



Application for obtaining Preliminary Planning Clearance for Tourist Related Projects .

For office use only:

File No :
Processing fees paid:
Receipt No.& date:

To:
Chairman
Urban Development Authority.

I / We do hereby apply for the Preliminary Planning Clearance for the above development.

I/ We forward herewith the following details and documents.

1. (a) Particulars of Owner :-

Name :
Address :
Telephone :

(b) Particulars of Applicant :-

Name :
Address :
Telephone No. :
Fax No. / Email :

2. Particulars of Qualified Person :-

Name	:
ARB Registration No. (Architect Registration Board)	:
Telephone No	:

3. Nature of the Development :-

New construction / Renovation / :
Change of Use of existing building :



4. Present Use of the Land and Building

Location :
 Assessment No. :
 Local Authority :
 Street :
 Plot / Survey Plan No. :
 Name of the Surveyor :
 Date :

i. Land

Extent (Square Meters) :
 Use (Give in detail the present Use) :

ii. Building (Give details of every building on the site)

No. of floors :
 Gross floor area (Square Meters) :

5. Brief Description of the Proposed Project:-

Total Floor Area :
 Height :
 No. of Rooms :
 Restaurant Floor Area/ Seating capacity :

6. Provisions to be made for Infrastructure Services :-

6.1 Access Road (Specify width & building line if any) :
 Water Supply :
 Sewerage :
 Electricity :

6.2 Parking spaces provided :
 Cars :
 Others (specify) :

I/ We certify that the above particulars are true and correct.

.....
 Date :
 Signature of Owner /applicant

Documents to be submitted along with the application duly completed :-

- a. A copy of the Survey Plan of the Land.
- b. A copy of the
 - i. Concept Design Proposal if a new development.
 - ii. Approved Building Plan and Certificate of Conformity if the building is existing
- c. Location map indicating all access roads, permanent landmarks etc., (enabling Urban Development Authority officer to visit the site).

Further, applicant / owner is required to make a payment as processing fees to the UDA to consider issue of Preliminary Planning Clearance. The applicable Processing fees are as follows.

Processing Fees for Hotel Development

Within Colombo Municipal Council limits	-	Rs. 5000 + VAT
Out of Colombo city up to 50Km	-	Rs. 7500 + VAT
50Km - 75Km	-	Rs. 10500 + VAT
beyond 75Km	-	Rs. 12500 + VAT

(VAT Reg. No. 409036422-7000) *If payment is made by cheques please draw in favour of "Chairman, Urban Development Authority"*

For office use only

CCD Approval	
CEA Approval	
Approvals of Other Relevant Authorities	

Application hotel/e-pe