

Service provided	Documents to be submitted	Minimum time taken to complete the task
Approving Building Plans	1. Duly perfected application	14 Days
	2. A certified copy of the National Identity Card of the applicant	
	3. 03 copies of the building plan certified by a qualified person	
	4. A copy of the approved survey plan of the land on which the building is to be constructed	
	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.	
Approving development plans for subdivision and amalgamation of land	1. Duly perfected application	14 Days
	2. A certified copy of the National Identity Card of the applicant	
	3. 03 copies of the survey plan relating to the subdivision 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	
Revalidation of development license	1. Duly perfected application	07 Days
	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	

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Granting cover approval for unauthorized constructions	1. Duly perfected application	28 Days
	2. A certified copy of the National Identity Card of the applicant	
	3. 03 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	
	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.	
Issue of Certificate of Conformity	1. Duly perfected application	14 Days
	2. Copy each of development plan issued and approved plan	
	3. When the applicant is not the owner of the land, a consent letter from the owner of the land	
Issue of Certificate of Street Lines/ Building Lines	1. Duly perfected application	Street lines 1.when not demarcated- 15minutes 2.when demarcated- 5 days
	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	
Issue of Non-acquisition Certificates	1. Application letter for non-acquisition certificate with details of the property	15 minutes
	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	
Issue of Trade Licenses	1. Duly perfected application	14 Days
	2. In the case of an industry or business which requires Environmental Protection License (EPL), a certified copy of the valid EPL	
Levying Business Tax	1. Business Tax Notice sent to you by the Local Authority	15 minutes

Service provided	Documents to be submitted	Minimum time taken to complete the task
Levying Industry Tax	1. Industry Tax Notice sent to you by the Local Authority	15 minutes
Environmental Protection License	1. Duly perfected application.	14 Days
	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)	
Issue of permits for display of advertisements	1. Duly perfected application	03 Days
	2. Identical specimen of the advertisement intended to be displayed printed on A 4 paper (with colours 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	



Citizen Charter

Ja Ela Pradeshiya Sabha

~Vision~

Provision of Public Welfare

~Mission~

To engage in the welfare of all residents Within the authority area of the Ja Ela Pradeshiyasabha and

to protect, promote and administrate the amenities connectedwith public life.

Service provided	Documents to be submitted	Minimum time taken to complete the task
Levying Rates	1. Assessment Notice sent to you by the local authority	15 minutes
Reservati on of Crematori um	1. Duly perfected application	15 minutes
	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)	
Applicati on for permissi on to cause damages to road	1. Duly perfected application	02 Days
	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	
Removin g hazardou s situation caused by trees	1. Duly perfected application	03 Days
Levying and exemptin g from entertain ment tax	1. For the purpose of levying entertainment tax - i. printed admission tickets prepared for sale ii. computer password to place the electronic seal on the admission tickets proposed to be sold online	1. 02 Days
	2. For the purpose of exempting entertainment tax - 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	2. 7 days from submitting Annexure 02
Renting Reception Halls/To wn Halls/ Communi ty Halls	1. Duly perfected application	15 minutes to reserve the hall
Renting Play-ground	1. Duly perfected application	15 minutes to reserve the hall

Service provided	Documents to be submitted	Minimum time taken to complete the task
Providing gully bowser service	1. Duly perfected application	15 minutes to reserve bowser
Providing water bowser service	1. Duly perfected application	15 minutes to reserve bowser
Registrati on and revision of property title	1. Duly perfected application (in duplicate)	05 Days
	2. 2 copies of the deed attested by a Notary Public	
Levying Taxes on sale of certain lands	1. Tax on sale of certain lands notice sent to you by the local authority	15 minutes
Issue of Public performa nce & carnival license	1. Duly perfected application	02 Days
	2. A rough sketch of the carnival ground drawn on A4 paper showing every feature of the carnival	
	3. Letter confirming that sufficient toilet facilities (Female/male and disabled) will be provided for the people coming to the carnival	
	4. Certificate of Structural Stability of the temporary buildings put up on the carnival grounds issued by a Mechanical Engineer	
	5. Certificate issued by the Medical Officer of Health that unpolluted and sufficient ventilation is available for people converged in such buildings	
	6. Letter confirming that sufficient fire extinguishers (general, electricity, and fuel fire extinguishers) are used in the case of sudden fire outbreak	
	7. 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	
	8. 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	
Disposal of garbage at none residential sites	1. Duly perfected application	03 Days
Levying Acreage	1. Verification notice issued by the Pradeshiya Sabha Verification notice issued by the Pradeshiya Sabha Verification notice issued by the Pradeshiya Sabha	15 minutes