

Citizen Charter - Palindanuvura Regional Council

Revenue Division

Sub no	Service	location	Officer to meet	Documents/requirements to be submitted	The fee	the time	Applicable laws/regulations
01	Change of Assessee Ownership (ExtATD)	Revenue Division	Revenue Officer	1. Application form 2. Photocopy of Registration Deed 3. Approval letter 4. A photocopy of an assessment paid card up to the current quarter of the relevant year	Rs.500.00	Week 01 Time may vary depending on the number of years.	Local Councils Act
02	Payment of assessment	Revenue Division	Revenue Officer	Assessment notice	The amount mentioned in the assessment notice	10 minutes	Local Councils Act
03	Issuance of assessment statements	Revenue Division	Subject Officer	Application (If not the owner, application should be made through a lawyer.)	per year 100 Rs×relevant number of years)	Week 01 Time may vary depending on the number of years	Local Councils Act
04	J.C.B. the machine, dump truck, bobcat machine, water bowser into the pool.	Revenue Division	Technology Officer Subject Officer	Application	As per the Annual Revenue Fixing Gazette	1 minute5	Government Gazette

05	Charging at tricycle stands.	Revenue Division	Technology Officer incomeSubject Officer	Application	As per the Annual Revenue Fixing Gazette	2 days	Government Gazette
06	Payment of industrial tax	Mixed Income Sector	Revenue Officer	Industry Tax Notification	Annual value of place Rs.750 - Rs.500.00 Rs.750-1500 - Rs.750.00 Rs.1500 plus Rs.1000.00	10 minutes	Section 152(1) and 150 of the Local Council Act
07	Paying business taxes	Mixed Income Sector	Revenue Officer	Business Tax Notice	Annual value of income earned in the previous year Rs.6000-12000 = Rs.90.00 Rs.12000-18750 = Rs.180.00 Rs.18750-75000 = Rs.360.00 Rs.75000-150000= Rs.1200.00 Rs.150000 more = Rs.3000.00	10 minutes	Section 152(1) and 150 of the Local Council Act
08	Grant of Trade Licenses	Mixed Income Sector	®Revenue Officer ®Revenue Inspector ®Public Health Inspector	Application form	Annual value of place Rs.750 = Rs.500.00 Rs.750-1500 = Rs.750.00 Above Rs.1500= Rs.1000.00	07 days	Section 147 and 149 of the Local Council Act
09	Display licenses	Mixed Income	Revenue	Application form	Determination of	03 days	Entertainment

		Sector	Officer	Police certificate of loudspeakers and security	annual income		Tax Ordinance, Public Performances Ordinance
10	Advertisements	Mixed Income Sector	Subject Officer	Application form	Determination of annual income	60 minutes	Bylaws
				Location letter, letter of agreement An advertisement photo	Determined by 03 months/06 months/01 year.		
11	Allotment of playground	Mixed Income Sector	Revenue Officer	Request letter	As per the Annual Revenue Fixing Gazette	15 minutes	Council Resolutions / Bylaws
12	Allotment of Auditorium	Mixed Income Sector	Revenue Officer	Request letter	As per the Annual Revenue Fixing Gazette	15 minutes	Council Resolutions / Bylaws
13	Allotment of crematoriums	Mixed Income Sector	Subject Officer	1. Application form 2. Death certificate and photocopy, 3. A photocopy of the national identity card of the applicant In the death certificate "Tumbagalla" It should state that cremation should be done in the crematorium.	As per the Annual Revenue Fixing Gazette	15 minutes	Council Decisions / Bylaws
14	Segregation of cemetery (Cremation)	Mixed Income Sector	Subject Officer	1. Application form 2. Death certificate and photocopy, 3. A photocopy of the national identity card of the applicant	Rs.1000.00	15 minutes	By-laws
15	Waste management Sale of compost fertilizer	Compost yard	Revenue Officer	-	Fertilizer Kg.01 Rs.15.00		
16	Issuance and renewal of environmental	Community Development Division	Community Development Officer	1. Application form 2. Certificate of Business Name Registration	License fee Rs.4500.00 4000+	30 days	No. 47 of 1980 The National Environment Act

	protection permits			3. Certificate issued by relevant authorities 4. Evidence and Python 5. Old license in case of renewal	RsVAT+NBT Basic tests <u>Investment</u> Charges 250000 to Rs.3000 250000-500000 Rs.3750 500000-1000000 Rs.5000 1000000 Tawadinamru.10 000		and the orders thereunder
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Services provided to the public and time taken

Development Division

Su b no	Service	location	Officer to meet	Documents/requirements to be submitted	The fee	the time	Applicable laws/regulati ons
01	Taking over roads	Development Division	Development Officer	1.Demand letter with signature assessment number address of local resident 2. Survey design of the relevant road 3. Worksheets	no	02 months	
02	Public complaints	Development Division	Development Officer	1.Complaint orally or in writing (Field inspections are being conducted.)	no	It depends on the nature of the complaint.	
03	Registration of Community Councils	Community Development Division	Community Development Officer	1. Application form (03 copies) 2. General Assembly Reports (03 Copies) 3. Membership Register (03 Copies) 4. List of officers (03 copies) 5. Accounts (03 copies) (A field check will be done)	no	04 months	

Services provided to the public and time taken

Development Division

Su b no	Service	location	Officer to meet	Documents/requir ements to be submitted	The fee	the time	Applicable laws/regulations
01	Approval of plots	Development Division	plans	<div>1. Application form</div> <div>1. 03 copies of the passport to be approved 2. 01 approved copy of original layout or subdivision plan 3. Certificate (01 copy) 4. 01 copies of the tax paid receipt in the name of the land owner for the relevant year 5. Signature of Land Owner</div>	Rs.2000.00	14 days	Urban Development Authority Act
02	Extension of period of building permit	Development Division	Assistant Manager (Planning)	1.Demand letter 2. 02 copies of approved plans	Gazette 102Page A	07 days	Urban Development Authority Act
03	Investigation of unauthorized construction complaints	Development Division	Chairman/Secr etary	The relevant complaint	no	07 days	Urban Development Authority Act

04	Issuance of compliance certificate (within 3 years of plan approval)	Development Division	Assistant Manager (Planning)	1. Application for Certificate of Conformity 2. 02 copies of approved original plans if the work of the house has not been completed completely 3. 01 copies of the tax paid receipt in the name of the land owner for the relevant year 4. Signature of Land Owner	Gazette 105Page A	30 days	Local Councils Act Urban Development Authority Act
05	Approval of building plans	Development Division	Assistant Manager (Planning)	1. Application form 1. 03 original copies of building plans 2. 01 copies of the approved pamphlet 3. 01 copy of the relevant deed 4. 01 copies of the bill of assessment paid in the name of the land owner for the relevant year 5. Letters from the relevant institutions in the instruction sheet 6. 01 copies of the tax paid receipt in the name of the land owner for the	Rs.2000.00 101 of the GazettePage A	14 days	<ul style="list-style-type: none"> Local Councils Act Urban Development Authority Act

				relevant year 7. Signature of Land Owner			
06	Investigating complaints related to dangerous trees	Development Division	Management Asst	1. Application form	Rs.117.00	07 days	Local Councils Act
07	Approval of boundary walls and retaining walls and plans.	Development Division	Management Asst	Application 1.01 copy of approved form 2.01 copy of relevant deed 3.Border wall orRetaining wallsI will send the original 04 copies 5.01 copies of the tax paid receipt in the name of the land owner for the relevant year 6.Signature of Land Owner	Gasam Paper 97Page A length 10 meters - meter Rs.100.00	30 days	Local Councils Act
08	Road damage	Development Division	Management Asst	1. Application form 2. Copies of tax paid receipt01	1. Concrete W.M. 1 Rs.3100.50 2.Tara V.M.1 Rs 3910.14 3. Carpet W.M.1 Rs.5789.99	Day 01	Local Councils Act

09	Street lines	Development Division	Management Asst	1. Application form	Rs.1000.00	V. 15	Local Councils Act
10	not assigned Certificate of Intake	Revenue Division	Subject Officer	Correctly completed application	Rs.1000.00	V. 30	Local Councils Act

Services provided to the public and time taken

Library Division

Su b no	Service	location	Officer to meet	Documents/requir ements to be submitted	The fee	the time	Applicable laws/regulation s
01	Getting a library membership	The library	Librarian Library Assistant	1. Membership Application	Rs.100.00	05 minutes	Library Constitution
				<u>For children</u> 1. Statement of Guarantor 2.Application attested by Village Officer	Deposit amount Rs.300.00	02 weeks	
				<u>For adults</u> 1..Village officer certified application 2. Declaration of Guarantor			
02	Administering Ayurvedic medicines.	Free Ayurvedic Dispensary	Ayurvedic doctor, herbalist	Patient registration.	for free	5 days a week from 8.30 am to 3.30 pm (except public holidays)	