



## National Water Supply & Drainage Board

### Application for the Clearance of National Water Supply and Drainage Board For Development Permit

The data & information are fed into the computer in English. Hence the application must be filled in English. Please read all the instructions carefully before filling the application.

Deputy General Manager (RSC-Western Central) / (RSC-Western South) / (RSC-Western North),

1. Name of the company: .....

2. Applicant's full name (Rev/ Mr/Mrs/Miss): .....

(Director of a company/Owner of a business/Head of government institution)

3. Postal address : .....

4. i) Name of the development: .....

ii) Address of the development: .....

5. Assessment No./ Nos. of the development (Please fill the suitable option) :

i) Before amalgamation:

After amalgamation :

ii) Before sub division :

After sub division :

6. Name of the contact person regarding designs of the development:

Telephone - Mobile: ..... Land: .....

E mail .....

7. Contact person for site visit and other details : .....

Telephone -Mobile: .....

8. Expected date of completion of the construction of the development : Month : \_\_\_ Year : \_\_\_\_\_

9. Details of all existing water connections within the development premises (if any):

No.	Account No.	Name & Address
1.		
2.		
3.		

10. Documents submitted:

<b>10.1 Documents required to verify the ownership</b>		
10.1.1.	Certified photo copy of the approved survey plan (Lot.....of Survey Plan No. ....)	
10.1.2	Certified photo copy of the ownership, registered deed and lease agreement (if relevant)	
10.1.3	NIC copy of <b>premises owner</b> and business registration (if relevant)	
10.1.4	Letter of authorization from the premises owner / Head of the company	
<b>10.2 Documents required to verify the water demand &amp; to check feasibility of providing water</b>		
10.2.1	One set of architectural drawings of the proposed development attested by the Chartered Architect in A3 size	
10.2.2	Detailed calculation for water demand per day for proposed project attested by Chartered Architect/Chartered Engineer	
10.2.2.a	Water demand per day for the cooling tower (for A/C if any)	
10.2.2.b	Water demand per day for the swimming pool	
10.2.2.c	Area of swimming pool with dimensions	
10.2.3	Ground storage capacity excluding for fire requirement	
10.2.4	Location of ground storages marked in the architectural drawing or site layout plan with dimensions	
10.2.5	Permanent entrance location to the premises (at the time of commissioning of development) marked in the same architectural drawing or site layout plan	
10.2.6	Site location marked in Google map, if possible (print out in A4 or route map sketch)	
<b>10.3 Other documents required</b>		
10.3.1	Copy of the UDA preliminary clearance letter (if available)	
10.3.2	Copy of the water bill/(s) if connection/(s) is/are available	
10.3.3	Copy of the previous clearance letter obtained (if applicable)	

11. Total quantity of water requested for development
- For Commercial purposes (other than Residential) -  m<sup>3</sup> / day.
  - For Residential purposes -  m<sup>3</sup> / day.

12. Type of the Development:

- |  |                          |                            |                          |
|--|--------------------------|----------------------------|--------------------------|
| Apartment complex<br>(registered under condominium)      | <input type="checkbox"/> | Hotel/Guest House          | <input type="checkbox"/> |
| Hospital   | <input type="checkbox"/> | Any other (Please specify) | <input type="checkbox"/> |
| Mix development<br>(Residential & Commercial activities) | <input type="checkbox"/> | .....                      |                          |
| Office complex   | <input type="checkbox"/> | .....                      |                          |

13. Brief description of project (maximum 30 words)

.....

.....

.....

.....

14. I hereby certify that I have read and understood all the instructions and also certify that the details given are true and correct.

.....  
Signature of the applicant  
(With the Company stamp)

Date: .....

# INSTRUCTIONS TO FILL THE CLEARANCE APPLICATION FORM AT DEVELOPMENT PERMIT STAGE

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## **General**

1. The application should be filled by a qualified authorized person (Chartered Architect/Chartered Engineer/Owner/ Head of the company).
2. All photocopies of the documents should be certified by the Justice of Peace or Attorney at Law with their signature and original stamp (Seal).
3. Please write in clear and legible hand writing or typed.
4. Use only blue or black ballpoint pen for filling the application form or type written.
5. Place the mark "N/A" on the space provided where information is not available or not applicable.
6. All documents should be arranged in the order mentioned in the application form.
7. All scanned copies of the documents must be in PDF format in Adobe PDF Reader-Version II or below and **should be readable**.
8. During the process of issuing clearance, relevant Area Engineer of NWS&DB will contact and request to perform any essential procedural works.

## **Filling the application form**

1. Mention the full name of applicant in block letters.  
[Ex: MRS. KANTHI DE SILVA]
2. Should be written in English block letters.  
[Ex: ABC (PVT) LTD]
3. Postal address should be written in block letters.  
[Ex: NO. 15 A, GALLE ROAD, COLOMBO 03]  
**All written documents/letters will be addressed to the postal address.**
4. Address of the development/Land should be clearly mentioned in the space provided.  
The letter of clearance will be issued for the address mentioned and will not be changed under any circumstances.
5. In case of amalgamation/ sub division of a land, assessment numbers should be clearly mentioned in the cages provided
6. The contact person should be the owner of the premises/ Project Architect/ Project Engineer who is well aware of the development.
7. Contact person for site visit must be well aware of the site details and he/she should be the owner of the premises or land/ responsible person of the project. (premises, site information, existing water connections, land amalgamation/sub division etc.)
8. Expected month and year of completion of construction work of the development should be clearly mentioned in the space provided.
9. Provide details of all existing water connections within the development premises in the table given.
10. Please insert a "√" in the check list for documents submitted.

### **10.1 Documents required to verify the ownership**

- 10.1.1 Provide a certified photocopy of the latest Survey Plan approved by either UDA or relevant local authority (Certified by Justice of Peace or Attorney at Law)
- 10.1.2 Provide a certified photocopy of the Ownership certificate from the relevant local authority registered deed and lease agreement (if relevant). (Certified by Justice of Peace or Attorney at Law)

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- 10.1.3 Clear certified photocopy of the NIC of **premises owner** and if the owner of the project is a company, provide Business Registration. (Certified by Justice of Peace or Attorney at Law)
- 10.1.4 Provide when the applications are handled by a person other than the qualified person mentioned under point 1 of "General" section.

## 10.2 Documents required to verify the water demand & to check feasibility of providing water

- 10.2.1 Provide one set of architectural drawings attested by the Chartered Architect of project with his/her original stamp (Seal).

### 10.2.2 Provide complete breakdown of details of water usage. Incomplete demand calculations will not be accepted.

**If any other water resources are used in the development, it should be clearly stated in the water demand calculation.**

Mix developments (Residential and Commercial-other than residential purposes exists) require separate water demand for each purpose. In case the calculation comprises multiple pages each page should be attested by the Chartered architect/Chartered engineer.

- 10.2.2.a Provide the quantity of water required to operate cooling towers for air conditioning if available.
- 10.2.2.b Provide the quantity of water required to maintain swimming pool (if available).
- 10.2.2.c Provide area of swimming pool in square meters with dimensions marked.

- 10.2.3 Provide capacity of ground storage in cubic meters. This should not include the water required for firefighting.

In case of water supplied by NWS&DB is re-treated within the development, primary & secondary storage details should be clearly depicted in the drawing.

Mix developments (Residential and Commercial-other than residential purposes exists require separate sump capacities for each purpose.

Ex: Ground Storage Capacity for apartment (Residential purposes) =  $\times\times\times\times\text{ m}^3$   
Ground Storage Capacity for commercial (Other than residential) =  $\times\times\times\times\text{ m}^3$

- 10.2.4 Location of portable water ground storage/ sump should be marked in architectural drawing or site layout plan with dimensions.

Mix developments (Residential and Commercial-other than residential purposes exists) require separate locations of sumps for each purpose.

- 10.2.5 Entrance location to the premises after completion of project should be clearly marked in the same architectural drawing or site layout plan.
- 10.2.6 Mark site location clearly in google map for guidance for site visit.

## 10.3 Other documents required

- 10.3.1 Provide the letter of preliminary planning clearance issued by UDA.
- 10.3.2 Clear photocopy of the water bill/(s) of all water connection/(s) if water connection/(s) is/are already available.
- 10.3.3 Provide a photocopy of the previous clearance letter obtained for the same development.

- 11. Write the total quantity of water requested from NWS&DB for development in Cubic meters per day (State separately, if the development is a mix development).

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12. Please insert a “√” where applicable.

Please specify the components and providing separate details given under 10.2 of the application for each purpose are mandatory for mix developments.

Ex: Provide separate details requested for residential and commercial activities (all activities other than residential)

Please specify the components of the development for any other type.

13. Brief description of the project under Section 13 should include the following.

- The description should be maximum 30 words.
- Number of units/floor area (Ex: Number of apartment in an apartment, Number of rooms in a hotel, Number of occupants in office, number of beds in a hospital, number of staff/students in an institute/school, area of commercial building, Area usage parking, restaurants, shopping areas, laundry, cafeteria, any other water using areas etc.)
- Number of floors in building.
- Number of buildings in the premises.
- Extent of land.

14. If the applicant is a Company/ Institute/ Authority/ Department/ Hotel/ School/ Hospital/ Religious Institution etc., place the signature under the signature of the applicant with the Company/ Organization stamp.

### **Important**

- Filling all sections is mandatory. Please note that due to non-submission of one or more of the documents is cause for delaying processing the certificate of clearance or obsolete the application.
- Section 10.1.4 is mandatory when the applications are handled by a person other than the qualified person mentioned under point 1 of “General” section.
- If a re-request of water clearance, produce the letter of water clearance previously obtained under Section 10.3.3 by you from NWS&DB for the same project.
- NWS&DB may request any other necessary documents other than the documents mentioned in the application form, while the clearance is processing depending on the requirement.
- All the clearance letters will be emailed to the provided e-mail address in the application and original will be sent by registered post to the postal address provided in the application.

### **Processing fee**

- The processing fee of Rs. 23,000.00 + applicable VAT should be paid separately for each of the Water clearance request. This processing fee might be changed in time to time.
- Application processing fee can only be paid after issuing a letter of payment by NWS&DB.
- Processing fee for the developments within Colombo District excluding (Moratuwa & Dehiwala Municipal Council areas) can be paid to the **Account Number 3270698 of Bank of Ceylon, Dehiwala Branch & send the e-receipt to [rscwcpnd@gmail.com](mailto:rscwcpnd@gmail.com) via email.**
- Processing fee for the developments within Moratuwa, Dehiwala Municipal Council areas and Kalutara District can be paid to the **Account Number 1994379 of Bank of Ceylon, Dehiwala Branch and send the e-receipt to [mpncwsbw.15@gmail.com](mailto:mpncwsbw.15@gmail.com) via email.**
- However, the clearance process will start only after submission of all the documents requested.
- The letter of VAT exemption should be provided during the payment if the development project is exempted from VAT.
- Validity period for a clearance certificate is 12 months.

# INSTRUCTIONS TO FILL THE CLEARANCE APPLICATION FORM AT DEVELOPMENT PERMIT STAGE

## Receiving the applications

- Dully filled applications with all documents should be submitted to following office of NWS&DB [Except Regional Support Centre (Western-Central)] on Government working days from 8.15 a.m to 4.15 p.m. or email the documents **in PDF form readable**.

• Area	Office	Contact No.
Colombo District excluding Moratuwa & Dehiwala Municipal Council areas	Regional Support Centre (Western-Central)	011-2856420/21/22
Moratuwa & Dehiwala Municipal Council areas and Kalutara District	Regional Support Centre (Western-South)	011-2224803
Gampaha District	Regional Support Centre (Western-North)	011-2922137

### For Regional Support Centre (Western-Central), NWS&DB

- Send the soft copies of relevant documents in a **readable format** via email to the [rscwcpnd@gmail.com](mailto:rscwcpnd@gmail.com)  
**and**
- Submit the said documents through registered post to the Chief Engineer (P&D), Regional Support Centre (Western -Central), National Water Supply and Drainage Board, No. 175 A, Nawala Road, Nugegoda.

### For Regional Support Centre (Western - South) NWSDB

- Send the soft copies of relevant documents in a **readable format** via email to [mpncswb.15@gmail.com](mailto:mpncswb.15@gmail.com)  
**and**
- Submit the said documents through Registered Post to the Manager(P&C), Regional Support Centre (Western - South), National Water Supply & Drainage Board, No.07, Angulana Road, Angulana, Moratuwa.
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