

Citizen Charter –Matugama Pradeshiya Sabhawa

1 Sub no.	2 Service provided	3 Documents to be submitted	Minimum time taken to complete the task	4 Relevant Fee	5
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Sub no.	Service provided	Documents to be submitted	Minimum time taken to complete the task	Relevant Fee																								
01.	Approving Building Plans	1. application 2. 04 copies of the building plan certified by a qualified person 3. A copy of the approved survey plan of the land on which the building is to be constructed 4. A rough sketch of the location of land 5. A copy of the deed of the land	14 days	1. Application Fee Residential - Rs. 1000.00 Commercial - Rs. 2000.00 2. Processing Fee																								
				<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Square Meteres</th> <th>Residential (Rs.)</th> <th>Apartments (Rs.)</th> <th><u>Non-residential</u> (Rs.)</th> </tr> </thead> <tbody> <tr> <td>Up to 400 SQ.M</td> <td>20/-</td> <td>25/-</td> <td>25/-</td> </tr> <tr> <td>Up to 401-1000 SQ.M</td> <td>22/-</td> <td>27/-</td> <td>27/-</td> </tr> <tr> <td>Up to 1001-1500 SQ.M</td> <td>25/-</td> <td>30/-</td> <td>30/-</td> </tr> <tr> <td>Up to 1501-2000 SQ.M</td> <td>25/-</td> <td>32/-</td> <td>32/-</td> </tr> <tr> <td>More than 2000 SQ.M</td> <td>Rs. 2000 Each For each Additional 90 square meter</td> <td>Rs. 2000 For each Additional 90 square meter</td> <td>Rs. 2000 For each Additional 90 square meter</td> </tr> </tbody> </table>	Square Meteres	Residential (Rs.)	Apartments (Rs.)	<u>Non-residential</u> (Rs.)	Up to 400 SQ.M	20/-	25/-	25/-	Up to 401-1000 SQ.M	22/-	27/-	27/-	Up to 1001-1500 SQ.M	25/-	30/-	30/-	Up to 1501-2000 SQ.M	25/-	32/-	32/-	More than 2000 SQ.M	Rs. 2000 Each For each Additional 90 square meter	Rs. 2000 For each Additional 90 square meter	Rs. 2000 For each Additional 90 square meter
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More than 2000 SQ.M	Rs. 2000 Each For each Additional 90 square meter	Rs. 2000 For each Additional 90 square meter	Rs. 2000 For each Additional 90 square meter																									
				1. Construction of boundary walls/ retaining walls For 1Square meter - Rs.100 2. Construction of Communication Towers/ Antenna Towers/ Transmission Towers - Rs. 40000.00 3. Fuel stations/service stations/ Emission testing stations For 1 SQM - Rs.100																								

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02.	Approving development plans for sub-division and amalgamation of land	1. application 2. The Original of Proposed Development Plan 3. A Copy of the Approved Previous Development Plan Related to the Subdivision. 4. 02 copies of the survey plan certified by a qualified person 5. A copy of the deed of the land 6. A rough sketch of the location of land	14 days	1. Application fee Rs. 1000.00 <div style="text-align: center;"> Land Processing <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Perches</th> <th style="width: 40%;">No of Lots</th> <th style="width: 35%;">Rs.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6 - 12</td> <td style="text-align: center;">For Lots - 01</td> <td style="text-align: center;">1000.00</td> </tr> <tr> <td style="text-align: center;">12 - 24</td> <td style="text-align: center;">For Lots - 01</td> <td style="text-align: center;">800.00</td> </tr> <tr> <td style="text-align: center;">24 - 36</td> <td style="text-align: center;">For Lots - 01</td> <td style="text-align: center;">600.00</td> </tr> <tr> <td style="text-align: center;">36 More than</td> <td style="text-align: center;">For Lots - 01</td> <td style="text-align: center;">500.00</td> </tr> </tbody> </table> </div>	Perches	No of Lots	Rs.	6 - 12	For Lots - 01	1000.00	12 - 24	For Lots - 01	800.00	24 - 36	For Lots - 01	600.00	36 More than	For Lots - 01	500.00
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03.	Revalidation of development license	1. application 2. The original of the approved Development Plan 3. Copy of the development license issued.	7 days	1. Transfer of the development license to another party - Rs.25000 2. Extension of validity of Development license by one year <div style="text-align: right; margin-left: 20px;"> - I. Up to 1000SQM Rs.5000 - II. More than 1000 SQM Rs.10000 </div>															

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04.	Issue of Certificate of Conformity	1. application 2. Copy of development plan issued and approved plan	14 days	1. Subdivision of land	1. Rs.1000 per 1 Lot		
				2. Construction of buildings	Floor Area SQ.M	Residential	Non-residential
						Individual	Apartments
					Up to 400 SQM	Rs.4000/-	Rs.5000/-
More than 400 SQM	Rs.4000+Rs.15/- for every SQM or part thereof exceeding 400SQM	Rs.5000+Rs.20/- for every SQM or part thereof exceeding 400 SQM	Rs.5000+Rs.25/- for every SQM or part thereof exceeding 400 SQM				
		3. For Sensor towers, Antenna towers, Transmission towers		රු.5000/-			
		4. Boundary walls and retaining walls		Rs.25/- per meter length			
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05.	Issue of Certificate of Street Lines/ Building Lines	<ol style="list-style-type: none"> 1. application 2. A copy of the survey plan of the land 	1 day	<ol style="list-style-type: none"> 1. Application Fee Rs. 250.00
06.	Issue of Non-acquisition Certificates	<ol style="list-style-type: none"> 1. Request letter 2. all amounts due to the local authority should have been settled 	15 minutes	
07.	Issue of Trade Licenses	<ol style="list-style-type: none"> 1. application 2. In the case of an industry or business which requires Environmental Protection License (EPL), a certified copy of the valid EPL 	14 days	The amount mentioned in the notice to be notified by the council
08.	Levying Business Tax	Business Tax Notice	15 minutes	The amount mentioned in the tax notice

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Sub no.	Service provided	Documents to be submitted	Minimum time taken to complete the task	Relevant Fee
09.	Levying Industry Tax	Industry Tax Notice	15 minutes	The amount mentioned in the tax notice
10.	Environmental Protection License	<ol style="list-style-type: none"> 1. application. 2. Rough sketch of the route to the place of industry or business. 3. A copy of the deed of the land 4. Does not own the land a certified copy of the consent letter of the owner 5. A certified copy of the approved survey plan of the land 	14 days	<ol style="list-style-type: none"> 1. Application Form - Rs. 500/- 2. license Fee 4500/- 3. The Inspection fee must be paid as per the investment .

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Sub no.	Service provided	Documents to be submitted	Minimum time taken to complete the task	Relevant Fee
11.	Issue of permits for display of advertisements	1. application 2. Identical specimen of the advertisement 3. 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. 4. Road Map of Advertising Board Installation Site	3 days	1. Application Form Fee - Rs. 200/- 2. License fee on the area of the advertisement as prescribed in the By-laws Rs.1000/- For 1 SQM 3. More than For 1 SQM - Rs. 300/-
12.	Levying Rates	Assessment Notice	15 minutes	The total amount shown in the assessment notice
13.	Reservation of Crematorium	1. application 2. A copy of the National Identity Card of applicant 3. A copy of Death Certificate of the deceased	15 minutes	Governing Area 1. Inside - Rs.13000/- 2. Outside - Rs.18000/-

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Sub no.	Service provided	Documents to be submitted	Minimum time taken to complete the task	Relevant Fee
14.	Applicat ion for permissi on to cause damages to road	1. Request letter 2. Rough sketch showing the easiest access road	2 days	Charges are payable depending on the extent of damage and the nature of the road surface.
15.	Removi ng hazardo us situation caused by trees	application	14 days	Application Fee - Rs. 3000/-
16.	Levying and exempti ng from entertain ment tax	1. Request letter 2. printed admission tickets prepared for sale;	1. 1 day	10% on the face value of each Admission Ticket

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17.	Renting Reception Halls/Town Halls/Community Halls	1. Application	15 minutes	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Matter</th> <th style="text-align: right;">Amount (Rs.)</th> <th style="text-align: right;">Deposit amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>1. Drama, Musical Shows, Exhibitions, Workshops</td> <td style="text-align: right;">15000/-</td> <td style="text-align: right;">3000/-</td> </tr> <tr> <td>2. For sale</td> <td style="text-align: right;">25000/-</td> <td style="text-align: right;">10000/-</td> </tr> <tr> <td>3. Conferences, Lectures (Individual)</td> <td style="text-align: right;">10000/-</td> <td style="text-align: right;">3000/-</td> </tr> <tr> <td>4. Educational Conferences (For Schools)</td> <td style="text-align: right;">5000/-</td> <td style="text-align: right;">3000/-</td> </tr> <tr> <td>5. For Weddings</td> <td style="text-align: right;">12000/-</td> <td style="text-align: right;">3000/-</td> </tr> <tr> <td>6. For political meetings</td> <td style="text-align: right;">10000/-</td> <td style="text-align: right;">3000/-</td> </tr> <tr> <td>7. Subsidized price per working day</td> <td style="text-align: right;">4000/-</td> <td style="text-align: right;">3000/-</td> </tr> <tr> <td>8. For a holiday</td> <td style="text-align: right;">5000/-</td> <td style="text-align: right;">3000/-</td> </tr> <tr> <td>9. For loudspeakers</td> <td style="text-align: right;">5000/-</td> <td></td> </tr> <tr> <td>10. Auditorium Yard (Sq.ft.per day)</td> <td style="text-align: right;">10/-</td> <td></td> </tr> <tr> <td>11. Parking charges for vehicles transporting school children</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">I. For School buses (For a month)</td> <td style="text-align: right;">500/-</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">II. For school vans (For a month)</td> <td style="text-align: right;">300/-</td> <td></td> </tr> </tbody> </table>	Matter	Amount (Rs.)	Deposit amount (Rs.)	1. Drama, Musical Shows, Exhibitions, Workshops	15000/-	3000/-	2. For sale	25000/-	10000/-	3. Conferences, Lectures (Individual)	10000/-	3000/-	4. Educational Conferences (For Schools)	5000/-	3000/-	5. For Weddings	12000/-	3000/-	6. For political meetings	10000/-	3000/-	7. Subsidized price per working day	4000/-	3000/-	8. For a holiday	5000/-	3000/-	9. For loudspeakers	5000/-		10. Auditorium Yard (Sq.ft.per day)	10/-		11. Parking charges for vehicles transporting school children			I. For School buses (For a month)	500/-		II. For school vans (For a month)	300/-	
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19.	Registration and revision of property title	1. Application 2. A Copy of the deed 3. A Copy of the Approved Plan	5 days	1. Application Fee - Rs.1000/-																																																			

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20.	Levying Taxes on sale of certain lands	1. Request letter	15 minutes	1% /of the cash value of the land sold
21.	Disposal of garbage at none residential sites	1. Application	3 days	Determining the fee based on the amount of waste emerged and the size of the premises calculated as per the Western Province Waste Management Authority Charter.
22.	Levying Acreage Tax	1. Tax notice	15 minutes	The amount shown in the Tax notice

