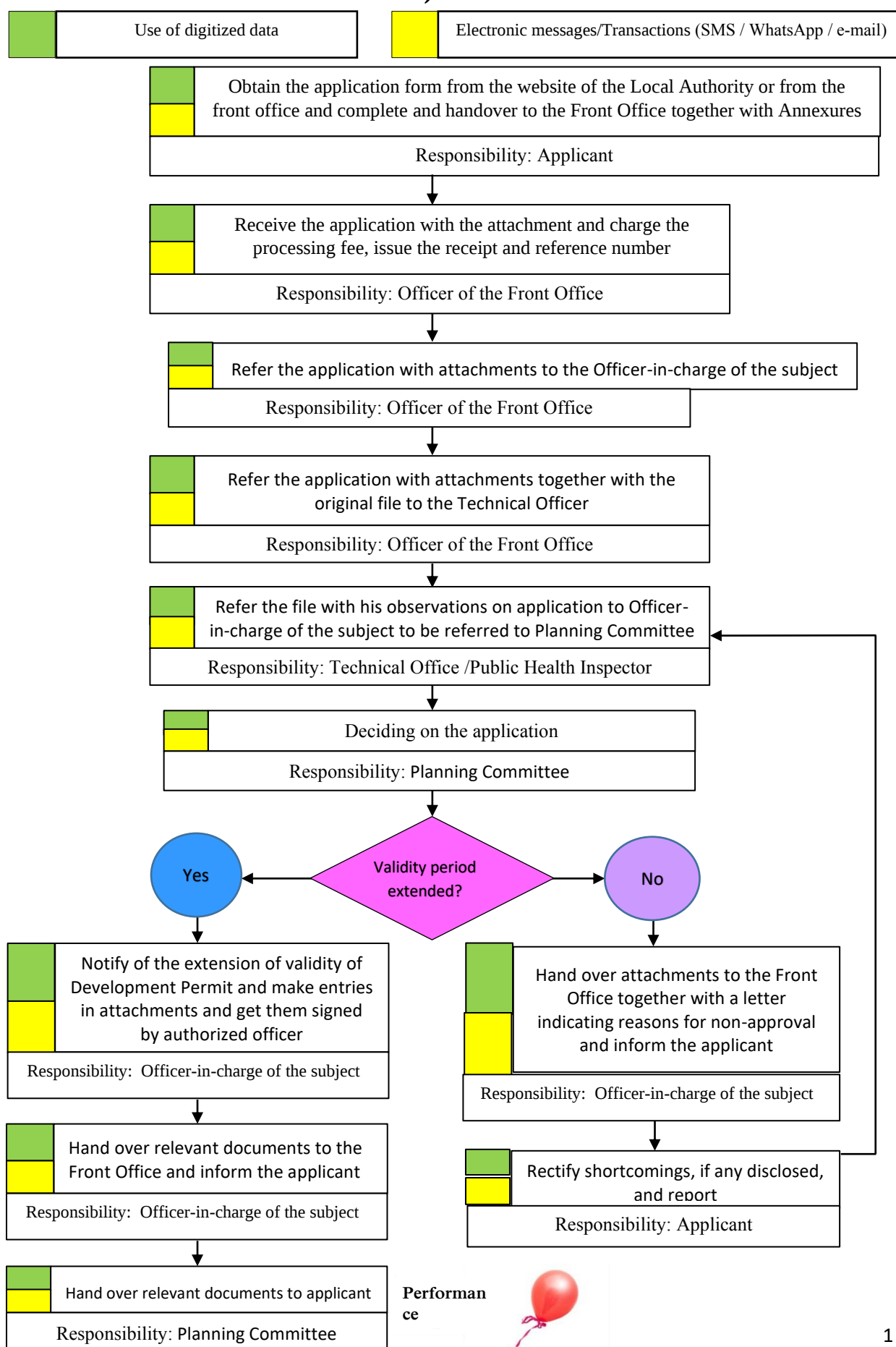


03. Revalidation of the development Permit (Land Development & Building Construction) - Flow Chart



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.