In the institution Name - Nivitigala Pradeshiya sabha

Our Vision - Streamlined and efficient local government for the welfare of the people

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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 Inspector  02. Officer in charge of the subject  03. Planning Committee  04.Physical Planning Committee | 21 days (Dates may change if there are revisions in the plan.) | Application Fee Rs. 500.00  The 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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| **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** |
| 02. | Approving land subdivision and consolidation development plans. | 01. Correctly completed application form | Front Office Officer | 01. Technology Officer  02. Subject Officer  03. Planning Committee or Physical Planning Committee | 14 days | Application fee Rs.500.00  Advance 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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| **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** |
| 03. | .Extension of validity of a development permit | 01. Correctly completed application form | Front Office Officer | 01. Technology Officer  02. Subject Officer | 07 days | Application Fee  Rs. --- |
|  |  | 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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| **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** |
| 04 | Approval of cover for unauthorized construction | 01. Duly filled application form | Front Office Officer | 01. Technical Officer  02. Officer in charge of the subject  03. Planning Committee or Physical Planning Committee | 28 days | Application fee Rs.500.00  Advance 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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| **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** |
| 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 Officer  02. Officer in charge of the subject  03. Public Health Inspector  04. 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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| **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** |
| 06 | Issuance of road lines/building limit certificates | 01.Duly completed application form  02. A copy of the land survey plan  03. A certified copy of the National Identity Card of the applicant  04. 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 Officer  02. Subject Officer | 15 minutes when not routed  02. 5 days when appointed | Rs.1000.00 |

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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** |
| 07 | Issuance of Trade Licenses | 01.Duly completed application form  02. 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 Inspector  02.Medical Officer  03.Revenue Inspector  04. 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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| **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** |
| 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 Inspector  02.Medical Officer  03.Revenue Inspector  04. 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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| **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** |
| 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 Inspector  02.Medical Officer  03.Revenue Inspector  04. 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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| **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** |
| 10 | Environmental Protection Permit | 01.Duly completed application form  02. 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 subject  02. Technical Officer  03.Technical Committee  04. Public Health Inspector | 14 days | Application form  ...................  The on-site inspection fee varies depending on the investment amount.  ...................  license  Rs.4400.00 |

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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** |
| 11 | Issuance of Advertisement Display Permits | 01.Duly completed application form  02. 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 Inspector  02. Industrial Officer  03. 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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| **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** |
| 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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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 13 | Requesting permission to damage roads | 01.Duly completed application form  02. 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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| **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** |
| 14 | How to eliminate hazards from trees | 01.Duly completed application form | Front Office Officer | 01. Field Officer  02.Subject Clerk | 03 days | Application fee Rs.25.00  Rs.475.00 for trees to be licensed for felling  Rs.225.00 for unlicensed trees for felling |

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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 15 | Recovery of entertainment tax and exemption from entertainment tax | 01.For recovery of Vinod Tax   1. 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 tax   1. 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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| **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** |
| 16 | Rental of playgrounds | 01. Correctly completed request letter | 01. Front Office Officer  02. Sports Ground Officer | 01. Technical Officer | 01. 15 minutes to reserve the playground  02. 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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| **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** |
| 17 | Obtaining sewage disposal service | 01.Duly completed application form | 01. Front Office Officer  02. Officer in charge of the subject  03. Gully Bowser Driver | 01. Public Health Inspector  02.Sub Inspector of Works | 01. Separation of gully bowser  10 minutes  02. 02 days to provide service  (Service provided on priority basis) | Bowser fee  Rs.3000.00 for a house unit within the council limits  For a place of business within the council limits  Rs.4000.00  Rs.500.00 for a house unit or business place outside the council limits  For transportation  Rs.100.00 for 1 Km  For disposal  Rs.1500.00  Supply allowance  Rs.1400.00  Application Fee  Rs.25.00 |

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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 18 | Providing water bowser service | 01.Duly completed application form | 01. Front Office Officer  02. Officer in charge of the subject  03. Water Bowser Driver | 01. Public Health Inspector  02.Work /Field Admin | 01.Separation of water bowser  10 minutes  02. 02 days to provide service | 01. The fee for a waterless bowser within a distance of 2 Km is Rs.2500.00  for a bowser with water within a distance of 2 Km is Rs.2700.00  3. When the distance exceeds 2 Km , the transport fee for every 1 Km is Rs.100.00  4. Rs.3000.00 for 2 for a water bowser for business premises construction  5. Application fee Rs.25.00 |

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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 19 | Registration and Amendment of Property Title | 01.Duly completed application form  02. Photocopy of the deed attested by the notary public (true copy)  03. Plan of land  04. Birth certificate  05. If there is a case, the copy of the decision of the case  (true copy) | 01. Front Office Officer | 01.Subject Clerk  02.Revenue Inspector  03.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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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 20 | Tax on sale of certain lands | 01. Tax notice on the sale of certain lands sent to them by the council | 01.Revenue Inspector  02. Front Office Officer | 01.Subject Clerk | 15 minutes | 1% of the sale proceeds |

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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 2 1 | Issuance of licenses for public performances and festivals | 01.Duly completed application form  02. 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 Inspector  02. Industrial Officer | 02 days | 10% of the license fee paid |

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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 2 2 | Removal of culverts in non-residential areas | 01.Duly completed application form | 01. Front Office Officer  02. Officer in charge of the subject | 01. Public Health Inspector  02.Work Area Admin | 03 days | 01. Rs.2500.00 for removing a Garbage Lord  02.Final disposal Rs.1025.00  03.Transport charges Rs.35.00 for 1 km  04. Application fee Rs.25.00 |

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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 2 3 | Garbage disposal at non-residential sites | 01.Duly completed application form | 01. Front Office Officer  02. Officer in charge of the subject | 01. Public Health Inspector  02.Work Area Admin | 03 days | 01. Rs.2500.00 for removing a Garbage Lord  02.Final disposal Rs.1025.00  03.Transport charges Rs.35.00 for 1 km  04. Application fee Rs.25.00 |

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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 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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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 24 | Circulation of books | 01 . Presentation of reader cards | 01. Librarian | 01.Library Assistant | 10 minutes | - |

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| **Sub no** | **Service provided** | **Documents to be submitted** | **Officer directly concerned** | **Other officers** | **Minimum time required to complete the work** | **Applicable fee** |
| 25 | Grant of library membership | 01 . Correctly completed application form | 01. Librarian | 01.Library Assistant | 15 minutes | Application fee Rs.10.00  Membership fee  Rs.50.00 |