



National Water Supply & Drainage Board

Application for the Clearance of National Water Supply and Drainage Board For Certificate of Conformity

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

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

1. Name of the company: _____

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

(Director of a company/Owner of a business/Head of government institution)
3. Postal address : _____

4. i) Name of the development: _____

- ii) Address of the development: _____

5. Details of the Clearance Certificate obtained at Development permit stage:
No. _____ Date: _____
6. Name of the Contact Person regarding designs of the Development : _____

Telephone - Mobile : _____ Land : _____
E mail _____
7. Contact person for site visit and other details : _____
Telephone -Mobile : _____
8. Date of completion of the project : Month : _____ Year : _____
9. Details of all existing water connections within to the development premises (if any):

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

10. Total quantity of water requested for development
 - For Commercial purposes (other than Residential) - m³ / day.
 - For Residential purposes - m³ / day.

11.Type of the Development:

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

12. Documents submitted:

12.1 Documents required to verify the ownership		
12.1.1	Certified photo copy of the approved survey plan (Lot.....of Survey Plan No.)	
12.1.2	Certified photo copy of the ownership, registered deed and lease agreement (if relevant)	
12.1.3	NIC copy of premises owner /Head of the Institute/Company	
12.1.4	Letter of authorization from the premises owner / Head of the company	
12.1.5	Certified photocopies of Business Registration and Form 20 of Business registration (if relevant)	
12.2 Documents required to verify the demand & to check the availability of required water connection		
12.2.1	One set of approved architectural drawings of the proposed development attested by the Chartered Architect in A3 size	
12.2.1	Detailed calculation for Water demand per day for proposed project attested by Chartered Architect/Chartered Engineer	
12.2.1.a	Water demand per day for the cooling tower (for A/C if any)	
12.2.2.b	Water demand per day for the swimming pool	
12.2.3.c	Area of swimming pool with dimensions	
12.2.4	Ground storage capacity excluding for fire requirement	
12.2.5	Location of ground storages marked in the architectural drawing or site layout plan with dimensions	
12.2.6	Permanent entrance location to the premises (at the time of commissioning of development) marked in the same architectural drawing or site layout plan	
12.2.7	Site location marked in Google map, if possible (print out in A4 or route map sketch)	
12.2.8	Documents related to the water connection obtained for the Development.	
12.3 Other documents required		
12.3.1	Copy of the Certificate of Clearance issued at Development permit stage	
12.3.2	Copy of the water bill/(s) if connection/(s) is/are available	

13. Brief description of project (maximum 30 words)

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

 Signature of the applicant
 (With the Company stamp)

Date: -----

INSTRUCTIONS TO FILL THE CLEARANCE APPLICATION FORM AT CERTIFICATE OF CONFORMITY PERMIT STAGE

General

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

Filling the application form

1. Mention the full name of applicant in block letters.
[Ex: MRS. KANTHI DE SILVA]
2. Should be written in English block letters.
[Ex: ABC (PVT) LTD]
3. Postal address should be written in block letters.
[Ex: NO. 15 A, GALLE ROAD, COLOMBO 03]

All written documents/letters will be addressed to the postal address.

4. Address of the development/Land should be clearly mentioned in the space provided.
The letter of clearance will be issued for the address mentioned and will not be changed under any circumstances.
5. In case of amalgamation/ sub division of a land, assessment numbers should be clearly mentioned in the cages provided
6. The contact person should be the owner of the premises/ Project Architect/ Project Engineer who is well aware of the development.
7. Contact person for site visit must be well aware of the site details and he/she should be the owner of the premises or land/ responsible person of the project. (premises, site information, existing water connections, land amalgamation/sub division etc.)
8. Month and year of completion of construction work of the development should be clearly mentioned in the space provided.
9. Provide details of all existing water connections within the development premises in the table given.
10. Write the total quantity of water requested from NWS&DB for development in Cubic meters per day (State separately, if the development is a mix development).
11. Please insert a "√" where applicable.

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

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

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

INSTRUCTIONS TO FILL THE CLEARANCE APPLICATION FORM AT CERTIFICATE OF CONFORMITY PERMIT STAGE

12. Please insert a “√” in the check list for documents submitted.

12.1 Documents required to verify the ownership

- 12.1.1 Provide a certified photocopy of the latest Survey Plan approved by either UDA or relevant local authority (Certified by Justice of Peace or Attorney at Law).
- 12.1.2 Provide a certified photocopy of the Ownership certificate from the relevant local authority registered deed and lease agreement (if relevant). (Certified by Justice of Peace or Attorney at Law).
- 12.1.3 Clear certified photocopy of the NIC of **premises owner** or Head of the Institute/Company
- 12.1.4 Provide when the applications are handled by a person other than the qualified person mentioned under point 1 of “General” section.
- 12.1.5 If the owner of the project is a company (12.1.3), provide photocopy of Business Registration and photocopy of the Form 20 of Business Registration of the company. (Certified by Justice of Peace or Attorney at Law)

12.2 Documents required to verify the water demand & to check the availability of required water connection

- 12.2.1 Provide one set of **approved** architectural drawings by UDA/Local Authority.
- 12.2.2 **Provide complete breakdown of details of water usage. Incomplete demand calculations will not be accepted.**

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

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

- 12.2.2.a Provide the quantity of water required to operate cooling towers for air conditioning if available.
- 12.2.2.b Provide the quantity of water required to maintain swimming pool if available.
- 12.2.2.c Provide capacity of swimming pool in cubic meters with dimensions marked.
- 12.2.3 Provide capacity of ground storage in cubic meters. This should not include the water required for firefighting.

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

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

Ex: Ground Storage Capacity for apartment (Residential purposes) = ×××× m³
Ground Storage Capacity for commercial (Other than residential) = ×××× m³
- 12.2.4 Location of portable water ground storage/ sump should be marked in architectural drawing or site layout plan with dimensions.

Mix developments (Residential and Commercial-other than residential purposes exists) require separate details for each purpose.
- 12.2.5 Entrance location to the premises after completion of project should be clearly marked in the same architectural drawing or site layout plan.
- 12.2.6 Mark site location clearly in google map for guidance for site visit.
- 12.2.7 Provide a photocopy of the documents related to service connection/new connection obtained for the Development proposed in the Clearance certificate issued at the Development Permit stage.

INSTRUCTIONS TO FILL THE CLEARANCE APPLICATION FORM AT CERTIFICATE OF CONFORMITY PERMIT STAGE

12.3 Other documents required

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

12.3.2 Provide a photocopy of the previous clearance letter obtained for the same development.

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

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

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

Important

- Filling all sections is mandatory. Please note that due to non-submission of one or more of the documents is cause for delaying processing the certificate of clearance or obsolete the application.
- Section 12.1.4 is mandatory when the applications are handled by a person other than the qualified person mentioned under point 1 of "General" section.
- Produce the copy of letter of water clearance obtained in Development Permit stage by you from NWS&DB for the same project under Section 12.3.1.
- NWS&DB may request any other necessary documents other than the documents mentioned in the application form, while the clearance is processing depending on the requirement.
- All the clearance letters will be emailed to the provided e-mail address in the application and original will be sent by registered post to the postal address provided in the application.

Processing fee

- The processing fee of Rs. 20,000.00 + applicable VAT should be paid separately for each of the Water clearance request. This processing fee might be changed in time to time.
- Application processing fee can only be paid after issuing a letter of payment by NWS&DB.
- Processing fee for the developments within Colombo District excluding (Moratuwa & Dehiwala Municipal Council areas) can be paid to the **Account Number 3270698 of Bank of Ceylon, Dehiwala Branch & send the e-receipt to rscwcpnd@gmail.com via email.**

Processing fee for the developments within Moratuwa & Dehiwala Municipal Council areas and Kalutara District can be paid to the **Account Number 1994379 of Bank of Ceylon, Dehiwala Branch & send the e-receipt to mpncswb.15@gmail.com via email.**

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

- The letter of VAT exemption should be provided during the payment if the development project is exempted from VAT.
- Validity period for a clearance certificate is 12 months.

INSTRUCTIONS TO FILL THE CLEARANCE APPLICATION FORM AT CERTIFICATE OF CONFORMITY PERMIT STAGE

Receiving the applications

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

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

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

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

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

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