



## 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"*

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CCD Approval	
CEA Approval	
Approvals of Other Relevant Authorities	

Application hotel/e-pe