




Citizens’ Charter – Homagama Pradeshiya Sabhawa

	Service	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum task completion time	Applicable fee																										
01.	Approval of building plans	<div><div>1.</div><div>Duly perfected application in the specimen in Schedule I of the Urban Development Authority Planning and Development Regulations-2021 (The application obtained from the front office of the Local Authority).</div></div> <div><div>2.</div><div>A certified copy of the National Identity Card of the applicant</div></div> <div><div>3.</div><div>04 copies of the building plan certified by a qualified person (According to the nature of the development, who is the relevant qualified person can be known from the website or from the front office of the Local Authority).</div></div> <div><div>4.</div><div>A copy of the approved survey plan of the land on which the building is to be constructed</div></div> <div><div>5.</div><div>Depending on the nature of the building construction, clearances issued by the institutions mentioned in the application form.</div></div> <div><div>6.</div><div>When the applicant is not the owner of the land, a consent letter from the owner of the land</div></div> <div><div>7.</div><div>A rough sketch showing other surrounding landmarks for easy access to the location of land</div></div> <div><div>8.</div><div>A copy of the deed of the land certified by a Notary Public.</div></div> <div><div>9.</div><div>In the case of land in an assessment area, the property should have been registered in the name of the owner.</div></div>	Officer of Front Office  011 2855230	<div>1. Technical Officer / Public Health Inspector 011 2855230</div> <div>2. Subject Officer 011 2855230</div> <div>3. Planning Committee</div>	14 days	<div>1. Application Fee Rs. 300/=</div> <div>2. Processing fee:</div> <table><tr><th rowspan="2"></th><th colspan="2">Residential</th><th rowspan="2">Non-residential</th></tr><tr><th>Individual</th><th>Apartments</th></tr><tr><td>Up to 400m² (per m ²)</td><td>Rs.20/=</td><td>Rs.25/=</td><td>Rs.25/=</td></tr><tr><td>401m² - 1000m² (per m ²)</td><td>Rs. 22 /=</td><td>Rs. 27 /=</td><td>Rs. 27 /=</td></tr><tr><td>1001m² - 1500m² (per m ²)</td><td>Rs.2 5 /=</td><td>Rs. 30 /=</td><td>Rs. 30 /=</td></tr><tr><td>1501m² – 2000m² (per m ²)</td><td>Rs.2 5 /=</td><td>Rs. 32 /=</td><td>Rs. 32 /=</td></tr><tr><td>Over 2000m² (for every 90m² increment)</td><td colspan="3">Rs.2000/=</td></tr></table>		Residential		Non-residential	Individual	Apartments	Up to 400m ² (per m ²)	Rs.20/=	Rs.25/=	Rs.25/=	401m ² - 1000m ² (per m ²)	Rs. 22 /=	Rs. 27 /=	Rs. 27 /=	1001m ² - 1500m ² (per m ²)	Rs.2 5 /=	Rs. 30 /=	Rs. 30 /=	1501m ² – 2000m ² (per m ²)	Rs.2 5 /=	Rs. 32 /=	Rs. 32 /=	Over 2000m ² (for every 90m ² increment)	Rs.2000/=		
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	Service	Documents to be submitted	Direct Contact Officer and Tel the number	Other officers and phone numbers	Minimum task completion time Time	Applicable fee
02.	Approval of land subdivision and consolidation development plans	<ol style="list-style-type: none"> 1. Duly perfected application in Schedule I of the Urban Development Authority Planning and Development Regulations-2021 (The application obtained from the front office of the Local Authority). 2. A certified copy of the National Identity Card of the applicant 3. Original survey plan relating to the sub-division or amalgamation and 03 copies of the plan, certified by a qualified person (According to the nature of the development, who is the relevant qualified person can be known from the website or from the front office of the Local Authority). 4. Depending on the nature of the development, clearances issued by the institutions mentioned in the application form. 5. When the applicant is not the owner of the land, a consent letter from the owner of the land 6. A copy of the deed of the land certified by a Notary Public. 7. A rough sketch showing other surrounding landmarks for easy access to the location of land 8. In the case of land in an assessment area, the property should have been registered in the name of the owner. 	Officer of Front Office ☎011 2855230	<ol style="list-style-type: none"> 1. Technical Officer ☎011 2855230 2. Subject Officer ☎011 2855230 3. Planning Committee 	14 days	<ol style="list-style-type: none"> 1. Application Fee Rs. 300/= 2. Processing fee: <ul style="list-style-type: none"> For one lot • 150m² - 300m² Rs. 1000 /= (06-12 Perches) • 301m² - 600m² Rs. 800 /= (13-24 Perches) • 601m² - 900m² Rs. 600 /= (25 - 36 Perches) • More than 900m² Rs.500/= (Over 36 Perches)

	Service	Documents to be submitted	Direct Contact Officer and Tel the number	Other officers and phone numbers	Minimum task completi on time Time	Applicable fee															
03.	Extension of validity of a development permit	1. Duly perfected application. 2. The original copy 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 from the owner of the land.	Officer of Front Office ☎011 2855230	1. Technical Officer ☎011 2855230 2. Subject Officer ☎011 2855230	7 days	1. Application Fee No. 2. Processing Fee: For one year Rs. 5000/=															
04.	Issuance of the Certificate of Conformity	1. Duly perfected application. 2. A copy of the approved development plan (If the period of the development permit has expired, when obtaining the compliance certificate, the period should be extended). 3. When the applicant is not the owner of the land, a consent letter from the owner of the land.	Officer of Front Office ☎011 2855230	1. Technical Officer / Public Health Inspector ☎011 2855230 2. Subject Officer ☎011 2855230 3. Planning Committee	14 days	1. Application Fee Rs.200/= 2. Processing Fee <table><tr><td></td><td colspan="2">Residential</td><td rowspan="2">Non-residential</td></tr><tr><td></td><td>Individual</td><td>Apartments</td></tr><tr><td>Upto 400m ²</td><td>Rs.4000/ =</td><td>Rs.5000/=</td><td>Rs.5000/=</td></tr><tr><td>More than 400m² (every additional m² or part thereof, in excess)</td><td>Rs.15/=</td><td>Rs. 20/=</td><td>Rs. 25/=</td></tr></table>		Residential		Non-residential		Individual	Apartments	Upto 400m ²	Rs.4000/ =	Rs.5000/=	Rs.5000/=	More than 400m ² (every additional m ² or part thereof, in excess)	Rs.15/=	Rs. 20/=	Rs. 25/=
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Officer of Front Office

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011 2855230

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05.	Granting cover approval for unauthorized constructions	<div><div><div>1. The application in Schedule I of the Urban Development Authority Planning and Development Regulations-2021 (The application obtained from Front Office of the Local Authority).</div><div>2. A certified copy of the National Identity Card of the applicant.</div><div>3. 04 copies of the building plan certified by a qualified person (According to the nature of the development, who is the relevant qualified person can be known from the website or from the front office of the Local Authority).</div><div>4. A copy of the approved survey plan of the land where the building to be constructed.</div><div>5. Depending on the nature of the building construction, certificates issued by institutions mentioned in the application.</div><div>6. When the applicant is not the owner of the land, a consent letter from the owner of the land.</div><div>7. A rough sketch showing other surrounding landmarks for easy access to the location of land.</div><div>8. A copy of the deed of the land certified by a Notary Public.</div></div></div> <div><div>Officer of Front Office</div><div>☎011 2855230</div></div> <div><div>1. Technical Officer / Public Health Inspector</div><div>☎011 2855230</div><div>2. Subject Officer</div><div>☎011 2855230</div><div>3. Planning Committee</div></div> <div>28 days</div> <div><div>1. Application Fee Rs.300/=</div><div>2. Processing Fee:</div><table><tr><th rowspan="2"></th><th colspan="2">Residential</th><th rowspan="2">Non-residential</th></tr><tr><th>Individual</th><th>Apart-ments</th></tr><tr><td>Up to 400m² (per m²)</td><td>Rs.20/=</td><td>Rs.25/=</td><td>Rs.25/=</td></tr><tr><td>401m²-1000m² (per m²)</td><td>Rs. 22 /=</td><td>Rs. 27 /=</td><td>Rs. 27 /=</td></tr><tr><td>1000m² -1500m² (per m²)</td><td>Rs.25 /=</td><td>Rs. 30 /=</td><td>Rs. 30 /=</td></tr><tr><td>1501m² - 2000m² (per m²)</td><td>Rs.25 /=</td><td>Rs. 32 /=</td><td>Rs. 32 /=</td></tr><tr><td>Over 2000m² (for every 90m² increment))</td><td colspan="3">Rs.2000 /= each</td></tr></table><div>3. Late Fee:</div><table><tr><th></th><th>Nature of the Development</th><th colspan="2">Fees (Exclusive of Taxes)</th></tr><tr><td>1.</td><td>Subdivision of a land made without obtaining necessary approval</td><td colspan="2">Rs.3000/= for each lot</td></tr><tr><td>2.</td><td>Building construction/ additions/ reconstructions without approval</td><td>Residential (per m²)</td><td>Non-residential (per m²)</td></tr><tr><td>i.</td><td>Completed foundation work (up to plinth level).</td><td>Rs. 200/=</td><td>Rs. 5 00/=</td></tr><tr><td>II.</td><td>Construction up to roof level - including columns and beams (excluding roof)</td><td>Rs. 300/=</td><td>Rs. 1000/=</td></tr><tr><td>III.</td><td>Construction of walls with roof</td><td>Rs. 400/=</td><td>Rs. 1500/=</td></tr><tr><td>iv.</td><td>Completed constructions for occupation</td><td>Rs. 500/=</td><td>Rs. 2000/=</td></tr><tr><td>v.</td><td>Erection of Parapet Walls/ Retaining Walls</td><td>Rs. 200/= (per linear meter)</td><td>Rs. 500/= (per linear meter)</td></tr><tr><td>vi.</td><td>Erection of Telecommunication, Transmission and Antenna Towers</td><td colspan="2">Construction- Ground Base Rs.150000/= Construction of Roof Top Rs.100000/=</td></tr><tr><td>3.</td><td>Occupation/ usage without obtaining Certificate of Conformity</td><td colspan="2">Rs. 100/= per day</td></tr><tr><td>4.</td><td>Parking spaces (service charges for each parking space, not provided within the premises)</td><td colspan="2">For all vehicles Rs. 250000/=</td></tr><tr><td>5.</td><td>Change of the approved parking space for other uses</td><td colspan="2">Rs.20000/= per parking space with an increments of 10% per annum untill it is converted to parking as approved.</td></tr></table></div>		Residential		Non-residential	Individual	Apart-ments	Up to 400m ² (per m ²)	Rs.20/=	Rs.25/=	Rs.25/=	401m ² -1000m ² (per m ²)	Rs. 22 /=	Rs. 27 /=	Rs. 27 /=	1000m ² -1500m ² (per m ²)	Rs.25 /=	Rs. 30 /=	Rs. 30 /=	1501m ² - 2000m ² (per m ²)	Rs.25 /=	Rs. 32 /=	Rs. 32 /=	Over 2000m ² (for every 90m ² increment))	Rs.2000 /= each				Nature of the Development	Fees (Exclusive of Taxes)		1.	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	Service	Documents to be submitted	Direct Contact Officer and Tel the number	Other officers and phone numbers	Minimum task completion time Time	Applicable fee
06.	Issuance of Certificate of Street Lines/ Building limits and Non- acquisition	<ol style="list-style-type: none"> 1. Duly perfected application. 2. A copy of the survey plan of the land. 3. A certified copy of the National Identity Card of the applicant. 4. When the applicant is not the owner of the land, a consent letter from the owner of the land. 5. All amounts due to the local authority should have been settled. 	Officer of Front Office ☎011 2855230	<ol style="list-style-type: none"> 1. Technical Officer ☎011 2855230 2. Subject Officer ☎011 2855230 	01 day	<ol style="list-style-type: none"> 1. Application Fee Rs.200/= 2. Certificate Fee Rs.600/=
07.	Issuance of Trade Licences	<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. 	Officer of Front Office ☎011 2855230	Revenue Inspector ☎011 2855230	14 days	<ol style="list-style-type: none"> 1. Advance fee Rs.2000/= to Rs.5000/= 2. License fee Rs.1000/= <p>(For the hotels approved by the Tourist Board; 1% from the last year revenue is charged as license fee).</p> <ol style="list-style-type: none"> 3. Stamp duty Rs.100/=
08.	Levying Business Tax	Business tax notice sent to you by the Local Authority.	Officer of Front Office ☎011 2855230	Revenue Inspector ☎011 2855230	15 minutes	The amount mentioned in the tax notice Rs.180/= to Rs.3000/=
09.	Levying Industry Tax	Industry Tax Notice sent to you by the Local Authority.	Officer of Front Office ☎011 2855230	Revenue Inspector ☎011 2855230	15 minutes	The amount mentioned in the tax notice Rs.500/= to Rs.1000/=

	Service	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum task completion time Time	Applicable fee
10.	Environmental Protection License	<ol style="list-style-type: none"> 1. Duly perfected application. 2. Rough sketch of the route to the place of industry or business. 3. Details of the staff to be deployed. 4. A certified copy of the Business Registration (not required for renewal of the license). 5. A copy of the deed of the land where the business is carried on (not required for renewal of the license). 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 required for renewal of the license). 7. A certified copy of the approved survey plan of the land (not required for renewal of the license). 8. A certified copy of the approved building plan (not required for renewal of the license). 	Officer of Front Office ☎011 2855230	<ol style="list-style-type: none"> 1. Subject Officer ☎011 2855230 2. Community Development Officer ☎011 2855230 3. Inspection Committee 4. Technical Committee 	14 days	<ol style="list-style-type: none"> 1. Application fee Rs.100/= 2. Renovation fee Rs.50/= 3. Processing fee -Varies depending on the amount invested. 4. License Fee Rs. 4,000/=
11.	Levying Rates	Assessment Notice sent to you by the local authority.	Officer of Front Office ☎011 2855230	Subject Officer ☎011 2855230	15 minutes	The total amount specified in the assessment notice (varies depending on the property)

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12.	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 A4 paper (with colors used). 3. In the case of an advertising hording to be fixed and displayed in any road reservation, original of the permission letter issued by the Road Development Authority/ Provincial Road Development Authority/ Local Authority. 4. In the case of an advertising hording to be fixed and displayed in any road reservation, original of the letter issued by the Motor Traffic OIC of the Police station to which the place of display of the advertising hording belongs. 5. When the applicant is not the owner, 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. 6. 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 ☎ 011 2855230.</p>	<ol style="list-style-type: none"> 1. Subject Officer ☎ 011 2855230 2. Revenue Inspector ☎ 0112855230 	3 days	<ol style="list-style-type: none"> 1. Application fee Rs.100/= 2. License fee charged on the square area of the advertisement: Rs.1000/= per m² Rs.300/= for each increasing square meter

	Service	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum task completion time Time	Applicable fee
13.	Reservation of Crematorium	<ol style="list-style-type: none"> 1. Duly perfected application. 2. A copy of the National Identity Card of applicant (with the original for verification). 3. A copy of Death Certificate of the deceased (with the original for verification). If died in abroad, the death certificate issued by the respective country (with English translation if in a language other than English). 	Officer of Front Office ☎011 2855230	In non- working hours ☎011 2855230	15 minutes	1. Within the Local limits Rs. 9000/=. 2. Outside the Local limits Rs. 9750/=
14.	Building memorials	<ol style="list-style-type: none"> 1. Duly perfected application. 2. Copy of Applicant's National Identity Card (Original required for verification). 3. A copy of the death certificate of the deceased (original copy required for verification. In case of death abroad, death certificate issued in that country - if not in English, with English translation). 	Officer of Front Office ☎011 2855230	1. Subject Officer ☎011 2855230 2. Technical Officer ☎011 2855230	15 minutes	1. In a cemetery with a crematorium Rs.7500/= 2. In a cemetery without a crematorium Rs.7500/=
15.	Requesting permission to damage roads	<ol style="list-style-type: none"> 1. Duly perfected application. 2. Rough sketch showing the easiest access road to the spot of the road damages to be inflicted. 3. A copy of the letter issued by the relevant service providing agency. 	Officer of Front Office ☎011 2855230	1. Subject Officer ☎011 2855230 2. Technical Officer ☎011 2855230	2 days	1. The amount required to be paid/deposited varies depending on the extent of damage and the nature of the road. 2. Certificate fee Rs. 85/=

	Service	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum task completion time Time	Applicable fee															
18.	Renting Reception Halls/Town Halls/Community Halls	Duly perfected application.	Officer of Front Office ☎011 2855230	1. Subject Officer ☎011 2855230 2. Revenue Inspector ☎011 2855230	Hall reservation 15 minutes	1. Hall fee: Perumbuli Auditorium - Rs.5000/= per day 2. Community hall fee: Rs.1000/= to Rs.1500/= per month															
19.	Renting Play-grounds	Duly perfected application.	1. Officer of Front Office ☎011 2855230 2. Grounds Officer ☎011 2855230	1. Subject Officer ☎011 2855230 2. Revenue Inspector ☎011 2855230	15 min	1. Playground Fee: Rs.1000/= to 10000/= 2. Security deposit: Rs.10000/=															
20.	Providing gully bowser service	Duly perfected application.	1. Officer of Front Office ☎011 2855230	Revenue Inspector ☎011 2855230	15 minutes to reserve the bowser	<div>1. Bowser fees:</div> <table><tr><td></td><td>Within the Local limits</td><td>Outside the Local limits</td></tr><tr><td>Residential</td><td>Rs.5000/=</td><td>Rs.5500/=</td></tr><tr><td>commercial</td><td>Rs.5500/=</td><td>Rs.6500/=</td></tr><tr><td>Industries</td><td>Rs.7500/=</td><td>Rs.8500/=</td></tr><tr><td>state</td><td>Rs.5000/=</td><td>Rs.6500/=</td></tr></table> <div>(* 1% stamp duty should be added)</div> <div>2. Transport Charges Rs.60/= per Km</div>		Within the Local limits	Outside the Local limits	Residential	Rs.5000/=	Rs.5500/=	commercial	Rs.5500/=	Rs.6500/=	Industries	Rs.7500/=	Rs.8500/=	state	Rs.5000/=	Rs.6500/=
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21.	Providing water bowser service	Duly perfected application.	Officer of Front Office ☎011 2855230	Revenue Inspector ☎011 2855230	15 minutes to separate the bowser	1. Bowser fee Rs.2500/= (* 1% stamp duty should be added) 2. Transport Charges Rs.45/= per Km
22.	Providing motor grader service	Duly perfected application.	Officer of Front Office ☎011 2855230	Revenue Inspector ☎011 2855230	15 minutes to separate the motor grader	Charge Rs.9500/= per hour (* 1% stamp duty should be added)
23.	Providing Backhoe Loader service	Duly perfected application.	Officer of Front Office ☎011 2855230	Revenue Inspector ☎011 2855230	15 minutes to separate the backhoe loader	Charge Rs.9500/= per hour (* 1% stamp duty should be added)
24.	Registration and amendment of property title	1. Duly perfected application (with 2 copies). 2. 2 copies of the deed certified by a notary public.	Officer of Front Office ☎011 2855230	1. Subject Officer ☎011 2855230 2. Revenue Inspector ☎011 2855230	5 days	1. Application Fee Rs.250/= 2. Processing Fee No
25.	Levying Taxes on sale of certain lands	Notice sent to you by the local authority.	Officer of Front Office ☎011 2855230	1. Subject Officer ☎011 2855230 2. Revenue Inspector ☎011 2855230	15 minutes	One percent (1%) of the proceed of sale of land

	Service	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum task completion time	Applicable fee
26.	Issue of Public performance & carnival license	<ol style="list-style-type: none"> Duly perfected application. A rough sketch of the carnival ground drawn on A4 paper showing every feature of the carnival. Letter confirming that sufficient toilet facilities (Female/male and disabled) will be provided for the people coming to the carnival. Certificate of Structural Stability of the temporary buildings put up on the carnival grounds issued by a Mechanical Engineer. Certificate issued by the Medical Officer of Health that unpolluted and sufficient ventilation is available for people converged in such buildings. Letter confirming that sufficient fire extinguishers (general, electricity, and fuel fire extinguishers) are used in the case of sudden fire outbreak. Certificate issued by the Medical Officer of Health that sufficient exits and security arrangements are put in place for the public to leave the place in case of a disaster. Certificate issued by the OIC of the Police Station of the area that necessary arrangements are made to maintain peace and order in the carnival premises. 	Officer of Front Office ☎011 2855230	<ol style="list-style-type: none"> Officer in charge of subject ☎011 2855230 Revenue Inspector ☎011 2855230 Technical Officer ☎011 2855230 Public Health Inspector ☎011 2855230 	2 days	1. Application Fee No 2. Advance Fee No 3. License Fee: Rs.200/= per day Rs.500/= per week Rs.750/= per 03 months Rs.1000/= per annum

	Service	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum task completion time Time	Applicable fee
27.	Garbage disposal at non-residential sites	Duly perfected application.	Officer of Front Office ☎011 2855230	Community Development Officer ☎011 2855230	3 days	Garbage Removal Fee: 1 ton of decomposable waste - 3000/= 1 ton of nondecomposable waste - 4000/= 1 tractor load - 10000/=

Our dedication _

- Sincerely**
- Wisely**
- politely**
- With understanding**
- Subjective and unbiased**
- With transparency**
- Accountability**
- Immediately**
- Effectively and efficiently**

We are committed to providing .

Our expectation

Thank you for your trust in our company and for our service The requests made by you are justified , fair and timely Providing complete and accurate information can and should be expected from us. You also help us by having enough understanding of the impossible

Gaya posted We would like to inform that it is possible .

Our standards

We will respond promptly to all written requests received from you . Our response You will receive within 07 days .

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

In the event that the final decision may or may not necessarily be delayed, or issues When an emergency situation arises, we will immediately inform you of the reason .

Grievance and Redressal Mechanism

The staff of our company politely provide you with the necessary help and services is given Complaints you may have related to the above standards to the following officials Please register .

Name :- Mrs. K.B.T.K. Gunathilake

Position :- Secretary

Location :- Homagama Regional Council Head Office

the phone :- 0112895121 Fax :- 0112857169

Email:- homagamapradeshiyasabawa@gmail.com

Name: - Mr. D.M.P.D. Surendra

Position :- Superintendent of Work

Location :- Homagama Regional Council Head Office

Phone :- 0112895121 Fax :- 0112857169

Email:- homagamapradeshiyasabawa@gmail.com

- All complaints will be notified within 03 days and the reply within 07 days will be notified.
- We gladly accept suggestions from you.
 - a . Our ongoing meetings with you or your representatives who receive our services is held If you are looking to connect with us Please 0704537650 Call by phone number .
 - b . To obtain your advice on matters included in this Charter or Enter your willingness to give your comments and enter your details on our website <https://www.homagama.ps.gov.lk/> .

Citizens Charter , to improve the quality of the services we provide It is a joint effort between you and us . The service provided is more improved By giving the details given below (specify the details related to the institution) to do We request you to help us .

To constantly revise and increase the services provided under the Charter We are bound to improve .!