



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 :

i) Before amalgamation:

After amalgamation :

ii) Before sub division :

After sub division :

6. Name of the contact person : \_\_\_\_\_

Telephone - Mobile: \_\_\_\_\_ Land: \_\_\_\_\_

E mail \_\_\_\_\_

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

Telephone -Mobile: \_\_\_\_\_

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

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

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

<b>10.1</b>	
10.1.1	One set of architectural drawings of the proposed development attested by the Chartered Architect in A3 size
10.1.2.	Certified photo copy of the approved survey plan (Lot.....of Survey Plan No. ....)
10.1.3	Incase land is amalgamated, Letter from Assessor's Department of CMC/Related Local Authority certifying consolidation of assessment number
10.1.4	Certified photo copy of the ownership, registered deed and lease agreement (if relevant)
10.1.5	NIC copy of <b>premises owner</b> and business registration (if relevant)
10.1.6	Permanent entrance location to the premises (at the time of commissioning of development) marked in the same architectural drawing or site layout plan
10.1.7	Site location marked in Google map, if possible (print out in A4 or route map sketch)
10.1.8	Letter of authorization from the premises owner / Head of the company
<b>10.2</b>	
10.2.1	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
10.2.3	Volume of swimming pool with dimensions
10.2.4	Ground storage capacity excluding for fire requirement
10.2.5	Location of ground storages marked in the architectural drawing or site layout plan with dimensions
<b>10.3</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  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"/> | Office complex    | <input type="checkbox"/> |
| Mix development                                     | <input type="checkbox"/> | -----             |                          |
| Any other   | <input type="checkbox"/> | -----             |                          |

13. Brief description of project (maximum 30 words)

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

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 Signature of the applicant  
 (With the Company stamp)

Date: -----

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

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## General

1. The application should be filled by a qualified authorized person (Owner/ Head of the company/Chartered Architect/ Chartered Engineer/ Project Manager).
2. Please write in clear and legible hand writing or typed.
3. Use only blue or black ballpoint pen for filling the application form or type written.
4. Place the mark "N/A" on the space provided where information is not available or not applicable.
5. All documents should be arranged in the order mentioned in the application form.
6. All scanned copies of the document must be in PDF format in Adobe PDF Reader-Version II or below.
7. 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. Should be written in English block letters.  
[Ex: ABC (PVT) LTD]
2. Mention the full name of applicant in block letters.  
[Ex: MRS. KANTHI DE SILVA]
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. Name & Address of the development should be clearly mentioned in the space provided.  
The letter of clearance will be issued for the project name 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 project.
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 project 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

10.1.1 Provide one set of architectural drawings attested by the Chartered Architect of project with the original stamp.

10.1.2. Provide a certified copy of the latest Survey Plan approved by either UDA or relevant local authority.

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- 10.1.3 In case of amalgamation of a land, the consolidated assessment number must be clearly mentioned and the documents for proof to be submitted.
- 10.1.4 Provide Ownership certificate from the relevant local authority, registered deed and lease agreement (if relevant).
- 10.1.5 Clear photocopy of the NIC of **premises owner** and if the owner of the project is a company, provide business registration.
- 10.1.6 Entrance location to the premises after completion of project should be clearly marked in the same architectural drawing or site layout plan.
- 10.1.7 Mark site location clearly in google map for guidance for site visit.
- 10.1.8 Provide when the applications are handled by a person other than the qualified person mentioned under "General".

### 10.2

- 10.2.1 **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 mention in the water demand calculation.**

Mix development projects require separate details for each purpose. In case the calculation comprises multiple pages each page should be initialed by the Chartered architect/Chartered Engineer.

- 10.2.2.a Mention the quantity of water required to operate cooling towers for air conditioning if available.
- 10.2.2.b Mention the quantity of water required to maintain swimming pool if available.
- 10.2.3. Provide capacity of swimming pool in Cubic meters with dimensions marked.
- 10.2.4 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 development projects require separate details for each purpose.

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

Ground Storage Capacity for shops (Commercial purposes) =  $\times\times\times\times\text{ m}^3$

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

Mix development projects require separate details for each purpose.

### 10.3

- 10.3.1 Provide the letter of preliminary planning clearance obtained from UDA.
- 10.3.2 Clear photocopy of all the water bill/(s) if water connection/(s) is/are already available.
- 10.3.3 Provide a photocopy of the previous clearance letter obtained for same development.
11. Write the total quantity of water requested from NWS&DB for development in Cubic meters per day.
12. Please insert a " $\sqrt{\quad}$ " where applicable.

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

Ex: Provide separate details requested for apartment and commercial activities

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

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

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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 apartments in the building, Number of rooms in a hotel, Number of occupants in office, 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. The application will be rejected due to non-submission of one or more of the documents requested.
- Section 10.1.8 is mandatory when the applications are handled by a person other than the qualified person mentioned under "General".
- If a re-request of water clearance, provide 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.
- Letters which are not collected within 14 days of informing will be sent by registered post to the address provided in section 3 of the application.

### **Processing fee**

- The processing fee of Rs. 12,500.00 + 15% VAT = Rs. 14,375.00 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.
- The letter of VAT exemption should be provided during the payment if the development project is exempted.
- Validity period for a clearance certificate is 12 months..

### **Receiving the applications**

- Dully filled applications with all documents should be submitted to following relevant Regional Support Centers of NWS&DB on Government working days from 9.00 a.m to 4.00 p.m.

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