

N.B.— Part I:III and II of the *Gazette* No.1835 of 01.11.2013 were not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

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(Published by Authority)

PART IV (A) — PROVINCIAL COUNCILS

(Separate paging is given to each language of every Part in order that it may be filed separately)

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All Notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after three months from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 29th November, 2013 should reach Government Press on or before 12.00 noon on 15th November, 2013.

Electronic Transactions Act, 19 of 2006 - Section 9

“Where any Act or enactment provides that any Proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the *Gazette*, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the *Gazette*.”

P. H. L. V. DE SILVA,
Acting Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2013.

This *Gazette* can be downloaded from www.documents.gov.lk



By - Laws

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

DRAFT By-laws made by me, Shasheendra Rajapaksa, as Chief Minister and Minister of Local Government in the Uva 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 Sub-section (1) of Section 2 of the Local Authorities (Standard By-laws) Act, No. 6 of 1952 read together with Paragraph (a) of Sub Section (1) of Section 2 of Provincial Councils (Consequential Provisions) Act, No. 12 of 1989 are published hereby.

While the Urban Councils have been empowered by Sections 94 and 153 of the Urban Councils Ordinance (Chapter 255) read together with Section 157 of that Ordinance to make By-laws containing provisions embodied in those draft By-laws, the Urban Councils in the Uva Province are hereby empowered to accept these draft by-laws subject to provisions in Sub Section (1) of Section 3 of the Local Authorities (Standard by-laws) Act referred to above.

SHASHEENDRA RAJAPAKSA,
Chief Minister and Minister of Local
Government, Provincial Council,
Uva Province.

Chief Minister's Office, Badulla.
14th October, 2013.

PART I

BY-LAWS RELATING TO INTERPRETATION IN RESPECT OF ALL STANDARD BY-LAWS

1. Unless any other meaning is sought in respect of terms contained in by-laws in parts IV to XXX of these standard by-laws, by any Urban Council after formally accepting these standard by-laws,

“Appropriate time authorized to make inquiries” means the period from 6.00 a. m. to 6.00 p. m. on any one day, and in the event of any justifiable alternative period of time has being specified in any part of these by-laws the appropriate time authorized to make inquiries about provisions mentioned therein shall be that specific period of time.

“Area of the Urban Council” means the area of authority of the relevant Urban Council.

“Authorized Officer” means any officer of the Urban Council authorized by the Chairman in writing for a particular function ;

“Chairman” means the Chairman of the relevant Urban Council.

“Licensee” means any person who has obtained a licence under the provisions of by-laws of any part and includes the guardian or manager of such licensed premises or any person administering such place for the time being ;

“Licensed premises” means any area for which a licence has been issued under provisions of the by-laws of any part;

“Public Place” means any road, avenue, street, lane, path, pavement, public ground, road reservation, playground, public building, public cemetery, bus stand, railway station, river, canal, stream, tank, pond, lagoon, watercourse, rain water canal, sea beach, any land belonging to the Council, any plot of state land reserved for public use or any other public place being used by the people ;

“Public source of water” means a river, canal, stream, watercourse, well, tank, pond, gutter and sea but shall not mean any drain erected to facilitate flow of water within a licensed premises ;

“Regional Director of Health Services” means the Regional Director of Health Services appointed to cover the Urban Council area ;

“Secretary” means the Secretary of the Council or any other officer delegated to carry out the powers, functions and duties of the Secretary;

“Urban Council” means the relevant Urban Council.

2. When any interpretation is needed in respect of any other term not being mentioned in by-law No. 1 but being stated in any part of these standard by-laws, the interpretation in respect of that term or the terms specially mentioned at the end of that particular Part shall come into force relevant to that Part only.

PART II

BY-LAWS RELATING TO GENERAL PROVISIONS RELEVANT TO ALL STANDARD BY-LAWS

1. Any notice issued to any person by the Urban Council or by the Chairman or by any Authorized Officer under any part of the standard by-laws contained in Part IV to Part XXX of such by-laws may be considered as properly handed over,-

(a) If it had been handed over to the post in a manner that could be proved that it had been delivered to be directed to the particular person who should receive the notice;
or

- (b) If it had been handed over to him or to anybody residing in his address for the time being; *or*
- (c) If it had been pasted in any place in his residence or in the place where he is engaged in his functions;
- and the handing over in any of these manners shall be lawful.
2. While it is possible for the Chairman to delegate under provisions specified in a written document to any officer of the Urban Council any function or duty vested in the Chairman under the provisions of any part of these standard by-laws, such actions performed by any person so empowered to act subject to the provisions specified in the letter of delegation shall be lawful and it shall be considered as functions or duties performed by the Chairman under the powers vested in him by these standard by-laws.
3. While the Chairman or any Authorized Officer shall have the power to examine any premises licensed under any provision or provisions in any part of these standard by-laws it is the duty of the licensee to assist in the examination performed during the appropriate time for such examination. Moreover, action shall not be taken to prevent or obstruct such examination.
2. (1) A general Meeting of the Urban Council shall be held at the Urban Council Office on a previously designated date and time in each month. In the event of such day falling on a day declared as a public holiday under the Holidays Act, No. 29 of 1971 it shall be considered that such meeting has been decided to be held on the next working day immediately following such public holiday and the meeting shall be held on that day.
- (2) The notification summoning of a general meeting or a special meeting of an Urban Council shall be issued in Sinhala or Tamil or in both these languages.
- (3) A notification on the summoning of a general meeting and on the programme for each of such meeting shall be delivered to each Member at least four days before the day of the meeting excluding Saturdays, Sundays and Public Holidays.
- (4) In the event of the notification being placed in the premises usually occupied by the Member to whom it is being directed due to the inability to personally deliver the notification specified in paragraph (2) and (3) due to some reason it shall be considered that it had been properly delivered.
3. (1) In the event of a quorum being not available no proceedings shall be made. The quorum of a general meeting of an Urban Council shall be one third the number of Members holding office on the date of the meeting. In the event of the one third of the Membership being a whole number and a fraction the next whole number higher than this whole number and fraction shall be considered as the one third for the purposes of this by-law.
- (2) In the event of a quorum not being present even after the elapse of half an hour after the scheduled time of any meeting or any time after the commencement of the meeting the Chairman of the meeting shall adjourn the meeting to a date not later than fifteen days after the particular meeting and considered to be suitable by him. The business that could have been presented at this adjourned meeting in the event of a quorum being present shall be presented at the subsequent meeting and suitable action taken in that regard.
4. (1) The Chairman of a general or special meeting of the Urban Council having a quorum shall adjourn the meeting from time to time with the consent of the Council. No other business than that which is left unfinished after being included in the Order Paper of the Meeting which was so adjourned shall be taken up at a subsequent meeting without the leave of the Council.
- (2) Unless it has been decided at the earlier meeting to hold the adjourned meeting within twenty-four hours, the notification in respect of the adjourned meeting shall be delivered to the Members at least three days before the scheduled time of the particular meeting.

PART III

BY-LAWS RELATING TO PENALTIES IN RESPECT OF VIOLATION OF PROVISIONS OR PROVISIONS OF ANY BY-LAW

1. It shall be an offence to infringe or violate a provision or provisions specified in any by-law contained in Part IV to Part XXX of these standard by-laws.
2. In the event of being found guilty by a properly constituted Court of Law of any offence specified in by-law No. 1, such offender shall be subject to a penalty specified in Sub Section (2) of Section 153 of the Urban Councils Ordinance (Chapter 255).
3. In the event of any offender subjected to a penalty as specified in by-law No. 2 on being found guilty of any offence specified in by-law No. 1, by a properly constituted Court of Law, continuing to commit such infringement or violation he shall be subjected to an extra penalty specified in Sub-section (2) of Section 153 referred to above.

PART IV

BY-LAWS RELATING TO CONDUCTING OF BUSINESS AT THE MEETINGS OF THE URBAN COUNCIL

1. The by-laws in this part are cited as the by-laws relating to conducting of business at the meetings of the Urban Council.

5. The guests including the press reporters shall take seats allotted to them in the premises where the meeting of the Council is held. But if it is the declared view arrived at a majority decision of the members participating in the Meeting of the Council that it is in the interests of the public to remove public from the Council Chambers the public shall leave the Chamber when they are called upon to do so by the Chairman of the Council.
6. The Business of the Meeting should be conducted in the following sequence:
 - (a) confirm of the Minutes of the previous meeting;
 - (b) special Announcements made by the Chairman;
 - (c) presentation of Memorandums, Petitions, Complaints and Communications addressed to the Urban Council;
 - (d) questions that had been given due notice of;
 - (e) motions that had been given due notice of;
 - (f) presentation of Reports of Committees. Unless the Council decides to consider these reports then and there the Council shall fix a date to consider them;
 - (g) presentation and consideration of monthly statements on receipts and expenditure, progress reports on revenue collected and other documents scheduled to be presented to the Urban Council;
 - (h) in the event of notice being given of any other matters in the notification summoning the meeting those matters shall be taken up in that sequence or in the sequence decided upon by the Urban Council on special grounds.
7. (a) The priority and the seniority of the Members of the Council shall be as follows:
 - (i) Chairman;
 - (ii) Vice Chairman;
 - (iii) in the case of re-election of former members of the Council the sequence of their uninterrupted membership shall be taken as the basis; *and*
 - (iv) in the case of other members the priority sequence followed by the Commissioner General of Elections in *Gazetting* their appointments on election shall be followed.

(b) In the event of the equality of the uninterrupted membership of any two or more members of the Council indicated in sub section (III) of Section (a) the priority and seniority shall be taken into consideration on the sequence followed by the Commissioner General of Elections in *Gazetting* their appointments on their election to the Council at the latest election.

(c) The political parties and independent groups belonging to the sequence of the members elected in accordance with the *Gazette Notification* being published by the Commissioner General of Elections in regard to election of Members to any Urban Council after the election of members to such Council shall not be relevant to the purposes of this by-law.
8. (1) The Secretary shall maintain reports of proceedings, orders and decisions of the Meetings of the Urban Council in Sinhala or Tamil.
- (2) The following matters in regard to decisions or agreements arrived at in respect of proceedings of any Meeting shall be included in the report with each motion or matter.
 - (a) In case of a motion, the contents of such motion;
 - (b) The name of the member proposing the Motion and that of the Seconded;
 - (c) The names of Members expressing their views for and against the motion;
 - (d) Whether the motion was passed or rejected unanimously; *or*
 - (e) In the event of a division being called for a motion, the following matters in respect of that motion shall be recorded;
 - (i) The number and the identity of the Members voting for the motion,
 - (ii) The number and the identity of the Members voting against the motion,
 - (iii) The number and the identity of the Members abstaining from voting on the motion;
 - (iv) The number and identity of the Members present at the Meeting but have left the Chambers at the time of voting.
 - (f) In the event of the sequence of business of the Council being in respect of any other matter, the decision taken by the Council in regard to such matter.
- (3) While the report of each meeting shall be distributed among the Members, the Chairman shall put the question in the next meeting that it should be confirmed on the presumption that it had been read at the meeting. If there are no protests or rectifications the Report shall be confirmed as it is. Otherwise, if there are protests or rectifications those amendments should be included in the Report. The Chairman of the meeting shall certify by placing his signature as to whether there are no amendments at the end of the Report or otherwise that the Report had been confirmed subject to amendments specified in the Report.
- (4) The matters and statements made by the members at the meeting of the Council shall not be included in the Council Report. However, if the Urban Council is of the view that it would be necessary to be aware of the views or statements made by any Member at the Council action may be taken to prepare voice recordings of such meeting or meetings and keep them securely in the Urban Council and also distribute them among the members.

9. (1) Any Member presenting a petition or memorandum to the Council shall briefly explain the objective of the petition or the memorandum.
- (2) Any Member shall not present to the Council any petition, or memorandum or any other communication not being written in a respectable tone and not containing the name and address of the person writing it.
- (3) Any member shall propose that a petition or memorandum be read out to the Council. When the proposal is made he should briefly state the reasons as to why it is expected to read out the particular document.
- (4) While no debate shall be allowed on the motion no member shall speak on the petition or the memorandum rather than formally seconding the motion.
- (5) When the motion is seconded the question shall be put as to whether the relevant petition or the memorandum should be read out.
- (6) It shall be lawful for a member to propose that a petition or memorandum presented to the Council shall be directed to the Chairman for suitable action or to a Committee for report on final action to be taken in this regard.
- (7) In the event of any action being taken to examine the testimony of any witnesses the petitioner or the member requiring such witnesses shall forward to the Secretary a list containing the names, addresses and vocations of such witnesses at least three day before the Scheduled date of the inquiry and the Secretary shall inform the witnesses in writing to present themselves for the inquiry.
10. (1) Questions pertaining to the activities of the Council shall be put to the Chairman.
- (2) Notice of at least seven working days, excluding Sundays and Public Holidays shall be given in respect of any question.
- (3) A written reply to each question shall be read out by the Chairman at the Meeting of the Council.
- (4) While a Member shall not address the Council on any question the terms contained in any question shall not constitute any argument, or imputation of any motive or expression of any view or matter rather than limiting to explaining the question involved.
- (5) Any Member shall raise a supplementary question for the purpose of getting further explanation in regard to a matter or incident on which a reply has been given at a meeting. However, the Chairman of the meeting shall not allow raise of such question if in his opinion any supplementary question may violate the provisions set out above in this By-law and on any such occasion the relevant supplementary question shall not be included in the Report of the Council.
11. (1) While all notices in regard to presentation of motions shall be in writing the member giving notice shall sign it. The motion shall not be included in the Order Paper unless it was in the custody of the Secretary for a period of seven days before the date of the Meeting, excluding Saturdays, Sundays and Public Holidays.
- (2) All notices in respect of motions shall be included in the Order paper by the Secretary in the sequence of their receipt and having entered the date of receipt and serial number.
- (3) While the Chairman shall be presented with any notice in regard to a Motion, before it is included in the Order Paper, he shall order that it be not included in the Order Paper if in his opinion it is contrary to rules, and action shall be taken to inform the Member making the notice about it.
- (4) All Motions given notice of shall be in respect of any question having an impact on the administration of the activities of the Urban Council.
- (5) The presentation of any motion to rescind any motion approved during the period of past six months or of any other motion causing similar consequences results to a motion rejected during the past six months shall not be considered as agreeable with the By-laws of this part, unless a notice has been signed by four other Members in addition to the Member who proposes that it would be presented and it has been specifically mentioned in the Order Paper. After suitable action is taken in respect of that Motion no Member shall have the power to present a similar Motion during the period of next six months.
- (6) Any Motion shall not be considered as being presented for debate until it is moved and seconded.
- (7) Any Member rising in his seat and saluting the Chair with a bow may formally second any Motion or Amendement without prejudice to his right to participate in the debate subsequently.
- (8) As soon as action has been taken in respect of Motions for which notice has been given already a member has the right to present a Motion seeking leave of the Council to present any Motion for which notice has not been given earlier. However, it should have been handed over to the Secretary by the member moving the motion having placed his signature to the motion.

- (9) After a motion has been presented to the meeting and seconded and the debate on it has been concluded the Chairman of the meeting shall put the question in regard to approval of the motion.
12. Any motion or Amendment presented by any member shall be withdrawn by that member with the leave of the Council. Leave shall be granted without debate. Unless granting of leave is rejected after a member presenting any motion asks for such leave no member shall have the power to speak on that motion.
13. Any motion withdrawn earlier shall be presented again at a subsequent meeting. However, any motion substantially similar to any motion decided to be accepted or rejected during the period of past six months as stated in By-law No. 11 shall not be presented.
14. (1) While all amendments to a Motion shall be presented in writing the member proposing it shall present the written amendment or amendments to the Secretary.
(2) All amendments to a motion shall be relevant to the motion being discussed for the time being.
(3) All amendments to a motion shall be read out to the Council before presentation.
(4) Unless any amendment is seconded it shall not be discussed or presented to the Council.
(5) A member seconding a motion formally shall have the right to speak on it later.
(6) When an amendment to any motion being discussed has been presented and seconded, action should not be taken to present a second or subsequent amendment until the first amendment is disposed of suitably. If an amendment is approved the amended motion shall taken the place of the original motion and if there are any further amendments they shall be amendments in respect of the amended motion.
15. After the Chairman of the meeting has put the question in regard to the approval of any matter, question or motion referred to the Council no member shall speak further on that question. Moreover, after the question has been put by the Chairman of the meeting in regard to the approval of any matter, question or motion and after unanimous approval or division being called it shall be considered that the relevant question has been resolved completely.
16. (1) While the Chairman of the meeting shall put the question in regard to approval of any matter, question or motion, it shall be considered to have being approved unanimously unless any member has not called for a division on the motion after the question is put to the Council. However, in the event of any member calling for a division in regard to the motion or calling for a secret vote on the matter the Chairman of the meeting shall take action to hold a vote.
- (2) When a division is required in respect of any matter, question or motion in the manner set out in paragraph (1) above;
(i) The Secretary shall take action to hold the division by noting down the preference of each member having inquired about it separately in accordance with the priority sequence of the Members indicated in By-law No. 7, when the division is not a secret vote; or
(ii) When the division is held by secret vote, the Secretary shall take action to count the votes cast by each member who had noted their preference in a ballot paper issued to them separately.
- (3) At the conclusion of the division taken by the Secretary in any manner set out in paragraph (2) above, the Chairman of the meeting shall announce the approval arrived at by the Urban Council in respect of the particular matter, question or motion.
- (4) When any question is put to the Urban Council or to a Committee of the whole House, the members present shall vote for or against the question, unless they abstain from voting.
- (5) In the event of a member abstaining from voting when a division is called the Secretary shall take action to record his name as a member who had abstained from voting.
17. While the Chairman of the meeting shall have an original vote with the other members at the meetings of the Council or at meetings of a Committee of the whole House in respect of any matter, question or motion, in case of equality of votes taken on any motion he shall have a casting vote as well.
18. While the Member who is not in agreement with any matter, question or motion shall have the right to get his dissent recorded in the Report of the Council the Secretary shall take action to record the reasons for the member's dissent in the Report of the Proceedings of that meeting in the event of such member handing over a written statement on his dissent to the Secretary within one week of the relevant meeting.
19. The proceedings of the Meetings prepared in accordance with the by-law No. 6 shall include all matters relevant to the sequence. The proceedings of the meetings shall be conducted in accordance with the sequence set out in By-law No. 6 unless any other sequence has been approved at any Meeting.
20. (1) While it is the duty of the Chairman of the meeting to maintain discipline of the meeting his decision on all points of order contested by the members shall be final.

- (2) The Chairman of the meeting shall order on his own opinion or on a point of order raised by any other member that any member acting in contravention of the provisions of the By-laws in this part should act according to the By-laws.
21. While a member raising a point of order should take his seat after raising the matter, no other member shall speak on the matter without leave of the Chairman of the meeting until the question is resolved by the Chairman. Thereafter, the member who had been addressing the Council at the time the question was raised shall have the right to continue with his speech if he is in agreement with the decision of the Chairman, of the Council or the Committee of the Council. If he is not in agreement with the decision the Chairman of the meeting shall deny him the opportunity of continuing with the speech.
22. The Urban Council shall censure or act as it considers suitable in respect of a member who had not made an explanation in regard to unsuitable words used by him or who had not withdrawn such words or who had not expressed his regret in using such words in a manner acceptable to the Council.
23. When the Chairman of the meeting expresses his desire to speak the member on his feet at that moment shall take his seat.
24. (1) The Chairman of the meeting shall name a member who violates the provisions of the By-laws in this part by disregarding the authority of the Chair or purposely interrupting the proceedings over and over again. On a motion presented by some member or by the Chairman of the meeting to the effect that “the Urban Council Service of that member shall be suspended” the Chairman shall put the question immediately. Such motion shall not be allowed to be amended, adjourned or debated.
- (2) If the Council Service of any member were to be suspended under this By-law as a result of the approval of any such motion, the suspension shall be effective for duration of one month at the first instance, two months at the second and three months at the third or subsequent instances.
- (3) Unless a number of members present at a meeting have collectively disregarded the authority of the Chairman of the meeting no more than one member shall be named at a time.
- (4) In the event of any member whose Council Service has been suspended under this By-law or a number of members acting collectively, rejecting at any time during the course of such suspension, the acceptance of the orders made by the Chairman of a meeting to leave the Chambers they shall be reported to the Minister by the Chairman for suitable action having named them as members who had not carried out his decision.
25. Having invited the attention of a member on his conduct when he keeps on repeating irrelevant matters or keeps on repeating the arguments put forward by him or other members at the Debate causing concern to the Council, the Chairman of the meeting shall order such member to stop the speech.
26. (1) In respect of members conducting themselves in serious violation of discipline the Chairman of the meeting shall order them out of the chambers immediately and to remain outside till the proceedings of the day are over.
- (2) If the Chairman of any meeting is of the view at any time that his powers under this by-law are not sufficient he shall act in accordance with provisions of paragraph (4) of By-law, No. 24.
27. Members whose services have been suspended under paragraph (1) of By-law, No. 24 or who have been ordered out of the chambers under paragraph (4) of By-law No. 24 shall leave the chamber immediately.
28. A member shall at any time move that a debate on any question be suspended. If the motion is seconded a division shall be taken immediately. When a serious breach of discipline has been caused at a meeting the Chairman of the meeting shall without question put either suspends the proceedings for a duration ordered by him or adjourn it, if in his opinion it is necessary to suspend the proceedings of the meeting.
29. The following rules shall strictly be adhered to when speeches are made in regard to any matter considered by the Urban Council or by a Committee of the whole House.
 - (a) While every member should address the Chairman of the meeting when speaking at a meeting, he shall be on his feet except when participating in Committee Stage Debates.
 - (b) Unless a member speaking violates the provisions of the By-laws in this part he shall not be interrupted.
 - (c) Any member shall resume his seat after making the speech. Thereafter any other member wishing to speak shall address the Council.
 - (d) A member shall not read out a prepared speech. However, he shall quote from written or printed articles in order to prove his arguments.
 - (e) In case of two members wishing to speak at the same time at a meeting the Chairman of the meeting shall ask the member who caught his attention first to speak.
 - (f) Every member shall limit his observations to the subject under discussion only.
 - (g) No member shall impute undesirable motives to any other member.

- (h) All speeches of private nature shall be avoided.
- (i) A member shall speak on the question before the Urban Council or on any amendment of the question.
- (j) No member shall speak more than once in regard to a matter before the Council except when it is required to make an explanation on a point or order or when the Council has transformed into a Committee.
- (k) Even in the absence of a question before the Council a member shall make an explanation of private nature with the leave of the Council. However, while the explanation should be limited to absolving his conduct, no debate shall be allowed on the matter.
- (l) A member moving any motion shall have the right to reply after all the members present have been given the opportunity of expressing their views on the motion and before the question is put to the House. However, while his speech should be limited to replying the speakers who had participated in the debate he shall not present new facts. The mover of any amendment shall not have the opportunity of replying any further.
30. (1) The Urban Council shall transform itself into a Committee at any time through a resolution. However, after the Committee returns to the status of the house through a similar resolution the Council shall take a decision on the consequences of matters discussed at the Committee Stage.
- (2) When any discussion of a Committee of the Council is in progress at any time any member shall have the right to propose that the Committee should revert back to a whole house. The Chairman of the Committee of the whole House shall put the question to the House and in the event of it being carried the Council should immediately revert back to the status of a general Council.
31. (1) For certain functions of the Council the Urban Council shall appoint from time to time Consultative Committees consisting of members deemed suitable by the Council or consisting of members and other citizens in equal numbers.
- (2) A Consultative Committee appointed in this manner shall not perform some functions after the elapse of the year in which it was constituted.
- (3) The quorum of all meetings of such Consultative Committees shall be one third of the number of members holding office on the day of that meeting. In the event of one third of the members being a whole number and a fraction the whole number immediately above such whole number and the fraction should be considered as the whole number for the purpose of this By-law.
- (4) When the Chairman of the any Consultative Committee is absent from the meeting the members present shall elect one of the members as the Chairman of the Committee. Such member shall have all powers vested in the Chairman of that Consultative Committee.
- (5) When a Consultative Committee has extended its consent for some report all the members shall sign that report, and it shall be presented to the Urban Council together with the report of that Consultative Committee.
- (6) The press reporters shall not be allowed to witness the proceedings of a Consultative Committee meeting.
32. While the Secretary of the Urban Council shall function as the Secretary of the Consultative Committee on finances and policies of the Urban Council, it shall be duty of the Chairman to appoint some officer of the Urban Council to function as the Secretary of other Consultative Committees.
33. While it shall be the duty of the Secretary to a particular Consultative Committee to maintain records of the proceedings of each and every Consultative Committee of the Council, such Committee Reports shall be presented to the subsequent meeting of the Urban Council.
34. While all members attending the Council shall enter their names and the time of arrival in an Attendance Register maintained by the Secretary and sign it in the sequence of their arrival the Register shall be in the custody of the Secretary.
35. While all members of a Consultative Committee attending the meetings of such Committee shall enter their names and the time of arrival in an Attendance Register maintained by the Secretary of the Committee and sign it, in the sequence of their arrival, the Register shall be in the custody of the Secretary to the Committee.
36. In this part, unless the context otherwise requires -
- “Commissioner General of Elections” means the Commissioner General of the Elections Commission and it also includes the Returning Officer of any Urban Council.
- “Chairman of the meeting” means the Chairman presiding over meetings of the Council for the time being or the Vice Chairman of the Council who takes the Chair in his absence and it also includes any other member elected on the vote of the members for the Chair in the absence of both the Chairman and the Vice Chairman.
- “Voice Recordings” means a tape where voice recordings are made mechanically and it includes a compact disc where voice can be recorded or any other instrument where data can be stored.

PART V

BY-LAWS RELATING TO THE SALE OF FISH

1. The By-laws in this Part are cited as the By-laws in regard to regularize, supervise and control the sale of fish within the area of authority of the Urban Council.
2. No person shall use any other premises than a market for the purpose of selling fish without a valid licence issued by the Chairman.
3. Provided that the premises applied for is in conformity with the conditions set out below the Chairman shall not issue a licence to anybody to carry on a fish sales centre:-
 - (a) The place where fish is exhibited for sale shall be laid with tiles or plastered with cement or applied with rust proof metal sheets.
 - (b) The floor of the premises where fish is exhibited for sale and the floor of the stores shall be finished off with cement or laid with tiles.
 - (c) There shall be drains finished off with cement or laid with tiles with the necessary gradient to facilitate the flow of waste water.
 - (d) While sufficient precautions shall be put in place to prevent the waste water draining through the drains referred to in paragraph (c) flowing to any public source of water, action shall be taken to drain off such waste water to a suction pit.
 - (e) The suction pit put in place to accept waste water shall not be opened to the air.
 - (f) While containers sufficient to hold biodegradable waste produced at the fish market shall be made available action shall be taken at the end of the day's sales to ground such waste material at least 0.5 meters deep in the ground or hand over such waste to a collection truck of the Urban Council in accordance with provisions decided upon by the Council from time to time.
 - (g) While water-sealed lavatory facilities sufficient for the use of the persons working in the premises shall be made available suitable sanitary methods and material to be made use of after the use of the lavatory shall be supplied.
4. At the end of the daily sales of any licensed fish stall action shall be taken to wash and clean with disinfectant fluid the floor, the tiled or cemented parts of the walls, logs used to cut fish, other utensils and the places exhibiting the fish for sale.
5. Provided that action is taken to transport fish in a vehicle or a box or any other utensil that could be securely closed to prevent entry of flies or insects or any other kind of animal, no person shall transport any species of fish and after the transport of fish action shall be taken to wash with disinfectant fluid the vehicle or the box or the other utensil used in transporting fish.
6. Action shall be taken to maintain in perfect conditions and devoid of any bad smell the drains in and around any licensed fish stall and all the containers and utensils used in storing, processing or sale of fish.
7. Provided that fish left behind unsold at the conclusion of daily sales at the licensed fish stall are stored in a deep freezer and the said deep freezer had been properly activated from the time of storage until the opening of the stall for sales on the following day no species of fish left behind unsold shall be sold or exhibited for sale or kept in the deep freezer or at the licensed stall on the following day.
8. Except instruments and containers used for storage or processing or sale of fish no other goods or clothes or mats used for sleeping or any other material shall be kept at the licensed stall.
9. Any licensed fish stall shall be kept devoid of dogs, cats, rats or insects.
10. (a) Provided that the period of infection or of incubation of a infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in any form of sale or as an assistant of any person engaged in sale at any fish stall.
 - (b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any form of sale at a fish stall.
 - (c) It shall be the duty of the licensee to refer all employees deployed at the fish stall to a medical test at least once a year.
11. It shall be the duty of the licensee to supply safety face masks, gloves and other safety materials necessary and to ensure that the employees are wearing these safety materials when they are on duty at the fish stall.
12. It shall be the duty of the licensee to provide soap or soap fluid for the use of all persons employed at the licensed premises.
13. The appropriate time for inspection of the provisions of the By-laws in this part by the Chairman or by an Authorized Officer shall mean any occasion fish sales are done at the fish-stall.

14. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories. -

- (i) biodegradable waste,
- (ii) glass ,
- (iii) paper or paper based materials,
- (iv) polythene and plastics or material based on polythene and plastics,
- (v) iron and other kinds of metal or parts of iron and other kinds of metal ,
- (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ,
- (vii) dangerous waste ,

and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.

(b) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.

15. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of any kind of fish kept for sale or displayed for sale or stored inside the premises of any fish stall, no licensee shall desist or prevent such purchase.

16. In the event of the premises where sale of fish is carried on under a licence issued under the By-laws of this Part fails to maintain it in accordance with any one of the provisions set out in By-law, No. 3 or contravenes the provisions of any By-law of the By-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.

17. Any licensee in receipt of a notice mentioned in By-law, No. 16 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.

18. When any licensee in receipt of a notice mentioned in By-law, No. 17 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.

PART VI

BY LAWS RELATING TO SALE OF MEAT

1. The by-laws in this Part are cited as the By-laws in relating to regularize, supervise and control the sale of meat within the area of authority of the Urban Council.

2. No person shall use any other premises than a market for the purpose of selling meat without a valid licence issued by the Chairman.

3. Provided that the premises applied for is in conformity with the conditions set out below the Chairman shall not issue a licence to anybody to carry on a meat sales centre.

(a) The place where meat is exhibited for sale shall be laid with tiles or plastered with cement or applied with rust proof metal sheets.

(b) The floor of the premises where meat is exhibited for sale and the floor of the stores shall be finished off with cement or laid with tiles.

(c) There shall be drains finished off with cement or laid with tiles with the necessary gradient to facilitate the flow of waste water.

(d) While sufficient precautions shall be put in place to prevent the waste water draining through the drains referred to in paragraph (c) flowing to any public source of water, action shall be taken to drain off such waste water to a suction pit.

(e) The suction pit put in place to accept waste water shall not be opened to the air.

(f) While containers sufficient to hold biodegradable waste produced at the meat market shall be made available action shall be taken at the end of the day's sales to ground such waste material at least 0.5 meters deep in the ground or hand over such waste to a collection truck of the Urban Council in accordance with provisions decided upon by the Council from time to time.

(g) While water-sealed lavatory facilities sufficient for the use of the persons working in the premises shall be made available suitable sanitary methods and material to be made use of after the use of the lavatory shall be supplied.

4. Provided that the meat is of an animal slaughtered at a slaughter house formally licensed under the provisions of the Butchers Ordinance, no person shall sell or exhibit for sale meat at any meat stall.

5. Provided that action is taken to transport meat in a vehicle or a box or any other utensil that could be securely closed to prevent entry of flies or insects or any other kind of animal, no person shall transport any species of meat and after the

- transport of meat action shall be taken to wash with disinfectant fluid the vehicle or the box or the other utensil used in transporting meat.
6. At the end of the daily sales of any licensed meat stall action shall be taken to wash and clean with disinfectant fluid the floor, the tiled or cemented parts of the walls, logs used to cut meat, other utensils and the places exhibiting meat for sale.
 7. Action shall be taken to maintain in perfect conditions and devoid of any bad smell the drains in and around any licensed meat stall and all the containers and utensils used in storing, processing or sale of meat.
 8. Provided that meat left behind unsold at the conclusion of daily sales at the licensed meat stall are stored in a deep freezer and the said deep freezer had been properly activated from the time of storage until the opening of the stall for sales on the following day no species of meat left behind unsold shall be sold or exhibited for sale or kept in the deep freezer or at the licensed stall on the following day.
 9. When the Authorized officer has *gazetted* a proclamation under the provisions of Section 17 of the Butchers Ordinance prohibiting the slaughter of animals in any slaughter house for food during a certain day no meat stall shall keep meat for sale at any meat stall or exhibit meat for sale or store meat.
 10. Any licensed meat stall shall be kept devoid of dogs, cats, rats or insects.
 11. Except instruments and containers used for storage or processing or sale of meat no other goods or clothes or mats used for sleeping or any other material shall be kept at the licensed stall.
 12. Action shall be taken to keep drinking water in sufficient quantities for the use of employees serving in the licensed premises.
 13. (a) Provided that the period of infection or of incubation of a infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in any form of sale or as an assistant of any person engaged in sale at any meat stall.
 - (b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any form of sale at a meat stall.
 - (c) It shall be the duty of the licensee to refer all employees deployed at the meat stall to a medical test at least once a year.
 14. It shall be the duty of the licensee to supply safety face-masks, gloves and other safety materials necessary and to ensure that the employees are wearing these safety materials when they are on duty at the meat stall.
 15. It shall be the duty of the licensee to provide soap or soap fluid for the use of all persons employed at the licensed premises.
 16. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of any kind of meat kept for sale or displayed for sale or stored inside the premises of any meat stall, no licensee shall desist or prevent such purchase.
 17. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories. -
 - (i) bio degradable waste ;
 - (ii) glass ;
 - (iii) paper or paper based materials ;
 - (iv) polythene and plastics or material based on polythene and plastics ;
 - (v) iron and other kinds of metal or parts of iron and other kinds of metal ;
 - (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ;
 - (vii) dangerous waste ;
 and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.
 - (b) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.
 18. The appropriate time for inspection of the provisions of the By-laws in this part by the Chairman or by an Authorized Officer shall mean any occasion meat sales are done at the meat-stall.
 19. In the event of the premises where sale of meat is carried on under a licence issued under the By-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law, No. 3 or contravenes the provisions of any By-law of the By-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.
 20. Any licensee in receipt of a notice mentioned in by-law, No. 19 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable

reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.

21. When any licensee in receipt of a notice mentioned in by-law No. 20 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.

PART VII

BY-LAWS RELATING TO AERATED WATER MANUFACTORIES

1. By-laws in this Part are cited as the by-laws in relating to Regularize, supervise and control the manufactories of Aerated Water within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain a soft drink manufacturing factory.
3. Every licence 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.
4. Unless the following conditions in the by-laws of this part are fulfilled the Chairman shall not issue a licence to any manufacturer of soft drinks.

- (1) The premises of the factory shall be maintained in proper maintaining condition;
- (2) Every building of the factory shall have good ventilation and light. While every room shall have been fixed with windows that could be opened the area of the open windows shall not be less than one fifteenth of the floor area of the room;
- (3) While the minimum height of the walls of all rooms shall not be less than 2.14 meters the walls shall have been plastered with mortar and the insides applied with paints, in the event of their being built with bricks, cement blocks or cabook blocks. Otherwise when the walls have been built in wood together with aluminium or any other metal surfaces of the planks shall have been painted on their surface ;
- (4) While the roof shall have been built using solid materials the eaves shall be at a height of at least 2 meters from the floor level and the reservation for the eaves shall be at least one meter in width ;
- (5) The surfaces of iron, other metals or timber used for the roof shall be applied with oil colours or paints ;

- (6) The floor space shall be finished off with cement or tiled ;
 - (7) A sufficient drainage system to drain off waste water flowing from rooms manufacturing soft drinks from washing empty bottles and from bathrooms of the employees shall be put in place ;
 - (8) While at least one room shall be reserved for storing types of syrup, other chemicals, bottles used to can soft drinks or other kinds of packing materials, sufficient safety measures shall be put in place to maintain the room devoid of rat and other insects ;
 - (9) While a quality certificate issued by the National Water Supply and Drainage Board on the suitability of the water used for the manufacture of soft drinks for human consumption shall have been obtained this quality certificate shall be obtained at least once in every six months. In the event of the water being supplied by the National Water Supply and Drainage Board is used for the manufacture of soft drinks it shall be presumed that this certificate has been obtained ;
 - (10) In the event of water used in the manufacture of soft drinks and activities connected therewith being kept in storage sufficient safety measures to prevent pollution of water stored shall be put in place ;
 - (11) While the premises used for the washing of empty bottles shall be located separate from the rooms manufacturing soft drinks only water issued with a quality certificate mentioned in paragraph (9) above shall be used for such activities ;
 - (12) Separate containers or tanks shall be kept to accommodate waste material generated due to the activities of the soft drinks manufacture, in the manner set out in by-law No. 14.
 - (13) While the employees of the factory shall be allocated lavatories in the proportion of at least one for each group of ten employees, separate lavatories shall be set aside for males and females. Moreover, such lavatories shall be located at least 15 meters away from the rooms manufacturing soft drinks.
 - (14) Action shall be taken not to locate a suction pit, or fertilizer pit or ash pit less than 18 meters away from a room where soft drinks are manufactured or from a place where water used for the manufacture of soft drinks is being stored in the event of such water being stored in an underground water tank.
5. Areas of the building which are required to be painted in the manner set out in paragraphs (3) and (5) of by-law No. 4 shall be painted at least once a year.
 6. The floor of every room used for the manufacture of soft drinks shall be washed at least once every day.

7. Every room used for the manufacture of soft drinks and its environment, drains, furniture and instruments shall be kept in proper maintaining condition.
8. When cleaning bottles used to can soft drinks manufactured in a soft drink factory, a minimum of two tanks, viz,
 - (a) one tank for the removal of labels previously fixed in the bottles and for the initial cleaning, and
 - (b) the other tank for the final cleaning of those bottles, shall be used and the final cleaning shall be effected utilizing flowing water.
9. When any other kind or kinds of bottles other than those made of glass are utilized to can soft drinks these bottles shall be used only once and it is the duty of the licensee to ensure that they are produced from hygienically materials. In this matter a written certificate issued by the producer of packing materials or the Regional Director of Health Services is considered sufficient.
10. Unless the date of expiry of the syrups and other chemicals used in the manufacture of soft drinks falls at a sufficient date in future, those materials shall not be used for the manufacture of soft drinks at any time.
11. (a) Provided that the period of infection or of incubation of a infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in service in a soft drinks manufacturing factory or as an assistant of any person engaged in service at such a factory.
- (b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any duty at a soft drink manufacturing factory.
- (c) It shall be the duty of the licensee to refer all employees deployed at the soft drinks manufacturing factory to a medical test at least once a year.
12. It shall be the duty of the licensee to supply safety face-masks, gloves and other safety materials necessary and to ensure that the employees are wearing these safety materials when they are on duty at the soft drinks manufacturing factory.
13. While non-opaque and easily cleaned utensils shall be used to store syrup and other types of chemicals used in the manufacture of soft drinks, these materials shall not be kept outside the stores unless they are kept in the soft drink manufacturing room for the manufacture of soft drinks.
14. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories. -
 - (i) bio degradable waste ;
 - (ii) glass ;
 - (iii) paper or paper based materials ;
 - (iv) polythene and plastics or material based on polythene and plastics ;
 - (v) iron and other kinds of metal or parts of iron and other kinds of metal ;
 - (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ;
 - (vii) dangerous waste ;
 and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.
- (b) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.
15. The appropriate time for inspection of the provisions of the by-laws in this part by the Chairman or by an Authorized Officer shall mean any occasion when manufacturing activities are in progress.
16. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of any kind of soft drink manufactured at any soft drinks manufacturing factory or kept for sale, no licensee shall desist or prevent such purchase.
17. In the event of the premises where a soft drinks manufacturing factory is maintained under a licence issued under the by-laws of this part fails to maintain it in accordance with any one of the provisions set out in by-law No. 4 or contravenes the provisions of any by-law of the by-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.
18. Any licensee in receipt of a notice mentioned in by-law No. 17 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.
19. When any licensee in receipt of a notice mentioned In by-law No. 18 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.

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

“soft drinks” means types of drinks manufactured using one type or all types of fruits, essence and syrups, and canned in bottles or any other receptacle, and it shall also include soda water.

PART VIII

BY-LAWS RELATING TO HAIR DRESSING SALOONS, BARBER SHOPS AND BEAUTY CENTRES

1. By-laws in this Part are cited as the by-laws in relating to regularize, supervise and control Hair Dressing Saloons, Barber Shops and Beauty Centres within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain Hair Dressing Saloon, Barber Shop or a Beauty Centre.
3. Every licence 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.
4. (a) Unless the following conditions in the paragraphs (b) and (c) of the by-laws of this part are fulfilled the Chairman shall not issue a licence to maintain any Hair Dressing Saloon, Barber Shop or Beauty Centre.
- (b) The building or the part of the building expected to maintain the Hair Dressing Saloon, Barber Shop or a Beauty Centre shall-
 - (i) be strongly built and sufficient space shall have been allocated in the proportion of the number of customers expected to be served simultaneously, on the basis of at least an area of 1.5 square meters for a single customer ;
 - (ii) provide sufficient sitting space to any customer arriving at the premises expecting service on the basis of at least 1.5 meters away from the place where the customer getting service is located ;
 - (iii) have the inner walls been built using strong materials and have been painted as well ;
 - (iv) have the roof been built using timber or other strong material and it shall also contain a ceiling at least 2.25 meters above the ground level. Moreover the ceiling shall have been painted white ;
 - (v) have the floor of the building shall have been finished off with cement or tiled and the place where the wall and the floor meets shall be built circular to facilitate cleaning ;

- (vi) have windows not below one fifteenth of the floor area of the premises with sufficient light been allowed into the building when the building is not supplied with air-conditioning ;
 - (vii) have been supplied with sufficient electric light when the building is air-conditioned ;
 - (viii) have wash basins fixed and sufficient pipes fixed to drain waste water if water is used in providing services to customers ;
 - (ix) have drains to drain waste water to a suction pit in order to prevent such water flowing into a public waterway ;
 - (x) provide water sealed lavatory facilities in the buildings or in the premises ;
 - (xi) not be used as a residence and it shall be separate from the buildings used as a residence.
- (c) The hair dressing centres, barber saloons or beauty centres shall be supplied with —
- (i) sufficient water supply during the entire period when they are opened for the customers ;
 - (ii) facilities to boil water or a sterilization mechanism and a sufficient number of utensils used in sterilization in order to sterilize instruments and utensils used ;
 - (iii) wash basins with facilities to wash hands and soap or liquid soap for the use of employees providing services ;
 - (iv) a sufficient number of towels and aprons in light colours but not in dark colours for the use of the customers ;
 - (v) a movable receptacle with a tight lid to collect cut hair and other waste ;
 - (vi) at least one each of safety plugs fixed to each table in the event of electrically controlled instruments are used ;
 - (vii) a first aid box containing sufficient amount of first aid instruments and drugs as prescribed by the Regional Director of Health Services.

5. All persons employed in each centre licensed under the by-laws in this part shall have been provided with first aid training and first aid rehearsal at least once a year in the manner recommended by the Regional Director of Health Services.

6. The places in the licensed premises where it is required to be applied with paints in accordance with provisions in paragraph (b) of By-law No. 4, by all those who have obtained licences under the by-laws in this part, shall have been applied with paints at least once a year.

7. All those who have obtained licences under the by-laws in this part shall wash the floor of the licensed premises with disinfectants at least once in three months.
8. While the interior of a premises issued with a licence under the by-laws in this part shall not be used in the night or in the day time as a place for sleeping or eating meals, nobody else shall be allowed to do so.
9. The interior of a premises issued with a licence under the by-laws in this part shall not be used for cooking food or selling food or for exhibiting food for sale.
10. (a) Provided that the period of infection or of incubation of an infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in any form of sale or as an assistant of any person engaged in sale at any meat stall.
- (b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any form of sale at a meat stall.
- (c) It shall be the duty of the licensee to refer all employees deployed at the meat stall to a medical test at least once a year.
11. After extending services to any customer suffering from any kind of infectious or contagious or skin disease or who have recently attended on a person suffering from such a disease —
 - (a) action shall be taken not to serve or to allow anybody else to serve any other customer unless such person who extended service cleans his hands using any kind of disinfectant ;
 - (b) action shall be taken not to use or to allow anybody else to use any kind of instrument used in respect of that customer unless it has been sterilized and unless the towels and aprons used have been washed using disinfectants and soap.
12. It is the duty of the licensee to ensure that all employees of the licensed centre —
 - (a) engage in their service daily only after a bath or body wash ;
 - (b) maintain their clothes in a clean and healthy condition;
 - (c) keep their nails cut and without any dirt, and
 - (d) wash their hands with soap before serving each customer.
13. The licensee shall ensure that the,
 - (a) instruments used in the licensed centre are sterilized after each use ;
 - (b) brushes and combs are sterilized after washing well before use on each day ;
 - (c) receptacles, cups and soap brushes are washed in hot water after each use.
14. The licensee shall ensure —
 - (a) that cut hair and other waste material removed after cutting hair and beard of each customer obtaining service at the licensed centre are put into a receptacle having being collected by sweeping or through electrically operated mechanism ; and
 - (b) that the blade of the barber's knife containing changeable blades is changed, after each hair cut.
15. It is the duty of the licensee to see that waste material in the receptacle containing pieces of cut hair are dumped in a pit at least one meter below the ground level at the end of daily activities or if necessary a number of times each day. Moreover, it is also the duty of the licensee to ensure that precautionary action is taken to prevent dispersal or scattering of cut hair disposed of.
16. In the event of the inability to dispose of the pieces of hair and other waste in the manner set out in By-law No. 15 action shall be taken to hand over such waste to an Urban Council scavenging vehicle in the manner prescribed under the waste management programme of the Urban Council.
17. It shall be the duty of the licensee to ensure cleaning and disinfecting of the receptacle used to collect waste material produced at the licensed centre.
18. The use of,
 - (a) any type of blood clotting pencil or any other substance,
 - or*
 - (b) alum or any other substance in any other form rather than as a powder or a liquid, in respect of any customer shall not be made or allowed.
19. The licensee in any licensed centre shall not use an apron which is not washed or any towel that is not one used for the first time after being washed, in respect of any customer.
20. Unless written permission of the Chairman has been obtained no other activity shall be pursued in a licensed premises other than those prescribed in the licence issued under the provisions of the by-laws in this part.
21. The appropriate time for inspection of the provisions of the by-laws in this part by the Chairman or by an Authorized Officer shall mean any occasion when service is being provided to the customers at the premises.

22. In the event of the premises issued with a license under the by-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law No. 4 or contravenes the provisions of any by-law of the by-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.
23. Any licensee in receipt of a notice mentioned in By-law No. 22 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.
24. When any licensee in receipt of a notice mentioned in By-law No. 23 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.
25. In this part, unless the context otherwise requires -
- “apron” means any cloth used for covering the upper part of the body of a customer obtaining service from the licensed centre.
- (iii) Every room shall have ceilings fixed and the ceiling shall have been painted in white;
- (iv) The floor of every room shall have been finished with cement or tiled;
- (v) While the room in which the oven of the Bakery is located shall be at least in a height of 3 meters from the ground level of the room, it shall be built in bricks or cement blocks or cabook blocks with both sides of the walls being plastered and applied with paints;
- (vi) Every room in the Bakery other than the room where the oven is located shall be in a height of at least 2.75 meters from the floor level to the ceiling level, and they shall be built in bricks or cement blocks or cabook blocks or aluminium or timber with both sides of the walls being plastered and applied with paints;
- (vii) All fittings in the Bakery made of wood shall have been applied with paints;
- (viii) While the roof shall have been built with any solid material the end of eaves shall be at least 1.8 meters above the floor level and the reservation for the eaves shall be at least 1 meter in width;

PART IX

BY-LAWS RELATING TO BAKERIES

1. By-laws in this part are cited as the by-laws in relating to regularize, supervise and control the Bakeries within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain Bakery in the Urban Council area.
3. Every licence 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.
4. Unless the following conditions in the by-laws of this part are fulfilled the Chairman shall not issue a license to any Bakery :-
 - (a) The conditions in this part shall have been fulfilled irrespective of the medium in which heat is obtained for food produced in the Bakery –
 - (i) The Bakery shall be in proper maintaining condition;
 - (ii) Every room in the Bakery shall have windows that could be opened to the outside. The area of the opened windows shall not be less than one fifteenth the area of the floor of the room;
 - (b) When the Bakery requesting a licence is one using wood,
 - (i) The upper edge of the chimney of the oven of the Bakery shall have been built at a height of at least 7.5 meters above the ground level;
 - (ii) while the surfaces of all the tables used for kneading flour shall have been made smooth the joints shall have been joined leaving no spaces between the joints. Otherwise they shall

- be covered with stainless metal sheets with no joints;
- (iii) A movable receptacle sufficient to dispose of ash and remnants of wood removed from the oven of the Bakery shall be supplied;
- (iv) The outside wall of the oven of the bakery shall be painted or applied with lime;
- (v) While ordinary fire extinguishers shall have been provided, electrical fire fighting instruments shall have been supplied if electricity facilities have been obtained for the Bakery;
- (c) When the Bakery requesting a licence is using electricity —
- (i) While the electric plugs connecting electricity to bakery equipment shall be in a safe condition, trip switches automatically functioning during high voltage and leaks in electricity shall have been fixed;
- (ii) While the electric cables of electric circuits fixed within the bakery premises shall be drawn through pipes or boxes without leakages of electricity, there shall not be ends of electric cables open to the outside;
- (iii) Ordinary fire fighting equipment and electric fire extinguishers shall have been provided;
5. All spaces prescribed in by-law, to have been applied with paints shall be so applied with paints at least once a year.
6. The floor of every room used for kneading flour shall be washed at least once every day.
7. The bakery and its environment, drains, furniture and equipment shall be kept in proper maintaining condition.
8. Unless the date of expiry of flour and other materials used in the manufacture of bakery products are at a sufficient date in future, those materials shall not be used for the manufacture of bakery products at any time.
9. (a) Provided that the period of infection or of incubation of an infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in any licensed premises or as an assistant of any person engaged at any licensed premises.
- (b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any form of sale at any licensed premise.
- (c) It shall be the duty of the licensee to refer all employees deployed at the licensed premises to a medical test at least once a year.
10. It shall be the duty of the licensee to supply safety face-masks, gloves and other safety materials necessary and to ensure that the employees are wearing these safety materials when they are on duty at the licensed premises.
11. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories —
- (i) bio degradable waste ;
- (ii) glass ;
- (iii) paper or paper based materials ;
- (iv) polythene and plastics or material based on polythene and plastics ;
- (v) iron and other kinds of metal or parts of iron and other kinds of metal ;
- (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ;
- (vii) dangerous waste ;
- and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.
- (b) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.
12. Water not suitable for human consumption, shall not be used for any bakery products.
13. While a separate room exclusively used for the storage of flour and other materials used in the bakery shall be maintained it shall be sufficiently ventilated and secured against entry of flies or other insects and rats.
14. When storing flour in the store room mentioned in by-law No. 13 a rack made of timber on a stand at a height of 20 centimetres from the floor level shall be used and the particular rack shall have been finished so as to facilitate its movement from place to place when empty. Moreover, while the said rack shall have been covered so as to prevent rats and other kinds of insects remaining underneath it, the structure shall be placed at least 23 centimetres away from the wall.
15. It is the duty of the licensee to see that the racks mentioned in by-law No. 14 are taken out and cleaned at least twice a month.

16. While no person shall sleep in any place licensed under the provisions of the by-laws in this part, action shall be taken not to keep or store any other material other than the instruments or materials used for the functions of the bakery. However, a rest room or dining room allocated for the employees of the bakery shall not be included to this.
17. While the employees of the factory shall be allocated lavatories in the proportion of at least one for each group of ten employees, separate lavatories shall be set aside for males and females. Moreover, such lavatories shall be located at least 15 meters away from the rooms manufacturing soft drinks.
18. Action shall be taken not to locate a suction pit, or fertilizer pit or ash pit less than 18 meters away from a room where soft drinks are manufactured or from a place where water used for the manufacture of soft drinks is being stored in the event of such water being stored in an underground water tank.
19. All employees of the bakery shall be supplied with pure water, clean towels, brushes to clean nails and soap or fluid soap.
20. No person shall smoke, chew betel or chew any other material or partake of food inside the bakery.
21. It shall be the duty of the licensee to put in place a scale with standard weights or any other type of standard scale at a clearly visible place in all the premises licensed under the provisions of the by-laws in this part and to take action to weigh at the request of any customer the weight of any bakery product on sale or exhibited for sale.
22. In the event of the delivery of bakery products of any bakery by the licensee himself it shall be the duty of the licensee to utilize boxes securely covered to prevent entry of dust or other kinds of waste material or water.
23. The appropriate time for inspection of the provisions of the by-laws in this part by the Chairman or by an Authorized Officer shall mean any occasion when production is carried out.
24. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of any kind of bakery product kept for sale or displayed for sale or stored inside the premises of any bakery, no licensee shall desist or prevent such purchase.
25. In the event of the premises where bakery products are produced is carried on under a licence issued under the by-laws of this part fails to maintain it in accordance with any one of the provisions set out in by-law No. 4 or contravenes the provisions of any by-law of the by-laws set out in this part the Chairman shall take action to issue a

notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.

26. Any licensee in receipt of a notice mentioned in by-law No. 25 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.
27. When any licensee in receipt of a notice mentioned in by-law No. 26 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.
28. In this part, unless the context otherwise requires -

“Bakery” means a place where bread, cake, buns, biscuits or any other kind of sweets are manufactured and it shall also include any place where such food is prepared or where goods are stored for the preparation of such food ;

“Bakery products” means bread, cake, buns, biscuits or any other kind of sweets manufactured in any bakery for sale or on an order placed by any person.

PART X

BY-LAWS RELATING TO DAIRIES

1. By-laws in this part are cited as the by-laws in relating to regularize, supervise and control the dairies maintained within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain a dairy in the area of authority of the Urban Council.
3. Every licence 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.
4. Unless the following conditions in the by-laws of this part are fulfilled the Chairman shall not issue a licence to any dairy.
 - (a) Sufficient buildings shall have been constructed to keep in hold the animals of the dairy in the proportion of at least 3 square meters for each animal ;
 - (b) The height of the walls of the buildings keeping the animals shall not exceed one meter and while the walls shall be built with bricks, or cement blocks or cabook

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| <p>blocks and plastered with cement, both sides of the wall shall be finished off in cement.</p> <p>(c) While the poles constructed from the upper end of the walls to the roof of the buildings keeping the animals shall have been built in solid wood or iron or concrete, the upper end of the poles shall be at a height of at least 2.3 meters above the floor level and the poles shall be applied with paints.</p> <p>(d) While the roof of the buildings keeping the animals shall have been constructed in any solid material the end of the roof shall be at a height of at least 2.3 meters from the ground level.</p> <p>(e) The floor of the buildings keeping the animals shall be cemented.</p> <p>(f) The buildings keeping the animals shall be in proper maintaining condition.</p> <p>(g) Sufficient unpolluted water shall be provided for the drinking purposes of the animals of the dairy, for washing animals and to wash the buildings.</p> <p>(h) Drains constructed with cement or concrete shall be provided so as to facilitate flow of water disposed after washing the animals, water disposed after washing the buildings keeping the animals, urine and faeces to a suction pit.</p> <p>(i) While a separate place shall be set apart to dispose of faeces of the animals and left over grass and other food this place shall be located at least 10 meters away from the buildings keeping the animals and the milking room. Moreover this location shall be at a distance of at least 10 meters away from a public waterway or any well used for drawing water.</p> <p>(j) The milking place and the place where milk is stored temporarily shall be located at a distance of at least 6 meters away from the place where the animals are kept.</p> <p>(k) The building where milking is done shall have been built with bricks or cement blocks or cabook blocks and plastered with cement on both sides. While the height of the walls shall be at least 1.2 meters and the pillars built from the upper end of the wall to the roof shall be built in strong timber or iron or concrete, the pillar shall be applied with paints.</p> <p>(l) While the floor of the building where milking is done shall be cemented the places where the floor meets the wall shall be in a circular shape. Moreover, the end of the eaves of the building shall be at least 1.8 meters above the ground level.</p> <p>(m) While there shall be a table in the building where milking is done the surface of the table shall be fixed with tiles</p> | <p>or joint less stainless metal sheet or impervious material.</p> <p>(n) A hygienic waste disposal container shall be available at the place where milking is done.</p> <p>(o) The building where milking is done shall be located at a distance of at least 10 meters away from any lavatory, waste pit, fertilizer heap or fertilizer pit or open drain carrying waste.</p> <p>(p) While a separate building shall have been constructed to keep the sick animals at a distance of at least 20 meters away from the building keeping the animals this building shall have been constructed in accordance with provisions made in respect of the building keeping the animals.</p> <p>(q) The drains shall have been created so as to prevent the flow of waste water from the building where sick animals are kept towards the building keeping the other animals.</p> <p>(r) If milking is done mechanically instruments needed for daily sterilization of the machines and the containers collecting milk shall be provided.</p> <p>5. All spaces prescribed in by-law, to have been applied with paints shall be so applied with paints at least once a year.</p> <p>6. The floor and the walls of the buildings keeping the healthy as well as the sick animals shall be washed at least once every day.</p> <p>7. The dairy and its environment, drains, furniture and equipment shall be kept in proper maintaining condition.</p> <p>8. (a) Provided that the period of infection or of incubation of a infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in any licensed premises or as an assistant of any person engaged in any licensed premises.</p> <p>(b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any licensed premises.</p> <p>(c) It shall be the duty of the licensee to refer all employees engaged at the licensed premises to a medical test at least once a year.</p> <p>9. It shall be the duty of the licensee to supply safety face-masks, gloves and other safety materials necessary and to ensure that the employees are wearing these safety materials when they are on duty at the dairy and that they take a thorough body wash before they engage in milking activities.</p> |
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10. The buildings keeping the animals and the floor and surfaces of tables in the milking room shall be washed at least once every day.
11. While receptacles used in milking, storing of milk and transport of milk shall be those made of fine clay, galvanized iron or tin, enamel crated iron, smoothed aluminium, glass, porcelain or any other material, these receptacles shall not be kept in the building keeping the animals.
12. While it is the duty of the licensee to ensure sterilization of all receptacles used at the licensed centre and the instruments used in mechanical milking if it is done so, at least once every day he shall take action to clean the other receptacles and instruments daily.
13. While faeces and left over grass collected at the places where animals are kept shall be disposed of at least once every day these places shall be washed with water every day.
14. The receptacles being used at the licensed centre shall not be used for any other purpose than those prescribed.
15. Before commencement of milking activities it shall not be allowed to do so unless -
 - (i) the udder of any cow has been washed with water ;
 - (ii) the person milking the cow has washed both hands with soap or soap fluid ;
 - (iii) the mechanical instruments used in milking have been sterilized, if milking is done mechanically.
16. It is the duty of the licensee to refer at least thrice a year all the animals bred in the dairy to the Veterinary Surgeon or to any representative named by him and obtain necessary medical advice and to act accordingly.
17. As soon as it is known that any animal in the Dairy has contacted any disease, it is the duty of the licensee to take action to separate the said sick animals from the building where they are kept and keep them in the building where sick are kept and to keep the Veterinary Surgeon aware of it.
18. Milk determined by the Veterinary Surgeon as that of an animal suffering from tuberculosis in the udder or in any other place, acute mastitis, foot and mouth disease, anthrax or actinomycosis in the udder or brucellosis, shall not be sold or allowed to be sold, or mixed with milk of other animals available for human consumption.
19. All animal food other than grass and hay available at the licensed premises shall be kept in suitable receptacles so as to prevent entry of rats.
20. The milk room shall not be used or allowed to be used for any other purpose other than that of storing and processing of milk.
21. No person shall dilute milk by adding water or any other foreign matter.
22. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories.
 - (i) bio degradable waste ;
 - (ii) glass ;
 - (iii) paper or paper based materials ;
 - (iv) polythene and plastics or material based on polythene and plastics ;
 - (v) iron and other kinds of metal or parts of iron and other kinds of metal ;
 - (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ;
 - (vii) dangerous waste ;

and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.
- (b) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.
- (c) Notwithstanding anything stated in paragraph (b) the said provision shall not be an obstacle to make use of animal faeces and remnants of grass being categorized as bio-degradable waste in sub-paragraph (i) in paragraph (b) as fertilizer. However, in the event of such garbage being transported out of the dairy, they shall not be transported unless they are covered while being transported out of the dairy.
23. While a separate room shall be made available to store milk collected at the dairy the room shall be properly ventilated and secured so as to prevent entry of flies or other types of insects and rats.
24. While no person shall sleep in any place licensed under the provisions of the by-laws in this part, action shall be taken not to keep or store any other material other than the instruments or materials used for the functions of the dairy. However, a rest room or dining room allocated for the employees of the dairy shall not be included to this.
25. While the employees of the dairy shall be allocated lavatories in the proportion of at least one for each group of ten employees, separate lavatories shall be set aside for males and females. Moreover, such lavatories shall be located at least 15 meters away from the buildings where animals are kept, milk is drawn and milk is stored.

26. Action shall be taken not to locate a suction pit, or fertilizer pit or ash pit less than 18 meters away from the building where water is being stored in the event of such water being stored in an underground water tank.
27. All employees of the dairy shall be supplied with pure water, clean towels, brushes to clean nails and soap or fluid soap.
28. Unless milk obtained from any dairy is collected in covered containers so as to prevent pollution by dust or other types of waste material such milk shall not be transported out of the licensed premises.
29. The appropriate time for inspection of the provisions of the by-laws in this part by the Chairman or by an Authorized Officer shall mean any occasion fish sales are done at the fish-stall.
30. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of any kind of dairy product kept for sale or displayed for sale or stored inside the premises of any dairy, no licensee shall desist or prevent such purchase.
31. In the event of the premises where sale of dairy products is carried on under a licence issued under the by-laws of this part fails to maintain it in accordance with any one of the provisions set out in by-law No. 4 or contravenes the provisions of any by-law of the by-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.
32. Any license in receipt of a notice mentioned in by-law No. 31 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.
33. When any license in receipt of a notice mentioned in by-law No. 32 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.
34. In this part, unless the context otherwise requires -
“Animal” means animals belonging to any kind of cattle, sheep and goats ;
“Dairy” means the building and the premises where animals of a particular kind or a number of kinds are kept with a view to mainly implementing the function of obtaining milk and selling milk, and it shall include the said animals to.

“Veterinary Surgeon” means the Veterinary Surgeon of the Urban Council or when no any Veterinary Surgeon in Urban Council any officer appointed as Veterinary Surgeon by Ministry of Health Services on behalf of the area of the Urban Council shall also include.

PART XI

BY-LAWS RELATING TO SWIMMING POOLS

1. By-laws in this part are cited as the By-laws in relating to regularize, supervise and control the establishment and maintenance of swimming pools within the area of authority of the Urban council.
2. (a) Provided that a valid licence issued By the Chairman for the particular function has been obtained no person shall maintain a swimming pool within the Urban Council area.
(b) Notwithstanding anything set out in paragraph (a), while a period of 4 months from the date the by-laws of this part come into effect would be given to obtain a license to maintain a swimming pool constructed within the area of authority of the Urban Council the swimming pool shall not be maintained after the elapse of that period without obtaining a licence.
3. Every licence 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.
4. Unless the following conditions in the by-laws of this part are fulfilled the Chairman shall not issue a licence to any swimming pool.
 - (a) shower-roses shall be provided for a pre-bath before swimming in the pool ;
 - (b) sufficient provisions shall have been made to supply water made available for pre-baths at the swimming pool according to the standards prescribed by the Regional Director of Health Services;
 - (c) necessary arrangements shall have been put in place to use sufficient disinfectants for supplies of water mentioned in paragraph (b) ;
 - (d) with a view to purifying and disinfecting the entire water capacity in the said swimming pool twice within a period of twenty four hours, a set of strainers with pumps circulating water shall have been fixed ;
 - (e) the depth of the swimming pool shall be clearly marked on the platform of the swimming pool ;
 - (f) a hand-rail and a ladder each made of stainless steel shall have been fixed to enter into the swimming pool and get out of it at a distance of at least 8 meters all around the Swimming Pool ;

- (g) the swimming pool shall be fixed with distinctive coloured tiles so that the bottom as well as the walls of the pool are clearly visible after it has been filled with water ;
- (h) if children under twelve years are allowed to swim in the pool, a separate section with a depth of not more than one meter shall have been constructed for such purposes.
- (i) if towers have been constructed to facilitate diving into the swimming pool they shall have been constructed in concrete and a strong ladder built in iron or steel shall have been fixed ;
- (j) a sufficient programme of life saving and first-aid shall have been put in place ;
- (k) separate dressing rooms and lavatories shall be made available to males and females using the swimming pool ;
- (l) if swimming is allowed after 6.30 p.m., sufficient electric light shall be made available to the interior as well as the exterior of the pool site ;
5. While a programme prescribed by the Regional Director of Health Services shall have been put in place for disinfecting the water filled in the swimming pool instruments recommended by him shall also be made available.
6. The floor and the walls of the lavatories and the places where shower roses have been provided for pre-baths shall be tiled.
7. In respect of every swimming pool -
- (a) the enclosed areas shall be maintained in proper maintaining condition ;
- (b) a drainage system to allow free flow of water used in lavatories and bathing spots shall be made available ;
- (c) the waste materials deposited in the bottom shall be disposed of at least once daily ;
- (d) the entire water capacity of the swimming pool shall be purified and disinfected at least twice a day ;
- (e) the use of the swimming pool by the customers without taking a pre-bath and without wearing a swimming suit shall not be resorted to by anyone.
8. When the Regional Director of Health Services has decided that any type of epidemic or infection has gripped the area where the swimming pool is located or in its neighbourhood, the Chairman shall have the power to order the closure of the swimming pool.
9. The appropriate time for inspection by the Chairman or by an Authorized Officer of the provisions of the By-laws in this part shall mean any occasion when anybody is allowed to use the swimming pool.
10. In the event of the premises where a swimming pool is established under a license issued under the By-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law No. 4 or contravenes the provisions of any provision of the By-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.
11. Any licensee in receipt of a notice mentioned in By-law No. 10 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.
12. When any licensee in receipt of a notice mentioned in By-law No. 11 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the license issued to that premises.
13. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories.
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- (i) bio degradable waste ;
- (ii) glass ;
- (iii) paper or paper based materials ;
- (iv) polythene and plastics or material based on polythene and plastics ;
- (v) iron and other kinds of metal or parts of iron and other kinds of metal ;
- (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ;
- (vii) dangerous waste ;
- and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.
- (b) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.

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

“Swimming pool” means any pool of water constructed for swimming as an exercise or as a pastime or for practice by any outsider for fees or free of charge.

PART XII

BY-LAWS RELATING TO ICE FACTORIES

1. By-laws in this part are cited as the By-laws in relating to regularize, supervise and control the ice factories maintained within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain an ice factory within the Urban Council area.
3. Every licence 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.
4. Unless the following conditions in the By-laws of this part are fulfilled the Chairman shall not issue a licence to any ice factory:
 - (a) The premises shall be kept in proper maintaining condition ;
 - (b) Every building of the factory shall have good ventilation and light. While every room shall have been fixed with windows that could be opened the area of the open windows shall not be less then one fifteenth of the floor area of the room ;
 - (c) While the minimum height of the walls of all rooms shall not be less than 2.14 meters the walls shall have been plastered with mortar and the insides applied with paints, in the event of their being built with bricks, cement blocks or cabook blocks. Otherwise when the walls have been built in wood together with aluminium or any other metal surfaces of the planks shall have been painted on their surface ;
 - (d) While the roof shall have been built using solid materials the eaves shall be at a height of at least 2 meters from the floor level and the reservation for the eaves shall be at least one meter in width ;
 - (e) The surfaces of iron, other metals or timber used for the roof shall be applied with oil colours or paints ;
 - (f) The floor space shall be finished off with cement or tiled ;
 - (g) A sufficient drainage system to drain off waste water flowing from rooms manufacturing ice from washing empty bottles and from bathrooms of the employees shall be put in place ;
 - (h) While at least one room shall be reserved for storing types of syrup, other chemicals, bottles used to can soft drinks or other kinds of packing materials, sufficient safety measures shall be put in place to maintain the room devoid of rat and other insects ;
 - (i) While a quality certificate issued by the National Water Supply and Drainage Board on the suitability of the water used for the manufacture of soft drinks for human consumption shall have been obtained this quality certificate shall be obtained at least once in every six months. In the event of the water being supplied by the National Water Supply and Drainage Board is used for the manufacture of soft drinks it shall be presumed that this certificate has been obtained ;
 - (j) In the event of water used in the manufacture of ice and activities connected therewith being kept in storage sufficient safety measures to prevent pollution of water stored shall be put in place ;
 - (k) Action shall have been taken to dispose of waste produced in the licensed premises in the manner set out in By-law No. 11
 - (l) A sufficient suction pit shall have been prepared in order to dispose of waste water generated at the factory.
 - (m) Any lavatory, waste pit or open waste drain or suction pit constructed at the licensed premises shall not be located at a distance of at least below 16 meters from the room where ice is produced and the place where ice produced is issued to customers.
 - (n) While a separate room or a site shall have been made available to store fuels action shall not be taken to take fuel through the rooms storing ice and issuing ice to customers.
 - (o) General fire fighting instruments and electr
5. Every space where paints need to be applied as set out in By-law No. 4 shall be applied with paints at least once a year.
6. The places where ice is produced and ice is issued to customers shall have been washed at least once a day.
7. The entire licensed site and the instruments used shall be cleaned every day and maintained in proper maintaining condition.
8. (a) Provided that the period of infection or of incubation of a infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in service in a licensed premises or as an

- assistant of any person engaged in service at such a premises.
- (b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any duty at a licensed premise.
- (c) It shall be the duty of the licensee to refer all employees engaged at the licensed premises to a medical test at least once a year.
9. It shall be the duty of the licensee to supply safety face-masks, gloves and other safety materials necessary and to ensure that the employees are wearing these safety materials when they are on duty at the ice factory.
10. While non-opaque and easily cleaned utensils shall be used to store. Chemicals used in the manufacture of ice, these materials shall not be kept outside the stores unless they are kept in the ice manufacturing room for the manufacture of ice.
11. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories.
- (i) bio degradable waste ;
 - (ii) glass ;
 - (iii) paper or paper based materials ;
 - (iv) polythene and plastics or material based on polythene and plastics ;
 - (v) iron and other kinds of metal or parts of iron and other kinds of metal ;
 - (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ;
 - (vii) dangerous waste ;
- and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.
- (b) Arrangements shall be made to allow free flow of waste water discharged from the licensed premises to a suction pit.
- (c) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.
12. The appropriate time for inspection by the Chairman or by an Authorized Officer of the provisions of the By-laws in this part shall mean any occasion when ice is manufactured in the factory or when ice is issued to customers.
13. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of ice manufactured or displayed for sale inside the premises of any ice factory, no licensee shall desist or prevent such purchase.
14. In the event of the premises where ice is manufactured under a license issued under the By-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law No. 4 or contravenes the provisions of any provision of the By-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.
15. Any licensee in receipt of a notice mentioned in By-law No. 14 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.
16. When any licensee in receipt of a notice mentioned in By-law No. 15 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.
17. In this part, unless the context otherwise requires -
- “ice Factory” means a factory where water is caused to solidify mechanically on a commercial basis for consumption.

PART XIII

BY-LAWS RELATING TO EATING HOUSES, RESTAURANTS AND TEA OR COFFEE SHOPS

1. By-laws in this part are cited as the by-laws in relating to regularize, supervise and control maintenance of eating houses, restaurants and tea or coffee shops within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain an eating house, restaurant or a tea or coffee shop in the Urban Council Area.
3. Every licence 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 was cancelled earlier under the provisions of the By-laws in this part.
4. Unless the following conditions in the by-laws of this part are fulfilled the Chairman shall not issue a license to any eating place, restaurant or a tea or coffee shop:—

- (1) The premises shall be kept in proper maintaining condition ;
- (2) While the minimum height of the walls of all rooms shall not be less than 2.5 meters, both sides of the walls shall have been plastered with mortar and applied with paints, in the event of their being built with bricks, cement blocks or cabook blocks. Otherwise when the walls have been built in wood together with aluminium or any other metal the planks shall have been painted on their surface ;
- (3) While every room of the premises shall be fixed with a ceiling, it shall be at a height of not less than 2.5 meters from the ground level;
- (4) Every room shall have windows that could be opened to the outside. The area of the opened windows shall not be less than one fifteenth the area of the floor of the room. However, where any room is air conditioned, this provision shall not apply;
- (5) The roof shall be made of some solid material;
- (6) The end of eaves shall be at least 2 meters above the floor level and the reservation for the eaves shall be at least 1.5 meters in width.
- (7) The floor of every room shall have been finished with cement or tiled;
- (8) While dust bins shall be placed to collect waste generated in the site the dust bins kept at the kitchen shall have lids to keep them closed so as to prevent entry of flies or other kinds of insects;
- (9) Necessary arrangements to comply with the requirements set out in By-law No. 11 shall have been put in place in order to dispose of waste produced in the premises;
- (10) Every table made use of at the kitchen of the premises —
 - (a) shall have their legs polished and applied with paints when they are built in wood, and the top surface of the tables shall have been covered with polished non-opaque materials or stainless and joint less metal sheets;
 - (b) shall have their legs painted when they are made of iron, steel or any other type of metal and the top surface of the tables shall have been covered with polished, non-opaque materials or stainless and joint less metal sheets;
- (11) Every table made available for use by the customers of the premises —
 - (a) shall have their legs polished and applied with paints when they are built in wood, and the top surface of the tables shall have been covered with polished non-opaque materials or stainless and joint less metal sheets;
 - (b) shall have their legs painted when they are made of iron, steel or any other type of metal and the top surface of the tables shall have been covered with polished, non-opaque materials or stainless and joint less metal sheets;
- (12) While a quality certificate issued by the National Water Supply and Drainage Board on the suitability of the water used in premises for human consumption shall have been obtained this quality certificate shall be obtained at least once in every six months. In the event of the water being supplied by the National Water Supply and Drainage Board is used at the premises the manufacture of soft drinks it shall be presumed that this certificate has been obtained ;
- (13) In the event of water used in the manufacture of soft drinks and activities of the premises being kept in storage sufficient safety measures to prevent pollution of water stored shall be put in place ;
- (14) A separate section shall be maintained in the premises to wash utensils used by the customers;
- (15) Separate lavatories and urinals shall have been provided for the use of the employees and the customers on the basis of one each for every ten males and females;
- (16) The walls of every lavatory and urinal shall have been built with bricks or cement blocks, cabook blocks or stainless metal sheets and plastered with cement and finished off with cement or tiled. Moreover, when there are other walls built with bricks or cement blocks or cabook blocks they shall be finished off with cement or tiled and when they are built in stainless metal sheets, the surfaces shall be painted;
- (17) A sufficient number of bath rooms shall have been built for the use of the persons employed at the premises and the prescriptions relevant to lavatories mentioned in Paragraph (15) shall apply to the floors and walls of these bathrooms.
- (18) In the section assigned for the use of the customers of the premises wash basins made of stainless metal sheets or made of ceramic clay and polished or made of bricks or cement blocks and tiled shall be made available;
- (19) A suitable system of drains shall be made available to allow free flow of waste water disposed of from any section of the premises;

- (20) In the event of the Urban Council maintaining a drainage system arrangement may be made to divert waste water generated at the premises to the said drainage system in the manner prescribed by the Urban Council. Otherwise action shall be taken to divert such waste water to a suction pit;
- (21) While general fire fighting instruments shall have been provided at the site electrically operated fire extinguishers shall have been made available if electricity supplies have been obtained to the site;
- (22) The section where tea, coffee or milk is prepared shall have been covered with a stainless metal sheet or with tiles or with any other type of non-opaque material.
5. It is the duty of the licensee to ensure that every space where paints need to be applied as set out in By-law No. 4 shall be applied with paints at least once a year.
6. The licensed premises shall have been swept at least twice a day and the drains carrying waste water shall be cleaned and washed with water at least twice daily.
7. The lavatories and urinals at the licensed premises shall be cleaned at least twice a day and disinfected and maintained so as to prevent bad smell spreading.
8. Every receptacle, vessel and instrument used for preparation of food, for exhibition for sale and for the use of the customers in the licensed premises shall be washed in clean water before use and the licensee shall ensure that they are cleanly washed after use as well.
9. While action shall be taken to categorize all waste collected in each section of the licensed premises according to the manner prescribed in By-law No. 11 and to put them immediately into a receptacle made of non-opaque material, such waste shall be removed from that site at least once a day or on a number of occasions if required. These receptacles shall be securely closed except when waste is put into them and waste is removed from them.
10. The waste removed from the licensed premises shall not be dumped at any time on the ground of the site or at various places around the premises.
11. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories:—
- (i) bio degradable waste ;
 - (ii) glass ;
 - (iii) paper or paper based materials ;
 - (iv) polythene and plastics or material based on polythene and plastics ;
 - (v) iron and other kinds of metal or parts of iron and other kinds of metal ;
 - (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ;
 - (vii) dangerous waste ;
- and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.
- (b) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.
12. While every licensed premise shall be maintained free of rats, flies or any other kind of insects it is the duty of the licensee to ensure that materials used in preparing food or beverages kept there and food or beverages prepared are protected from pollution by the above animals.
13. While food served to the customers shall not be handled by bare hands, a spoon, fork or any other instrument shall be used to serve food.
14. Any kind of adulterated milk shall not be kept or sold in any licensed premises. For the purpose of this by-law adulterated milk shall mean milk mixed with water or any other kind of foreign matter or matters or cows milk with less than 85 percent solid milk which is not fat or with less than 35 percent milk fat or buffalo milk with less than 9 percent solid milk which is not fat or with less than 7 percent milk fat.
15. (a) Provided that the period of infection or of incubation of an infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in service in a licensed premises or as an assistant of any person engaged in service at such a premises.
- (b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any form of duty at any licensed premise.
- (c) It shall be the duty of the licensee to refer all employees engaged at the fish stall to a medical test at least once a year.
16. It shall be the duty of the licensee to supply safety mouth covering gloves and other safety materials necessary and to ensure that the employees are wearing these safety materials when they are on duty.
17. All employees of the licensed premises shall be supplied with pure water, clean towels, brushes to clean nails and soap or fluid soap.

18. No person shall smoke or chew betel leaves within the licensed premises.
19. The appropriate time for inspection by the Chairman or by an Authorized Officer of the provisions of the by-laws in this part shall mean any occasion when production activities are carried on.
20. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of any kind of food kept for sale or displayed for sale in the premises, no licensee shall desist or prevent such purchase.
21. In the event of the premises where any eating place, restaurant or a tea or coffee shop is maintained under a licence issued under the by-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law No. 4 or contravenes the provisions of any by-law of the by-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.
22. Any licensee in receipt of a notice mentioned in By-law No. 21 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.
23. When any licensee in receipt of a notice mentioned in By-law No. 22 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the license issued to that premises.
24. In this part, unless the context otherwise requires -

“restaurant or eating house” means a place where cooked rice and curries are prepared or stored or exhibited for sale and it shall also include a place where any type of prepared food or short eat is prepared or stored or exhibited for sale ;

“tea or coffee shop” means any place which is maintained for sale of tea or coffee with bakery products or short eats.
3. Every licence 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.
4. Unless the following conditions in the by-laws of this part are fulfilled the Chairman shall not issue a licence to any hotel:—
 - (1) The premises shall be kept in proper maintaining condition;
 - (2) While the minimum height of the walls of all rooms shall not be less than 2.5 meters the walls shall have been plastered with mortar and both sides applied with paints, in the event of their being built with bricks, cement blocks or cabook blocks. Otherwise when the walls have been built in wood together with aluminium or any other metal the planks shall have been painted on their surface ;
 - (3) While every room of the premises shall be fixed with a ceiling, it shall be at a height of not less than 2.5 meters from the ground level.
 - (4) Every room shall have windows that could be opened to the outside. The area of the opened windows shall not be less than one fifteenth the area of the floor of the room. However, when any room is air-conditioned this provision shall not apply.
 - (5) The roof shall be made of some solid material.
 - (6) The end of eaves shall be at least 2 meters above the floor level and the reservation for the eaves shall be at least 1.5 meters in width.
 - (7) The floor of every room shall have been finished with cement or tiled.
 - (8) While dust bins shall be placed to collect waste generated in the site the dust bins kept at the kitchen shall have lids to keep them closed so as to prevent entry of flies or other kinds of insects.
 - (9) Necessary arrangements to comply with the requirements set out in By-law No. 17 shall have been put in place in order to dispose of waste produced in the premises.
 - (10) Every table made use of at the kitchen of the premises-
 - (a) shall have their legs polished and applied with paints when they are built in wood, and the top surface of the tables shall have been covered with polished non-opaque materials or stainless and joint less metal sheets.
 - (b) shall have their legs painted when they are made of iron, steel or any other type of metal and the top surface of the tables shall have been covered with

PART XIV

BY-LAWS RELATING TO HOTELS

1. By-laws in this part are cited as the by-laws in relating to regularize, supervise and control the hotels within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain hotel within the Urban Council area.

- polished, non-opaque materials or stainless and joint less metal sheets.
- (11) Every table made available for use by the customers of the premises -
- (a) shall have their legs polished and applied with paints when they are built in wood, and the top surface of the tables shall have been covered with polished non-opaque materials or stainless and joint less metal sheets.
- (b) shall have their legs painted when they are made of iron, steel or any other type of metal and the top surface of the tables shall have been covered with polished, non-opaque materials or stainless and joint less metal sheets.
- (12) While a quality certificate issued by the National Water Supply and Drainage Board on the suitability of the water used in the premises for human consumption shall have been obtained this quality certificate shall be obtained at least once in every six months. In the event of the water being supplied by the National Water Supply and Drainage Board is used at the premises it shall be presumed that this certificate has been obtained.
- (13) In the event of water used in the activities of the premises being kept in storage sufficient safety measures to prevent pollution of water stored shall be put in place.
- (14) A separate section shall be maintained in the premises to wash utensils used by the customers.
- (15) Separate lavatories and urinals shall have been provided for the use of the employees and the customers on the basis of one each for every ten males and females.
- (16) The walls of every lavatory and urinal shall have been built with bricks or cement blocks, cabook blocks or stainless metal sheets and plastered with cement and finished off with cement or tiled. Moreover, when there are other walls built with bricks or cement blocks or cabook blocks they shall be finished off with cement or tiled and when they are built in stainless metal sheets, the surfaces shall be painted.
- (17) A sufficient number of bath rooms shall have been built for the use of the persons employed at the premises and the prescriptions relevant to lavatories mentioned in paragraph (15) shall apply to the floors and walls of these bathrooms.
- (18) In the section assigned for the use of the customers of the premises wash basins made of stainless metal sheets or made of ceramic clay and polished or made of bricks or cement blocks and tiled shall be made available.
- (19) A suitable system of drains shall be made available to allow free flow of waste water disposed of from any section of the premises.
- (20) In the event of the Urban Council maintaining a drainage system arrangement may be made to divert waste water generated at the premises to the said drainage system in the manner prescribed by the Urban Council. Otherwise action shall be taken to divert such waste water to a suction pit.
- (21) While general fire fighting instruments shall have been provided at the site electrically operated fire extinguishers shall have been made available if electricity supplies have been obtained to the site.
- (22) The section where tea, coffee or milk is prepared shall have been covered with a stainless metal sheet or with tiles or with any other type of non-opaque material.
- (23) The space allotted for each person for sleeping in the bed rooms set apart for the customers and the employees of the hotel shall not be less than at least four square meters.
5. It is the duty of the licensee to ensure that every space where paints need to be applied as set out in By-law No. 4 shall be applied with paints at least once a year.
6. The licensed premises shall have been swept at least twice a day and the drains carrying waste water shall be cleaned and washed with water at least twice daily.
7. No person shall be allowed to sleep in any other room than those which have been specifically declared as bed rooms in the licensed premises.
8. The licensee shall not be allowed to sleep in any bed room, a number of persons not commensurate with the minimum space specified in paragraph (23) of By-law No. 4.
9. While every licensed premises shall maintain a register to note the name, address and identity of each person coming to stay overnight in the licensed premises, it shall be the duty of the licensee to allow inspection of that register when it is so requested by the Chairman, Authorized officer or any Police Officer.
10. Unless the bed sheets, pillow cases, sheets, towels and any other clothes used by any customer occupying any bed room of the licensed premises are washed and cleaned after being used by him no other customer shall be allowed to use them and the windows in that room shall have being left fully open for at least four hours before it is allowed to be used by any subsequent customer.

11. It shall be the duty of the licensee to ensure that every room, staircase, veranda, drains and the entire area of the licensed premises are swept before noon everyday.
12. Keeping any type of animal in any bed room, place where food is prepared or place reserved for partaking food in the licensed premises shall not be made.
13. The lavatories and urinals at the licensed premises shall be cleaned at least twice a day and disinfected and maintained so as to prevent bad smell spreading. However, the cleaning of lavatories once a day in any room where customers are lodging is considered sufficient.
14. Every receptacle, vessel and instrument used for preparation of food, for exhibition for sale and for the use of the customers in the licensed premises shall be washed in clean water before use and the licensee shall ensure that they are cleanly washed after use as well.
15. While action shall be taken to categorize all waste collected in each section of the licensed premises according to the manner prescribed in By-law No. 19 and to put them immediately into a receptacle made of non-opaque material, such waste shall be removed from that site at least once a day or on a number of occasions if required. These receptacles shall be securely closed except when waste is put into them and waste is removed from them.
16. The waste removed from the licensed premises shall not be dumped at any time on the ground of the site or at various places around the premises.
17. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories. -
 - (i) bio degradable waste ;
 - (ii) glass ;
 - (iii) paper or paper based materials ;
 - (iv) polythene and plastics or material based on polythene and plastics ;
 - (v) iron and other kinds of metal or parts of iron and other kinds of metal ;
 - (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ;
 - (vii) dangerous waste ;

and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.

(b) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.
18. While every licensed premise shall be maintained free of rats, flies or any other kind of insects it is the duty of the licensee to ensure that materials used in preparing food or beverages kept there and food or beverages prepared are protected from pollution by the above animals.
19. While food served to the customers shall not be handled by bare hands, a spoon, fork or any other instrument shall be used to serve food.
20. Any kind of adulterated milk shall not be kept or sold in any licensed premises. For the purpose of this By-law adulterated milk shall mean milk mixed with water or any other kind of foreign matter or matters or cows milk with less than 85 percent solid milk which is not fat or with less than 35 percent milk fat or buffalo milk with less than 9 percent solid milk which is not fat or with less than 7 percent milk fat.
21. (a) Provided that the period of infection or of incubation of a infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engaged in service in a licensed premises or as an assistant of any person engaged in service at such a premises.
- (b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any duty at any licensed premises.
- (c) It shall be the duty of the licensee to refer all employees engaged with the licensed premises to a medical test at least once a year.
22. It shall be the duty of the licensee to supply safety mouth covering gloves and other safety materials necessary and to ensure that the employees are wearing these safety materials when they are on duty.
23. All employees of the licensed premises shall be supplied with pure water, clean towels, brushes to clean nails and soap or fluid soap.
24. The appropriate time for inspection by the Chairman or by an Authorized Officer of the provisions of the By-laws in this part shall mean any occasion when production activities are carried on.
25. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of any kind of food kept for sale or displayed for sale in the premises, no licensee shall desist or prevent such purchase.

26. In the event of the premises where a hotel is maintained under a licence issued under the By-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law No. 4 or contravenes the provisions of any by-law of the By-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.
27. Any licensee in receipt of a notice mentioned in By-law No. 26 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.
28. When any licensee in receipt of a notice mentioned in By-law No. 17 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.
29. In this part, unless the context otherwise requires -

“Hotel” means a place where cooked rice and curries are prepared or stored or exhibited for sale and it shall also include a place where any type of prepared food or short-eat is prepared or stored or exhibited for sale or any place where customers are allowed to lodge.

PART XV

BY-LAWS RELATING TO LODGINGS HOUSES

1. By-laws in this part are cited as the By-laws in relating to regularize, supervise and control within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain a lodging house within the Urban Council area.
3. Every licence 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.
4. Unless the following conditions in the By-laws of this part are fulfilled the Chairman shall not issue a licence to any lodging house.
 - (1) The premises shall be kept in proper maintaining condition.
 - (2) While the minimum height of the walls of all rooms shall not be less than 2.5 meters both sides of the walls shall have been plastered with mortar and

applied with paints, in the event of their being built with bricks, cement blocks or cabook blocks. Otherwise when the walls have been built in wood together with aluminium or any other metal the planks shall have been painted on their surface ;

- (3) While every room of the premises shall be fixed with a ceiling, it shall be at a height of not less than 2.5 meters from the ground level.
- (4) Every room in the licensed premises shall have windows that could be opened to the outside. The area of the opened windows shall not be less than one fifteenth the area of the floor of the room. However, where any room is air conditioned this provision shall not apply.
- (5) The roof shall be made of some solid material.
- (6) The end of eaves shall be at least 2 meters above the floor level and the reservation for the eaves shall be at least 1.5 meters in width.
- (7) The floor of every room shall have been finished with cement or tiled.
- (8) While dust bins shall be placed to collect waste generated in the site the dust bins kept at the kitchen shall have lids to keep them closed so as to prevent entry of flies or other kinds of insects.
- (9) Necessary arrangements to comply with the requirements set out in By-law No. 21 shall have been put in place in order to dispose of waste produced in the premises.
- (10) Every table made use of at the kitchen of the premises -
 - (a) shall have their legs polished and applied with paints when they are built in wood, and the top surface of the tables shall have been covered with polished non-opaque materials or stainless and joint less metal sheets.
 - (b) shall have their legs painted when they are made of iron, steel or any other type of metal and the top surface of the tables shall have been covered with polished, non-opaque materials or stainless and joint less metal sheets.
- (11) Every table made available for use by the customers of the premises —
 - (a) shall have their legs polished and applied with paints when they are built in wood, and the top surface of the tables shall have been covered with polished non-opaque materials or stainless and joint less metal sheets.

- (b) shall have their legs painted when they are made of iron, steel or any other type of metal and the top surface of the tables shall have been covered with polished, non-opaque materials or stainless and joint less metal sheets.
- (12) While a quality certificate issued by the National Water Supply and Drainage Board on the suitability of the water used in the premises for human consumption shall have been obtained this quality certificate shall be obtained at least once in every six months. In the event of the water being supplied by the National Water Supply and Drainage Board is used at the premises it shall be presumed that this certificate has been obtained ;
- (13) In the event of water used in the manufacture of soft drinks and activities of the premises being kept in storage sufficient safety measures to prevent pollution of water stored shall be put in place ;
- (14) A separate section shall be maintained in the premises to wash utensils used by the customers.
- (15) Separate lavatories and urinals shall have been provided for the use of the employees and the customers on the basis of one each for every ten males and females.
- (16) The walls of every lavatory and urinal shall have been built with bricks or cement blocks, cabook blocks or stainless metal sheets and plastered with cement and finished off with cement or tiled. Moreover, when there are other walls built with bricks or cement blocks or cabook blocks they shall be finished off with cement or tiled and when they are built in stainless metal sheets, the surfaces shall be painted.
- (17) A sufficient number of bath rooms shall have been built for the use of the persons employed at the premises and the prescriptions relevant to lavatories mentioned in paragraph (15) shall apply to the floors and walls of these bathrooms.
- (18) In the section assigned for the use of the customers of the premises wash basins made of stainless metal sheets or made of ceramic clay and polished or made of bricks or cement blocks and tiled shall be made available.
- (19) A suitable system of drains shall be made available to allow free flow of waste water disposed of from any section of the premises.
- (20) In the event of the Urban Council maintaining a drainage system arrangement may be made to divert waste water generated at the premises to the said drainage system in the manner prescribed by the Urban Council. Otherwise action shall be taken to divert such waste water into a suction pit.
- (21) While general fire fighting instruments shall have been provided at the site electrically operated fire extinguishers shall have been made available if electricity supplies have been obtained to the site.
- (22) The section where tea, coffee or milk is prepared shall have been covered with a stainless metal sheet or with tiles or with any other type of non-opaque material.
- (23) The space allotted for each person for sleeping in the bed rooms set apart for the customers and the employees of the hotel shall not be less than at least four square meters. Meanwhile every bedroom shall be provided with an almirah or cabinet to keep clothes, a towel rack, a table to keep the goods of the lodger or the lodgers and a bathroom with toilet facilities.
- (24) In any licensed premises the bedrooms shall not at any time consist of —
- more than one bed in a single room ;
 - more than two single beds or a double bed in a twin room ;
 - more than one double bed and a single bed or three single beds in a triple room ; and
 - more than two double beds and a single bed or one double bed and three single beds in a family room.
5. Any person requesting a licence under the provisions of the By-laws in this part shall forward to the Chairman an application substantially prepared according to the specimen given in the schedule to this part.
6. It is the duty of the licensee to ensure that every space where paints need to be applied as set out in By-law No. 4 shall be applied with paints at least once a year.
7. The licensed premises shall have been swept at least twice a day and the drains carrying waste water shall be cleaned and washed with water at least twice daily.
8. No person shall be allowed to sleep in any other room than those which have been specifically mentioned as bed rooms in the licensed premises.
9. The licensee shall not allow a number of persons to sleep in any bed room, not commensurate with the minimum space specified in paragraph (23) in By-law No. 4.
10. In respect of any lodging house the licensee shall not allow more than one person to sleep in a single room or more than two in a double room or more than three in a triple room. However, when the age of anybody sleeping in any room that person is below 12 years shall not be considered as one person for the purposes of this by-law.

11. While every licensed premises shall maintain a register to note the name, address and identity of each person coming to stay overnight in the licensed premises, it shall be the duty of the licensee to allow inspection of that register when it is so requested by the Chairman, authorized officer or any Police Officer.
12. While everybody lodging in any lodging house shall forward his/her identity to the licensee the relevant person shall sign the name in the column where his/her particulars are entered in the Visitors' Register maintained at the lodging house. Moreover, the licensee shall not allow any person not establishing his/her identity or refusing to sign the name in the column of the Visitors' Register where information in respect of his/her identity are entered, to stay overnight in any section of the licensed premises.
13. While it is the duty of the licensee to ensure that any lodging house is not used for immoral activities any person shall not engage in singing songs or activating disk operating machines or making any unnecessary noise so as to creating inconvenience to other lodgers in the lodging house or residents living close by.
14. Unless the bed sheets, pillow cases, sheets, towels and any other clothes used by any customer occupying any bed room of the licensed premises are washed and cleaned after being used by him no other customer shall be allowed to use them and the windows in that room shall have being left fully open for at least four hours before it is allowed to be used by any subsequent customer.
15. It shall be the duty of the licensee to ensure that every room, staircase, veranda, drains and the entire area of the licensed premises are swept before noon everyday.
16. Keeping any type of animal in any bed room, place where food is prepared or place reserved for partaking food in the premises shall not be made.
17. The lavatories and urinals at the licensed premises shall be cleaned at least twice a day and disinfected and maintained so as to prevent bad smell spreading. However, the cleaning of lavatories once a day in any room where customers are lodging is considered sufficient.
18. Every receptacle, vessel and instrument used for preparation of food, for exhibition for sale and for the use of the customers in the licensed premises shall be washed in clean water before use and the licensee shall ensure that they are cleanly washed after use as well.
19. While action shall be taken to categorize all waste collected in each section of the licensed premises according to the manner prescribed in By-law No. 19 and to put them immediately into a receptacle made of non-opaque material, such waste shall be removed from that site at least once a day or on a number of occasions if required. These receptacles shall be securely closed except when waste is put into them and waste is removed from them.
20. The waste removed from the licensed premises shall not be dumped at any time on the ground of the site or at various places around the premises.
21. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories.
 -
 - (i) bio degradable waste ;
 - (ii) glass ;
 - (iii) paper or paper based materials ;
 - (iv) polythene and plastics or material based on polythene and plastics ;
 - (v) iron and other kinds of metal or parts of iron and other kinds of metal ;
 - (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ;
 - (vii) dangerous waste ;

and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.
- (b) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.
22. While every licensed premise shall be maintained free of rats, flies or any other kind of insects it is the duty of the licensee to ensure that materials used in preparing food or beverages kept there and food or beverages prepared are protected from pollution by the above animals.
23. While food served to the customers shall not be handled by bare hands, a spoon, fork or any other instrument shall be used to serve food.
24. Any kind of adulterated milk shall not be kept or sold in any licensed premises. For the purpose of this By-law adulterated milk shall mean milk mixed with water or any other kind of foreign matter or matters or cows milk with less than 85 percent solid milk which is not fat or with less than 35 percent milk fat or buffalo milk with less than 9 percent solid milk which is not fat or with less than 7 percent milk fat.

25. (a) Provided that the period of infection or of incubation of a infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in service in a licensed premises or as an assistant of any person engaged in service at such a premises.
- (b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any duty at any licensed premise.
- (c) It shall be the duty of the licensee to refer all employees engaged at licensed premises to a medical test at least once a year.
26. It shall be the duty of the licensee to supply safety face-masks, gloves and other safety materials necessary and to ensure that the employees are wearing these safety materials when they are on duty.
27. All employees of the licensed premises shall be supplied with pure water, clean towels, brushes to clean nails and soap or fluid soap.
28. The appropriate time for inspection by the Chairman or by an Authorized Officer of the provisions of the by-laws in this part shall mean any occasion when the premises is opened to the public.
29. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of any kind of food kept for sale or displayed for sale in the premises, no licensee shall desist or prevent such purchase.
30. In the event of the premises where a lodging house is maintained under a licence issued under the By-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law No. 4 or contravenes the provisions of any By-law of the By-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.
31. Any licensee in receipt of a notice mentioned in By-law No. 30 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.
32. When any licensee in receipt of a notice mentioned in By-law No. 17 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.

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

“double bed” means a bed at least 200 centimetres long and 125 centimetres wide with a mattress ;

“double room” means a room where space sufficient to get lodging facilities for two persons at a time is available with a double bed or two single beds ;

“family room” means a room where space sufficient to get lodging facilities for three persons at a time is available with two double beds and one single bed or one double bed and three single beds or five single beds ;

“single bed” means a bed at least 200 centimetres long and 95 centimetres wide with a mattress ;

“single room” means a room where space sufficient to get lodging facilities for one person only is available with a bed ;

“triple room” means a room where space sufficient to get lodging facilities for three persons at a time is available with a double bed and a single bed or one double bed and three single beds or five single beds ;

SCHEDULE

BY-LAW No. 5

Application for a Licence to Maintain a Lodging House

01. Name of the applicant:
Address :
National Identity Card No. :
02. Name of the Lodging House:
Address:
Name of the Manager/Guardian:
Telephone Number:
03. Year for which licence is applied:
04. The number of:
 - i. Single rooms in the lodging house:
 - ii. double rooms in the lodging house:
 - iii. triple rooms in the lodging house:
 - iv. family rooms in the lodging house:
 - v. all persons who could get lodging in the premises:
05. The Number of employees (including the Manager) in the Lodging House:

06. Toilets :

- (i) The number of toilets for male employees:
- (ii) The number of toilets for female employees:
- (iii) The number of toilets for male customers:
- (iv) The number of toilets for female customers:

07. Bathrooms:

- (i) The number of male bathrooms:
- (ii) The number of female bathrooms:

08. The Number of Kitchens:

09. Source of water supply:

10. Methodology for the final disposal of solid waste:

I hereby certify that the above particulars are true and accurate. I agree to comply with the provisions in the By-laws in respect of regularize, supervise and control of the lodging house. I apply for a licence for the year 20.... to maintain the above lodging house under the above By-laws.

.....
Signature of Proprietor
Manager/Guardian.

Date:-..... 2010.

PART XVI

BY-LAWS RELATING TO LAUNDRIES

1. By-laws in this part are cited as the By-laws in relating to regularize, supervise and control the laundries within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain a laundry in any place within the Urban Council Area.
3. The Chairman shall not issue a licence for a laundry unless the premises for which a licence is expected to be obtained conform to the conditions set out below :-
 - (i) Every room in the licensed premises shall have windows that could be opened to the outside. The area of the opened windows shall not be less than one fifteenth the area of the floor of the room;
 - (ii) the height of the walls of every room shall not be less than 2.14 meters ;
 - (iii) separate rooms shall be made available for soiled clothes and for washed clothes;
 - (iv) toilets shall have been built on the basis of at least one for each ten persons employed in the laundry;

(v) unless purification is done according to a standard recommended by the Regional Director of Health Services, the waste water disposed of shall not be allowed to flow into a public water course;

(vi) when waste water disposed of after washing clothes cannot be subjected to purification, such waste water shall be directed to a suction pit. Moreover, that suction pit shall not be open to the air and be located at a distance of not less than fifteen meters from a well situated close by;

(vii) the interior and exterior of the building used for the laundry shall be provided with sufficient system of fire fighting.

4. Every licence 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.

5. The interior of the premises used for every licensed laundry—

- (i) shall be maintained in proper maintaining condition ;
- (ii) shall not be used for household activities at any time ;
- (iii) shall not be used to keep any animal or allowed to be used for such purposes.
- (iv) shall not be used to keep soiled and washed clothes mixed or allowed to be used in that manner ;
- (v) in the event of using charcoal for the purpose of ironing clothes action shall be taken to douse the remnants with water and to be collected in a separate receptacle. The burning of coconut shells or any other material to produce charcoal shall not be carried out within the licensed premises;

vi. at the end of the day's activities action shall be taken to douse the fires generated in the laundry;

6. Provided that the period of infection or of incubation of a infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in any form of activity or as an assistant of any person engaged in any activity in the laundry.

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

“Laundry” means any type of building or any plot of land or place or premises used by any person pursuing an enterprise as a cleaner of clothes for the purpose of washing clothes, drying clothes, dry cleaning clothes or for ironing clothes. It shall also include any building used to store such clothes and any well, tank or other source of water used for the purposes of the enterprise by such a person.

PART XVII

BY-LAWS RELATING TO FACTORIES

1. By-laws in this part are cited as the By-laws in relating to regularize, supervise and control the factories within the area of authority of the Urban Council.
 2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain a factory in the Urban Council area.
 3. Every licence 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.
 4. Unless the following conditions in the By-laws of this part are fulfilled the Chairman shall not issue a licence to any place maintaining a factory:—
 - (1) The premises of the factory shall be maintained in proper maintaining condition ;
 - (2) Every building of the factory shall have good ventilation and light. While every room shall have been fixed with windows that could be opened the area of the open windows shall not be less than one fifteenth of the floor area of the room. However, where it is impossible to maintain the production activities of the factory in a building other than a closed building or where the factory building is air-conditioned the provisions of this paragraph shall not apply;
 - (3) While the minimum height of the walls of all rooms shall not be less than 2.14 meters the walls shall have been plastered with mortar and the insides applied with paints, in the event of their being built with bricks, cement blocks or cabook blocks. Otherwise when the walls have been built in wood together with aluminium or any other metal the planks shall have been painted on their surface ;
 - (4) While the roof shall have been built using solid materials the eaves shall be at a height of at least 2 meters from the floor level and the reservation for the eaves shall be at least one meter in width ;
 - (5) The surfaces of iron, other metals or timber used for the roof shall be applied with oil coloured or paints ;
 - (6) The floor space shall be finished off with cement or tiled ;
 - (7) While the employees of the factory shall be allocated lavatories on the basis of at least one for each group of ten employees, separate lavatories shall be set aside for males and females;
 - (8) Unless purification is done according to a standard recommended by the Regional Director of Health
- Services the waste water disposed of shall not be allowed to flow into a public water course;
 - (9) When waste water disposed of after production activities washing clothes cannot be subjected to purification, such waste water shall be directed to a suction pit as recommended by the Regional Director of Health Services or the Chairman of the Central Environmental Authority. Moreover, that suction pit shall not be open to the air and be located at a distance of not less than fifty meters from a well situated close by;
 - (10) The interior and exterior of the building used for the factory shall be provided with sufficient system of fire fighting.
 - (11) Sufficient system of drainage shall have been put in place to freely drain waste water disposed of, from the rooms in the factory used for production activities, from washing for re-use of packing materials or other materials and from the bathrooms of the employees;
 - (12) At least one room shall have been made available for the storage of raw materials used in the production process, other chemicals, bottles or other packing materials used in packing any production. Sufficient security measures shall have been made available to maintain the said room free of rats and other kinds of insects;
 - (13) While a quality certificate issued by the National Water Supply and Drainage Board on the suitability of the water used in the production process for human consumption shall have been obtained this quality certificate shall be obtained at least once in every six months. In the event of the water being supplied by the National Water Supply and Drainage Board is used for the productions it shall be presumed that this certificate has been obtained ;
 - (14) In the event of water used in the manufacture of soft drinks and activities of the factory being kept in storage sufficient safety measures to prevent pollution of water stored shall be put in place. In the event of water used being stored in an underground water tank action shall be taken not to locate a suction pit, or fertilizer pit or ash pit less than 18 meters from it;
 - (15) While the premises used for the washing of used packing material shall be located separate from the rooms where production activities are carried on only water issued with a quality certificate mentioned in paragraph (13) above shall be used for such activities;
 - (16) Separate containers or tanks shall be kept to accommodate waste material generated due to the activities of the soft drinks manufacture, in the manner set out in By-law No. 15.

5. It shall be the duty of the licensee to maintain every section of the premises where a factory is functioning free of thorny bushes or thick growths and to prevent accumulation of water so as to facilitate breeding of mosquitoes and other larva.
6. Unless necessary precautionary any measures have been put in place to prevent spread of any gas with bad smell or poisons, nobody shall store or use within the factory premises or cause to store any kind of faeces, bone flour, fertilizer or any material emanating poisonous or oppressive bad smell.
7. Unless action has been taken to maintain sound control below the limit which could be termed as sound pollution according to the Provisions made by and according to the amendments made to these provisions from time to time by the Minister-in-charge of the subject of environment under the provisions of Section 32 of the National Environmental Act, No. 47 of 1980, nobody shall use any type of machinery generating sound or steam boilers or any other type of machine emanating sound when activated.
8. Unless a chimney has been installed to divert smoke generated from any oven, according to the Provisions made by and amendments made from time to time by the Minister-in-charge of the subject of environment under the provisions of Section 32 of the National Environment Act, No. 47 of 1980, no factory shall use any chimney emanating smoke.
9. Nobody shall use any steam whistle or steam alarm or siren for the purpose of signalling, calling, commencing activities or ending duties of the labourers or employees of any factory, or any other place or for any other matter. Any factory already using such steam whistle, or steam alarm or siren on the date of the implementation of the provisions of the By-laws in this part shall be entitled to a period of three months from the effective date to correct the said calling signals being used by the factory in conformity with the provisions in this By-law and no such signals shall be used thereafter.
10. The waste water disposed of after use by any factory shall not be released to a public water course at any time.
11. Areas of the building which have been required to be painted in the manner set out in By-law No. 4 shall be painted at least once a year.
12. Every room of the factory and its environment, drains, furniture and instruments shall be kept in proper maintaining condition.
13. When cleaning, packing materials already used by the factory in the production process, a minimum of two tanks, viz;
 - (a) One tank for the removal of labels previously fixed in the packing and for the initial cleaning; and
 - (b) the other tank for the final cleaning of those packing, shall be used and the final cleaning shall be effected utilizing flowing water.
14. (a) Provided that the period of infection or of incubation of a infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in any form of activity in the factory;
 - (b) It shall be the duty of the licensee to refer all employees engaged at the factory to a medical test at least once a year.
15. It shall be the duty of the licensee to supply safety face-masks, gloves and other safety materials necessary and to ensure that the employees are wearing these safety materials when they are on duty.
16. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories. –
 - (i) bio degradable waste ;
 - (ii) glass ;
 - (iii) paper or paper based materials ;
 - (iv) polythene and plastic or material based on polythene and plastics ;
 - (v) iron and other kinds of metal or parts of iron and other kinds of metal ;
 - (vi) left-over from other raw materials made use of in the production process or by products or other parts produced in the production line ;
 - (vii) dangerous waste ;

and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.
- (b) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.
17. The appropriate time for inspection by the Chairman or by an Authorized Officer of the provisions of the By-laws in this part shall mean any occasion when production activities are done at the factory.
18. In the event of the premises where any production activity is carried on under a license issued under the By-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law No. 4 or contravenes the provisions of any By-law of the By-laws set out in this part

the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.

19. Any licenses in receipt of a notice mentioned in By-law No. 18 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.
20. When any licenses in receipt of a notice mentioned in By-law No. 19 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.
21. In this part, unless the context otherwise requires -
“factory” means any premises producing goods or any other product using any kind of raw materials or producing goods or any other product using any other product produced by another factory.

PART XVIII

BY-LAWS RELATING TO FUNERAL SERVICE SUPPLY CENTRES

1. By-laws in this part are cited as the By-laws in relating to regularize, supervise and control the funeral service supply centres within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain funeral service centre in the Urban Council area.
3. Every licence 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.
4. Unless the following conditions in the By-laws of this part are fulfilled the Chairman shall not issue a licence to funeral service centre.
 - (1) 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.

- (2) 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.
- (3) 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.
- (4) 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.
- (5) When arrangements are being made to keep dead bodies at the licensed premises for public homage 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.
- (6) 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.
- (7) There shall be a register substantially prepared according to the specimen form given in the second schedule of the By-laws of this part.
5. Any person requesting a license under the provisions of the By-laws in this part shall forward to the Chairman an application substantially prepared according to the specimen given in the schedule to this part.
6. 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.
7. If there is an order issued by a Magistrate or an Inquirer into Sudden Deaths in respect of the parts of the dead body removed in the process of preparing it, it shall be the duty of the licensee to act according to the order.
8. When there is no sufficient space at the funeral service centre to carry out the activities mentioned in the By-law No. 6

action shall be taken to securely inter the body parts at the depth prescribed in that By-law at the public cemetery of the Urban Council on payment of a fee to be decided by the Council from time to time.

9. 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.
10. It shall be the duty of the licensee to maintain records of the members of the staff employed at the Funeral Service Centre.
11. It shall be the duty of the licensee to supply security clothe, face masks and gloves in the manner prescribed by the Regional Director of Health 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.
12. It shall be the duty of the licensee to refer all the employees being employed at the licensed premises to a medical examination at least once a year.
13. The interior of the vehicle or vehicles transporting dead bodies shall be cleaned with vacuum cleaners and disinfected at least once per day.
14. 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.
15. No person other than one who has been duly empowered by the licensee shall prepare any dead body or transport any dead body.
16. Unless there is written permission granted to the licensee by the Regional Director of Health Services 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, plaque, smallpox, yellow fever or aids to the licensed centre.
17. 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.
18. Nobody shall prepare or accept for preparing a dead body unless a formal death certificate issued after an inquiry made by a Magistrate or an Inquirer into Sudden Deaths has been forwarded to him, when that death is a sudden death or when the death is suspicious.
19. If there is any order in regard to last rights of any dead body issued through a report released on completion of an inquiry into the sudden death carried out by a Magistrate or an

Inquirer into Sudden Deaths, the licensee shall carry out the provisions of that order.

20. 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, by an Authorized Officer or any Police Officer.
21. In case of Centres 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.
22. It shall be the duty of the licensee to maintain the place where a dead body is kept for public homage cleanly and hygienically.
23. 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.
24. (a) Provided that all waste material produced at the licensed premises are recycled, action shall be taken to categorize the waste material under the categories. -
 - (i) Bio degradable waste ;
 - (ii) Glass ;
 - (iii) Paper or paper based materials ;
 - (iv) Polythene and plastics or material based on polythene and plastics ;
 - (v) Iron and other kinds of metal or parts of iron and other kinds of metal ;
 - (vi) Dangerous waste ;

and it shall be the duty of the licensee to see that they are put in separate containers or tanks put in place for that purpose.
- (b) While waste material mentioned in sub-paragraphs (i) to (vi) in paragraph (a) shall not include any parts of dead bodies, it shall be the duty of the license holder to take action to appropriately remove in the manner set out in By-laws Nos. 6 or 7 any part or parts of the dead body taken away.
- (c) Provided that the waste put in containers or tanks having being categorized in the manner set out in paragraph (a) above is disposed of under the programme of waste management launched by the Urban Council the final disposal shall be done in the manner prescribed by the Chairman.

25. The appropriate time for inspection by the Chairman or by an Authorized Officer of the provisions of the By-laws in this part shall mean any occasion when a dead body is prepared or is kept for public homage.

26. In the event of the premises where a funeral service centre is maintained under a license issued under the By-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law No. 4 or contravenes the provisions of any By-law of the by-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.

27. Any license in receipt of a notice mentioned in By-law No. 26 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.

28. When any licence in receipt of a notice mentioned in By-law No. 27 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.

29. 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;

“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.

“preparing 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.

FIRST SCHEDULE

By-Law No. 5

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. Number of dead bodies that can be kept for preparation at a time:
06. Number of hearses owned by the institution:
07. Number of vehicles available for transport of bodies before preparation:
08. Manner in which parts of the body removed are disposed of:
09. 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:
10. Whether natural flowers are kept and sold? Yes/No :
11. The manner in which rejected flowers or plants are expected to be disposed of:
12. Number of employees of the institution: -
13. If a Manager has been appointed:
 - (i) Name of the Manager:
 - (ii) National Identity Card Number:
14. 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 centres and to comply with the other sanitary provisions prescribed by the Urban Council from time to time.

.....
Signature of Applicant

Date: -

SECOND SCHEDULE

By Law No. 20

REGISTER ON DEAD BODIES PREPARED AT THE FUNERAL SERVICE CENTRE OR AT ANY OTHER PLACE

Serial No.	Name of the Deceased	NIC. No.	Gender	Date of Death	Death Certificate Registration No.		Dead Body		Owner of the Dead Body				Order of the Inquirer-into-Sudden Death/Magistrate		Signature of the Owner
					No.	Date	Date	Time	Name	Relationship to deceased	Address	NIC No.	Reference No.	Date	
1.															
2.															
3.															
4.															
5.															

(NB: 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.)

PART XIX

BY-LAWS RELATING TO SALE OF FOODS AND BEVERAGES BY ITINERANT VENDORS

1. By-laws in this part are cited as the By-laws in relating to regularize, supervise and control the sale of foods and beverages by itinerant vendors within the area of authority of the Urban Council.
 2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall sell foods and beverages in any place other than a hotel, shop or market in the Urban Council area.
 3. (a) Every licence 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.
(b) Notwithstanding anything stated in paragraph (a) it shall be lawful for the Chairman to issue temporary licences for itinerant vendors when there is a public gathering like a festival or meeting or procession or a gathering of any other type in the area of authority of the Urban Council. Moreover, the particular licence shall be rendered invalid after the expiry of the date for which the licence was issued.
 4. Unless the following conditions in the By-laws of this part are fulfilled the Chairman shall not issue a licence to any itinerant vendor to sell foods and beverages.
 - (a) A closed receptacle or box that could prevent food or beverages available for sale being polluted by flies, insects, dust or water shall be kept in readiness.
 - (b) A holder made of stainless metal shall be available to be used when food is served to the customers.
 - (c) If food or beverages are offered to the customers to be consumed then and there separate receptacles shall be available for such purposes.
 - (d) While separate receptacles shall be made available to collect leftover of food and leftovers of beverages offered to the customers, these receptacles shall consist of tight lids.
 5. Unless anybody engaged in itinerant vending is carrying out his/her activities so as not to cause inconvenience or danger to vehicles or pedestrians using any lane or road or to any person assembled at any public place no itinerant vending shall be done in any public premises.
 6. All waste material generated while engaged in itinerant vending shall be categorized under the categories of:-
 - (i) bio degradable waste;
 - (ii) glass;
 - (iii) paper or paper based materials;
 - (iv) polythene and plastics or material based on polythene and plastics;
 - (v) iron and other kinds of metal or parts of iron and other kinds of metal;
- and action shall be taken to dispose of these waste materials belonging to each category in the manner prescribed by the Chairman under the waste disposal programme of the Urban Council.
7. (a) Provided that the Chairman has been made aware of by the Regional Director of Health Services that a contagious disease or a disease in the abdominal area is spreading in the Urban Council area or there is the likelihood of such a disease spreading in the area, the Chairman shall have the power, -
 - (i) to temporarily suspend any licence issued under the provisions in this part having stated the facts in writing;
 - (ii) to ban itinerant vending in any area under the purview of the Urban Council;
 - (iii) to take into his custody the licence temporarily suspended under paragraph (i) during the period of such suspension, and
 - (iv) to revalidate the licence suspended in the event of the Regional Director of Health Services taking action to keep the Chairman aware of the fact that the danger of the disease spreading has ended, before the date of expiry of the licence.
 - (b) The Urban Council, the Chairman, the Authorized Officer or the Regional Director of Health Services shall not be subjected to responsibility in respect of any loss or harm caused to the licensee due to temporary suspension of any licence under paragraph (a).
 - (c) In the event of the Regional Director of Health Service keeping the Chairman aware of the fact that the danger which caused the ban on itinerant vending in any part of the area of authority of the Urban Council under subsection (ii) of Section (a) has ended, it shall be the duty of the Chairman to inform the licensees that permission will be granted to recommence itinerant vending in that particular area.
 8. Whereas itinerant vending has been banned by the Chairman in any area under the purview of the Council under by-law No. 7 nobody shall engage in itinerant vending in that area.
 9. Even if a licence had been obtained under the By-laws of this part, any person suffering from any infectious, contagious, or skin disease or had recently suffered from such a disease or had recently nursed any person suffering from such a disease shall not engage in itinerant vending activities unless the period of infection and germination had elapsed.

10. While every licensee shall keep in his/her possession the licence issued under the conditions of this part on all occasions when he is engaged in vending activities the licence shall be submitted for inspection when requested to do so by the Chairman or an Authorized Officer.
 11. The appropriate time for inspection by the Chairman or by an Authorized Officer of the provisions of the By-laws in this part shall mean any occasion when an itinerant vendor is engaged in itinerant vending.
 12. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of any kind of food or beverages being sold by an itinerant vendor, no licensee shall desist or prevent such purchase.
 13. In the event of any itinerant vending activity carried on under a licence issued under the By-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law No. 4 or contravenes the provisions of any By-law of the By-laws set out in this part the Chairman shall take action to issue a written notice to the said licensee and it shall be lawful for him to cancel the licence issued for itinerant vending thereafter.
 14. In the By-laws in this part, unless any other meaning is required,-

“itinerant vending” means a trading in food or beverages kept in a receptacle or in a box or in any type of container or in any vehicle by bicycle or cart or trolley done by sale or exhibiting for sale or by sale through exhibition for the consumption of the public. It shall also include the sale of such commodities while travelling from place to place or staying at a certain place.
4. No person shall deface or obliterate any pedestrian crossing marked under By law No.2. However, the Urban Council shall have the power to change or relocate any pedestrian crossing according to decisions made from time to time.
 5. When any pedestrian has entered on to the crossing with a view to crossing the road every driver of a vehicle who had arrived at the crossing shall stop his vehicle until the pedestrian has crossed over to the other side of the road.
 6. When any vehicle has almost passed the limit marked at the crossing for the vehicles to stop no pedestrian who intends to cross the road over the crossing shall enter into the particular crossing.
 7. While no pedestrian shall remain on any pedestrian crossing or remain on it so as to cause obstruction to any vehicle passing over it, he shall not unduly obstruct any other pedestrian crossing the road.
 8. Any vehicle arriving at any pedestrian crossing being controlled by a Police Officer or a Traffic Warden or by electrical signals or any other device shall be controlled according to the signals given by the Police Officer or Traffic Warden or the electrical device by the driver of the vehicle.
 9. A driver of any vehicle shall not stop the vehicle being driven by him on any pedestrian crossing or on any section of that crossing,-

(a) unless he has been prevented from moving further due to any reason beyond his control; or
(b) unless it is found necessary to stop the vehicle on a pedestrian crossing in order to prevent any accident.

PART XX

BY - LAWS RELATING TO PEDESTRIAN CROSSINGS

1. The By-laws in this part are cited as the By-laws in respect of establishing and maintenance of pedestrian crossings in the roads within the area of authority of the Urban Council.
2. Identification of pedestrian crossings to enable the pedestrians to cross the roads within the area of authority of the Urban Council and declaration and demarcation of those crossings identified shall be done.
3. While the demarcations that shall be done in pedestrian crossings declared under By-law No. 2 shall be in accordance with the specimen in the illustration 4.18 in Provisions published in the *Gazette Extraordinary* No. 444/18 (Part I Paragraph I) dated 13th March 1987 having been made by the Minister under Section 237 of the Motor Traffic Act read with Section 164 of the said Act, they are subject to amendments made from time to time. Moreover, it shall be the duty of the Chairman to get the markings repainted without allowing them to be obliterated.
10. The Urban Council shall take measures necessary to encourage Traffic Wardens employed at pedestrian crossings marked on the roads in front of any school within the area of authority of the Council.
11. In the By-laws in this part, unless any other meaning is sought,-

“traffic warden” means a student or any other person named or being employed by any head of a school or any other person authorized by him for the purpose of control the pedestrians and vehicles at pedestrian crossings;
“vehicle” means any motor vehicle mentioned in the Motor Traffic Act and it shall include any cart, trolley, bicycle and a bicycle powered by a motor.

PART XXI

BY-LAWS RELATING TO CONSTRUCTION MATERIAL INDUSTRIES AND
CONSTRUCTION MATERIAL STORES

1. The By-laws in this part are cited as the By-laws relating to the regularizing, supervision and control of places of construction materials industries and places of construction material storage within the area of authority of the Urban Council.
2. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain places of construction material industries or places of construction material storage in the Urban Council area.
3. Any person expecting a licence under the By-law No. 2 shall forward an application substantially prepared according to the specimen given in the Schedule.
4. Unless the following conditions in the By-laws of this part are fulfilled the Chairman shall not issue a licence to anybody applying for a licence under By-law No. 3.
5. Every licence issued under the provisions of the By-law No. 3 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-law No. 13 in this part.
6. When the licence applied for under the By-laws of this part is in respect of an industry related to construction materials, -
 - (i) the premises where the industry is to be maintained shall be located at least 30 meters away from any residences close by;
 - (ii) sufficient precautionary measures prescribed by the Regional Director of Health Services shall be put in place in order to prevent any dust or steam generated there spreading to residences close by;
 - (iii) sufficient lavatories and urinals for the employees shall have been constructed and places for bathing shall also be made available;
 - (iv) sufficient drains shall have been constructed in order to facilitate flow of waste water;
 - (v) the security of accessories and electric circuits provided to fix electrical gadgets shall be ensured.
07. When the licence applied for under the By-laws of this part is in respect of a stores related to construction materials, -
 - (i) the premises where the industry is to be maintained shall be located at least 05 meters away from any residences close by;
 - (ii) sufficient precautionary measures prescribed by the Regional Director of Health Services shall be put in place in order to prevent any dust or steam generated there spreading to residences close by;
 - (iii) sufficient lavatories and urinals for the employees shall have been constructed and places for bathing shall also be made available;
 - (iv) sufficient drains shall have been constructed in order to facilitate flow of waste water;
 - (v) the security of accessories and electric circuits provided to fix electrical gadgets shall be ensured.
08. Any person issued with a licence under the By-laws in this part shall,
 - (i) not direct waste water or impure water or any other fluid generated within the premises to a public water course or allow anybody else to do so,
 - (ii) unless all waste matter generated within the premises is recycled, action shall be taken to categorize them as, -
 - (a) biodegradable waste;
 - (b) glass;
 - (c) paper or paper related materials;
 - (d) polythene and plastics or materials related to polythene and plastics;
 - (e) iron and other metals or pieces of iron and other metals;
 - (f) remnants of other raw materials used in the production process or by-products or parts generated in the production process.
 - (iii) Action shall be taken to separately hand over waste material categorized under the provisions in paragraph (ii) above to a vehicle of the Council collecting waste matter or to a person engaged in collecting waste matter with permission from the Council, according to a time table in respect of collecting waste.
09. Anybody licensed under the By-laws in this part shall take action, -
 - (i) to purify impure water, generated within his premises, and
 - (ii) to remove other kinds of fluids that are not impure water, in the manner recommended by the Regional Director of Health Services.
10. While action shall be taken to transport raw materials used in the industry and the finished products so as not to expose them to the environment they shall not be stored or deposited in any public premises unless they are meant for a construction at any public place.

11. At every premises licensed under the By-laws in this part, -

PART XXII

- (i) a sufficient fire-fighting programme in the manner prescribed by the Chairman shall be made available;
- (ii) a first aid and treatment programme in the manner prescribed by the Regional Director of Health Services shall be made available;
- (iii) while a suitable place shall be made available to the employees of the factory to partake food and change dresses, they shall be provided with face masks, gloves and other security costumes during the time they are engaged in the production process.

12. (1) It shall be lawful for the Chairman, or for any Authorized Officer or officials to enter the premises at any time when work is in progress at the licensed premises and examine whether action is taken according to provisions of the By-laws in this part.

(2) While it shall be duty of the licensee to offer necessary assistance for inquiries made by anybody mentioned in paragraph (1) above the said inquiries shall not be prevented or obstructed.

13. (1) If it were to be revealed at any inquiry made by any person mentioned in By-law No. 12 that the particular premises is maintained in violation of the provisions of the By-laws in this part the person carrying out the inquiry shall inform the licensee in writing to correct such violations.

(2) Every person in receipt of a notice under paragraph (1) above shall take steps to complete the corrections mentioned therein before the date specified in the notice.

(3) When the licensee is unable to act according to the manner mentioned in paragraph (2) above it shall be lawful to cancel the licence issued to the particular licensee.

14. (1) After the cancellation of a licence under the By-law No. 13 the person whose licence has been cancelled shall have the right to apply again to use the particular premises to maintain the industry further.

(2) When a new licence is being applied for in the manner set out in paragraph (1) above the provisions in the By-laws Nos. 3, 4 and 5 shall apply.

16. In the By-laws of this part, unless any other meaning is sought,-

“construction materials” means metal, metal powder, sand, cement and gravel.

BY-LAWS RELATING TO PARKING OF VEHICLES AND TRAFFIC CONTROL

1. The By-laws in this part are cited as the By-laws relating to regularizing Supervision and Control of parking vehicles and traffic control on the roads within the area of authority of the Urban Council.

2. (a) The Urban Council shall have the power to -

- (i) ban the parking of vehicles;
 - (ii) limit the parking of vehicles;
 - (iii) allow parking on one side only;
 - (iv) ban or limit the loading or unloading of goods;
 - (v) ban loading and unloading of passengers;
 - (vi) name bus stops;
 - (vii) name one way streets and roads and to determine the direction of traffic,
- on any section of any street or road in the area of authority of the Urban Council;

(b) It shall be the duty of the Chairman to take action to fix road signs on limitations at relevant places after placing any limitations under paragraph (a). While these road signs on the limitations shall be in accordance with provisions published in the *Gazette Extra-ordinary* No. 448/18 dated 13th March 1987, having been made by the Minister under Section 237 of the Motor Traffic Act read with section 164 of the said Act, they are subject to amendments made from time to time.

3. Any driver of a vehicle being driven along any street or road located within or lying along the area of authority of the Urban Council shall obey the Provisions depicted in a road sign or signs fixed under the Provisions in paragraph (b) of By-law No.2.

4. Notwithstanding anything stated in the By-law No. 3 the limitations prescribed by any road sign fixed on the decision of the Urban Council under the provisions of By-law No. 2 shall not apply in respect of, -

- (a) a fire fighting vehicle or any other vehicle of the Urban Council used for the purpose of control any fire or any disaster occurring at any building or close to a building in any section of the street or road;
- (b) acting in accordance with an order issued appropriately by any Police Officer in order to prevent any traffic jam occurring in any street or road or on any particular section of the street or road or in order to control any unexpected situation occurring in the area of authority of the Urban Council,

and it shall not be considered as a violation of the provisions in By-law No. 3.

5. (a) The Urban Council shall have the power to allocate, -
 - (i) any plot of land owned by the Council ;or
 - (ii) any plot of land owned by any other Authority, (according to an agreement entered into with such Authority) for the purpose of parking motor vehicles, hereinafter referred to as “the vehicle park”, within the area of authority of the Urban Council.
- (b) The Urban Council shall decide from time to time the type of vehicles that shall be parked in any vehicle park and the maximum number of vehicles that shall be parked at a time.
6. At least two gates shall be made available in every vehicle park, one as a point of entry and the other as an exit. However, in the event of allocating a separate area in the park for the sole purpose of moving vehicles and allowing double lanes for vehicular traffic, with sufficient space at the gate it shall be in order to have only one gate for entry as well as exit.
7. Action shall be taken to display easily readable notices in all the three languages at the entry and the exit for the convenience of the vehicles arriving at the vehicle park. Moreover, arrows with white lines 20 centimetres wide shall be marked so as to enable the drivers to easily recognize the directions they shall follow while entering into the vehicle park and leaving it.
8. While the floor of every vehicle park shall be tarred or laid with concrete separate lavatories shall have been made available for the males and females using the vehicle park. At the same time sufficient drains shall have been constructed for the free flow of water accumulated at the site.
9. It shall be the duty of the Chairman to take steps to remove garbage collected within the premises of every vehicle park every day and to clean the lavatories using disinfectants daily.
10. When accommodation is made to park vehicles at any vehicle park, sufficient traffic lanes shall be made available for the convenience of vehicles entering and leaving the premises.
11. When any vehicle is being driven or being parked within the vehicle park sufficient space shall be made available in it to park each vehicle so as not to cause any obstruction to those already parked within. Moreover, a white line 10 centimetres wide shall be marked to indicate the space allocated to each vehicle in the park.
12. An amount of money decided by the Urban Council from time to time shall be charged for parking vehicles in a vehicle park. Moreover it shall be the duty of the Chairman to display at the entrance prominently in all the three languages the amount of money decided upon by the Council as charges for parking of any type of vehicle in any vehicle park.
13. (a) (i) Any employee of the Urban Council; or
 - (ii) Any successful bidder selected by the Urban Council after calling for tenders or a person named by the particular bidder, hereinafter referred to as the “Vehicle Park Warden” shall be employed by the Urban Council to collect charges made on vehicles parked in the vehicle park.
- (b) However, while the fees charged for parking vehicles in any vehicle park shall not exceed the fees decided by the Urban Council in the manner stated in the by-law No. 12, the fees charged for parking each vehicle shall be noted down in a receipt substantially prepared according to the first schedule in this part and issued to the driver.
14. It shall be the duty of the Chairman to take action to see that every Vehicle Park Warden on duty is dressed in a suit to be decided by the Urban Council and which would allow easy identification of the Park Warden.
15. (a) It shall be the duty of the Vehicle Park Warden to issue an Admission Card indicating permission to enter and prepared substantially in accordance with the second schedule in this part to the driver of the vehicle at the entrance to the Park when a vehicle of any type allowed to be parked under paragraph (b) of By law No. 5 enters the vehicle park.
- (b) Before leaving the vehicle park, it shall be the duty of the driver of any vehicle parked in the vehicle park to -
 - (i) return the card mentioned in paragraph (a) to the vehicle park warden,
 - (ii) pay to the vehicle park warden parking fees decided upon by the Council in the manner set out in by-law No. 12;
 - (iii) obtain a suitable receipt mentioned in paragraph (b) of By-law No. 13.
- 16 (a) Any person shall not park or drive into a vehicle part or allow to be driven into the park any vehicle or a vehicle which is not a motor vehicle unless it is a vehicle of the type decided by the Urban Council to be allowed into the Park for parking.
- (b) When there is sufficient space at the entry gate for any vehicle arriving at the vehicle park to tow away any vehicle parked inside it when it is found impossible to start it in order to take it out of the park, the provisions in paragraph (A) shall not apply for the other vehicle. However, such towing shall not be made in a manner causing any obstacle or harm to other vehicles parked in the vehicle park.
17. Any person shall not, -
 - (a) wash a vehicle or cause a vehicle to be washed;

- (b) make any repairs other than an essential repair in order to start the vehicle or changing a tyre for the purpose of taking the vehicle out of the vehicle park;
- (c) make any noise which is considered unnecessary or oppressive when any repair mentioned in paragraph (b) are carried out.
- (d) park the vehicle in any place in the vehicle park other than where it was originally parked without permission from the Vehicle Park Warden;
- (e) park vehicles so as to block the lanes of the vehicle park or the gates at the entry and the exit;
- (f) blow the alarm instruments fixed in the vehicle except for the purpose of preventing an accident or ensuring the safety of the occupants in the vehicle;
- (g) blow the horn of any vehicle parked or entering or leaving the vehicle park;
- (h) consume liquor or spit after chewing betel leaves or use indecent language or create commotion or engage in immoral activities, in any vehicle park.
18. While the responsibility in regard to the security of any vehicle parked in any vehicle park shall lie with the person who park it in the vehicle park the Urban Council or the Chairman or the Vehicle Park Warden shall not be subjected to responsibility in regard to any loss or harm caused within the vehicle park.
19. It shall be the duty of the owner or the driver of any vehicle parked within any vehicle park to submit for inspection the admission card issued in respect of the vehicle when the Chairman or any Authorized Officer or the Vehicle Park Warden or any Police Officer requests it for inspection.
20. No vehicle shall on any occasion be driven in the opposite direction to that which is marked in the lane within any vehicle park in the manner set out in By-law No. 7.
21. No person shall harm or deface any construction made or instrument found in any vehicle park.
22. The provisions of the By-laws in this part shall not apply to, -
- (a) government vehicles,
- (b) vehicles of the Provincial Council,
- (c) vehicles of a local authority established within the Province, parked within any vehicle park established within the area of authority of the Urban Council. However, the said provisions shall apply in respect of any vehicle of any State Corporation or Statutory Body in the manner set out in the By-laws in this part.
23. It shall be lawful for the Chairman, or an Authorized Officer or the Vehicle Park Warden to take action to remove any vehicle parked in the vehicle park without a valid admission card.
24. In this part, unless the context otherwise requires -
- “road” means any road, highway, lane, avenue, street, by-lane, pair of steps, stepping log or pedestrian bridge owned by the Council and it shall also include any directional sign, demarcation stone, demarcation post, lamp post, bridge, any type of culvert, water crossing, parapet wall, arch, bund, drain, sluice, supportive bund, hand rail, chain, fence, sign board, road sign or a pavement by the side of a road fixed or erected in relation to any road, highway, lane, street, avenue or pair of steps possessed by the Urban Council.
- “vehicle” means any motor vehicle in conformity with the definition given in the Motor Traffic Act in respect of any motor vehicle.

First Schedule

Paragraph (b) of By-law No. 13

..... Urban Council

Vehicle Park at

Vehicle parking fees

Receipt No.

Registration No. of the vehicle:-

Date:-..... 20

Time of arrival:- a.m. / p. m.

Time of departure:- a.m./p. m.

Fees charged:- Rs.

Second Schedule

Paragraph (a) in By-law No. 15

Front of the Card

.....Urban Council
Vehicle Park at.....
Admission Card

Back of the card

This Card should not be transferred
To be handed over when leaving the Vehicle Park

PART XXIII

BY-LAWS RELATING TO PREVENTION OF DAMAGES TO
THOROUGHFARES AND
OBSTRUCTIONS TO ROAD TRANSPORT

1. The By-laws in this part are cited as prevention of damages to thoroughfares and obstructions to road transport within the area of authority of the Urban Council.
2. While nobody shall damage a thoroughfare owned by the Council, nobody shall engage in, -
 - (a) conducting sales;
 - (b) parking a vehicle in a place which is not one that has been allowed by the decision of the Urban Council under By-laws in Part XXVI, unless it is due to some reason making it impossible to start the vehicle in order to take it out of the park or to drive it out of the park due to some other damage caused;
 - (c) repairing of vehicles or washing vehicles;
 - (d) unloading or stockpiling metal, sand, gravel, soil, bricks or logs except in the course of any activity done on the decision of the Urban Council or the Chairman for any repairs in any road;
 - (e) stockpiling condemned parts of vehicles, in a manner that would cause obstruction to vehicles or pedestrians using the road.
3. While nobody shall make any construction within twenty five feet from the central line of any thoroughfare in which street lines have not been demarcated for a road more than fifty feet wide under the provisions of Section 19 of the Housing and Town Improvement Ordinance, action shall not be taken to stock any building material brought for any other construction on any road or on any part of that road.
4. When action has been taken by any person in violation of provisions in the By-law No. 3 to stock any building material on any thoroughfare or part thereof possessed by the Urban Council it shall be lawful for the Chairman or an Authorized Officer to take action to remove those materials from that spot or to take possession of those materials. The person or the Council that took action to remove the materials out of the thoroughfare shall not be subjected to responsibility in regard to any shortfall, loss or damage caused to the person who stocked the relevant materials on the road, due to the actions taken by the Chairman or the Authorized Officer in the above manner. Furthermore, the Council, the Chairman or the Authorized Officer shall not be subjected to paying any amount of compensation in respect of the materials so removed.
5. Where any activity needed for the maintenance or repair of any thoroughfare owned by the Council is concerned, the Chairman shall have the power to issue orders to -
 - (a) close for vehicular traffic, for any period of time, the whole length of the thoroughfare or a part thereof or any lane of the road in any direction;
 - (b) stock any building material or materials on any section of the thoroughfare;
 - (c) gain entry into any plot of land by the side of the relevant thoroughfare and to deposit some building materials on it;
 - (d) allow passage for vehicles through that land without causing any damage to property on that land.
6. No person shall take steps to act in contrary to any order issued by the Chairman under By-law No. 5 or to obstruct any person who acts in conformity with that order or to cause to act accordingly.
7. Unless any person holds written permission issued by the Chairman nobody shall collect or stockpile or remove metal, gravel, sand, soil or any other material lying on any thoroughfare owned by the Urban Council.
8. While action shall be taken to divert to a suction pit water other than rainwater falling on any land or on the roof of any building constructed on that land, found in the plot of land or in the building on that land or waste water disposed of after use, such diversion shall not be made to any thoroughfare or any drain along the thoroughfare owned by the Council.
9. Unless steps have been taken to cover the materials being transported with a covering that prevents dispersion of the material in the form of dust or sand or small pieces, nobody shall transport any such material through any thoroughfare owned by the Council in any vehicle.
10. While nobody shall fill or damage a drain situated along any thoroughfare or obstruct the free flow of water along any drain in the event entry is required to any plot of land through such a drain it shall be the duty of the owner of that land to construct a bridge, a platform or an arch not less than 3 feet long.
11. In this part, unless the context otherwise requires -

“causing damage” means destruction, removal, defacement, overhauling, displacement, causing harm in any other way, pasting a poster or handbill on any section, application of paints, any other mucilage or tar, and it also includes changing, obliterating, scratching or removal of letters from a name board. However, it shall not include any activity done in respect of any repair to a road, undertaken by the Council, Chairman or any other officer authorized by the Chairman.

“thoroughfare” means a road, highway, lane, avenue, street, pair of steps, stepping log or bridge and it shall also include any directional sign, boundary stone, boundary post, lamp post, bridge, any type of arch, water crossing, parapet wall, arch, bund, drain, sluice gate, supportive bund, hand rail, chain, fence, signboard, highway name board or pavement by the side of the road fixed or attached to a thoroughfare, road, highway, lane, street, by-lane, steps owned by the Council.

“vehicle” shall be interpreted in the same way as it is given in the Motor Traffic Ordinance and it includes a cart, bicycle or any mechanism with wheels and operated mechanically or in any other way.

PART XXIV

BY-LAWS RELATING TO CREMATORIALS

1. The By-laws in this part are cited as the By-laws regularize and control of the crematoriums of the Urban Council and charging fees.
2. (a) No dead body shall be cremated in any crematorium owned by the Council without a licence issued by the Chairman or an Authorized Officer.
- (b) Unless a Magistrate or an Inquirer in to 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 licence to cremate it.
- (c) Unless the relevant crematorium of the Urban Council 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 Chairman or the Authorized Officer shall not accept the dead body for cremation or issue a licence 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. Anybody expecting to obtain a licence 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 Birth 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 licence 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 Urban Council 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 licence 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 licence should be handed over to the Crematorium Keeper shall be clearly specified in the relevant licence.
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 licence issued. The Urban Council, 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) 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.
(c) The period of extension for the ashes to be kept in the custody of the Crematorium Keeper under paragraph (b) shall not be more than six weeks from the date of the cremation.
(d) 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.
(e) 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 licence 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 licence or with his authorized representative, shall be considered as persons 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 the Urban Council ;
(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 licences for cremation of dead bodies and at the entrance to the crematorium premises.
15. In By-laws of this part, unless any other meaning is sought,-
“ashes” means any matter left behind after cremating a dead body;
“cremation chamber” means the chamber where the dead body is kept and the outer chamber constructed outside the main chamber;
“crematorium keeper” means any employee appointed by the Council to be in-charge of the crematorium and its functions;
“crematorium premise” means the whole crematorium and the land on which it is located;
“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.

03. Applicant's relationship to the deceased: -
(Please annex a certificate stated in paragraph (a) of By-law No. 5 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. 5)
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
------	------	------	------

SECOND SCHEDULE

BY-LAW No.4

(To be forwarded in duplicate)

APPLICATION FOR A LICENCE TO CREMATE A DEAD BODY AT THE
CREMATORIUM OF URBAN COUNCIL

01. Full name of the applicant: -
Address: -
National Identity Card No.: -
Number and Name of the Grama Niladhari Division: -
02. Full Name of the deceased: -
Sex: -
Address of the residence: -
Number and Name of the Grama Niladhari Division: -
National Identity Card No.: -

- (i) 20 Hours (ii) 20 Hours
- (iii) 20 Hours (iv) 20 Hours

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.

.....,
Signature of the Applicant.

Date: 20

Second Schedule

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 has been refused for the following reasons:-

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

.....
Signature of 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. 6.
- (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. 11 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:

REGISTER OF LICENCES ISSUED TO CREMATE DEAD BODIES AT THE CREMATORIUM OF URBAN COUNCIL

Serial No.	Name of the Deceased	NIC. No.	Sex	Date of Death	No.	Date
1.						
2.						
3.						
4.						

FOURTH SCHEDULE

REGISTER ON DEAD BODIES CREMATED AT THE CREMATORIUM AT URBAN COUNCIL

[illegible]

PART XXV

BY-LAWS RELATING TO PUBLIC MARKETS

1. The by-laws in this part are cited as the By-laws relating to the conduct, regularize and supervision of the public markets within the area of authority of the Urban Council.
2. The Urban Council shall obey the following directives in this By-law in regard to any public market constructed and maintained by the Urban Council, viz:
 - (1) While all permanent buildings of the public market shall be built with bricks, cement blocks or cabook blocks the height of the walls shall be at least three meters from the ground level.
 - (2) The roof shall be made of some permanent material.
 - (3) While the roof of the inner shopping stalls shall be fitted with ceilings the ceilings shall be at a height of 2.85 meters from the ground level.
 - (4) While the front side of the inner shopping stalls shall contain a corridor at least 2.5 meters wide, the place where each shopping stall meets the corridor shall contain a collapsible door or a door that could be removed as planks.
 - (5) Platform banks and drains carrying away rain water, at least one meter in width shall have been constructed at the outer boundary of the walls and the outer boundary of the corridor of the building containing the shopping stalls.
 - (6) Trading platforms shall have been constructed for temporary traders outside the shopping stalls of the building.
 - (7) Every trading platform constructed inside the building shall consist of a floor board made of concrete sheet or stainless metal sheet placed on a bank made with bricks or cement blocks or cabook blocks. However, when the floor board is made with a concrete sheet it shall be plastered with cement or tiled. When it is not possible to construct trading platforms in this manner, flat spaces shall be allocated on the floor and each section shall be demarcated in white paint.
 - (8) The area of each trading platform shall not be less than two square meters at least.
 - (9) While a roof covering each trading platform and constructed at a height of at least 2.25 meters above the floor level on posts made with bricks or cement blocks or cabook blocks or galvanized iron bars or reinforced aluminium bars shall be made available the eaves shall be at a height of at least 2.1 meters above the floor level. Moreover, when these posts are constructed with bricks or cement blocks or cabook blocks they shall be plastered and applied with paints and if they are constructed with galvanized iron bars they shall be painted.
 - (10) While every roof shall be constructed with solid materials sufficient pipes shall have been fixed to drain away water accumulated in the gutters.
 - (11) While platform banks at least one meter in width shall have been constructed on the ground around every trading platform, sufficient drains shall have been provided to allow free flow of rain water.
 - (12) While a quality certificate issued by the National Water Supply and Drainage Board on the suitability of the water used in the premises for human consumption shall have been obtained this quality certificate shall be obtained at least once in every six months. In the event of the water being supplied by the National Water Supply and Drainage Board is used at the premises it shall be presumed that this certificate has been obtained;
 - (13) In the event of water used in the manufacture of soft drinks and activities of the premises being kept in storage sufficient safety measures to prevent pollution of water stored shall be put in place;
 - (14) While a sufficient number of separate lavatories and urinals shall have been constructed for the use of the males and females the floor of every lavatory and the walls up to a minimum of two meters above the floor level shall have been tiled.
 - (15) While sufficient electricity shall have been provided to all shopping stalls, trading platforms, lavatories and urinals and to all common areas including the corridors every electric circuit shall have been covered with a bad conductor covering.
 - (16) While every shopping stall shall have been fixed with an electricity meter each a separate meter shall have been fixed to measure the electricity units spent for the electrification of common areas.
 - (17) Common water taps shall have been fixed within the premises.
 - (18) A separate area shall have been allocated to wash vegetables and fruits.
 - (19) Water supplies shall have been provided to each shopping stall that requires water due to the nature of their business. While a separate water meter each shall have been fixed for each of these supply points a separate water meter each shall have been fixed to measure the consumption of water at common taps and at the places allocated for the washing of vegetables and fruits.
 - (20) While a sufficient system of drains shall have been provided to enable free flow of water accumulated from rain water directly falling on the floor and the

- roofs and water disposed of, from the place allocated for the washing of vegetables and fruits arrangements shall have been provided to allow free flow of such waste water.
- (21) While a sufficient fire protection programme shall have been put in place, action shall have been taken to fix different types of fire fighting equipment necessary for the control of fire generated from electric circuits, fire caused by fuels and fire generated due to any other reason.
- (22) A standard common scale shall have been kept at a separate and prominent place with a view to weighting and ensuring the weight of the goods purchased by the consumers.
- (23) It shall be the duty of the Urban Council to separate the market into sections for sale of meat, fish, vegetables, fruits, groceries and other commodities, having taken into consideration the location of the shopping stalls of the common market and also to separate the trading platforms in the same manner.
- (24) While tanks, receptacles or containers that could accommodate waste generated in the premises and categorized as:
- (i) biodegradable waste ;
 - (ii) glass ;
 - (iii) paper or paper related materials ;
 - (iv) polythene and plastics or materials related to polythene and plastics ;
 - (v) iron and other metals or pieces of iron and other metals ;
 - (vi) dangerous waste ;
- shall have been constructed in a separate area of the public market the receptacle or tank constructed to collect bio-degradable garbage shall be provided with a lid that could be tightly closed so that rats, flies, insects or any type of bird could gain entry into it.
- (25) A place shall be allotted to park motor bicycles and bicycles.
- (26) Sufficient parking facilities shall be provided to the vehicles of consumers as well as those transporting goods.
3. (a) It shall be the duty of the lessee of any shopping stall in the public market or any person who has obtained a ticket to use any trading platform to categorize all the waste generated at the shopping stall or nearby or on the trading platform or nearby under the categories of, -
- (i) biodegradable waste;
 - (ii) glass;
 - (iii) paper or paper related matter;
 - (iv) polythene or plastics or materials related to polythene or plastics and regiform;
 - (v) iron and other kinds of metal or pieces of iron and other metals;
 - (vi) dangerous waste;
- and to dump them into separate containers or receptacles or tanks constructed by the Urban Council to dump each kind of garbage.
- (b) It shall be the duty of the Chairman to take action to place in suitable places of the public market small scale containers which facilitate disposal of garbage categorized under paragraph (a), for dumping garbage disposed of by the visitors to the public market. Meanwhile action shall be taken to dump the contents of these containers at sufficient time intervals into containers or receptacles or tanks relevant to garbage stated in paragraph (a).
- (c) Nobody shall dump garbage of any kind other than those categorized to be dumped into a particular container, receptacle or tank placed in the public market to collect garbage;
- (d) Except when garbage is dumped or taken out of the container or receptacle or tank constructed for the dumping of biodegradable garbage under the provisions of paragraph (24) of By-law No. 2, the lid of that container or receptacle or tank shall be tightly closed always.
4. (a) The space allocated for trading purposes in any public market shall mean, -
- (i) the section from the back wall of the shopping stall up to the limit of the door stated in paragraph (4) of By-law No.2, in case of shopping stalls;
 - (ii) the surface area of the trading platform and the area behind the trading platform allowed to be used by the trader engaged in sales, in case of a trading platform.
- (b) In case of any materials or goods brought into the public market for sale or any instrument or anything else used in trading activities, they shall not be kept or allowed to be kept on any corridor or platform bank except when they are brought into the market or taken out of it.

- (c) While no type of trading activities shall be pursued in a corridor or on a platform bank inside the public market, any action causing disturbances to persons walking along the corridor or over the platform banks shall not be done.
5. Nobody shall engage in cooking activities in any place other than a hotel, eating house, restaurant or tea or coffee shop situated inside the public market.
6. In any public market owned by the Urban Council nobody shall, -
- (1) Conduct himself in any undisciplined manner or quarrel or use indecent words or beg ;
 - (2) Remain inside the premises after the closure of the public market at the end of daily activities;
 - (3) Damage or harm or disfigure or deface any building, construction or fitting or any flower plant grown or kept as a decoration or name board or any other thing ;
 - (4) Pollute or waste or cause to be wasted or squander in any other way the water supplied for use or bathe or wash clothes and animals with that water or wash vegetables and fruits in any other place than that allocated for that purpose;
 - (5) Fix any advertising boards of any form other than the name board of the shopping stall, display banners or do any other type of advertising unless formally allowed by the Chairman;
 - (6) Keep goods in a manner causing obstacles to reach the main switchboard providing electricity connection or damage the main switchboard;
 - (7) Get electricity connections fraudulently from the main electricity cable or any other cables laid within the building in order to supply electricity ;
 - (8) Get water supplies fraudulently from the main pipe or any other pipe lay within the building in order to supply water;
 - (9) keep goods causing obstructions to reach the fire fighting instruments fixed in the building or damaging the main switchboard ;
 - (10) Sell or display for sale any type of vegetables, fruits, meat or fish except at a designated place or let others to do so;
 - (11) Bring bicycles or motor cycles into the premises or let others to do so;
- (12) Dump garbage disposed of from any sales point onto any other place in the public market other than into any container or tank supplied by the Pradeshiya Sabha in accordance with provisions in by-law No. 3.
7. (a) Provided that the period of infection or of incubation of a infectious, contagious or skin disease has not elapsed no person suffering from such disease or had contacted such a disease in the recent past or had been recently nursing anybody who is suffering from such a disease shall engage himself or employ anybody or let anybody else engage in service in a licensed premises or as an assistant of any person engaged in service at such a premises;
- (b) Provided that a person is dressed in washed and clean clothes no person shall engage himself or employ anybody else in any duty at a licensed premise.
8. It shall be the duty of the lessees of all the shopping stalls and the user or the consumer of all trading platforms to clean by sweeping the said shopping stall and the front corridor and the platform bank or the surface of the trading platform and the area around it at the beginning of daily activities and at the end or if required on one or many occasions in between and to dump or cause to be dumped the garbage accumulated after sweeping, in the manner stated in By-law No. 3 into a container or tank supplied by the Urban Council.
9. It shall be the duty of the person engaged in sales activities at every trading stall and trading platform selling or exhibiting for sale vegetables, fruits, meat, fish or other kinds of food or beverages and every hotel, eating house, tea or coffee shop including a restaurant to suitably wash or scratch and clean or cause anyone else to wash or scratch and clean at the end of the day's activities every trading stall, table, bench, plank displaying goods and cupboard.
10. Nobody shall sell or exhibit for sale any type of goods other than those types of goods or materials for which a particular trading stall or any trading platform in any public market has been allocated.
11. Nobody shall leave behind any commodity or goods or garbage at the end of the day's activities on any trading platform constructed outside the trading stalls of the public market.
12. Nobody shall sell or exhibit for sale or store meat at a meat stall in the public market unless it is meat of an animal slaughtered at a slaughter house having a formal licence issued under the provisions of the Butchers Ordinance.
13. When an order has been published in the *Gazette* by the Authorized officer pursuant to powers in Section 17 of the Butchers Ordinance banning the slaughter of animals for meat on any particular day in any slaughter house, nobody shall keep meat for sale or exhibit meat for sale or store meat at any meat stall being maintained in the public market.

14. Nobody shall bring or let anybody else to bring a dog or cat or any other animal or a bird into the premises of the public market. This shall not be understood as a Provision preventing the bringing of a Police official dog by any Police Officer into the public market for any inquiry.
15. While action shall be taken to switch off all electric lamps, electric fans and other electric utensils in any trading stall on any occasion when the public market is completely closed having ended the trading activities and on every occasion when the lessee is going out having closed any stall in the public market, it is the duty of the lessee to take action to extinguish any fire or coconut oil lamps burning within the stall. However, refrigerators and deep freezers used in preserving food or beverages shall not be subjected to this provision. Moreover, nobody shall light or let somebody else light any form of flame that could be a threat to the security of the public market or light or let somebody else light fire crackers in any place within the premises of the public market.
16. Nobody shall dump any garbage generated in any place outside the premises of any public market into any container, receptacle or tank made available to dump garbage generated within the particular public market.
17. It shall be the duty of the Chairman to make arrangements to clean by washing using disinfectants every lavatory and urinal within the premises of the public market at least thrice a day and to clean by washing every drain constructed to allow free flow of water at least twice a day.
18. It shall be the duty of the Chairman to make arrangements to remove at least once a day or on more occasions if necessary, the garbage accumulated in every container, receptacle or tank constructed in the manner specified in the paragraph (24) of By-law No. 2. Moreover, action shall be taken to transport such garbage out of the premises in a vehicle having fully covered the part containing such garbage.
19. It shall be the duty of the Chairman to make arrangements to remove at least once a day the soil or sand or other matter accumulated at the place allocated for washing vegetables or fruits and to prevent obstacles to the free flow of water at that place.
20. It shall be the duty of the Chairman to make arrangements to examine at least once whether the functioning of the fire fighting equipment fixed at the public market is in order and to fix new equipment in place of those rendered non-functional.
21. (a) It shall be the duty of the Chairman to make arrangements to apply paints at least once a year on all the walls of the trading stalls except the inner walls, the parts plastered with cement in every trading platform, constructions made with galvanized iron and other parts of the ceilings except the inner ceiling of the trading stalls in the public market;
- (b) It shall be the duty of the lessee of the trading stalls to apply paints at least once a year on the inner walls of the trading stalls, the constructions made with galvanized iron and the inner ceiling of the trading stalls in the public market.
22. Anybody who has obtained a ticket under the provisions of By-law No. 27 to use or utilize any trading platform in the public market shall not transfer that ticket or engage in trading in any other place than that, for which the ticket has been issued. When the Chairman or the Authorized Officer is sufficiently convinced of the fact that anybody had acted in this manner, the Chairman or the Authorized Officer shall have the power to direct such person to engage in trading activities at the prescribed location or to eject him from the public market having prevented him in engaging in trading activities on that date or to cancel the ticket issued to him.
23. Anybody who has leased a shopping stall at any public market or obtained a ticket to use or utilize any trading platform shall not allow anybody else to sell or to exhibit for sale any commodity or to use for any other purpose, the premises or part thereof, of the shopping stall or the trading platform allocated for his trading activities.
24. Unless the Urban Council had come to a decision and given permission for the particular activity nobody shall undertake any type of construction or fixture or alteration or partitioning that would alter or damage the overall plan of any shopping stall in the public market.
25. Unless the Urban Council had come to a decision and given permission for the particular activity nobody shall undertake any type of construction or fixture or alteration or partitioning that would alter or damage the overall plan of any trading platform in the public market and shall not erect a trading platform or make a partitioning in any place within the public market.
26. The Urban Council shall determine from time to time the dates and time the public market maintained by the Urban Council shall be kept open. It shall be the duty of the Chairman to make arrangements to publish a notification in all the three languages as to what the dates and times the public market is opened and to prominently display such a notification at the entrance to the public market, as determined by the Urban Council.
27. (a) Every person who needs to use or utilize any trading platform built outside the shopping stalls of the public market shall obtain a valid ticket issued under the authority or upon it under the provisions of the By-laws in this part;
- (b) The ticket issued under the provision in paragraph (a) shall be substantially prepared according to the specimen given in the First Schedule.

28. Unless somebody is a holder of a valid ticket issued under the provisions of the By-law No. 27 or an employee or a sub agent of him and conform to the orders and conditions of the By-laws in this part, nobody shall use or utilize a trading platform built outside the shopping stalls of the public market.
29. The charges to be paid to the Urban Council for trading platforms built outside the shopping stalls of the public market under the provisions in By-law No. 27 shall be determined by the Urban Council from time to time in accordance with the manner set out in the table in Second Schedule. In the same manner the Urban Council shall alter or amend the rates from time to time.
30. Unless somebody is a person who has entered into a tenancy agreement with the Urban Council under the provisions of the By-laws in this part or his employee or sub-agent and conform with the orders and conditions of the By-laws in this part and the said tenancy agreement, nobody shall use or utilize any shopping stall in the public market.
31. (a) It shall be the duty of the Urban Council to perform the task of selecting a lessee to use or utilize any shopping stall in the building of the public market, being not a meat stall and to lease it out to the lessee through public tender;
- (b) When calling for tenders to lease out any shopping stall under paragraph (a) the decision on the monthly rental payable for the said shopping stall shall be made in accordance with the valuation of the Chief Valuation Officer.
- (c) (i) The occasion that arises when the lessee has on his own free will got the agreement repealed;
- or
- (ii) the occasion that arises when the tenancy agreement has been repealed or being repealed due to violation of the provisions of the By-laws in this part or violation of the conditions of the tenancy agreement; or
- (iii) the occasion when the lessee has died leaving no spouse or child,
- shall be considered as the occasions when tenders shall be called to select a lessee under paragraph (a). Meanwhile, unless any lessee has rejected validation of the said tenancy agreement for any subsequent year or wilfully avoid such opportunity for validation, it shall not be considered that the tenancy agreement signed by the Urban Council and the lessee has been invalidated.
32. The lessee selected to use or utilize any shopping stall, through public tender under the provisions of By-law No. 31 shall enter into an agreement with the Urban Council.
33. Notwithstanding anything stated in By-law No. 31 it shall be lawful to consider the lessee mentioned in the tenancy agreement signed lately with the Urban Council in respect of each shopping stall in any public market owned by the Urban Council on the date the By-laws in this part come into force, as the lessee selected to use or utilize the said shopping stall under By-law 31 effective from the date of such enforcement. Moreover, any lessee in respect of whom this By-law is relevant further, shall enter into a new tenancy agreement within a period of three months from the date the By-laws in Section are effective.
34. (a) While any agreement signed with the Urban Council under the provisions of By-laws No. 32 and 33 shall be valid only for a period of one year, the period of validity of the tenancy of the said shopping stall could be extended for a further period of one year on arriving at a new agreement with the Urban Council for the subsequent year, before one month of the expiry of the said period of one year. The lessee shall have the right to use or utilize the said shopping stall after getting the period of lease of the said shopping stall validated annually for any subsequent year in the same manner;
- (b) However, it shall be the duty of the Chairman to decide in accordance with the valuation of the Chief Valuation Officer, the monthly rental that shall be paid during the said subsequent year for the use and utilization of the said shopping stall by any lessee having validated the period of lease under paragraph (a).
35. Unless action has been taken to get validated the period of lease for the subsequent year under By-law No. 34 before the expiry of one month from the date of the expiry of the period of lease of any shopping stall, no lessee shall have the right to use or utilize the said shopping stall after the expiry of the last day of the said month.
36. Nobody shall take action to sublet any shopping stall in the public market. Any loss or harm or damage caused to any sub-lessee as a result of the cancellation of the agreement entered into between the Urban Council and the lessee of the said shopping stall due to subletting of any shopping stall by anybody and as a result of vesting back the said shopping stall to the Urban Council shall be vested with the said sub-lessee. Meanwhile the Urban Council or the Chairman or the Authorized Officer shall not be subjected to responsibility in this regard.
37. The lessee of any shopping stall in a public market maintained by the Urban Council shall not sub-lease or rent out the said shopping stall meanwhile when the Chairman is of opinion that sufficient facts to satisfy him about the fact that any sub-lessee has taken action to sub-let or rent out the said shopping stall or that provisions of the By-laws in this part

or the provisions contained in the relevant tenancy agreement have been violated, it is the duty of the Chairman to inform the relevant lessee in writing to terminate the said sub-lease or hiring.

38. In the event of any person issued with a notice as stated in By-law No. 37 having facts to submit any protest or protests against the facts stated in the notification, such person shall have the right to submit in writing an appeal to the Chairman, within 14 days of the receipt of such notification, setting out the facts in respect of such protest or protests. Moreover, it shall be the duty of the Chairman to hold an inquiry about the protest or protests within 14 days of the receipt of the notification containing the facts about the protest or protests.

39. If it is established at the protest inquiry held by the Chairman in accordance with the By-law No. 38 that the facts stated in the letter sent by the Chairman under the provisions of By-law No. 37 are true or that the lessee had been unable to rectify the sub-letting or renting out until the day of the said protest inquiry it shall be considered that the tenancy agreement signed between the lessee and the Urban Council has become *null and void*. Moreover it shall be the duty of the Chairman to vest the said shopping stall with the Urban Council within 7 days of the said protest inquiry. Furthermore, the Chairman shall follow the provisions in By-law No. 31 to lease any shopping stall acquired by the Urban Council.

40. Notwithstanding anything stated in By-laws No. 36 to No. 39 the provisions in these By-laws shall not be an obstacle in vesting the tenancy right of any shopping stall owned by the Urban Council to the spouse or child of the lessee on the request of the lessee or on his death.

41. (a) Every lessee selected by the Urban Council to use or utilize a shopping stall in any public market being maintained by the Urban Council, shall deposit in the Council -

(i) a security deposit to the value determined upon by the Urban Council at the time when tenders were called for the selection of lessees;

(ii) a deposit equal in amount to three times the monthly rent as stated in the agreement signed under the provisions of the By law No. 32 or By-law No. 33.

(b) Unless the provisions in paragraph (a) have been fulfilled in the manner set out nobody shall be allowed to use or utilize any shopping stall in any public market maintained by the Council.

(c) Unless any lessee for whom the provisions of the By-law 33 are relevant has fulfilled the provisions in

paragraph (a) before the expiry of a period of six months from the date agreements were signed with the Council as set out in the said By-law the use or utilization of that shopping stall after the expiry of the said period of six months shall not be lawful.

42. (a) While it is necessary that the date of payment of rent payable for each month by the lessee to the Urban Council shall be specifically stated in the agreement on the lease of any shopping stall in the public market it is the duty of the lessee to pay the said amount of rent to the Urban Council on or before the particular date;

(b) On any occasion when any lessee is unable to pay the monthly rent to the Urban Council on or before the date agreed upon in accordance with the agreement signed in the manner set out in paragraph (a) the lessee is subject to pay a late fee amounting to ten percent of the relevant monthly payments. Moreover, this provision shall have been included in the relevant agreement;

(c) On any occasion when any lessee has failed to pay the monthly rental due to be paid to the Council and when that arrears of rental are for a period of more than three months, it is the duty of the Secretary to hand over a written notification to the lessee indicating the repercussions set out in paragraphs (d) and (e) of this By-law and requesting him to pay the arrears of rentals and the late fee mentioned in paragraph (b). Moreover it shall have been indicated in the notification that in the event of further failure to pay the arrears of rentals and late fees in accordance with this notification action shall be taken to seal the shopping stall and sell any property belonging to the lessee. The notification shall also indicate the specific day in the future that such actions would be taken by the Council;

(d) In the event of the failure to pay the said arrears of rentals and the late fees to the Council within seven days of the receipt of the notification by any lessee who had been issued with such notification under paragraph (c), it shall be the duty of the Chairman to seal the relevant shopping stall;

(e) The Secretary shall have the power to credit to the fund of the Council any money after recovering the said arrears of rentals, the late fees and any money spent on the sealing of the shopping stall and on selling the property belonging to the lessee found in the stall, on opening the door having broken the seals placed on the door or doors of the said stall in front of the relevant lessee or any other substitute of him authorized by letter, in the event of their arrival at the location or in front of two other officials of the Council in the absence of the lessee or his substitute, after the

- lapse of one day and before the expiry of seven days after taking action under the provisions of paragraph (a). Moreover such action shall be lawful;
- (f) Notwithstanding anything stated in paragraphs (d) and (e) the lessee shall have the right to get any further action stated in paragraphs (d) and (e) terminated by paying back to the Urban Council the arrears of rentals, late fees and any other sum of money borne by the Council as a result of the need to take such action, on any occasion when it was attempted to act in the manner stated in the said paragraph or on any occasion in between these two occasions. Furthermore, it shall be the duty of the Secretary to desist from acting in that manner after collecting such money fully;
- (g) It shall not be understood that the agreement signed in respect of leasing the said shopping stall had been cancelled as a result of taking action under any paragraph from paragraph (c) to paragraph (f) of this By-law or under some of these paragraphs or under all of these paragraphs ;
- (h) Notwithstanding anything stated in paragraph (g) the Secretary shall take action to inform the lessee in writing about the failure to make payments in the event of failure to do so even after two occasions of sealing the said shopping stall in the manner set out in paragraph (d) during the course of one year as a result of the failure to pay rentals for any stall by the said lessee. Moreover the agreement signed with the Council by the lessee shall cease to exist effective from the date of receipt of this notification.
43. The lessee shall bear the cost of the bills payable monthly in respect of the units of water and units of electricity consumed by any lessee through water and electricity connections obtained in respect of all shopping stalls in the public market.
44. Nobody shall obtain or allow anybody else to obtain an electricity connection or water connection to a shopping stall from any electrical circuit or common water tap put in place for public use in the premises of the public market.
45. Any officer authorized by the Secretary shall be employed to issue tickets to and to levy money on those tickets, any person who needs to use or utilize trading platforms except trading stalls in the public market. Furthermore, it shall be the duty of the Authorized Officer to take action to credit money collected daily on issuing such tickets to the common fund of the Council before 3.00 p.m. on each day of collection. If any money collected on issuing tickets at the public market after action had been taken by the Authorized Officer to credit the money collected in the common fund of the Council on a certain day is still left, such monies shall be credited to the common fund of the Council on the following day.
46. In the event of the inability to employ any officer authorized by the Secretary to issue tickets to and collect money from any person wishing to use or utilize the trading platforms in the public market, except trading stalls, in the manner set out in By-law No. 45, the Urban Council shall have the power to allocate the task to a person selected on calling public tenders, hereinafter referred to as the "Tax Collector".
47. While assignment of duties for any Tax Collector selected under By-law 46 shall be valid only for one year, a Tax Collector shall be selected again for the following year through tenders. However, it shall not be understood that the provisions of this by-law has prevented any Tax Collector selected for the previous year in submitting tenders for the following year and being selected as the Tax Collector for the following year in the event of the Council deciding to accept his tender application.
48. (a) When a Tax Collector has been selected under the provisions of By-law No. 45, he shall take action to -
- (i) deposit in the Urban Council a refundable security deposit in a value decided upon by the Urban Council at the time of calling tenders for such selection;
 - (ii) arrive at an agreement with the Urban Council in respect of issuing such tickets and collecting money;
 - (iii) deposit in the Urban Council a deposit equal to one third or more of the annual fees agreed upon by the agreement signed under the provision of sub-paragraph (ii).
- (b) Unless the provisions set out in paragraph (a) have been fulfilled in the manner stated therein, nobody shall be allowed to use or utilize trading platforms in any public market being maintained by the Urban Council, to issue tickets to people wishing to engage in trading and to collect money for such tickets.
49. No Tax Collector shall levy a charge or charges exceeding the charges determined by the Urban Council for use or utilization of trading platforms in any public market.
50. It shall be the duty of the Urban Council to include the following as accepted conditions in the agreement to be signed by the Pradeshiya Sabha with any Tax Collector according to sub-paragraph (ii) in paragraph (a) of By-law No. 48 :-
- (a) the manner in which tickets shall be issued in order to use or utilize trading platforms;
 - (b) the manner in which money shall be collected for the said tickets and the maximum amount of money that shall be charged;

- (c) the total amount of money to be paid by the Tax Collector to the Council for the year of agreement;
- (d) the fact that the said annual money shall be paid to the Urban Council in twelve equal instalments and the value of one such instalment ;
- (e) the date on which the money that shall be paid for each month is to be paid to the Urban Council ;
- (f) the fact that the Tax Collector is required to pay to the Urban Council a late fee amounting to ten percent of the monthly charges in the event of failure to pay that money on the due date;
- (g) the termination of the power vested in the Tax Collector to issue tickets to those willing to use or utilize trading platforms in the public market and charge money on behalf of these tickets from the date of the receipt of a notification from the Secretary in writing on the fact that the agreement is subject to cancellation under the provisions of the By-law No. 51 and that the agreement has been declared null and void in the event of the failure to pay the money due to be paid to the Urban Council for a period of more than three months.
51. (a) It shall be the duty of the Secretary to hand over a notification in writing to the Tax Collector demanding the payment of the arrears and late fees in the event of the failure of the Tax Collector to pay to the Urban Council the monthly dues and when the arrears are for a period of more than three months.
- (b) In the event of the failure of any Tax Collector to pay to the Urban Council the arrears of payments and the late fees within seven days of the receipt of a notification under paragraph (a) the agreement signed by the Urban Council with the relevant Tax Collector shall be considered to be rendered *null and void* with effect from the expiry of seven days from the receipt of that notification by him, and such cancellation shall be lawful. Moreover, it shall be the duty of the Secretary to inform in writing to the relevant Tax Collector about the cancellation of the said agreement on the day it is considered cancelled.
- (c) The Tax Collector who was a party to any agreement cancelled under the provisions of the provisions in paragraph (b) shall not, on any occasion after the cancellation of that agreement issue tickets to anybody or collect money for such tickets from anybody to use or utilize the trading platforms of the said public market.
- (d) It shall be the duty of the Secretary to employ any Authorized Officer of the Urban Council to issue tickets and collect money on behalf of those tickets to use or utilize the trading platforms of the public market with effect from the day after the day of the cancellation of any agreement under provisions in paragraph (b). Moreover, in the event of the Secretary being of opinion that it is not possible to get the task performed any further by an Authorized Officer, he shall forward his opinion to the Urban Council through the Secretary in order to take action according to the provisions in By-law No. 46. When the opinion of the Secretary has been forwarded to the Council in the above manner the Urban Council shall take a decision to take action in accordance with By-law No. 46.
- (e) On any occasion when the Urban Council has come to a decision to act in accordance with By-law No. 46 as set out in paragraph (d), the Tax Collector who was a party to the cancelled agreement shall have the right to submit a tender application in accordance with the said tender notice.
52. Provided that a valid licence issued by the Chairman for the particular function has been obtained no person shall maintain funeral service centre in the Urban Council area.
53. Every licence 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.
54. Unless the following conditions in the By-laws of this part are fulfilled the Chairman shall not issue a licence to funeral service centre.
55. Everybody engaged in trading activities in shopping stalls and trading platforms in any private market shall obey the provisions in By-laws Nos. 2 to 21 with amendments subject to provisions in By-law No. 57 and furthermore it shall be the duty of the licensee of that market to ensure that the said persons obey these provisions.
56. It shall be the duty of the licensee of every private market to obey the provisions in the By-laws No. 2 to By-law No. 21 with amendments subject to provisions in By law No. 57.
57. The following terms contained in the By-laws No. 2 to No. 21 shall convey the meaning given against it for the purposes of By-law No. 55, in respect of any private market :-
- (a) “public market” means the said private market;
- (b) “lessee” means the person engaged in business at any shopping stall in the said private market or his substitute or the person in charge of the said shopping stall for the time being ;

(c) “Chairman ” or “Urban Council” means the licensee of the said private market or his substitute or the person in charge of the functions and duties of the said private market for the time being.

58. It shall be the duty of the licensee to display prominently at the entrance of the said private market a notice or notices in all the three languages about the dates and time on which any private market a notice or notices in all the three languages about the dates and time on which any private market is kept open.

59. While it shall be lawful for the Chairman or an Authorized Officer to buy a sample of any kind of food kept for sale or displayed for sale in the premises of any public market or any private market, no licensee shall desist or prevent such purchase.

60. The appropriate time for inspection by the Chairman or by an Authorized Officer of the provisions of the By-laws in this part shall mean any occasion when a public market or a private market is opened for business activities.

61. In the event of the premises where any private market is maintained under a licence issued under the By-laws of this part fails to maintain it in accordance with any one of the provisions set out in By-law No. 2 to be read with By-law No. 57 or contravenes the provisions of any By-law of the by-laws set out in this part the Chairman shall take action to issue a notice to the said licensee demanding him to accomplish necessary conditions to restore the said premises to the prescribed position before a specified date.

62. Any license in receipt of a notice mentioned in by-law No. 61 shall act in the manner prescribed in the notice before the date specified in the notice. At any time when acceptable reasons have been forwarded in writing the Chairman shall have the power to extend the date specified in the said notice. However, the period of such extension shall not be more than four days.

63. When any licence in receipt of a notice mentioned in By-law No. 62 fails to act in accordance with the manner set out in the notice before the date specified in the notice or the date extended it shall be lawful for the Chairman to cancel the licence issued to that premises.

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

“chief valuation officer” means the Chief Valuation Officer of the Department of Valuation and it shall also include any officer appointed by the said Department on behalf of the Administrative District to which the Urban Council belongs;

“lessee” means any person maintaining any shopping stall in any public market under an agreement with the Urban Council ;

“private market” means any place where activities similar to those carried out in a public market are carried out by anybody or a body of persons not being the Urban Council;

“public market” means any place where shopping stalls constructed for the purpose of engaging in sales or where facilities are put in place for the sale of goods and commodities including vegetables or fruits produced in their own home gardens or homes and a place erected and being maintained by the Council, and it shall also include a place where any product is bought or sold wholesale;

“spouse” means the legal wife or husband of any lessee;

“trading platform” means any bench, or plank or box erected for the purpose of day to day sales within a public market, separated from the shopping stalls in the said market, and it includes any place demarcated for sales activities by drawing lines on the floor of the said public market.

First Schedule

Paragraph (a) of By-law No. 27

(The counterfoil shall be arranged as a booklet)

... .. Urban Council
... .. Public Market

Ticket for the use or utilization of a trading platform

Name of the holder of the ticket:

National Identity Card No. :

Number of the trading platform or the demarcated area:

Duration of allotment:

From 20... .. to 20... ..

Number of days allotted: 01 day / 07 days / 01 month

Fees charged : Rs.

Date of issue: 20... ..

... ..
Signature of the Tax Collector

(Strike off inapplicable words.)

Second Schedule

By-law No. 29

Table of Fees charged for the use or utilization of a trading platform in a public market

<i>Nature of the trading platform</i>	<i>Fees for a day</i>	<i>Fees for 7 days</i>	<i>Fees for a month</i>
	<i>Rs.</i>	<i>Rs.</i>	<i>Rs.</i>
Trading platform built above the floor level			
Area separated by marking on the floor			

PART XXVI

BY-LAWS RELATING TO PLAYGROUNDS

- The By-laws in this part are cited as the By-laws relating to regularizing, control and supervision of public playgrounds within the area of authority of the Urban Council.
- Anybody who expects to obtain a permit to make use of any playground owned by the Urban Council shall forward an application substantially prepared in accordance with the specimen given in the First Schedule of the By-laws in this part.
- Unless the following conditions have been fulfilled in issuing a permit to make use of any playground owned by the Urban Council to anybody forwarding an application as stated in By-law No. 2, the Chairman shall not issue a permit.
 - All applications for issue of a permit to make use of the playgrounds shall be considered in the sequence in which they were received by the Urban Council. However, high priority shall be given to any application in respect of any matter relevant to any sport or sports from among the applications received for the use of a playground;
 - The permit shall be issued only after payment of fees for reservation of the playgrounds and deposit money on the basis of decisions made by the Council from time to time in accordance with the table set out in the Second Schedule.
- Forwarding of an application to reserve a playground for use shall be done at least three days before the expected day of such use. An application made by anybody shall be forwarded at any time before the period of three days prior to the date on which the playground shall be reserved. Furthermore, the reservation made according to the said request shall be subjected to the provisions in By-law No. 5.
- In the event of any applicant needing the cancellation of the reservation of any playground after it had been reserved under the provisions of the By-laws in this part, the Chairman shall allow such cancellation, subject to the following conditions:
 - When the application for cancellation of the reservation is forwarded,
 - three months prior to the date on which the playground was reserved, five percent of the fees paid;
 - two months prior to the date on which the playground was reserved, ten percent of the fees paid;
 - one month prior to the date on which the playground was reserved, fifteen percent of the fees paid;
 - fifteen days prior to the date on which the playground was reserved, twenty five percent of the fees paid;
 - Seven days prior to the date on which the playground was reserved, fifty percent of the fees paid;

- (vi) Three days prior to the date on which the playground was reserved, seventy five percent of the fees paid.
- shall be subjected to withholding in the funds of the Urban Council;
- (b) When the application for cancellation of the reservation is forwarded in a period of time less than three days to the date on which the playground was reserved the fees paid shall not be refunded.
- (c) When any reservation has been cancelled the applicant shall have the right to get the money deposited for such reservation refunded fully;
- (d) A playground reserved by any person shall not be used for any other purpose than that for which it was reserved.
- (e) A permit issued in respect of reserving a playground shall not be transferred on any ground to any other person.
6. When an application forwarded for the reservation of a playground by any person is rejected it is the duty of the Chairman to inform the applicant in writing on the day of such application itself about the reasons for such rejection.
7. In the event of the necessity to get the date of reservation of any playground changed the applicant shall forward a written request in this regard to the Chairman. The amendment of the date of reservation made according to such request shall be subject to provisions in By-law Nos. 3 and 4.
8. On any occasion when any playground has not been reserved for any purpose according to the provisions of the By-laws in this part, it shall be the duty of the Chairman to allow such playground to be used for sports activities or training in sports.
9. Only any money left behind after deducting, -
- (a) the cost of any damage caused to the playground or any section of it, in the event of such damages being caused and
- (b) the fees that shall be paid on behalf of the extra period of time the playground was utilized,
- shall be paid back to the applicant, out of the deposit money deposited at the Urban Council, after the use of any playground reserved for any purpose.
10. While nobody shall damage or let anybody else damage a playground owned by the Urban Council, action shall not be taken to lead cattle, pigs, horses, ponies, asses or dogs into the playground. Furthermore, action shall not be taken to enter any vehicle into any playground without obtaining permission from the Chairman.
11. In the event of any playground reserved under the provisions of the By-laws in this part being required for any essential matter of the Urban Council, on the day of such reservation itself, the Chairman shall have the power to cancel such reservation. However, if such cancellation is effected the applicant shall be informed in writing about the cancellation three days prior to the date of such reservation of the playground and the fees paid by him and the deposit money shall be refunded fully. Furthermore, such cancellation shall not be effected less than three days prior to the date of reservation.
12. In this part, unless the context otherwise requires -
- “playground” means any playground allocated by the Urban Council for the purpose of sports and it shall include the wall or fence erected around the playground or any building constructed within the playground or any section of such construction or any fittings or instruments.
- “sports” shall have the same interpretation contained in the Sports Law, No. 25 of 1973.
- FIRST SCHEDULE**
- BY-LAW No. 2**
- Application for permission to use the
Playground in Urban Council**
01. Name of the Applicant:
- Address:
- National Identity Card No.:
02. Reason for application: -
03. Date and Time when the playground is required:
- From To Time
- I hereby certify that the above information is true and accurate. In the event of the allocation of the relevant playground as a result of this request I agree that the Urban Council shall deduct the cost of any damages caused to the buildings, constructions, instruments and fittings of the playground if and when such damage is caused. Meanwhile, in the event of the said deposit being not sufficient to affect such recoveries, I agree to pay any further amount of money require in this respect. Moreover, I agree to obey the provisions in By-laws relating to the regularizing, control and supervision of the playgrounds.
- Date :- Signature of the Applicant.

Second Schedule

PARAGRAPH (b) BY LAW NO. 3
TABLE OF FEES CHARGED FOR THE USE OF A PLAYGROUND

	Name of the Playground	Fees Rs. Cts.	Deposit Rs. Cts.	Fees for an extra hour Rs. Cts.
1.				
2.				
3.				
4.				

PART XXVII

BY - LAWS RELATING TO COMMUNITY CENTRES

1. The By-laws in this part are cited as the By-laws relating to regularizing, control and supervision of Community Centres within the area of authority of the Urban Council.
2. Anybody who expects to obtain a permit to make use of any Community Centres owned by the Urban Council, shall forward an application substantially prepared in accordance with the specimen given in the First Schedule of the by-laws in this part.
3. Unless the following conditions have been fulfilled in issuing a permit to make use of any Community Centre owned by the Urban Council to anybody forwarding an application as stated in By-law No. 2, the Chairman shall not issue a permit:—
 - (a) All applications for issue of a permit to make use of the Community Centres shall be considered in the sequence in which they were received by the Urban Council. However, high priority shall be given to any application in respect of any matter relevant to any sport or sports from among the applications received for the use of a Community Centre.
 - (b) The permit shall be issued only after payment of fees for reservation of the Community Centres and deposit money on the basis of decisions made by the Council from time to time in accordance with the table set out in the Second Schedule;
 - (c) Notwithstanding anything stated in paragraph (b) no charges shall be made in respect of any meeting of a civil organization in the area where Community Centre is located or in respect of any public event being held by such organization.
4. Forwarding of application to allocate a Community Centre for use shall be done at least three days before the expected day of such use. However, this limitation shall not apply in respect of a request to allocate a Community Centre in order to keep a dead body of anybody who had living in the Urban Council area, or of a relative of such a person. An application made by anybody shall be forwarded at any time before the period of three days prior to the date on which the Community Centre shall be allocated. Furthermore, the allocation made according to the said request shall be subjected to the provisions in By-law No. 5.
5. In the event of any applicant needing the cancellation of the reservation of any Community Centre after it had been reserved under the provisions of the By-laws in this part, the Chairman shall allow such cancellation, subject to the following conditions:
 - (a) When the application for cancellation of the reservation is forwarded—
 - (i) three months prior to the date on which the Community Centre was reserved, five percent of the fees paid,
 - (ii) two months prior to the date on which the Community Centre was reserved, ten percent of the fees paid,
 - (iii) one month prior to the date on which the Community Centre was reserved, fifteen percent of the fees paid,
 - (iv) fifteen days prior to the date on which the Community Centre was reserved, twenty five percent of the fees paid,

- (v) Seven days prior to the date on which the Community Centre was reserved, fifty percent of the fees paid,
- (vi) Three days prior to the date on which the Community Centre was reserved, seventy five percent of the fees paid.
- shall be subjected to withholding in the funds of the Urban Council;
- (b) When the application for cancellation of the reservation is forwarded in a period of time less than three days to the date on which the Community Centre was reserved the fees paid shall not be refunded;
- (c) When any reservation has been cancelled the applicant shall have the right to get the money deposited for such reservation refunded fully;
- (d) A Community Centre reserved by any person shall not be used for any other purpose than that for which it was reserved;
- (e) A permit issued in respect of reserving a Community Centre shall not be transferred on any ground to any other person.
6. When an application forwarded for the reservation of a Community Centre by any person is rejected it is the duty of the Chairman to inform the applicant in writing on the day of such application, itself about the reasons for such rejection.
7. In the event of the necessity to get the date of reservation of any Community Centre changed the applicant shall forward a written request in this regard to the Chairman. The amendment of the date of reservation made according to such request shall be subject to provisions in By-law Nos. 3 and 4.
8. Only any money left behind after deducting, —
- (a) the cost of any damage caused to the Community Centre or any section of it, in the event of such damages being caused, and
- (b) the fees that shall be paid on behalf of the extra period of time the Community Centre was utilized,
- shall be paid back to the applicant, out of the deposit money deposited at the Urban Council, after the use of any Community Centre reserved for any purpose.
9. While nobody shall damage or let anybody else damage a community centre owned by the Urban Council, action shall not be taken to engage in smoking, consume liquor, engage in gambling or take part in any misconduct.
10. In the event of any Community Centre reserved under the provisions of the By-laws in this part being required for any essential matter of the Urban Council, on the day of such reservation itself, the Chairman shall have the power to cancel such reservation. However, if such cancellation is effected the applicant shall be informed in writing about the cancellation three days prior to the date of such reservation of the Community Centres and the fees paid by him and the deposit money shall be refunded fully. Furthermore, such cancellation shall not be effected less than three days prior to the date of reservation.
11. In this part, unless the context otherwise requires -
- “community centre” means any property or premises allocated for the common use of the people living in the Urban Council Area and maintained by the Urban Council. Moreover it shall include the wall or fence erected around the Community Centre or any building constructed within the centre or any Section of such construction or any fittings or instruments;
- “civil organization” means any volunteer organization established with the participation of the people living within the Urban Council area and it shall also include any other Volunteer Organization established outside the area of authority of the Urban Council for the benefit or development of the people of the area;
- “public event” means any meeting, discussions medical clinic, presentation of aid, any other similar act or religious and social event and it shall not include any commercial event.

First Schedule

By-law, No. 2

**Application for permission to use the Community Centre in
Urban Council.**

01. Name of the Applicant: -
- Address: -
- National Identity Card Number: -

02. Reason for Application: -

03. Date and Time when the Community Centre is required: -

From to Time

I hereby certify that the above information is true and accurate. In the event of the allocation of the relevant community centre as a result of this request I agree that the Urban Council shall deduct the cost of any damages caused to the buildings, constructions, instruments and fittings of the community centre if and when such damage is caused. Meanwhile, in the event of the said deposit being not sufficient to affect such recoveries, I agree to pay any further amount of money require in this respect. Moreover, I agree to obey the provisions in By-laws relating to the regularizing, control and supervision of the community centers.

.....
Signature of the Applicant

Date: -

Second Schedule

Paragraph (b) By law, No. 3

Table of fees charged for the use of a community centre

	Name of the Community Centre	Fees Rs. Cts.	Deposit Rs. Cts.	Fees for an extra hour Rs. Cts.
1.				
2.				
3.				
4.				

PART XXVIII

BY - LAWS RELATING TO ADVERTISEMENTS

- The By-laws in this part are cited as the By-laws relating to regularizing, control and supervision of advertisements displaying within the area of authority of the Urban Council.
- The Urban Council shall determine from time to time as to which areas in the area of authority of the Council are allowed to display advertisements. While it is the duty of the Chairman to take action to publish in the *Gazette* a notification about the decision taken by the Council from time to time in respect of areas where display of advertisements would be allowed it shall be effective from the date the notification was published in the *Gazette* or any future date specified in the *Gazette* notification.
- (a) The Urban Council shall have the power to erect and maintain hoardings where advertisements could be displayed in any plot of land owned by the Urban Council in any area determined upon by the Council

from time to time under By-law, No. 2 or in a land owned by any other person and obtained by the Council on an agreement arrived at by the Council.

- (b) The Urban Council shall have the power to charge from the exhibitors a fee determined upon by the Council from time to time for displaying an advertisement in any hoarding erected by the Council under paragraph (a).
- (a) Unless any person has a valid licence issued on being substantially prepared according to the specimen found in the First Schedule for the particular purpose by the Chairman, nobody shall display or cause to be displayed an advertisement in any form so as to be seen when looked at from any public place in the area of authority of the Council.
- (b) Even after obtaining a valid licence for display of advertisements nobody shall display or let anybody else to display, at any place other than at a place or places specifically stated in the relevant licence, to be seen when worked at from any public place.

5. Unless it has not been cancelled already every licence issued under the By-laws in this part shall be valid only for the period specifically mentioned in the licence.
6. Anybody who expects to obtain a licence to display any advertisement shall forward an application substantially prepared in accordance with the specimen given in the second Schedule to the Chairman at least two days before the date on which the said advertisement is expected to be displayed.
7. Unless the applicant has fulfilled the provisions in this By-law the Chairman shall not issue a licence for the display of any form of advertisement.
 - (a) The request shall be for the display in a place within the zone determined upon by the Council from time to time in accordance with the manner set out in By-law, No. 2.
 - (b) The period of validity of the licence already issued to any other person in respect of the place for which the licence is currently requested shall have been terminated. However, this provision shall not be an obstacle to issue a licence to display an advertisement board nearby so as not to obstruct the viewing of the advertisement being displayed under a licence previously issued and still in force.
 - (c) The advertisement for which a display licence is sought shall not contain any scenes or words which are obscene or unpleasant or immoral or damaging any culture or harming any religion or community or race or which can cause such a situation.
 - (d) When a licence has been requested to display an advertisement in a hoarding erected by the Urban Council, under By-law, No. 3, there shall be sufficient space in the hoarding in order to display the relevant advertisement. Moreover, the period of time allocated for the advertisements already being displayed under a licence issued earlier shall have been terminated.
 - (e) The advertisement shall not be an advertisement or display prohibited or limited by a written law of the country.
 - (f) Every application forwarded to obtain a licence shall contain a specimen of the advertisement prepared on the scale 1:1000 on a paper 210 millimetres by 297 millimetres and a ground plan or plans of the place or places where the advertisement is expected to be displayed prepared on the scale 1:1000 on a paper 210 mm x 297 mm. Moreover, the exact length and the width of the advertisement shall have been indicated therein.
 - (g) When the place where the advertisement is to be displayed, -
 - (i) happens to be a hoarding erected by the Urban Council under By-law No. 3, the fees determined upon under paragraph (b) of the By-law for the display of that advertisement on the hoarding shall have been paid to the Urban Council.
 - (ii) happens to be a place owned by any person other than the applicant, or by any other Authority written evidence ensuring that permission has been granted to display the advertisement at the particular place shall have been forwarded.
8. Anybody shall not fix an advertisement in a manner that may cause any obstacle or accident to a person walking hear the particular advertisement or to a vehicle being driven nearby. Moreover, fixing of electricity light rays or fluorescing of light so as to change the attention of a driver driving a vehicle or cause disturbances to his view shall not be done.
9. When conditions necessary for the issue of a licence under the By-laws in this part in respect of any application submitted have been fulfilled the Chairman or the Authorized Officer shall inform the applicant about it. It shall be the duty of the Chairman or the Authorized Officer to issue the licence to the applicant making payment of the fees for the licence in the manner set out in By-law No. 10 and fees for the surety set out in By-law, No. 11, after receipt of the above notice.
10. (a) while the licence fee to be paid to the Urban Council on every licence issued under the By-laws in this part shall not exceed the annual value mentioned in Column 1 of Sub-section(2) of Article, 164 of the Urban Council Ordinance (Chapter 255) the maximum fees stated parallel in Column II, the Urban Council shall levy that fee annually.
 - (b) Every licence 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.
 - (c) when it is required to display an advertisement during the succeeding year after the expiry of the period of validity of the licence currently issued for the display of any advertisement a new licence shall have been obtained on displaying the notice for such succeeding year. However, notwithstanding the amount of fees determined by the Urban Council as charges intended to be made during the succeeding year in respect of licences to be issued for the display of advertisements the licence fees determined earlier shall be relevant for the new licence to be issued for the display of the said advertisement.

- (d) It shall be the duty of the Chairman to publish in the *Gazette* a notification on the annual licence fees to be levied by the Urban Council under the provisions of the paragraph (a).
 - (e) Notwithstanding anything stated in this By-law an advertisement in respect of any religious activity or any cultural activity held without charging any money shall be free of charges. However, the other provisions of the By-laws in this part shall apply in respect of any such advertisement in the manner set out.
11. (a) when a decision has been made to issue a licence in respect of any application forwarded for the purpose of displaying an advertisement the Chairman shall not issue the licence for the said application until the applicant has deposited security money in the Urban Council at the rates to be determined by it from time to time.
 - (b) It shall be the duty of the Chairman to publish in the *Gazette* about the decision taken by the Council in respect of the rate of the deposit money to be deposited in the Urban Council prior to issuing a licence to display any advertisement.
12. It shall be the duty of the licensee to indicate in the lower edge of the right hand side of each advertisement or advertisements the registered number of the licence issued in respect of all notifications to be displayed before such display is done.
13. (a) When any hoarding, support, construction or fitting of any form used for the fixing of any advertisement is in a state that might harm the environment or be a danger or risk to anybody or any property of any person, the Chairman or the Authorized Officer shall have the power to direct the licensee through an order to bring it back to proper conditions within a specified period of time.
 - (b) It shall be lawful for cancel the issued licence for such advertisement and remove the advertisement by the Chairman or Authorized Officer, when anybody in receipt of a notification under paragraph (a) has avoided acting in the manner provided for by the provisions of the notification.
 - (c) when any licence has been cancelled under the provisions in paragraph (b) the security deposit deposited at the Urban Council in respect of displaying that advertisement shall accrue to the funds of the Urban Council and nobody else shall have the right to claim the deposit money.
14. The Urban Council shall not be subjected to any form of responsibility in respect of any damage, defacement or evacuation caused to any advertisement being displayed under a valid licence obtained for such display.
 15. When any provision in the By-laws in this part has been violated the Chairman or the Authorized Officer shall have the power to cancel any licence issued having invited the attention in respect of such violations.
 16. It shall not be assumed as well as understood that the mere fact of issuing a licence under the By-laws in this part for the display of any advertisement tantamount to giving legal sanctions for the presentation of the meaning or the connotation embodied in the said advertisement.
 17. The licensee shall be subjected to responsibility in regard to any damage or harm caused or likely to be caused to any party due to a support, fixing or any other thing used in this connection utilized for the construction of any advertisement or due to the menacing or connotation implied in the said advertisement.
 18. It shall be the duty of the licensee to take action to remove the advertisement and all the other goods used in this regard out of the place or places where such advertisements were put in place, before the expiry of forty eight hours after the last day of the display of the advertisement mentioned in the application forwarded to obtain a licence under the By-laws in this part.
 19. (a) After taking action in the manner set out in By-law, No. 18, the licensee shall be able to withdraw the deposit money deposited at the Urban Council before the issuing of the relevant licence on a written request made to the Chairman.
 - (b) On receipt of a written request in the manner set out in paragraph —
 - (a) it shall be the duty of the Chairman to ensure,
 - (i) the licensee has properly accomplished the provisions stated in By-law, No. 16; and
 - (ii) that in the event of the hoarding being constructed by the Urban Council no damage is caused to the hoarding while removing the said advertisement or due to any other cause, the licensee is held responsible, before releasing the said deposit money to the said licensee.
 - (c) Unless the Chairman is satisfied when ensuring in the manner set out in paragraph (b) that the licensee has

acted in the manner stated in the By-law, No. 18 and that no damage is caused to the hoarding of the Urban Council, the said deposit money shall not be released fully to the licensee. When any licensee has avoided acting in the manner stated in By-law No. 17 or when any damage has been caused to the hoarding of the Urban Council, suitable action shall be taken to deduct from the deposit money expenditure that the Urban Council would have to bear to effect the particular task or to repair the hoarding or to accomplish both, and only the balance remaining shall be refunded to the licensee.

- (d) When the money liveable by the Urban Council in taking action in the manner stated in paragraph (c) is more than the deposit money deposited, the licensee shall pay the extra money payable to the Urban Council.

20. The provisions in the By-laws in this part shall not be relevant for the display in front of any business premise or any factory within the area of authority of the Urban Council, to a single notice depicting the name, address and the nature of the enterprise being maintained at the said place of business or the nature of the products being produced at the factory, for a domestic name board and for a single advertisement carrying the phrase “on lease” or “for sale” or “available for rent” displayed on any property intended to be given in lease or for sale or to be given on rent. However, at any time when more than one such advertisement is displayed the provisions of this By-law shall apply in respect of all such additional advertisements.

21. The provisions of the By-laws in this part shall not apply in respect of advertisements displayed by the Government, Provincial Council or the Urban Council.

22. When an advertisement of any commodity or a service has been displayed together with the name, number and/or address of any business enterprise and when an advertisement of any form of commodity or service has been displayed in any household, such advertisement or advertisements shall be subjected to the provisions of the By-laws in this part. The owner, manager or anybody in-charge of the administration of the premises for the time being shall be considered as the person who should obtain the licence in respect of provisions of this By-law.

23. Nobody shall fix, paste, hang, keep tied or project any form of advertisement in a tree, a trunk of a tree, a branch or in any part found in a public place or close to such a place or attached to a public building.

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

“advertisement” means an advertising notice or banner or cut-out or any form of model or notice or announcement or business notification containing any letters or words or illustrations used in advertising and displayed fully or partly over or on a land or building or a created structure and being displayed for the information or attention of the public and put in place by pasting, fixing, erecting, hanging or any other means;

“cut-out” means, an advertisement pasted or fixed in any frame prepared using wood or any other materials;

“hoarding” means any permanent board built in order to fix or hold any advertisement displayed for the information or attention of the public.

First Schedule

By-law, No. 4

LICENCE FOR THE DISPLAY OF ADVERTISEMENTS IN THE AREA OF
AUTHORITY OF ...
... .. URBAN COUNCIL

Licence fees paid: - Rs. Serial No. of the licence ...

Amount of surety: - Rs.

Mr./Mrs. /Ms. holder of National Identity Card Number and resident in ...
... is hereby authorized to display an advertisement/ advertisements at the following place/places within the area of authority of the ... Urban Council during the period ... 20... to ... 20... subject to provisions in By-laws relating to regularising, Supervision and control of advertisements.

Place/Places where authority has been granted to display advertisement/Advertisements.

- 1.
- 2.
- 3.
- 4.

.....

Chairman/Authorized Officer

..... Urban Council

Date:

Second Schedule

By-law No. 6

Application for display of Advertisements

01. Name of the Applicant:
02. Address:
03. National Identity Card No.:
04. Telephone No.:
05. Particulars of the advertisement:
 - (i) Size of the advertisement:
Length: cm, Width: cm.
 - (ii) Number of advertisements:-
 - (iii) Contents of the advertisement:-
 - (iv) Manner in which it is put in place:-
 - (v) Locations in which it is put in place:-
(Please attach a specimen mentioned in paragraph
(f) of By-law No. 7)
06. Period of validation of the licence applied for -

Date of commencement: 20...

Date of expiry : 20...

I hereby promise to obey all provisions in the By-laws relating to regularizing, supervision and control of advertisements and to take action to remove the advertisement/advertisements relevant to the application and all materials used in this regard out of the place/places at my expense, before the expiry of two days after the termination of the period of validity of the licence.

.....
Signature of Applicant.

Date:

PART XXIX

BY-LAWS RELATING TO REGISTERING MORTGAGES AND MORTGAGEES

1. The By-laws in this part are cited as the By-laws relating to registering the mortgages of immovable property, within the area of authority of the Urban Council and addresses of the mortgagees.
2. Any mortgagee who mortgage an immovable property situated within the Urban Council area shall forward an application to the Secretary Substantially prepared in accordance with the specimen contained in the First Schedule before the expiry of seven days from the date the mortgage comes into force and get it registered in the Urban Council

3. Every mortgagee who has already mortgaged any immovable property situated within the area of authority of the Urban Council 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 two months from the date the By-laws in Section come into force.
4. (a) Every mortgagee who forwards an application form in order to get a mortgage registered at the Urban Council under the provisions of the By-laws in this part shall pay a fee determined by the Urban Council.
- (b) While the Urban Council shall determine the fees to be paid to the Council by the mortgagee to get any mortgage registered at the Council under paragraph (a), and the Urban Council may amend or change the fees from time to time.
- (c) The rate of fees determined by or changed by or amended by the Urban Council from time to time under the paragraph (b) shall come into effect from the date a notice on such rates are published in the *Gazette* or from any future date specified in the said notification.
5. (a) If any property mortgaged by the mortgagee registered at the Urban Council in the manner set out in By-law No. 2 and By-law No. 3,
 - (i) is released to the mortgager by the said mortgagee;
 - (ii) is transferred to the mortgagee outright;
 - (iii) is vested with the mortgagee and with any other person or a number of persons on the basis of joint ownership,
 - (iv) is disclaimed by the mortgagee in any other manner,

it shall be the duty of the mortgagee to inform the Secretary in writing about such incident before the expiry of one month.
- (b) It shall be the duty of any mortgagee registered at the Urban Council 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 Mortgagees as soon as he is in receipt of such written notification, and to inform the mortgagee in writing about such amendments.
6. 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 mortgagees relevant to every application forwarded under the provisions of the By-law No. 2 or By-law No. 3 and of the property held in mortgages by them, and to maintain such Register.

7. (a) It shall be duty of the Secretary to allow inspection during office hours on any working day of the week of the Register on Mortgagees and property held in mortgages maintained by the Urban Council to anybody needing inspection of the said Register.
- (b) Anybody wishing to inspect the register on Mortgagees in accordance with paragraph (a) shall obtain permission from the Secretary on payment of a fee prescribed by the Urban Council. However, charges shall not be made in respect of inspections made by a Head of any Government Department or Department of the Provincial Council or by any officer authorized in writing for official purposes.
- (c) while the charges for the inspection of the Register of Mortgagees shall be determined by the Urban Council any changes or amendments in this regard shall be done by the Council from time to time.
- (d) A notification on the rates determined by or changed by or amended by the Council from time to time under paragraph (c) shall come into effect from the date of notification in the *Gazette* or any future date specified in the said notification.
8. (a) when any owner of a property registered under the provisions of By-law No. 2 has defaulted payment of any rates, tax or fees imposed by the Urban Council on the property situated within the area of authority of the Council, it is the duty of the Secretary to inform the mortgagee of such property in writing, through registered post, before fourteen days about the decision,
- (i) to issue a warrant on attachment of such property;
- (ii) to implement the warrant issued on attachment of such property;
- (iii) to sell the relevant property attached on a warrant issued in that respect.
- (b) when a mortgagee is in receipt of a notice issued under paragraph (a) about the decision, -
- (i) issue a warrant on attachment of any property, *or*
- (ii) to implement a warrant issued on attachment of such property, *or*
- (iii) to sell such property attached on a warrant issued,
- in respect of any property included in the Register of Mortgages registered at the Urban Council, as a result of the default of payment of any assessment fees, tax or rates imposed by the Urban Council on the property located within the area of authority of the Council, it shall be lawful for the said mortgagee to take

action to prevent the issue of a warrant on attachment of such property or on implementing the warrant issued on attachment of such property or on selling such property attached on a warrant issued, after paying the said assessment fee or tax or rates on the said property defaulted by the owner of the said property.

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

“mortgagee” means a person providing any money or any other goods or services on the basis of a loan or any other form having kept as surety any immovable property located within the area of authority of the Urban Council and it also shall include any Commercial Bank issuing loans having kept immovable property as surety.

First Schedule

BY-LAW No. 2

Application for Registration of Mortgages of immovable property within the Urban Council and the Addresses of the Mortgagees

(A separate application each shall be forwarded in respect of each property)

1. Immovable property mortgaged: -

(a) Name/Names of Mortgagor: - 1.
2.
3.

(b) Addresses of Mortgagees: - 1.
2.
3.

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

(d) Assessment No.: -

(e) Number and Name of the Grama Niladhari Division where the property is situated: -

(f) Extent of the land: -
... .. Acres roods Perches
(Hectares:)

(g) Number of the deed: -

(h) Name and Address of the Notary Public:-

(Attach a copy of the mortgage title deed certified by the Notary Public who prepared it).

... ..
Applicant's / Mortgagee's Signature.

Date: - 20...

Register of Mortgages on Immovable Property and Addresses of Mortgagees

[illegible]

PART XXX

BY-LAWS RELATING TO PERIODICAL RETURNS AND 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 Urban Council and returns on Industries or Enterprises for the purpose of imposing assessment fees and taxes and levying licence fees.
2. (a) Every person who acquires any immovable property located in the area of authority of the Urban Council shall, within a period of three months from the date of such acquisition forward an application 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 Urban Council.
- (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.
3. Every person who has acquired any immovable property situated within the area of authority of the Urban Council 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 six months from the date the By-laws in Section come into force.
4. (a) Any holder of a immovable property registered at the Urban Council 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 one month, 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 Urban Council 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 Urban Council in the manner set out in the By-laws in this part, shall obtain permission from the Urban Council ;
 - (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 Urban Council 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 or By-law No.

3 and of the property held by them, and to maintain such Register.

First Schedule

PARAGRAPH (A) OF BY-LAW NO. 2

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,

Presenting information on the immovable property located in the area of authority of the Urban Council

(i) the amount of receipts realized during a period of any year, or

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

1.

(ii) the business turnover during a period of any year, or

2.

(iii) the profits that could be accrued during a period of any year, or

3.

(iv) the amount of money received from any sale,

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

1.

2.

3.

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 Urban Council when levying any tax by the Council under the Urban Councils Ordinance (Chapter 255) or any licence issued by the Council on any enterprise or industry or sale carried out in the area of authority of the Urban Council.

(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
RoodsPerches

(.....Hectares)

(g) Number of the Deed :

(h) Name and address of the Notary Public.....
.....

(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. In the By-laws of this part, unless any other meaning is sought –

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 ?

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

3. Date of acquisition of the property :.....
.....

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

“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.

.....
Signature of the Property Owner.

Date: 20...

..... **Urban Council**

Register of Immoveable Property

[illegible]