical Committee04. Public Health Inspector | 14 days | Application form...................The on-site inspection fee varies depending on the investment amount....................licenseRs.4400.00 |

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| 11 | Issuance of Advertisement Display Permits | 01.Duly completed application form02. A mock-up of the advertisement intended to be displayed (with colors applied) printed on A4 paper.03. A certificate issued by the Head of Police Traffic Division that the advertisement displayed near any road will not obstruct the view of the drivers.04. A letter stating that the owner of the land or building on which the advertisement is to be displayed has given permission. | Front Office Officer | 01.Revenue Inspector02. Industrial Officer03. Officer in charge of the subject | 03 days | Application Fee...................Permit fee...................According to the annual gazette whether the advertisement is permanent or temporary and the type of advertisement is decided. |

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| 12 | Recovery of assessment | 01. Assessment notice sent to him by the council | Subject Clerk | - | 03 minutes | The amount indicated in the assessment notice |

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| 13 | Requesting permission to damage roads | 01.Duly completed application form02. A copy of the letter issued by the service provider | Front Office Officer | 01. Technical Officer | 05 days | The path varies depending on the extent of damage. |

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| 14 | How to eliminate hazards from trees | 01.Duly completed application form  | Front Office Officer | 01. Field Officer02.Subject Clerk | 03 days | Application fee Rs.25.00Rs.475.00 for trees to be licensed for fellingRs.225.00 for unlicensed trees for felling |

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| 15 | Recovery of entertainment tax and exemption from entertainment tax | 01.For recovery of Vinod Tax1. Printed brochures ready for sale
2. Computer password for e-stamping of application forms proposed to be sold online

  | Front Office Officer | 01.Revenue Inspector | 02 days | 10% of the printed value of the admit card |
|  |  | 02. For exemption from entertainment tax1. According to the value of tickets proposed to be sold, an amount equal to the entertainment tax should be deposited in the council first.
2. At the time of depositing the entertainment tax, the application form in attachment 01 should be filled correctly.
3. Form Annexure 02 should be duly completed and submitted before 30 days from the completion of the fun work.
 | Front Office Officer | 01.Revenue Inspector | 07 days from the date of submission of Annexure 02 | 10% of the printed value of the admit card |

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| 16 | Rental of playgrounds | 01. Correctly completed request letter | 01. Front Office Officer02. Sports Ground Officer | 01. Technical Officer | 01. 15 minutes to reserve the playground02. The days of service provision will be allocated according to the request. | The playground fee is levied as per the annual gazette which is revised annually. |

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| 17 | Obtaining sewage disposal service | 01.Duly completed application form | 01. Front Office Officer02. Officer in charge of the subject03. Gully Bowser Driver | 01. Public Health Inspector02.Sub Inspector of Works | 01. Separation of gully bowser10 minutes02. 02 days to provide service(Service provided on priority basis) | Bowser feeRs.3000.00 for a house unit within the council limitsFor a place of business within the council limitsRs.4000.00Rs.500.00 for a house unit or business place outside the council limitsFor transportationRs.100.00 for 1 KmFor disposalRs.1500.00Supply allowanceRs.1400.00Application FeeRs.25.00 |

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| 18 | Providing water bowser service | 01.Duly completed application form | 01. Front Office Officer02. Officer in charge of the subject03. Water Bowser Driver | 01. Public Health Inspector02.Work /Field Admin | 01.Separation of water bowser10 minutes02. 02 days to provide service | 01. The fee for a waterless bowser within a distance of 2 Km is Rs.2500.00for a bowser with water within a distance of 2 Km is Rs.2700.003. When the distance exceeds 2 Km , the transport fee for every 1 Km is Rs.100.004. Rs.3000.00 for 2 for a water bowser for business premises construction5. Application fee Rs.25.00 |

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| 19 | Registration and Amendment of Property Title | 01.Duly completed application form02. Photocopy of the deed attested by the notary public (true copy)03. Plan of land04. Birth certificate05. If there is a case, the copy of the decision of the case(true copy) | 01. Front Office Officer | 01.Subject Clerk02.Revenue Inspector03.Assessment Department Officer | 04 days(The time taken to amend the name of the assessment department and provide it cannot be specified.) | Application fee Rs.150.00 |

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| 20 | Tax on sale of certain lands | 01. Tax notice on the sale of certain lands sent to them by the council | 01.Revenue Inspector02. Front Office Officer | 01.Subject Clerk  | 15 minutes | 1% of the sale proceeds |

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| 2 1 | Issuance of licenses for public performances and festivals | 01.Duly completed application form02. A rough diagram of the carnival grounds showing all the elements used in the carnival work drawn on A 4 size paper. | 01. Front Office Officer | 01.Revenue Inspector02. Industrial Officer | 02 days | 10% of the license fee paid |

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| 2 2 | Removal of culverts in non-residential areas | 01.Duly completed application form | 01. Front Office Officer02. Officer in charge of the subject | 01. Public Health Inspector02.Work Area Admin | 03 days | 01. Rs.2500.00 for removing a Garbage Lord02.Final disposal Rs.1025.0003.Transport charges Rs.35.00 for 1 km04. Application fee Rs.25.00 |

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| 2 3 | Garbage disposal at non-residential sites | 01.Duly completed application form | 01. Front Office Officer02. Officer in charge of the subject | 01. Public Health Inspector02.Work Area Admin | 03 days | 01. Rs.2500.00 for removing a Garbage Lord02.Final disposal Rs.1025.0003.Transport charges Rs.35.00 for 1 km04. Application fee Rs.25.00 |

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| 24 | Acreage Taxation | 01 . Verification notice issued by the local council | 01. Front Office Officer | 01.Subject Clerk | 15 minutes | The amount announced in the verification notice |

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| 24 | Circulation of books | 01 . Presentation of reader cards | 01. Librarian | 01.Library Assistant | 10 minutes | - |

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| 25 | Grant of library membership | 01 . Correctly completed application form | 01. Librarian | 01.Library Assistant | 15 minutes | Application fee Rs.10.00Membership feeRs.50.00 |