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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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(Published by Authority)

PART IV (A) - PROVINCIAL COUNCILS

Provincial Councils Notifications

LOCAL AUTHORITIES (STANDARD BY-LAWS) ACT, No. 6 OF 1952

DRAFT By-laws made by me, Athula Sarath Kumara Wijesinghe, as Chief Minister and Minister of Local Government in the North Western Province Provincial Council by virtue of powers vested in the Minister under whose purview the subject of Local Government of the Provincial Council falls under Subsection (1) of Section 2 of the Local Authorities (Standard By-laws) Act No. 6 of 1952 to be read with Paragraph (a) of Subsection (1) of Section 2 of Provincial Councils (Consequential Provisions) Act, No. 12 of 1989 are published hereby.

While the Pradeshiya Sabhas have been empowered by Sections 69 and 126 of the Pradeshiya Sabha Act, No. 15 of 1987 to be read with Section 122 of such Act to make By-laws containing provisions embodied in those draft By-laws the Pradeshiya Sabha in the North Western Province are hereby empowered to accept these draft by-laws subject to provisions in Subsection (1) of Section 3 of the Local Authorities (Standard By-laws) Act referred to above.

ATHULA SARATH KUMARA WIJESINGHE,
Minister of Local Government Provincial Council,
North Western Province.

Chief Minister's Office,
Kurunegala,
23rd November, 2011.

By-laws relating to regularize, control and charge fees on the Crematoriums

1. The by-laws in this part are cited as the by-laws relating to regularize, control and charge fees on the crematoriums of the Pradeshiya Sabha.

2. (a) No dead body shall be cremated in any crematorium owned by the Council without a license issued by the Chairman or an Authorized Officer.

(b) Unless a Magistrate or an Inquirer into Sudden Deaths has granted permission to cremate a dead body on completion of an inquiry made in respect of it by the said Magistrate or the Inquirer into Sudden Deaths, under the Criminal Procedure Code Act, No. 15 of 1979, the Chairman or the authorized officer shall not accept it for cremation or issue a license to cremate it.

(c) Unless the relevant crematorium of the Pradeshiya Sabha has been named in the 7th Column of the Death Certificate of a deceased, under "cause of Death and the place of the burial or cremation" the Pradeshiya Sabha or the Authorized Officer shall not accept the dead body for cremation or issue a license to cremate it.

3. (a) While it is possible to determine by resolution approved by the Council the charges for the cremation of a dead body it shall be amended from time to time on such approval of a resolution.

(b) While charges levied or amended from time to time under paragraph (a) above shall be published in the *Gazette* it shall be prominently displayed at the place where applications are received for booking the crematorium and at the crematorium.

(c) The charges for the cremation of a dead body shall be levied under the classification set out in the first schedule of this part.

4. Any body expecting to obtain a license mentioned in by-law No. 2 (hereinafter referred to as “the applicant”) shall forward an application substantially prepared in accordance with the second schedule to this part together with the documents mentioned below to the Chairman or the Authorized Officer.

- (a) (i) the birth certificate of the applicant or,
- (ii) the birth certificate of the deceased or,
- (iii) the marriage certificate of the applicant or,
- (iv) the certificate issued by the Grama Niladhari of the Division where the deceased was living, in order to facilitate the establishment of the relationship between the deceased and the applicant.
- (b) If an inquiry under the Criminal Procedure Code Act No. 15 of 1979 had been made in respect of the death of the deceased, the certificate issued by the Magistrate or the Inquirer-into-Sudden Deaths under paragraph 41(e) of the Registration of Births and Deaths Ordinance giving permission to cremate the dead body or the certificate issued under paragraph 43(b) of the Registration of Births and Deaths Ordinance, in the event of the dead body being of a still born person, and
- (c) the death certificate of the deceased.

5. In the event of a decision being arrived at to issue a license on an application made for permission to cremate a dead body, it shall be the duty of the Chairman or the Authorized Officer to register the death in the sequence such applications are received in a Register substantially prepared according to the Third Schedule to this part. This Register shall be maintained at the Office of the Pradeshiya Sabha accepting applications.

6. In the event of accepting any dead body for cremation in accordance with the application forwarded, the applicant shall be issued with the license by the Chairman or the Authorized Officer after charging the fees levied according to by-law No. 3. The time and the date on which the dead body due to be cremated according to the license should be handed over to the Crematorium Keeper shall be clearly specified in the relevant license.

7. In the event of a dead body being not accepted for cremation due to some reason the Chairman or the Authorized Officer shall take steps to immediately inform the applicant in writing about it, specifying the reasons for such non-acceptance.

8. Dead bodies shall be accepted for cremation and cremations shall be done between the periods 7.00 a.m. to 7.00 p.m. on all days of the week.

9. The dead body shall be handed over to the Crematorium Keeper on or before the time specified in the license issued. The Pradeshiya Sabha, the Chairman or the Authorized Officer shall not be subjected to responsibility in respect of any inconvenience or loss caused to the applicant or anybody else having rights over the deceased due to the failure to handover the dead body on time.

10. The Crematorium Keeper shall maintain a Register substantially prepared in accordance with the Fourth Schedule to this part, in regard to each dead body cremated in any crematorium.

11. (a) If the applicant wish to obtain ashes of the dead body cremated, it shall be stated in the application set out in the 2nd schedule and it shall be the duty of the applicant to handover a receptacle sufficient for the collection of ashes to the crematorium keeper at the time of dead body is handed over for cremation. The applicant or any authorized representative of him shall take possession of the ashes of the body before the elapse of seventy two hours after the cremation of any dead body.

(b) However, on a written request made by the applicant the Chairman or the Authorized Officer shall extend the period during which the ashes are kept with the Crematorium Keeper. The period of such extension shall not be more than seven days from the date of the cremation. The Chairman or the Authorized Officer or the Crematorium Keeper shall have the power to dispose of the ashes that had not been removed even after the expiry of such period allowed for the removal of ashes.

(c) It shall be the duty of the Chairman or the Authorized Officer to make arrangements to bury the ashes not removed by any applicant or any authorized representative at the premises of the crematorium or in any crematorium.

12. (a) Nobody other than the Crematorium Keeper or his Assistants shall enter into the covered section of the chamber of the Crematorium after the closure of the security door of the chamber on introducing the dead body into the chamber of any Crematorium.

(b) Nobody shall enter into the premises of any crematorium without permission from the Chairman, Authorized Officer or the Crematorium Keeper.

(c) Notwithstanding anything stated in paragraph (b) :-

- (i) any other person or persons who participate in the handing over of a dead body for cremation with the person who had obtained a license to cremate it or with his authorized representative ; and
- (ii) any other person or persons who arrive at the crematorium on the specified date or earlier to receive ashes, with the person who had obtained the license or with his authorized representative, shall be considered as person who have been allowed to enter the premises of the crematorium.

13. Within the premises of any crematorium nobody shall —

- (a) act in a manner disrupting peace ;
- (b) damage or try to damage property within the premises of the crematorium belonging to Pradeshiya Sabha ;
- (c) obstruct the official functions of the Crematorium Keeper or any of his Assistants ;
- (d) decorate or paste notices within the premises of the crematorium.

14. (a) It shall be the duty of the Chairman to maintain and operate the crematoriums in conditions suitable for cremation of dead bodies ;

(b) In the event of the closure of any crematorium for the purpose of repairs or maintenance activities, it shall be the duty of the Chairman to display prominently a notice on it in all the three languages at the Office issuing licenses for cremation of dead bodies and at the entrance to the crematorium premises.

(c) In case of non operation of the crematorium in the manner that the dead body accepted for cremation in any crematorium cannot be cremated completely, it shall be the duty of the Pradeshiya Sabha to make a sufficient arrangement for the cremation of such dead body with the use of timber within the premises of crematorium as well as such cremation of a dead body with the use of timber by the Pradeshiya Sabha shall be lawful.

15. Any person who violates the orders in these by laws shall be guilty of an offence and being convicted by a court of law of proper jurisdiction shall be liable to a fine set out in Subsection 122(2) of Pradeshiya Sabha Act No. 15 of 1987 and in case any person who is subjected to such fine continue to repeat such offence or violation after being convicted by a court of law of proper jurisdiction shall be liable to an additional fine set out in the aforesaid Subsection.

16. In by-laws of this part, unless any other meaning is sought, —

“cremation chamber” means the chamber where the dead body is kept and the outer chamber constructed outside the main chamber ;

“crematorium premise” means the whole crematorium and the land on which it is located ;

“crematorium keeper” means any employee appointed to be in-charge of the crematorium of the Pradeshiya Sabha and its functions ;

“applicant” means any applicant who make a request to the Chairman of the Pradeshiya Sabha for the cremation of any dead body.

“ashes” means any matter left behind after cremating a dead body ;

“dead body” means the entire dead body of a deceased person or the dead body of a still born person or any part of a dead body.

FIRST SCHEDULE

BY-LAW No. 3

FEES FOR USE OF THE CREMATORIUM

Rs. Cts.

01.	To cremate the dead body of an adult living in the area of authority
02.	To cremate the dead body of a person who is not an adult living in the area of authority
03.	To cremate the dead body of an adult living outside the area of authority
04.	To cremate the dead body of a person who is not an adult, living outside the area of authority
05.	To cremate the dead body of an adult of a Samurdhi family living in the area of authority
06.	To cremate the dead body of a person who is not an adult of a Samurdhi family living in the area of authority

A child below the age of 12 years is considered here as a person who is not an adult.

SECOND SCHEDULE

(Front Page)

BY-LAW No. 4
(To be forwarded in duplicate)

APPLICATION FOR A LICENCE TO CREMATE A DEAD BODY AT THE CREMATORIUM OF PRADESHIYA SABHA

01. Full name of the applicant :
Address :
National Identity Card No. :
No. and Name of the Grama Niladhari Division :
02. Full name of the deceased :
Sex :
Address of the residence :
No. and Name of the Grama Niladhari Division :
National Identity Card No. :
03. Applicant's relationship to the deceased :
(Please annex a certificate stated in paragraph (a) of By-law No. 4 in order to establish the relationship)
04. Registration No. and Date of the Death Certificate :
..... (Annex a copy of the Death Certificate)
05. Name and Division of the Registrar of Deaths :
06. Cause of Death :
07. In the event of an inquiry being held into the Death :
(Annex the Certificate stated in paragraph (b) of by-law No. 4)

Name and Designation of the Inquiring Officer :
Date of Inquiry :
Determination of the Inquiring Officer :
Has the Inquiring officer given permission to cremate the dead body ? :
.....
08. Date and time applied for the cremation :
(According to the sequence of preference)

Date	Time	Date	Time
i. 20 Hours	ii. 20 Hours
iii. 20 Hours	iv. 20 Hours
09. Do you wish to accept after the cremation ? :
(If you wish to accept ash, sufficient receptacles should be handed over at the time of handing over the death body for cremation).

I hereby certify that the information stated above are true and accurate. I further state that I take full responsibility for the information given here. Relevant certificates are annexed.

Date :20

.....
Signature of the Applicant.

SECOND SCHEDULE

(Back Page)

Mr. / Mrs. / Miss. Sir / Madam.

Refusal to issue a licence to cremate a dead body

It is regretted to inform you that the issuing of a licence in accordance with the application overleaf forwarded by you have been refused for the following reasons :-

- (i)
- (ii)
- (iii)
- (iv)
- (v)

.....
Signature of the Chairman/Authorized Officer.
(Please affix the official seal)

Date : 20

Crematorium Keeper

..... Crematorium

Licence issued to cremate a Dead Body

- (a) Permission is hereby granted to cremate the dead body of at a.m./p.m.
on 20 at the Crematorium.
- (b) The information given in the application overleaf has been entered in the Register according to by-law No. 5.
- (c) A sum of Rs. has been charged through Receipt No. dated 20
- (d) Please take action to cremate the dead body after making necessary entries in the relevant Register as stated in by-law No. 10 with reference to information given in this licence.
- (e) The Serial Number of the Permit Register is

.....
Signature of the Chairman/Authorized Officer.
(Please affix the official seal)

Date : 20

THIRD SCHEDULE

REGISTER LICENSE ISSUED TO CREMATE DEAD BODIES AT THE CREMATORIUM OF PRADESHIYA SABHA

Serial No.	Name of the deceased	N.I.C. Number	Sex	Date of Death	Death certificate Registration		Applicants				Order of the Magistrate / Inquirer into Sudden Deaths		Permit No.	Receipts		Cremation	
					No.	Date	Name	Relationship to the Diseased	Address	NIC No.	Reference No.	Permit No.		No.	Amount Rs. Cts.	Allotted Date	Allotted time
10																	
02																	
03																	
04																	
05																	
06																	
07																	
08																	
09																	
10																	

(N.B. Sufficient space shall be provided in the columns in order to note down the information by using both the left and right pages of the Register)

FOURTH SCHEDULE

REGISTRATION ON DEAD BODIES AT THE CREMATORIUM OF PRADESHIYA SABHA

Serial No.	Name of the deceased	NIC No.	Sex	Serial Number of Register	Date of Death	Death certificate Registration		Applicant		License No.	Receipt		Cremation		Date of Removal of Ashes
						No.	Date	Name	NIC No.		No.	Amount Rs. Cts.	Time	Date	
01															
02															
03															
04															
05															
06															
07															
08															

(N.B. Sufficient space shall be provided in the columns in order to note down the information by using both the left and right pages of the Register)

**By-laws on control, regularize, supervise and levying charges relating to
Funeral Service Supply Centers**

1. These By-laws are cited as the by-laws on control, regularize, supervise and levying charges relating to funeral service supply centers within the area of the authority of the Pradeshiya Sabha.

2. (1) Unless a valid license has been obtained by submitting to the Chairman an application prepared in accordance with the format set out in the first schedule hereto, no person shall maintain a funeral service supply centre within the area of authority of the Pradeshiya Sabha.

(2) Every license issued under the provisions of the by-laws of this part shall be valid up to 31st December of the year for which it had been issued unless it is cancelled earlier under the provisions of the by-laws in this part and such license shall not be authorized to anybody.

3. The Pradeshiya Sabha shall levy a fee decided from time to time by the Pradeshiya Sabha in respect of a license issued for a Funeral Service Center maintained within the area of authority of Pradeshiya Sabha and such amount of fee shall be published in the Gazette Paper.

4. In case of neglecting or violation of order or orders set out in these by laws, it shall be lawful for the Chairman to cancel the license issued for maintaining the said funeral service center.

5. While there shall be a separate room for preparing dead bodies in the building where a funeral service centre is maintained the room shall have at least space not below eighty square feet to prepare one dead body. Moreover, a concrete slab sufficient for use in this task shall be made available and it shall be tiled and finished well.

6. While windows allowing fresh air to a degree not less than one seventh of the area of the particular room where the dead bodies are prepared shall have been made available the work connected to it shall not be open to any outsider. Moreover the windows shall not be directly open to houses close to the premises of the funeral service centre.

7. While sufficient receptacles to temporarily dump parts of the dead body removed in the process of preparing them shall be made available non-opaque receptacles that could be securely closed so as to prevent entry of flies, rats or other animals shall also be provided to collect blood flowing out of the dead body while it is being prepared or other fluids or waste water generated in the event of the body being washed.

8. If there is no order issued by a Magistrate or an Inquirer into Sudden Deaths in respect of a dead body the parts of the body removed in the process of preparing, it shall be securely interred in a pit four feet deep from the ground level before the elapse of six hours after the completion of preparatory activities. If such order has been given the owner of the funeral service center shall act in accordance with that.

9. When there is no sufficient space at the funeral service centre to carry out the activities mentioned in the by-law No. 8 action shall be taken to securely bury the body parts at the depth prescribed in that by-law at the public cemetery of the Pradeshiya Sabha on payment of a fee decided by the Pradeshiya Sabha from time to time.

10. While the room where the dead bodies are prepared shall always be located separate from the exposition hall or halls of the Funeral Service Centre action shall be taken to prevent outsiders entering without permission. The room where the dead bodies are prepared shall be maintained cleanly always having applied disinfectants. Moreover, sufficient first aid materials and other instruments shall be made available for the use of the staff when necessary.

11. It shall be the duty of the licensee to maintain records of the members of the staff employed at the Funeral Service Centre. It shall be the duty of the licensee to supply security clothe, face masks and gloves in the manner prescribed by the Chairman to all the employees serving in the rooms where dead bodies are prepared and to ensure that these employees wear

those clothes and other apparatus when preparing dead bodies as well as any food or beverages shall not be supplied in those rooms.

12. The interior of the vehicle or vehicles transporting dead bodies shall be cleaned with vacuum cleaners and disinfectants.

13. Polythene or any other non-decaying material shall not be used to cover the inside of a coffin or the entire dead body or a part of the dead body unless the dead bodies are in such a condition as to make it impossible to prepare due to excessive injuries caused or due to any other reasons.

14. No person other than one who has been duly empowered by the licensee shall prepare any dead body or transport any dead body.

15. Unless there is written permission granted to the licensee by the Director of Health Service under the conditions prescribed by him, no person shall bring or allow any body else to bring a dead body of a person presumed to have died due to cholera, plague, smallpox, yellow fever or aids to the licensed centre.

16. No dead body shall be accepted by the licensee for preparing the body and organizing funeral arrangements, unless a formal death certificate issued by the Registrar of Deaths on the particular death has been forwarded to him.

17. When that death is a sudden death or when the death is suspicious, if there is any order in regard to last rites of any dead body issued by a Magistrate or an Inquire into the sudden death, the owner of the funeral service center shall carry out the provisions of that order.

18. It shall be the duty of the licensee to maintain a document substantially prepared in conformity with the specimen form given in the Second Schedule of this part in respect of every preparation of dead bodies and supply of funeral Services carried out in the licensed premises or in any external premises and to submit it for perusal on demand by the Chairman or by an Authorized Officer or any Police Officer.

19. In case of funeral service Centers maintaining services in keeping dead bodies for public homage, action shall be taken to exhibit the bodies in a manner preserving the dignity of the dead person as well as the owners of the dead body and action shall be taken to provide a sufficient number of chairs for the convenience of the people who come to pay last respects to the dead body and to allocate parking facilities for the vehicles of such guests. It shall be the duty of the licensee to maintain the place where a dead body is kept for public homage cleanly and hygienically.

20. The place where the dead bodies are kept for public homage shall be separate from the exposition hall of the service centre and the room where the bodies are prepared.

21. Nobody shall perform any activity within the premises of the funeral services centre that would cause harm or inconvenience to residents living close to the funeral service centre, or allow such things to happen.

22. In case natural flowers are displayed or kept for sale in a funeral service center, the waste should be disposed in a manner that satisfy the Chairman.

23. In the event of failing to act in accordance with the by law No. 22 such parts may be disposed into any garbage bin or garbage collecting vehicle of the Pradeshiya Sabha or a manner prescribed by the Pradeshiya Sabha on payment of a fee decided by Pradeshiya Sabha from time to time.

24. Disposal of parts of flowers or plant or wires or any waste set out in By Law No. 22 into any road or drain situated along a road or any public place is an offence.

25. Powers and duties vested in the Chairman by these By Laws may be entrusted to any officer of the Pradeshiya Sabha in writing.

26. The Chairman or any officer authorized has the power to enter and inspect any Funeral Service Center situated within the area of authority of Pradeshiya Sabha during the period from 6.00 a.m. to 6.00 p.m. to confirm whether the provisions are properly implemented in accordance with the manner set out in the by laws.

27. In case it is revealed in an inspection carried out in a funeral Service Center by Chairman or officer authorized that the said place is maintained in a manner violating the provisions of these by laws he shall inform the owner of the place by a written notice to correct such violating during a specific period.

28. Handing over of the written notice under by law 27 may be deemed to have been handed over properly if it is delivered to the owner of the place either personally or by fixing the notice in the place.

29. Every person who has received a notice set out in the by law no 27 shall be abide by the conditions within the period specified therein.

31. Any person who violates the orders in these by laws shall be guilty of an offence and being convicted by a court of law of proper jurisdiction shall be liable to a fine set out in sub section 122(2) of Pradeshiya Sabha Act, No. 15 of 1987 and in case any person who is subjected to such fine continue to repeat such offence or violation after being convicted by a court of law of proper jurisdiction shall be liable to an additional fine set out in the aforesaid sub section.

32. In this part, unless the context otherwise requires —

“funeral Service Supply Centre” means a centre where a dead body is prepared so as to preserve it for sometime or where a dead body is prepared for last rites or place where a dead body is kept for a fee until it is taken to the cemetery for last rites ;

“Regional Director of Health” means the regional director of Health appointed by the Department of Health for covering the area of authority of Pradeshiya Sabha ;

“Area of authority” means area of authority of the Pradeshiya Sabha ;

“Authorized officer” means any officer authorized in writing by the chairman of the Pradeshiya Sabha.

“parts of the dead body” means any limb removed from the body of a dead person, or part of a limb or internal organ or blood flowing out of the body or any other fluid or any dress or dresses worn by the person at the time of death or any part of such dress or bandages, gauze or any other thing found in an injured part of the body.

“Chairman” means the Chairman of the Pradeshiya Sabha concerned “Sabha” means the Pradeshiya Sabha concerned.

“prepared of dead bodies” means preparing a dead body of a person so as to preserve it for some time in order to pay last respects, dressing a dead body, placing the body in a coffin and doing any other thing in this regard.

“Owner” means the owner of a funeral service center or the manager of the said place or the office in charge for the time being or any person who maintains the said place.

FRIST SCHEDULE

SUB PARAGRAPH (1) OF BY-LAW No. 2

APPLICATION FOR A LICENCE TO MAINTAIN A FUNERAL SERVICE SUPPLY CENTRE.

01. Name of the Applicant :
02. Address :
03. National Identity Card No. :
04. The commercial name of the Funeral Service Centre and the Address :
05. Assessment Number of the place where Funeral Service Center is being maintained :
06. Number of dead bodies that can be kept for preparation at a time :
07. Number of hearses owned by the institution :
08. Number of vehicles available for transport of bodies before preparation :
09. Manner in which parts of the body removed are disposed of :
10. In the event of acceptance of dead bodies for display :-
 - (i) Number of dead bodies that could be displayed at a time :
 - (ii) Number of vehicles of the visitors that could be parked at a time :
11. Whether natural flowers are kept and sold ? Yes / No.
12. The manner in which rejected flowers or plants are expected to be disposed of :
13. Number of employees of the institution :
14. If a Manager has been appointed :
 - (i) Name of the Manager :
 - (ii) National Identity Card Number :
15. On placing my signature below I hereby accept that I agree to fully comply with the provisions in the By -laws in relating to regularize, supervise and control of funeral service centers and to comply with the other sanitary provisions prescribed by the Pradeshiya Sabha from time to time.

Date :20

.....
Signature of the Applicant.

SECOND SCHEDULE

By - Law No. 18

REGISTER ON DEAD BODIES PREPARED AT THE FUNERAL SERVICE CENTER

Name of the Funeral Service Supply Center :
Address :

Serial No.	Name of the Deceased	NIC No.	Gender	Dated of Death	Death certificate Registration		Acceptance of Dead Body		Name	Owner of the Dead Body			Order of the inquirer-into-sudden Deaths/magistrate		Signature of the Owner
					No	Date	Date	Time		Relationship to deceased	Address	NIC No.	Reference No.	Date	
01															
02															
03															
04															
05															

(N.B. Sufficient space shall be provided in the columns in order to note down the information by using both the left and right pages of the Register)

By-laws relating to Periodical returns and Submission of Information

1. The By-laws in this part are cited as the by-laws relating to forwarding information on immovable property located within the area of authority of the Pradeshiya Sabha and returns on industries or enterprises for the purpose of imposing assessment fees and taxes and levying license fees.

2. (a) Every person who acquires any immovable property located in the area of authority of the Pradeshiya Sabha shall, within a period of three months from the date of such acquisition forward an application to the secretary substantially prepared according to the specimen in the First Schedule of the by-laws in this part in order to get the information about such immovable property registered at the Pradeshiya Sabha.

(b) Any person forwarding an application in the manner set out in paragraph (a) shall attach photocopies of the following documents duly certified by a notary public with the application :-

- (i) Title deed of the relevant property ;
- (ii) Plan of the relevant property drawn by a licensed surveyor ;
- (iii) Building plan of any building or condominium building drawn by an Architect if and when any building or condominium has been built on the said immovable property ;
- (iv) Building plan of any building or condominium building drawn by an architect if and when such immovable property is a building condominium building.

(c) A certificate of ownership which confirms the ownership pertaining to 30 years too shall be submitted with the application. However this certificate of ownership shall not be required to be submitted if such property has been vested to the person who submitted the application set out in paragraph (a) by the person himself whose name has been mentioned to the effect that he holds the ownership of such property.

3. Every person who has acquired any immovable property situated within the area of authority of the Pradeshiya Sabha on the date the by-laws in this part come into force shall get the property registered in the manner set out in by-law No. 2 before the expiry of one year from the date the by-laws in Section come into force.

4. (a) Any holder of a immovable property registered at the Pradeshiya Sabha in the manner set out in the by-laws in this part shall take action to inform the Secretary in writing before the expiry of six months, of such incident, if and when the ownership of any immovable property owned by him, —

- (i) has been vested in any other person or persons or mortgaged to any other person ; or
- (ii) has been vested in any other person or persons through power of attorney.

(b) In the event of making any changes of the purposes for which any building owned by any person registered at the Pradeshiya Sabha in the manner set out in by-laws in this part is being used, it shall be the duty of the owner of such immovable property to inform the Secretary in writing before the expiry of one month of such incident.

(c) Any holder of any immovable property registered at the Pradeshiya Sabha in the manner set out in the by-laws in this part, shall obtain permission from the Pradeshiya Sabha.

- (i) before any such immovable property is subjected to sub-division ;
- (ii) before any new building is constructed on any land being an immovable property ;

(iii) before making any changes of the profile of the building, in the form of ;

- (1) adding any new part of the building, or
- (2) demolition of any existing part, or
- (3) adding any new part after demolishing any existing part, or
- (4) demolishing the entire building and constructing a new one.

(d) It shall be the duty of any owner of immovable property registered at the Pradeshiya Sabha to inform the Secretary in writing about any change in his address within seven days of such incident. Moreover it shall be the duty of the Secretary to take action to amend the Register of immovable property owners as soon as he is in receipt of such written notification, and to inform the owner of immovable property in writing about such amendments.

5. It shall be the duty of the Secretary to prepare substantially in accordance with the specimen in the second schedule this part a Register of the immovable property owners relevant to every application forwarded under the provisions of the by-law No. 2 and of the property held by them, and to maintain such Register.

6. (a) It shall be lawful for the Secretary to request through a written notice from the owner or manager of any industry or enterprise to confirm by a certified return,

- (i) the amount of receipts realized during a period of any year, or
- (ii) the business turnover during a period of any year, or
- (iii) the profits that could be accrued during a period of any year, or
- (iv) the amount of money received from any sale, while carrying out the transactions of the said enterprise or the industry, required for the computation of the tax or license fees to be paid to the Pradeshiya Sabha when levying any tax by the Pradeshiya Sabha under the Pradeshiya Sabha Act, No. 15 of 1987 or any licence issued by the Pradeshiya Sabha on any enterprise or industry or sale carried out in the are of authority of the Pradeshiya Sabha.

(b) Anybody in receipt of a notice under paragraph (a) sent by the Secretary shall take action to provide the information sought by the notice to the Secretary within fourteen days of the receipt of such notice.

7. Any person who violates the orders in these by laws shall be guilty of an offence and being convicted by a court of law of proper jurisdiction shall be liable to a fine set out in sub section 122(2) of Pradeshiya Sabha Act No. 15 of 1987 and in case any person who is subjected to such fine continue to repeat such offence or violation after being convicted by a court of law of proper jurisdiction shall be liable to an additional fine set out in the aforesaid sub section.

8. In the by-law of this part, unless any other meaning is sought —

“immovable property” means any land or building or any condominium building ;

“property owner” means any person who is the sole owner of any immovable property or in the event of there being more than one owner for any particular property, such owners individually and collectively and it shall also include any other person resident in the property or holding guardianship of the property for the time being.

“Secretary” means the secretary to the Pradeshiya Sabha “Periodical returns” means records relating to a specific period as set out in by law No. 6.

“Sabha” means the Pradeshiya Sabha concerned.

“Owner or manager” means the lawful owner of any property, business or industry relating to these by laws or any representative appears on behalf of the said owner or any person to whom the management has been entrusted to in respect of the said property, business or industry.

FIRST SCHEDULE

PARAGRAPH (A) OF BY-LAW No. 2

PRESENTING INFORMATION ON THE IMMOVABLE PROPERTY LOCATED IN THE AREA OF AUTHORITY OF THE

1. (a) Name / Names of the owner / owners of property :

- 1.
- 2.
- 3.

(b) Address / Addresses of the property owner / owners :

- 1.
- 2.
- 3.

(c) Name of the street or village where the property is located :

(d) Assessment No. :

(e) Number and name of the Grama Niladhari Division where the property is located :

(f) Extent of the Land : - Acres Roods Perches (Hectares)

(g) Number of the Deed :

(h) Name and address of the Notary Public :

2. (a) If the property is a land, whether any building has been constructed on the property ? Yes / No

(b) If the answer is “yes”, whether the building is a single building or a condominium building ?

3. Date of acquisition of the property :

4. Purpose for which the property is used : Residential / Trading or Commercial activities.

.....
Signature of the Property Owner.

Date :20

SECOND SCHEDULE

PRADESHIYA SABHA REGISTER OF IMMOVABLE PROPERTY

[illegible]

**By law relating to creating committees in Pradeshiya Sabhas and
conducting meetings in those committees.**

1. These By Laws are cited as by laws relating to creating committees and conducting meeting in the said committees.

2. (a) A Pradeshiya Sabha may create committees as setout in sub Section (1) of Section 12 of Pradeshiya Sabha Act No. 15 of 1987 and committees for any specific function as decided from time to time by the Pradeshiya Sabha and appoint members for the said committees.

(b) It shall be the duty of the Pradeshiya Sabha to create 4 committees for the following functions set out in sub Section. (2) of Section 12 of Pradeshiya Sabha Act No. 15 of 1987.

- (i) Financial functions and policy formulation.
- (ii) Housing and community development
- (iii) Technical service.
- (iv) Environment and facilities.

3. The members appointed for each committee in accordance with the by law No. 2 shall consist of following persons.

- (a) The number of members shall not be less than 1.3 of the number of members of the Pradeshiya Sabha.
- (b) Three persons residing within the area of authority of Pradeshiya Sabha proficient on the matter relevant to the committee.
- (c) A number of women in the are interested in the matter in a manner to represent 25% of the number stated in (a) and (b).

4. (a) Members for appointment for the committee as set out in By Law No. 3 shall be selected by an adoption of resolution at the annual general meeting held in December.

(b) Any vacancy resulting from resignation from the office by any member or from termination of the tenure of office of a member of Pradeshiya Sabha, termination of membership of the committee by means of death or any other cause it shall be the duty of the Pradeshiya Sabha to elect and appoint any member at the next Pradeshiya Sabha meeting held subsequent to the date on which such vacancy.

5. A Chairman for each committee shall be appointed and he shall be elected by the members of the committee at the first committee meeting.

- (a) The person elected for the office of Chairman hall be a member of Pradeshiya Sabha for the time being.
- (b) Tenure of office of the Chairman of the committee shall be terminated by means of resignation from the office of Chairman in the committee or removal from the office of Chairman of the Pradeshiya Sabha or death, the committee shall appoint another Chairman at the ensuing committee meeting held subsequent to such incident.

6. The office of secretary to the committee other than the office of secretary to the finance committee shall be vested in any officer in the Pradeshiya Sabha appointed by the Chairman on the recommendation of secretary to the Pradeshiya Sabha.

7. The absence of Chairman at any meeting.

- (a) a member of committee meeting from those who are present or
- (b) in the absence of members of committee meeting a person from other shall be elected as the Chairman by votes.

8. the quorum of each committee shall be 1/3 of the members elected for the committee and when such 1/3 is a full number and a fraction the quorum shall be the full number next to such fraction.

9. (a) Every committee shall conduct meeting at least once a month.

(b) If the Chairman of the committee wish to conduct a committee meeting, the special meeting may be called within any month.

(c) It shall be the duty of the committee to call a special meeting on a request made to the Chairman by not less than 1/3 of its members.

10. (a) The office of the secretary to the committee of financial affairs shall be held by the secretary of the Pradeshiya Sabha. In case the secretary of Pradeshiya Sabha is absent the duty of the secretary of the committee shall be carried out by any other officer who performs the acting duty of the secretary of the Pradeshiya Sabha for the time being.

11. (a) the secretary to each committee shall maintain the attendance register of the members participate in the committee meeting.

(b) It shall be the duty of the secretary to each committee to maintain a record of resolutions moved at each committee meeting. It shall be signed by the Chairman of the committee subsequent to the secondment of such report at the ensuing meeting.

(c) It shall be the duty of the secretary to the committee to refer the final decision taken regarding a specific matter by any committee to the Chairman of the Pradeshiya Sabha for the submission of the same at the general meeting of the Pradeshiya Sabha.

(d) Implementation of a decision taken by a committee regarding any matter which has been authorized to it for such decision, shall be tabled at the Pradeshiya Sabha meeting and approval of the Pradeshiya Sabha shall be obtained for the implementation of the other decision.

12. The committee shall have the power to call for the files, documents and books to the said committee meeting for examination as required for taking a decision in any committee meeting.

13. The power vested in the Pradeshiya Sabha for taking decisions in regard to matters other than levying assessment tax, levying tax, imposing charges and recovering any amount of money and obtaining a loan shall be devolved on committees from time to time.

14. Any person who violates the orders in these by laws shall be guilty of an offence and being convicted by a court of law of proper jurisdiction shall be liable to a fine set out in sub section 122(2) of Pradeshiya Sabha Act No. 15 of 1987 and in case any person who is subjected to such fine continue to repeat such offence or violation after being convicted by a court of law of proper jurisdiction shall be liable to an additional fine set out in the aforesaid sub section.

15. By laws in this part, unless the context otherwise requires -

“Member” means a member of the Pradeshiya Sabha concerned

“Chairman” means the chairman of the Pradeshiya Sabha

“Secretary” means the secretary to the Pradeshiya Sabha or a person who performs the duty of the secretary.

By law relating to regularize control and maintenance of private land without thorny bushes.

01. These by laws are cited on the by law relating to regularize control and maintenance of Private land without thorny bushes.

02. It shall be the duty of owner or residents of such lands to maintain all the lands without thorny bush.

03. It shall be lawful for the chairman or an officer authorizes to enter and inspect the land where necessary during the period from 6 a.m. to 6 p.m. to confirm weather and land is kept with thorny bushes and no person shall disturb for such inspection.

04. In the event of the chairman is satisfied that any land is kept with thorny bushes, it shall be the duty of the Pradeshiya Sabha to inform the owner of the land or the resident in writing to keep such land without thorny bushes.

05. Any person who received any notice set out in the by law No. 4 shall remove the thorny bushes in the said land before the elapse of 14 days from the date mentioned in the notice.

06. Any time when acceptable reasons have forwarded to the Chairman or the office authorized in writing by the owner or the resident of the land, the chairman or the officer authorized shall have the power to extend the period of time and such extension shall be subjected to a maximum of 30 days from the date specified in the said notice.

07. Thorny bushes or parts of thorny bushes removed from any land should not be disposed to a public place and to a land owned by any other person without his permission.

08. In this part, unless the context otherwise requires -

“Owner or resident” means the lawful of any land situated within the area of authority of Pradeshiya Sabha or any person within the area of authority of Pradeshiya Sabha or any person or person resided in such and any date land under any agreement and any person who has rented or leased any private land.

“Thorny bushes” means any plant naturally grown more than 20 centimeters high above ground level without control of any person other than any flower bush grown for beauty, any crop cultivated for economical or agricultural purpose or any plant or crop naturally grows.

“Public place” means any road “thoroughfare, street, lane, pavement, public land, road reservation, play ground, public building, public cemetery, bus stand, railway station, river, canal, stream, tank, pond, lagoon, puddle, rain water drain, sea beach, any land belong to the Pradeshiya Sabha, any land reserved for public utility or any place reserved for publish utility by the Pradeshiya Sabha.

“Authorized officer” means an officer authorized in writing by the chairman of the Pradeshiya Sabha.

“Sabha” mean the Pradeshiya Sabha concerned.