

Citizenship Charter

GAMPAHA PRADESHIYA SABHA

“You are now entering a place ready to serve you”

We are bound to fulfill the requests made by the patrons/clients promptly. We can perform the services within the standards mentioned below if the requirements mentioned below are met.

Service provided	Requirements you must meet	Officers to assist you	Service delivery standards	Applicable Legal Policies
Issuance of Street Line Certificates	<ul style="list-style-type: none">• Correctly completed application• Photocopy of pamphlet• Photocopy of the deed• Fees paid (Rs.600.00 + Rs.600.00)• Payment of assessment tax	<ul style="list-style-type: none">• Duty Officer• Technical Officer• Subject Management Service Officer• Revenue Inspector	15 Minutes	Local Government Institutions (Standard By-laws) Act No. 6 of 1952
Issuance of certificates of title and non-possession				
Approval of Plot Plans / Subdivision Plots	<ul style="list-style-type: none">• Correctly completed application• 02 original and photocopies of the approval letter prepared in	<ul style="list-style-type: none">• Duty Officer	14 Days (Working Days)	Urban Development Authority Act No. 41 of 1978 (Amended by

	<p>accordance with the Urban Development Authority regulations</p> <ul style="list-style-type: none"> • Original manuscripts • Photocopy of the title deed of the land in question • Road description and Contact Number • Fees and taxes paid – Application Fee (Rs.500.00) 	<ul style="list-style-type: none"> • Planning Curriculum Management Service Officer • Evaluation Curriculum Management Service Officer • Technical Officer • Superintendent of Works • Planning Committee 		Acts No. 4 of 1982 and No. 44 of 1984)
Approval of design plans	<ul style="list-style-type: none"> • Correctly completed application • 03 copies of the building plan required to obtain approval prepared in accordance with the Urban Development Authority Regulations • Photocopy of Python approved by the local council • Photocopy of the deed confirming ownership of the land in question • Road description and Contact Number • Fees and taxes paid – Application Fee (Rs.750.00) 	<ul style="list-style-type: none"> • Duty Officer • Planning Curriculum Management Service Officer • Evaluation Curriculum Management Service Officer • Technical Officer • Superintendent of Works • Planning Committee 	14 Days (Working Days)	Urban Development Authority Act No. 41 of 1978 (Amended by Acts No. 4 of 1982 and No. 44 of 1984)
Extension of validity of approved building plan	<ul style="list-style-type: none"> • Request Letter • Original copy of approved building plan • One year and not more than three years from the date of approval of the scheme • Fees and taxes paid – Application Fee 	<ul style="list-style-type: none"> • Duty Officer • Superintendent of Works • Technical Officer • Planning Curriculum Management Service Officer • Planning Committee 	07 Days (Working Days)	Urban Development Authority Act No. 41 of 1978 (Amended by Acts No. 4 of 1982 and No. 44 of 1984)

	<p>Up to 1000 square meters - Rs.5000</p> <p>More than 1000 square meters - Rs.10000</p>			
Issuance of Certificate of Compliance	<ul style="list-style-type: none"> • Completion of building work before applying for compliance certificate • Original copy of the building plan approved by the local Sabah • Fees and taxes paid – Residential - Up to 400 square meters - Rs.4000 (Rs.15/- for every additional square meter or part thereof) Non Residential - Up to 400 square meters - Rs.5000 (Rs.25/- for every additional square meter or part thereof) 	<ul style="list-style-type: none"> • Duty Officer • Superintendent of Works • Technical Officer • Planning Curriculum Management Service Officer • Planning Committee • Revenue Inspector 	14 Days (Working Days)	Urban Development Authority Act No. 41 of 1978 (Amended by Acts No. 4 of 1982 and No. 44 of 1984)
Obtaining a new assessment number	<ul style="list-style-type: none"> • Receipt of application form (Fee – Rs.200/-) • A correctly completed attorney/notary certified abstract of deeds • Copy of Deed certified by Provincial Revenue Department • Python copy • Plan of building if any • Payment of assessment tax 	<ul style="list-style-type: none"> • Duty Officer Works • Revenue Inspector • Management Service Officer in charge of assessment subject 	05 Days (Working Days)	Local Councils Act No. 15 of 1987

	Application Fee – Rs.300/- Inspection fee – Rs.700/-			
Amendment of assessment claim	<ul style="list-style-type: none"> • Receipt of application form (Fee – Rs.200/-) • Copy of Title Deed • Python copy • Summary of deeds certified by lawyer/notary • Payment of assessment tax Application Fee – Rs.300/- Inspection fee – Rs.700/- 	<ul style="list-style-type: none"> • Duty Officer Works • Revenue Inspector • Management Service Officer in charge of assessment subject 	05 Days (Working Days)	Local Councils Act No. 15 of 1987
Grant of Trade License	<ul style="list-style-type: none"> • Trade license obtained in the previous year • Making recommendations of relevant institutions • Payment of annual trade license fee For trade licenses – Rs.1000.00 • Payment of stamp duty (10% of license fee) • Payment of assessment tax 	<ul style="list-style-type: none"> • Duty Officer Works • Revenue Inspector • Mixed Income Curriculum Management Service Officer 	Within 03 months	Local Councils Act No. 15 of 1987 and Local Government Institutions (Standard Bye-Laws) Act No. 06 of 1952
Access to cremation service	<ul style="list-style-type: none"> • Correctly completed application • Death certificate (must state cremation) • Village Officer's certificate for proof of residency fee paid • Payment of fees 	<ul style="list-style-type: none"> • Duty Officer Works • Mixed Income Curriculum Management Service Officer 	15 Minutes	Local Government Institutions (Standard Bye-Laws) Act No. 06 of 1952

	<p>Within the jurisdiction - Rs.9000.00 Out of jurisdiction - Rs.10000.00</p>			
Allotment of Auditorium	<ul style="list-style-type: none"> • Correctly completed application • Fees paid 	<ul style="list-style-type: none"> • Duty Officer Works • Mixed Income Curriculum Management Service Officer 	15 Minutes	Local Councils Act No. 15 of 1987
Allocation of playgrounds/ community halls	<ul style="list-style-type: none"> • Request Letter • Fees paid Promotional activities - Rs.5000.00 Functions - Rs.3000.00 Normal - Rs.1000.00 	<ul style="list-style-type: none"> • Duty Officer Works • Revenue Inspector • Mixed Income Curriculum Management Service Officer 	15 Minutes	Local Councils Act No. 15 of 1987 and Local Government Institutions (Standard Bye-Laws) Act No. 06 of 1952
Grant of approval for installation of advertisement hoardings	<ul style="list-style-type: none"> • Correctly completed application • Fees paid (The fee varies depending on the square footage of the board) 	<ul style="list-style-type: none"> • Duty Officer Works • Revenue Inspector • Mixed Income Curriculum Management Service Officer 	03 Days	Local Government Institutions (Standard Bye-Laws) Act No. 06 of 1952
Installation and maintenance of street lights	<ul style="list-style-type: none"> • application 	<ul style="list-style-type: none"> • Duty Officer Works • Administrator (Electrical/Maintenance) 	07 Days (Working Days) (When spares are available)	Local Councils Act No. 15 of 1987

Payment of tolls for road damage	<ul style="list-style-type: none"> • Having received the recommendation of the Water Resources Board • Payment of fees and taxes (Charges vary depending on the nature and extent of damage to the road) 	<ul style="list-style-type: none"> • Duty Officer Works • Technical Officer • Planning Curriculum Management Service Officer 	02 Days (Working Days)	Local Councils Act No. 15 of 1987
Providing gully bowser service	<ul style="list-style-type: none"> • Correctly completed application • Fees paid <ul style="list-style-type: none"> From a house - Rs.8000.00 From a place of business - Rs.10000.00 From a religious place - Rs.6000.00 From a government station - Rs.8000.00 (Fees vary for out-of-area services) • Payment of assessment tax 	<ul style="list-style-type: none"> • Duty Officer Works • Health Administrator 	Service varies by beneficiary waiting list.	Local Councils Act No. 15 of 1987
Providing water bowser service	<ul style="list-style-type: none"> • Correctly completed application • Payment of fees and taxes (Charges vary depending on bowser capacity and distance) 	<ul style="list-style-type: none"> • Duty Officer Works • Work Area Admin 	01 Days (Working Days)	Local Councils Act No. 15 of 1987

<p>Issuance of Environmental Protection Permit (Only for categories assigned to local authority)</p>	<ul style="list-style-type: none"> • Having the trade license • Having received recommendations from the required institutions • Fees paid Application fees – Rs.100.00 Environment permit fee - Rs.4500.00 Inspection fees (Varies by nature of industry) • Payment of stamp duty (Rs.450.00) • Payment of assessment tax 	<ul style="list-style-type: none"> • Duty Officer Works • Community Development Officer • Environmental Licensing Committee 	<p>14 Days (Working Days)</p>	<p>National Environment Act No. 47 of 1980</p>
<p>Getting a library membership</p>	<ul style="list-style-type: none"> • Being a resident or studying or owning property or working within the jurisdiction of the local council • Having paid membership fees Application Fee - Rs.10.00 Membership Fee (Adult) - Rs.150.00 Membership Fee (Children) - Rs.150.00 • Payment of assessment tax 	<ul style="list-style-type: none"> • Librarian • Library Assistant 	<p>05 Minutes</p>	<p>Local Government Institutions (Standard Bye-Laws) Act No. 06 of 1952</p>

- ❖ Requests for cremation service are accepted any day of the week and requests for other services can be made any office day of the Week.
- ❖ If your request is delayed due to unavoidable reasons, we will notify you promptly.
- ❖ If you have a complaint to make or a problem to resolve, please inform the following officials about it.

Mr.Ranjith Gunawardhana
Chairman
Gampaha Pradeshiya Sabhawa
T/P – 0332223881

Mrs.S.A.N.P.Suraweera
Secretary
Gampaha Pradeshiya Sabhawa
T/P - 0332220144

Mr.Wathsala Karunarathna
Superintendent of Works (SW)
Gampaha Pradeshiya Sabhawa
T/P – 0332220145

FAX – 0332220144
EMAIL – gampahapradeshiyasabha@gmail.com
WEBSITE – www.gampaha.pc.gov.lk
FACEBOOK – ගම්පහ ප්‍රාදේශීය සභාව

Access the “Mihisaru” mobile app to manage waste through your mobile phone



Katuruwatta Administration and Maintenance Unit - 0332254545
Henarathgoda Sub Office - 0332220221
Galahitiyawa Sub Office - 0332260161