

Name of the Institution

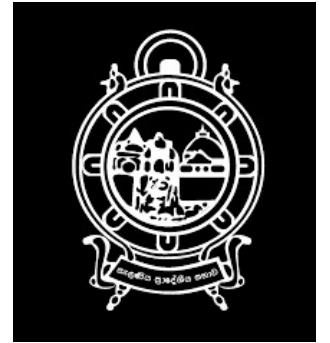
Our Vision

Our Mission

- **Kelaniya Pradeshiys Sabha.**

- **Attractive and Prosperity city with Clean Environment.**

- **Mission is to plan serving maximum to the people who are paying taxes within the limited sources of the Pradeshiya Sabha with the help of community, officers and members of the Kelaniya Pradeshiya Sabha to develop and render useful services, highways and health of the people in order to beneficiary and convenience of the people within the Administrative Area of the Kelaniya Pradeshiya Sabha spreading with 21.9 Wquare Area.**



Citizen Charter for Local Authorities

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#	Service provided	Documents to be submitted	Contact officer and T.P. numbers	Other Officers & T.P. Numbers	Minimum time taken to complete the task	Relevant Fee																									
01.	Approving Building Plans	<ol style="list-style-type: none"> 1. Duly perfected application in the specimen in Schedule I of the Urban Development Authority Planning and Development Regulations-2021 or in the case of areas outside urban development areas application 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 (This applies only to urban development areas declared under Urban Development Authority Act.) 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 access to the location of land 8. A copy of the deed of the land certified by a Notary Public. 9. 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 Mrs. Isanka ☎. 011- 2914110	<ol style="list-style-type: none"> 1. Technical Officer / Public Health Inspector Mrs. Wageesha ☎. 011- 2914110 2. Officer in charge of subject Mrs. Udeshika ☎. 011- 2914110 3. Planning Committee Mr. Wishnukanthan ☎. 011- 2914110 	07 days	<ol style="list-style-type: none"> 1. application fee Rs.750.00 2. Processing fee Varies by square footage <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th>S.mr.</th> <th>S.ft</th> <th>Indi vidu al</th> <th>Apart ment</th> <th>Non- Resid ent</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">400</td> <td style="text-align: center;">4304</td> <td style="text-align: center;">20.00</td> <td style="text-align: center;">25.00</td> <td style="text-align: center;">25.00</td> </tr> <tr> <td style="text-align: center;">401- 1000</td> <td style="text-align: center;">4305- 10760</td> <td style="text-align: center;">22.00</td> <td style="text-align: center;">27.00</td> <td style="text-align: center;">27.00</td> </tr> <tr> <td style="text-align: center;">1001- 1500</td> <td style="text-align: center;">10761- 16140</td> <td style="text-align: center;">15.00</td> <td style="text-align: center;">30.00</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td style="text-align: center;">1501- 2000</td> <td style="text-align: center;">16141- 21520</td> <td style="text-align: center;">25.00</td> <td style="text-align: center;">25.00</td> <td style="text-align: center;">32.00</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Ex: $2420 / 10.76 = 224.90$ $224.90 * 20.00 = 4498.14$</p>	S.mr.	S.ft	Indi vidu al	Apart ment	Non- Resid ent	400	4304	20.00	25.00	25.00	401- 1000	4305- 10760	22.00	27.00	27.00	1001- 1500	10761- 16140	15.00	30.00	30.00	1501- 2000	16141- 21520	25.00	25.00	32.00
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02.	Approving development plans for sub-division and amalgamation of land	<ol style="list-style-type: none"> 1. Duly perfected application in Schedule I of the Urban Development Authority Planning and Development Regulations-2021 2. A certified copy of the National Identity Card of the applicant 3. 05 copies of the survey plan relating to the sub-division or amalgamation 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 development) 4. Depending on the nature of the development, certificates 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 Mrs. Isanka ☎. 011- 2914110	<ol style="list-style-type: none"> 1. Technical Officer/ Public Health Inspector Mrs. Wageesha ☎. 011- 2914110 2. Officer in charge of subject Mrs. Udeshika ☎. 011- 2914110 3. Planning Committee Mr. Wishnukanthan ☎. 011- 2914110 	07 days	<ol style="list-style-type: none"> 1. Application fee Rs. 500.00 2. Processing fee <p style="text-align: center;">Varies by Perches</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Perches</th> <th style="text-align: center;">Pieces</th> <th style="text-align: center;">Fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5.92 - 11.85</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1,000.00</td> </tr> <tr> <td style="text-align: center;">11.86 - 23.71</td> <td style="text-align: center;">1</td> <td style="text-align: center;">800.00</td> </tr> <tr> <td style="text-align: center;">23.72 - 35.57</td> <td style="text-align: center;">1</td> <td style="text-align: center;">600.00</td> </tr> <tr> <td style="text-align: center;">35.57 more than</td> <td style="text-align: center;">1</td> <td style="text-align: center;">500.00</td> </tr> </tbody> </table>	Perches	Pieces	Fee	5.92 - 11.85	1	1,000.00	11.86 - 23.71	1	800.00	23.72 - 35.57	1	600.00	35.57 more than	1	500.00
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03.	Revalidation of development license	<ol style="list-style-type: none"> 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 from the owner of the land 	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	<ol style="list-style-type: none"> 1. Technical Officer Mr. Wishnukanthan ☎. 011- 2914110 2. Officer in charge of subject Mrs. Udeshika ☎. 011- 2914110 	01 days	<ol style="list-style-type: none"> 1. Application fee Free of charge 2. Processing fee <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Sq.Ft.</th> <th style="text-align: center;">fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1000</td> <td style="text-align: center;">5000.00</td> </tr> <tr> <td style="text-align: center;">1000 more than</td> <td style="text-align: center;">10000.00</td> </tr> </tbody> </table> 	Sq.Ft.	fee	1000	5000.00	1000 more than	10000.00
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04.	Granting cover approval for unauthorized constructions	<ol style="list-style-type: none"> 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 Front Office 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 where the building to be constructed (Applicable only to areas declared as urban development areas under the Urban Development Authority Act) 5. Depending on the nature of building construction, certificates issued by institutions mentioned in the application 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 access to the location of land 8. A copy of the deed of the land certified by a Notary Public. 	<p>Officer of Front Office Mrs. Isanka 📞. 011- 2914110</p>	<ol style="list-style-type: none"> 1. Technical Officer/ Public Health Inspector Mrs. Prasadi 📞. 011- 2914110 2. Officer in charge of subject Mrs. Udeshika 📞. 011- 2914110 3. Planning Committee Mr. Wishnukanthan 📞. 011- 2914110 	07 days	<ol style="list-style-type: none"> 1. Application fee Free of charge 2. Processing fee 3. Late fee

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05.	Issue of Certificate of Conformity	<ol style="list-style-type: none"> 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 Copy each of development plan issued and approved plan When the applicant is not the owner of the land, a consent letter from the owner of the land 	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	<ol style="list-style-type: none"> Technical Officer/ Public Health Inspector Mr. Wijesooriya ☎. 011- 2914110 Officer in charge of subject Mrs. Udeshika ☎. 011- 2914110 Planning Committee Mr. Wishnukanthan ☎. 011- 2914110 	07 days	<ol style="list-style-type: none"> Application fee Free of charge Processing fee <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: center;">S.mr.</th> <th colspan="2" style="text-align: center;">Individual</th> <th rowspan="2" style="text-align: center;">Non-Resident</th> </tr> <tr> <th style="text-align: center;">Individ ual</th> <th style="text-align: center;">Apartm ent</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">400</td> <td style="text-align: center;">4000.00</td> <td style="text-align: center;">5000.00</td> <td style="text-align: center;">5000.00</td> </tr> <tr> <td style="text-align: center;">400 more than</td> <td style="text-align: center;">4000+ s.m 15.00</td> <td style="text-align: center;">5000+ s.m. 20.00</td> <td style="text-align: center;">5000+ s.m. 25.00</td> </tr> </tbody> </table>	S.mr.	Individual		Non-Resident	Individ ual	Apartm ent	400	4000.00	5000.00	5000.00	400 more than	4000+ s.m 15.00	5000+ s.m. 20.00	5000+ s.m. 25.00
S.mr.	Individual		Non-Resident																	
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400	4000.00	5000.00	5000.00																	
400 more than	4000+ s.m 15.00	5000+ s.m. 20.00	5000+ s.m. 25.00																	
06.	Issue of Certificate of Street Lines/ Building Lines	<ol style="list-style-type: none"> Duly perfected application A copy of the survey plan of the land A certified copy of the National Identity Card of the applicant When the applicant is not the owner of the land, a consent letter from the owner of the land 	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	<ol style="list-style-type: none"> Technical Officer/ Public Health Inspector Mr. Chethaka ☎. 011- 2914110 . . Officer in charge of subject Ms. Maduka ☎. 011- 2914110 	Street lines 1 when not demarcated 3 days 2. when demarcated 15 minutes	<ol style="list-style-type: none"> Application fee Rs. 100.00 . Processing fee Rs. 1000.00 														

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07.	Issue of Non-acquisition Certificates	<ol style="list-style-type: none"> 1. Application letter for non-acquisition certificate with details of the property 2. When the applicant is not the owner of the land, a consent letter from the owner of the land 3. all amounts due to the local authority should have been settled 	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	<ol style="list-style-type: none"> 1. Technical Officer/ Public Health Inspector Msr. Prasadi ☎. 011- 2914110 . . 2. Officer in charge of subject Ms. Maduka ☎. 011- 2914110 	15 minutes	Processing fee Rs. 1000.00
08.	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 	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	<ol style="list-style-type: none"> 1. Public Health Inspector Mr. Chathura ☎. 011- 2914110 . . . 2. Revenue Inspector Mrs. Nanayakkara ☎. 011- 2914110 	14 Day	Ti is stated in the notice to be notified by the council Rs. 1010.00
09.	Levying Business Tax	Business Tax Notice sent to you by the Local Authority	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	Revenue Inspector Mrs. Nanayakkara ☎. 011- 2914110	15 minutes	Amount specified in Tax Notice Rs. 1200.00 Rs. 3000.00
10.	Levying Industry Tax	Industry Tax Notice sent to you by the Local Authority	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	Revenue Inspector Mrs. Nanayakkara ☎. 011- 2914110	15 minutes	Amount specified in Tax Notice Rs. 1000.00

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11.	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 needed in renewal of the license) 5. A copy of the deed of the land where the business is carried on (not needed in 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 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) 	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	<ol style="list-style-type: none"> 1. Officer in charge of subject Msr. Shashikala ☎. 011- 2914110 2. Technical Officer Mr. Wishnukanthan ☎. 011- 2914110 Technical Committee Msr. Shashikala ☎. 011- 2914110	30 days	<ol style="list-style-type: none"> 1. Application Rs. 100.00 2. Processing fee stipulated in environmental regulations <table border="1" style="margin-left: 20px;"> <tbody> <tr> <td style="text-align: center;">250000 less than</td> <td style="text-align: center;">3000.00</td> </tr> <tr> <td style="text-align: center;">25001-500000</td> <td style="text-align: center;">3750.00</td> </tr> <tr> <td style="text-align: center;">500001-1000000</td> <td style="text-align: center;">5000.00</td> </tr> <tr> <td style="text-align: center;">1000000 more than</td> <td style="text-align: center;">10000.00</td> </tr> </tbody> </table> 3. License fee Rs. 4500.00 	250000 less than	3000.00	25001-500000	3750.00	500001-1000000	5000.00	1000000 more than	10000.00
250000 less than	3000.00													
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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 A 4 paper (with colors 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. 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. 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. 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 	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	<ol style="list-style-type: none"> 1. Officer in charge of subject Msr. Anjali ☎. 011- 2914110 2. Revenue Inspector Mrs. Nanayakkara ☎. 011- 2914110 	15 minutes	<ol style="list-style-type: none"> 1. Application fee Rs. 50.00 2. License fee charged on the square area of the advertisement as per provisions of By-laws <p style="text-align: center;">Charges will be charged based on the Nature of the ad, time, and square footage.</p>
13.	Levying Rates	Assessment Notice sent to you by the local authority	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	Officer in charge of subject Ms. Maduka ☎. 011- 2914110	05 minutes	Total amount specified in Assessment Notice

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14.	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 abroad, the death certificate issued by the respective country (with English translation if in a language other than English) 	Officer of Front Office Mrs. Isanka ☎. 011 - 2914110	Outside office hours, the Nominated Officer Mr. Rohitha ☎. 011- 2914110	10 minutes	<ol style="list-style-type: none"> 1. Within local limits Rs. 5000.00 2. Outside local limits Rs. 8000.00
15.	Application for permission to cause damages to road	<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 Mrs. Isanka ☎. 011- 2914110	Technical Officer Mrs. Prasadi ☎. 011- 2914110	01 days	Depends on the extent of the damage.
16.	Removing hazardous situation caused by trees	Duly perfected application	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	Technical Officer Mr. Wishnukanthan ☎. 011- 2914110	01 days	Free of charge

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17.	Levying and exempting from entertainment tax	<ol style="list-style-type: none"> 1. For the purpose of levying entertainment tax - <ol style="list-style-type: none"> i. printed admission tickets prepared for sale; ii. computer password to place the electronic seal on the admission tickets proposed to be sold online 2. For the purpose of exempting entertainment tax - <ol style="list-style-type: none"> i. Depending on the value of the admission tickets to be sold, an amount equal to the entertainment tax should be deposited in the first instance; ii. the estimate of income and expenditure of the entertainment activity should be submitted at the time of depositing the entertainment tax; iii. the actual income and expenditure of the entertainment activity should be submitted before the expiry of 30 days from the conclusion of the entertainment activity. 	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	Revenue Inspector Mrs. Nanayakkara ☎. 011- 2914110	<ol style="list-style-type: none"> 1. 03 days 2. 1 days from submitting Annexure 02 	percent (7.5%) of the face value of each admission ticket (percentage is determined as resolved by the local authority and approved by the Minister)
18.	Renting Reception Halls/Town Halls/Community Halls	Duly perfected application	<ol style="list-style-type: none"> 1. Officer of Front Office Mrs. Isanka ☎. 011- 2914110 2. Officer in charge of the Hall Mr. P.H.Kularathna ☎. 011- 2914110 	Technical Officer Mr. Sudath Rohitha ☎. 011- 2914110	<ol style="list-style-type: none"> 1. 05 minutes to reserve the hall – 	<ol style="list-style-type: none"> 1. hall fee Rs. 15000.00 (Morning) Rs. 28000.00 (Night) 2. Security deposit Rs. 5000.00 (Morning) Rs. 10000.00 (Night)

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19.	Renting Play-ground	1. Duly perfected application	1. Officer of Front Office Mrs. Isanka ☎ 011- 2914110 2. Play ground Keeper Mr. Sudath Rohitha ☎ 011- 2914110	Technical Officer Mr. Wishnukanthan ☎ 011- 2914110	1. 10 minutes to reserve playground	1. Playground fee Rs. 10000.00 Rs. 25000.00 2. Security deposit Rs. 10000.00 Rs. 25000.00												
20.	Registration and revision of property title	1. Duly perfected application (in duplicate) 2. 2 copies of the deed attested by a Notary Public	Officer of Front Office Mrs. Isanka ☎. 011- 2914110	1. Officer in charge of subject Mrs. Kumuduni Ms. Maduka Mrs. Upuli ☎. 011- 2914110 2. Revenue Inspector Mrs. Nanayakkara ☎. 011- 2914110	2 days	1. Application fee Rs. 300.00 2. Processing fee <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">100000</td> <td style="text-align: center;">200.00</td> </tr> <tr> <td style="text-align: center;">100000-500000</td> <td style="text-align: center;">300.00</td> </tr> <tr> <td style="text-align: center;">500000-1500000</td> <td style="text-align: center;">400.00</td> </tr> <tr> <td style="text-align: center;">1500000-2500000</td> <td style="text-align: center;">1000.00</td> </tr> <tr> <td style="text-align: center;">2500000-5000000</td> <td style="text-align: center;">3000.00</td> </tr> <tr> <td style="text-align: center;">500000 more than</td> <td style="text-align: center;">10000.00</td> </tr> </table>	100000	200.00	100000-500000	300.00	500000-1500000	400.00	1500000-2500000	1000.00	2500000-5000000	3000.00	500000 more than	10000.00
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21.	Levying Taxes on sale of certain lands	Tax on sale of certain lands notice sent to you by the local authority	1. Revenue Inspector Mrs. Nanayakkara ☎ 011- 2914110 2. Officer of Front Office Mrs. Isanka ☎ 011- 2914110	Officer in charge of subject Mrs. Udeshika ☎ 011- 2914110	15 minutes	One percent (1%) of the proceed of sale of land
22	Disposal of garbage at none residential sites	Duly perfected application	Officer of Front Office Mrs. Isanka ☎ 011- 2914110	Committee - 1. Public Health Inspector Mr. Chathura ☎ 011- 2914110 2. Technical Officer & Mr. Wishnukanthan ☎ 011- 2914110 3. Revenue Inspector Mrs. Nanayakkara ☎ 011- 2914110	3 days	1. Garbage disposal fee 1 kg of garbage is charged on the basis of the amount of garbage generated at 8 rails. 2. Additional deposit