



11 Document Submitted

<b><u>11.1 Documents required to verify the ownership</u></b>		Attached
11.1.1	Certified photo copy of the approved survey plan (Lot.....of Survey Plan No. ....)	
11.1.2	Certified photo copy of the ownership, registered deed and lease agreement (if relevant)	
11.1.3	NIC copy of premises owner /Head of the Institute/Company	
11.1.4	Copy of the business registration and Copy of the Form 20 of Business registration (if relevant)	
<b><u>11.2 Documents required to verify the water demand &amp; to check feasibility of providing water</u></b>		
11.2.1	One set of architectural drawings of the proposed development attested by the Chartered Architect in A3 size	
11.2.2	Detailed calculation for water demand per day for proposed project attested by Chartered Architect/Chartered Engineer	
11.2.2a	Water demand per day for the cooling tower (for A/C if any)	
11.2.2b	Water demand per day for the swimming pool	
11.2.3	Volume of swimming pool with dimensions	
11.2.4	Ground storage capacity excluding for fire requirement	
11.2.5	Location of ground storages marked in the architectural drawing or site layout plan with dimensions	
11.2.6	Permanent entrance location to the premises (at the time of commissioning of development) marked in the same architectural drawing or site layout plan	
11.2.7	Site location marked in Google map, if possible (print out in A4 or route map sketch)	
<b><u>11.3 Other documents required</u></b>		
11.3.1	Copy of the water bill/(s) if connection/(s) is/are available	
11.3.2	Copy of the Clearance letter/(s) obtained	

**Note:**

***If the Applicant has been obtained Clearance Certificate for Development permit stage and have not changed the documents (Survey plan, Architectural drawings, Ground sump details, Water Demand, etc) submitted for Permit, then Applicant required to submit Item no 11.2.1 and 11.3.2 only with a letter to declare that there are no changes to the documents (Survey plan, Architectural drawings, Ground sump details, Water Demand, etc) submitted at the Development Permit Stage.***

I here by certify that I have read and understood all the terms and conditions in the instructions manual and also certify that the details given are true and correct. I'm aware that I have no any legal right to prove the ownership to the premises on the reason in obtaining this water service connection.

.....  
Date

.....  
Signature & Official Seal

**ACKNOWLEDGEMENT**

Your application registration No is ..... Please note that the acceptance of this application is not an assurance to provide a water service connection to the said premises. Please quote your registration Number in future inquires.

Applicant Name:.....

Date of receipt of the application .....

Officer taking over the application (Name & Signature)

Please Call to relevant Area Engineer for any inquiries

# INSTRUCTIONS TO FILL THE NEW CONNECTION APPLICATION FORM FOR CONNECTION SIZE GRATER THAN 2”(63mm)

## 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 Estimate and providing water connection, relevant Engineers of NWS&DB will contact and request to perform any essential procedural works.
9. ***Construction of underground sump and internal plumbing of the building should be complete at the time of submitting this Application.***

## Filling the application form

1. (i) Mention full name of applicant in block letters.  
[Ex: MRS. KANTHI DE SILVA]  

M	R	S	.	K	D	E	S	I	L	V	A		
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  - (ii) Mention name of applicant with initials in block letters. use one box for one letter/symbol  
[Ex: MRS. K DE SILVA]
  - (iii) Should be written in English block letters  
[Ex: DIRECTOR] 

D	I	R	E	C	T	O	R	
---	---	---	---	---	---	---	---	--
  - (iv) Should be written in English block letters  
[Ex: A B C COMPANY PVT. LTD]  

A	B	C		C	O	M	P	A	N	Y		P	V	T	.	L	T	D	.
---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---
  - (v) Please write your National Identity card No. If not please write your passport/License Number  
[Ex: 198012345678/981234567V]
2. (i) Should be written in English block letters.  
[Ex: NO: 123  
TEMPLE LANE  
KANDY ROAD  
COLOMBO 00 ]
  - (ii) WESTERN , COLOMBO, WEKANDA (Grama Niladari Division is not compulsory)
3. (i) Postal address should be written in block letters. All written documents /letters will be addressed/post to this Address [Ex: NO. 15 A, GALLE ROAD, COLOMBO 03]

# INSTRUCTIONS TO FILL THE NEW CONNECTION APPLICATION FORM FOR CONNECTION SIZE GRATER THAN 2”(63mm)

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- (ii) (a)The contact person should be the owner of the premises/ Project Architect/ Project Engineer who is well aware of the details of the Development.
  - (b)Please provide the valid contact Telephone numbers
  - (c)Please provide the company /acceptable e-mail address (All the documents/letters will be emailed to the provided e-mail address and original letters will be sent via registered post)
- 4. Underline the suitable status
  - 5. Underline the suitable category
  - 6. Please provide the details of Clearance certificate you have taken from the NWSDB.

If the building is construction started within the last 06 years and you have been not taken the Clearance from NWSDB at the Development permit stage, then you have to follow the Application and instructions in “Clearance Certificate for Development permit stage “in NWSDB webpage.

- 7. Please provide the details/Amended architectural drawings/Survey plan if it changed from the documents you have submitted for the Clearance Certificate at Development Permit Stage referred above.
- 8. Provide the quantity of water required for the development.
- 9. Provide details of all existing water connections within the development premises.
- 10. If you need SVAT/VAT Invoice please specify SVAT or and VAT number (Please attach relevant copies of SVAT/VAT Registration)
- 11. Please insert a “√” in the check list attached to the Application.

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

- 11.1.1 Provide a certified copy of the latest Survey Plan approved by either UDA or relevant local authority.
- 11.1.2 Provide certified copy of the Ownership certificate from the relevant local authority, registered deed and lease agreement (if relevant).
- 11.1.3 Clear certified photocopy of the NIC of **premises owner** and if the owner of the project is a company, provide Business Registration.
- 11.1.4 Provide when the applications are handled by a person other than the qualified person mentioned under “General”.

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

- 11.2.1 Provide one set of architectural drawings attested by the Chartered Architect of project with his/her original stamp (Seal).
- 11.2.2 **Provide complete breakdown of details of water usage. Incomplete demand calculations will not be accepted.**

# INSTRUCTIONS TO FILL THE NEW CONNECTION APPLICATION FORM FOR CONNECTION SIZE GRATER THAN 2”(63mm)

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**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 details for each purpose. In case the calculation comprises multiple pages each page should be attested by the Chartered architect/Chartered engineer.

11.2.2.a Provide the quantity of water required to operate cooling towers for air conditioning if available.

11.2.2.b Provide the quantity of water required to maintain swimming pool if available.

11.2.3 Provide capacity of swimming pool in cubic meters with dimensions marked.

11.2.4 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 developments (Residential and Commercial-other than residential purposes exists) 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 commercial (Other than residential) =  $\times\times\times\times\text{ m}^3$

11.2.5 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 details for each purpose.

11.2.6 Permanent entrance location to the premises after completion of project should be clearly marked in the same architectural drawing or site layout plan.

11.2.7 Mark site location clearly in google map for guidance for site visit.

## 11.3 Other documents required

11.3.1 Clear photocopy of the water bill/(s) of all water connection/(s) if water connection/(s) is/are already available.

11.3.2 Provide a photocopy of the clearance certificates (at Development Permit stage) obtained for the same development.

### **Important**

1. Filling all sections is mandatory. Please note that due to non-submission of one or more of the documents will cause for delaying processing estimation of the Service Connection.
2. NWS&DB may request any other necessary documents other than the documents mentioned in the application form, while the new connection is processing depending on the requirement.
3. All the 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**

4. The processing fee of Rs. 25,000.00 + 8% VAT = Rs. 27,000.00 should be paid to process the new connection request and to make site visit. This processing fee might be changed time to time.
5. Application processing fee can only be paid after issuing a letter of payment by NWS&DB.
6. 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.**

# INSTRUCTIONS TO FILL THE NEW CONNECTION APPLICATION FORM FOR CONNECTION SIZE GRATER THAN 2”(63mm)

However, the New connection process will start only after submission of all the documents requested.

7. The letter of VAT exemption should be provided during the payment if the development project is exempted from VAT.
8. Validity period for Estimate is 03 months.

## **Receiving the applications**

1. 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**.

<b>Area</b>	<b>Office</b>	<b>Contact No.</b>
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

1. Send the soft copies of relevant documents in a **readable format** via email to the **rscwcpnd@gmail.com**
- and**
2. 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.