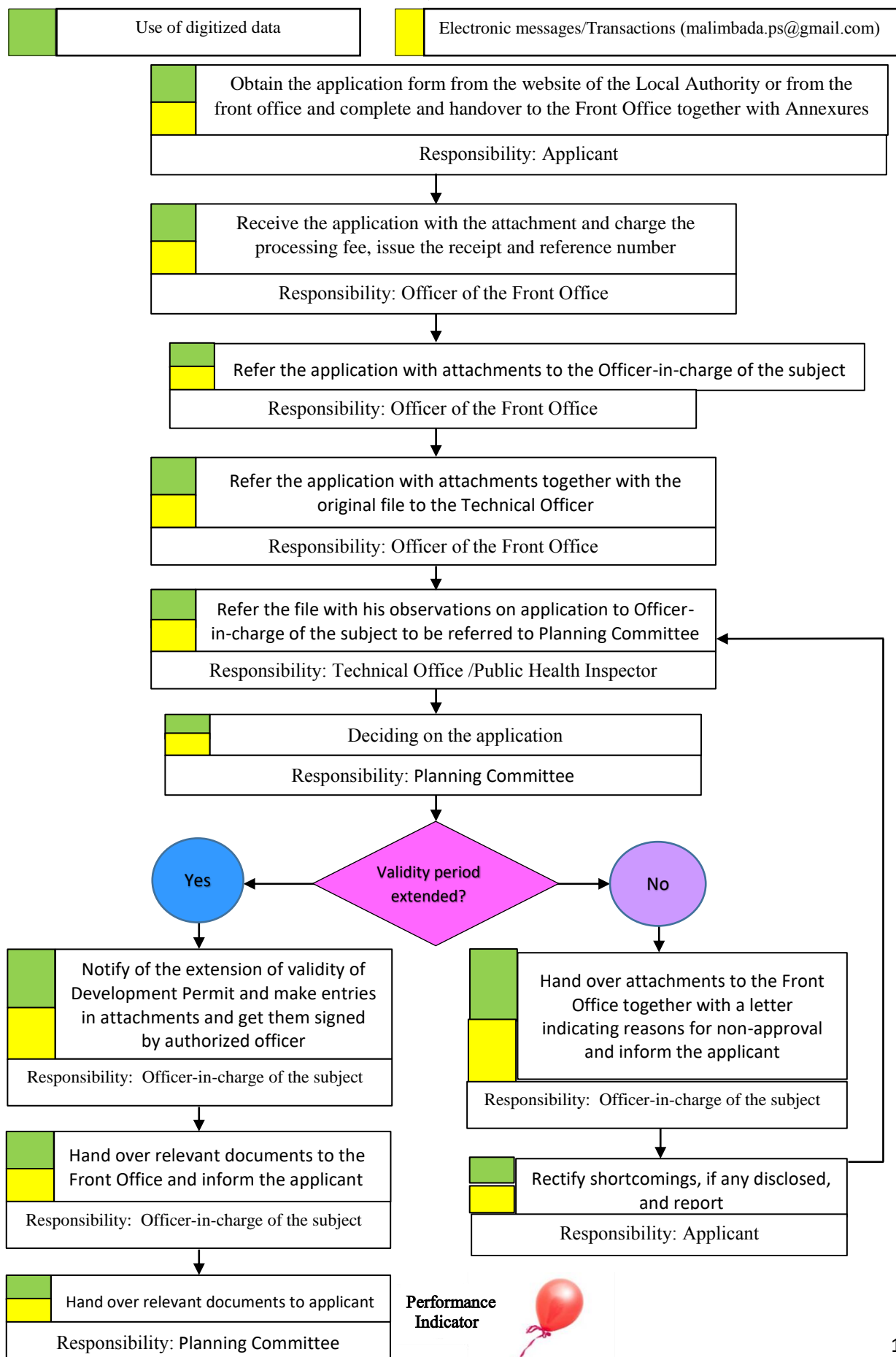


03. Revalidation of the development Permit (Land Development & Building Construction) - Flow Chart



03. Revalidation of the Development Permit (Land Development & Building Construction)

1. Introduction

The period of validity of a construction permit or a development permit issued for the purpose of any construction or land subdivision within the area of the Local Authority is limited for a period of one year. Relevant construction or development should be completed within the said period of validity and the Certificate of Conformity obtained.

In the event of failure to complete the relevant construction or the development within the period of one year, the validity of the permit can be extended for one more year. If it is not possible to complete the relevant construction or development even within the extended period, the applicant has the opportunity to get the validity of the permit extended by one more year for the second time. No further extensions of the validity period of the permit shall be allowed for any reason whatsoever, and the relevant construction permit shall be deemed to have lapsed after the expiry of the period extended for the second time.

If it is intended to continue the construction or development work related to the canceled construction permit, an application should be made for revalidation of a construction or development permit.

Note: Sub-division of land herein means sub-division of any land or amalgamation of two or more parcels of land or development of land.

2. Applicable Legislation

Regulations 03 and 30 of the Urban Development Authority Planning and Development Regulations - 2021 to be read with Section 08A of the Urban Development Authority Act, No. 41 of 1978.

3. Eligibility

The validity period of the development permit issued by the local authority is about to expire and a period of three years has not expired from the date of issue of the development permit.

4. Fees

- (a) Application fee as determined by the local authority from time to time.

Note: 1. Local authority should determine the fee so as to cover the printing cost only.

2. No fee will be charged for application forms downloaded from the website of the local authority or the Urban Development Authority.

- (b) Processing fee – (shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations – 2021)

Note: (i) As the Minister in charge of Urban Development holds the legal authority to change or revise these fees, it will be important to be vigilant about any revisions that may be made from time to time. The Local Authority should make every effort to keep this tariff cycle accessible to the public for easy reference.

5. Documents to be submitted

In the case of a Certificate of Conformity applicable to an urban development area, depending on the nature of the development, the application in the specimen form “D” of Schedule 1 of the Urban Development Authority Planning and Development Regulations - 2021, and in the case of areas outside an urban development area, a written application made by the applicant

6. Procedure for Application for and Issuing of Certificate of Conformity

| Procedure | Period | Responsibility |
|---|---|--|
| Obtain the application (From the Front Office or the Website of the Local Authority) | | Applicant |
| Receive application with attachments, charge processing fee and issue receipt and tracking No. | At the time of receiving application | Officer of Front Office |
| Refer application to Officer-in-charge of the subject | At the time of receiving application | Officer of Front Office |
| Application and original file thereof to Technical Officer | Immediately upon the receipt of application | Officer-in-charge of the subject |
| To refer the file together with his observations and recommendations regarding application to Officer in charge of the subject to be referred to Planning Committee | Within two days from the receipt of application | Technical Officer Public Health Inspector |
| Consider and approve application with recommendation of Technical Officer | On the scheduled day of Planning Committee meeting | Planning Committee |
| Enter notes in attachments that validity of development permit was extended and get the signature of authorized urban officer for the said notes and the letter informing thereof | Within two days from Planning Committee meeting | Officer-in-charge of the subject |
| Refer signed letter and other relevant documents to Front Office and inform applicant to collect documents | Within two days from Planning Committee meeting | Officer-in-charge of the subject |
| Hand over relevant documents to applicant | If the applicant is present in person at the moment itself or by post | Officer of Front Office |

Note: Authorized officer herein means the person duly authorized by the Urban Development Authority.

7. Consequences of Failure to Obtain a Certificate of Conformity

When the validity of a development permit is expired before obtaining the relevant Certificate of Conformity, the development activity will be treated as unauthorized construction. Unauthorized development works are liable for legal action against them.