

Horana Urban Council

Vision:- A city full of friendliness, wellness, and beauty.

Mission:- Regularization and control of public utility services, public roads, public health, and the protection of the people's recreational facilities and welfare, and the implementation with transparency and participation of the community, for the proud Horana city residents with historical heritage and the people traveling to the city on a daily basis.

Implementation of Citizens Charter for Local Authorities

	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee			
						land size of the house (sq. m.)	Residential (per 1 sq.m.)		Non-residential (per 1 sq.m.)
							Individual	Apartments	
01	Approval of building plans	1. Correctly completed application form. 2. A certified copy of the applicant's National Identity Card. 3. 03 copies of the building plan certified by a qualified person as per Urban Development Regulations. 4. A copy of the approved survey plan of the land on which the building will be constructed. 5. Certificates issued by the Institutions mentioned in the application form depending on the nature of the construction. 6. In case the applicant is not the owner of the land, the consent letter of the owner of the land. 7. A rough diagram drawing showing the surrounding location for easy access to the location of the land. 8. A copy of the land deed certified by a notary public. 9. if the Land is located in an assessment area it should have registered in the name of the owner of the land.	1. Work Superintendent. 2. Technical officer. Telephone number 034 - 2261275	Management Service Officer. Telephone number 034 - 2261275	14 days	Application Fee – Rs. 1000/-			
						Up to 400	Rs.20	Rs.25	Rs 25
						From 401 – to 1000	Rs 22/-	Rs 27/-	Rs 27/-
						From 1001- to 1500	Rs 25/-	Rs.30/-	Rs.30/-
						From 1501 to – 2000	Rs 25/-	Rs.32/-	Rs.32/-
Over 2000	Rs 2000/- for every increasing 90 sq. mtrs	Rs 2000/- for every increasing 90 sq. mtrs	Rs 2000/- for every increasing 90 sq. mtrs						

Implementation of Citizens Charter for Local Authorities

	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee			
						land size of the house (sq. m.)	Residential (per 1 sq.m.)		Non-residential (per 1 sq.m.)
							Individual	Apartments	
02	Approval of land subdivision and consolidation development plans	1. Correctly completed application form. 2. A certified copy of the applicant's National Identity Card. 3. Original copy of the dimensional plan and 3 copies thereof certified by an authorized surveyor. 4. Certificates issued by the institutions mentioned in the application form depending on the nature of the development. 5. In case the applicant is not the owner of the land, the consent letter of the owner of the land. 6. A copy of the land deed certified by a notary public . 7. A rough diagram drawing showing the surrounding location for easy access to the location of the land. 8. if the Land is located in an assessment area it should have registered in the name of the owner of the land.	1. Work Superintendent. 2. Technical officer. Telephone number 034 - 2261275	Management Service Officer. Telephone number 034 - 2261275	14 days	Application Fee – Rs. 500/-			
						150 sq.m.- 300 sq.m. 6P – 12P	Rs.1000/- for 01 lot		
						301sq.m. – 600 sq.m. 12P – 24P	Rs.800/- for 01 lot		
						601sq.m. – 900 sq.m. 24P – 36P	Rs.600/- for 01 lot		
						Over 900 sq.m.	Rs.500/- for 01 lot		
03	Extension of validity of a development permit	1. Correctly completed application form.	1. Work Superintendent. 2. Technical officer. Telephone number 034 - 2261275	Management Service Officer. Telephone number 034 - 2261275	14 days				
		2. Original copy of approved development plan .							
		3. Copy of issued Development Permit.							
		4. Certified copy of both sides of the applicant's National Identity Card.							
							for a year Up to 1000 sq.m.	Rs 5,000.00	
							for a year Up to 1000 sq.m.	Rs 10,000.00	

	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee		
04	Covering Approval for unauthorized construction.	1. Correctly completed application form.	1. Work Superintendent. 2. Technical officer. Telephone number 034 - 2261275	Management Service Officer. Telephone number 034 - 2261275	28 days	For a division of land without obtaining approval.	For 1 lot Rs. 3000.00 each	
		2. A certified copy of the applicant's National Identity Card.				Construction/addition/reconstruction of buildings without approval	Residential (per 1 sq.m.)	Non-residential (per 1 sq.m.)
		3. 05 copies of the building plan certified by a qualified person				When only the foundation work is completed (up to Cairo level).	200.00	500.00
		4. A copy of the approved survey plan of the land on which the building is to be constructed				Construction up to roof level when constructed including tams and beams (excluding roof)	300.00	1000.00
		5. Certificates issued by the Institutions mentioned in the application form depending on the nature of the building construction.				Construction of walls with roof	400.00	1500.00
		6. . In case the applicant is not the owner of the land, the consent letter of the owner of the land.				Completion of construction suitable for residence	500.00	2000.00
		7. A rough diagram drawing showing the surrounding location for easy access to the location of the land.				Construction of boundary walls/retaining walls	For 1 meter long Rs. 200.00	For 1 meter long Rs. 500.00
		8. A copy of the land deed certified by a notary public.				Construction of telecommunication, transmission and antenna towers	Construction of ground base Roof top construction	150,000.00 100,000.00

	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee			
						Up to 400	Rs. 4000/-	Rs. 5000/-	Rs. 5000/-
05	Issuance of Certificate of Compliance	1. Correctly completed application form.	Work Superintendent. 2. Technical officer. Telephone number 034 - 2261275	Management Service Officer. Telephone number 034 - 2261275	14 days	Over 400	Rs. 4000/- +	Rs. 5000/- +	Rs. 5000/- +
		2. A copy of the approved plan of the issued development permit each					For every 1 sq.m or part thereof above 400 sq.m Rs. 15/- each	For every 1 sq.m or part thereof above 400 sq.m Rs. 20/- each	For every 1 sq.m or part thereof above 400 sq.m Rs. 15/- each
		3. If the owner of the land assigns it to a nominated person, the power of attorney should be submitted.							
06	Issuance of Street Line/Building Limit Certificates	1. Correctly completed application form.	Work Superintendent. 2. Technical officer. Telephone number 034 - 2261275	Management Service Officer. Telephone number 034 - 2261275	14 days		Rs.500.00		
		2. A copy of the land survey plan and a copy of the land deed							
		3. A certified copy of the applicant's National Identity Card.							
		4. In case the applicant is not the owner of the land, the consent letter of the owner of the land.							

	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee	
07	Issuance of Non-Vesting Certificates	1. Letter requesting a Non-Vesting certificate with details of the property. 2. In case the applicant is not the owner of the land, the consent letter of the owner of the land. 3. All monies owed to the council must have been paid.	Management Service Officer (Rates) 034- 22 61275	Chief Revenue Inspector Chief Management Services Officer. 034-2261275	15 minutes	RS.100.00	
08	Requesting permission to damage roads	1. Correctly completed application form. 2. A rough diagram showing the easiest way to approach the point on the road intended to be damaged. 3. A copy of the letter issued by the institution providing the relevant service connection.	Work Superintendent. 2. Technical officer. Telephone number 034 - 2261275	Management Service Officer. Telephone number 034 - 2261275	Day 01	Concrete/block stone tar Gravel Carpet	Rs.2000.00 for 1 square meter Rs.750.00 for 1 square meter Rs.375.00 for 1 square meter Rs.4975.00 for 1 square meter
09	Eliminating the hazardous situation caused by trees	Correctly completed application form.	Work Superintendent. 2. Technical officer. Telephone number 034 - 2261275	Management Service Officer. Telephone number 034 - 2261275	03 days	Rs 150.00	

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	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee
10	Issuance of Trade Licenses	1. Correctly completed application form. 2. A certified copy of the currently valid Environmental Protection Permit for an industry or business that requires an Environmental Protection Permit.	Management Service Officer (Mixed Income) 034- 2261275	Revenue Inspector 034-2261275	14 days	The amount mentioned in the notification from the council
11	Collection of business taxes	Business tax notice sent by council	Management Service Officer (Mixed Income) 034- 2261275	Revenue Inspector 034-2261275	15 minutes	The amount mentioned in the tax notice
12	Collection of Industry Tax	Industrial tax notification sent by the council	Management Service Officer (Mixed Income) 034- 2261275	Revenue Inspector 034-2261275	15 minutes	The amount mentioned in the tax notice
13	Levy of assessment	Assessment notice sent to him by the council	Management Service Officer (Rates) 034- 2261275	Revenue Inspector 034-2261275	15 minutes	The amount shown in the assessment notice

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	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee (Rs)	
14	Issuance of Advertisement Display Permits	1. Correctly completed application form.	Development Officer (Mixed Income) 034- 2261275	Chief Revenue Inspector 034-2261275 Chief Management Services Officer. (Revenue) 034-2261275	Day 01	For advertising banners per 1 sq. ft. per month	40.00
		2.A similar example of the advertisement intended to be displayed				For campaign cutouts per 1 sq.ft per month	50.00
		3. In the case of a billboard being displayed, a copy of the letter authorized by the road development authority or local government body that has the right to that road, as applicable.				For billboards per 1 sq.ft per year	100.00
		4. In case of a billboard being displayed, the original copy of the letter issued by the head of the traffic department of the police station where the relevant billboard is displayed.				For Digital Billboards – per 1 sq ft (per annum)	2000.00
		5. Where the applicant is not the owner of the land, the original copy of the letter stating that the owner of the land or building on which the advertisement is displayed has given permission for the same.				01 per sq.ft for digital boards displayed in business premises Annually	100.00
		6. Certified copy of the permit approved by the Urban Development Authority under Order 104 of the Planning and Development Orders of the Urban Development Authority 2021					

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	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee
15	Collection of entertainment tax and exemption from entertainment tax.	<p>1. For the purpose of collecting entertainment tax.</p> <p>i. Printed tickets ready for sale.</p> <p>ii. Computer password for e-stamping of tickets proposed to be sold online.</p> <p>2. Acting as in 1 above in relation to an exemption from entertainment tax,</p> <p>I. Depending on the value of the tickets proposed to be sold, an amount equal to the entertainment tax should first be deposited in the council.</p> <p>ii. Estimate of income and expenditure of public entertainment work at the time of deposit of entertainment tax.</p> <p>iii. Details of actual income and expenses of the entertainment work before 30 days after the completion of the entertainment work.</p>	Management Service Officer (Mixed Income) 034- 2261275	<p>Revenue Inspector 034-2261275</p> <p>Chief Management Service Officer.</p> <p>Telephone number 034 -2261275</p>		7.5% of the face value of each ticket.

	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee			
						Reservation	security deposit	Service charge	Hall Fee
16	Function Halls/Town Halls/Community Halls for hire	Correctly completed application form.	Management Service Officer (Mixed Income) 034- 2261275	Revenue Inspector	The application should be submitted 07 days before the required date and the date reserved. After submission of the application (15 minutes)	Religious activities	1500.00	free	free
						Educational Activities - Government Schools	1500.00	free	free
						Educational activities - except government schools (No charge)	1500.00	2000.00	5000.00
						Educational activities - (Fee charge)	1500.00	2000.00	10000.00
						Voluntary/c ommunity/s ocial organization meetings and conferences	1500.00	2000.00	4000.00
						Sales/Promotional Activities	1500.00	2000.00	10000.00
						entertainment scenes - no charge	1500.00	2000.00	4000.00
					01. Pre-				

					Schools- Council Limits	1500.00	2000.00	6000.00
					02. Pre- Schools - outside the council boundary	1500.00	2000.00	7500.00
					entertainmen t scenes – fee charged	1500.00	2000.00	10000.00
					Drama	1500.00	2000.00	10000.00
					For weddings/ (Rs.10.00 charged per chair for this reservation) Usage after 10 pm will be charged at Rs.1000.00 per hour	1500.00	2000.00	10000.00

	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee		
17	Rental of playgrounds	Correctly completed application form.	Management Service Officer (Mixed Income) 034- 2261275	Revenue Inspector Chief Management Services Officer. (Revenue) 034-2261275	20 minutes	1. School Sports Meets/Sports Meets for Government Institutions Playground only 500.00 5000.00 Stadium only 3000.00 5000.00 2. For private institutions Playground only 2000.00 5000.00 5000.00 5000.00 Stadium only 25,000.00 50,000.00 3 For musical Show		
Security deposit for 03 days - Rs.100,000.00								
Security deposit for more than 03 days - Rs.150,000.00								
Rs.10,000.00 per day for one feature during festivals								
Per day for Maraka well - Rs.15,000.00								

	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee
18	Registration and Amendment of Property Ownership.	1. Correctly completed application form (with 02 copies). 2. Two copies of the deed certified by a notary public	Management Service Officer (Rates) 034- 2261275	Revenue Inspector Chief Management Services Officer. (Revenue) 034- 226127575	05 days	Application Fee – Rs.100.00 Registration fee - Rs.175.00
19	Tax on the sale of certain lands	Tax on the sale of land sent to it by the council.	Management Service Officer (Rates) 034- 2261275	Revenue Inspector Chief Management Services Officer. (Revenue) 034-2261275	15 minutes	1% of the cash value of land sold
20	Issuance of Non-Vesting Certificates	1. Letter requesting Non-Vesting certificate with details of the property. 2. In case the applicant is not the owner of the land, the consent letter of the owner of the land. 3. All monies owed to the council must have been paid.	Management Service Officer (Rates) 034- 2261275	Revenue Inspector Chief Management Services Officer. (Revenue) 034-2261275	15 minutes	Application Fee – Rs.100.00

	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee
21	Issuance of Public Performance and Festival Permits	<p>1. Correctly completed application form.</p> <p>2. A rough sketch of the carnival grounds showing each section used in the carnival.</p> <p>3. A letter confirming that adequate toilet facilities (separately for women, men and disabled) will be provided to the public gathering at that place.</p> <p>4. A certificate issued by a mechanical engineer that the temporary buildings constructed at the site are of sufficient strength.</p> <p>5. A certificate issued by the Medical Officer of Health that the public gathering in that particular building is unpolluted and has adequate ventilation.</p> <p>6. A letter confirming that adequate fire-fighting equipment will be used in the event of an emergency.</p> <p>7. A certificate issued by the Medical Officer of Health that adequate exit doors and safety arrangements are in place to evacuate the people gathered in the event of a disaster within a very short period of time.</p> <p>8. A certificate issued by the Police Station Officer in charge of the area that the necessary arrangements have been made to maintain peace on the festival grounds.</p>	Management Service Officer (Mixed Income) 034-2261275	Chief Revenue Inspector 034-2261275 Chief Management Services Officer. (Revenue)	Day 01	Rs.100.00

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	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee
22	Environmental Protection Permit	1. Correctly completed application form.	Community Development Officer 034 – 2261275 Development Officer 034 – 2261275	Public Health Inspector 034 – 2261275 Work Superintendent. 034 - 2261275 Revenue Inspector. 034 - 2261275	01 month	Application Fee – Rs.100.00
		2. A sketch of the route to where the industry or business is located.				Fee for new licenses
		3. Attested copy of business registration certificate (not required in case of renewal)				The investment Rs. Inspection fees
		4. A copy of the land deed belonging to the place of business (not required in case of renewal)				50,000.00 or less – Rs 3,000.00
		5. If the person carrying on the business does not own the land, an agreement entered into with the owner or a certified copy of the letter expressing the consent of the owner of the land.				250,001- 500,000 -Rs 3,750.00
		6. A certified copy of the approved survey plan of the land.				500,001 – 1,000,000.00 - Rs 5,000.00
		7. Certified copy of approved building plan.				More than 1,000,000.00 - Rs 10,000.00
						License Fee – Rs. 4,500.00
						Stamp Fee – Rs. 450.00
						Renewal of Licenses
						License Fee – Rs. 4,500.00
						Stamp Fee – Rs. 450.00

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	Service provided	Documents to be submitted	Direct contact officer and phone number	Other officers and phone numbers	Minimum time taken to complete the task	The applicable fee
23	Crematorium reservation	1. Correctly completed application form.	Management Service Officer (Mixed Income) 034- 2261275	Public Health Inspector . Revenue Inspector. 034 - 2261275	15 minutes	Within the administrative area - Rs.8,000.00 Out of the administrative area - Rs.12,000.00
		2. A copy of the applicant's National Identity Card.				
		3. A copy of the deceased's death certificate (original is required for verification. In case of death abroad, death certificate issued in that country – with English translation if not in English)				
24	burial	1. Correctly completed application form.	Management Service Officer (Mixed Income) 034- 2261275	Public Health Inspector . Revenue Inspector. 034 - 2261275	15 minutes	Below 12 years - Rs.5.00 Above 12 years - Rs.7.50
		2. A copy of the applicant's National Identity Card.				
		3. A copy of the death certificate of the deceased.				
25	Deposition of Ash	Correctly completed application form.	Management Service Officer (Mixed Income) 034- 2261275	Public Health Inspector . Revenue Inspector.	30 minutes	Within city limits - Rs. 5,500.00 Outside city limits – Rs. 10,000.00
26	Garbage disposal at non-residential sites	Correctly completed application form.	Management Service Officer (Mixed Income) 034- 2261275	Public Health Inspector	Week 01	For ¼ load - Rs. 1,562.50 For ½ load - Rs. 3125.00 For ¾ load - Rs. 4,687.00 For 1 load - Rs. 6,250.00