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Supporting Accelerated Investment in Sri Lanka (SAIL) Project

**Common Application Form
For the Preliminary Clearance Process**

**Developed for the Investor Relations Unit of
Sri Lanka Tourism development Authority (SLTDA)**

November 1, 2020

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November 1, 2020

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DISCLAIMER

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Preliminary Clearance Common Application Form

Description:

A Common Application form that tourism investors can use to seek preliminary clearance for tourism development projects and that will be accepted by *all* agencies whose approval is necessary at this stage of the project.

Purpose:

To streamline the approval process for tourism investments.

Rationale:

Before the USAID SAIL project: Previously, investors wanting to develop a new tourism project had to navigate the separate processes of the many agencies involved in approving the project. These agencies all used different forms and required different document sets, forcing potential investors to go from agency to agency, filling out multiple applications, providing a variety of documents, and inevitably getting a multitude of agency-specific requests for additional information. All of this resulted in delays and discouraged some investors from going through with the process.

Now with the support of the USAID SAIL project: With support from SAIL, SLTDA garnered the consent of all the approving agencies to use just one common application form with a common list of documentation requirements. This Common Application is available on-line through the SLTDA website and eventually will be converted to an automated application process. The application is provided directly to the SLTDA Investor Relations Unit, which then checks that it is complete and distributes it to the other agencies.



Ministry of Tourism



COMMON APPLICATION

INVESTOR RELATIONS UNIT



SRI LANKA TOURISM DEVELOPMENT AUTHORITY

ACRONYMS

BOI	Board of Investment, which offers some incentives for tourism investors. http://investsrilanka.com/
CCD or CC&CRMD	Coast Conservation & Coastal Resource Management Department http://coastal.gov.lk/index.php?lang=en
CEA	Central Environmental Authority http://www.cea.lk/
CMC	Colombo Municipal Council (water and sewerage clearance). The Colombo Municipal Council owns and maintains the Colombo City sewerage system.
COC	Certificate of Conformity
DP	Development Permit – Issued by UDA or local authority
DWC	Department of Wildlife Conservation
EIA	Environmental Impact Assessment
FAR	Floor Area Ratio (Gross floor area of all buildings ÷ site area)
GSL	Government of Sri Lanka
IEE	Initial Environmental Examination
NBRO	National Building Research Organization
NWSDB	National Water Supply and Drainage Board is the national organization responsible for the entire country for the provision of safe drinking water and facilitating the provision of sanitation
PC	Preliminary Clearance issued by SLTDA IRU
Pre-DP	The Pre-Development Permit stage, in which the applicant must get certain required approvals before applying to UDA or the local authority for a development permit
RL	Registration and Licensing
SCM	Scoping Committee Meeting (SLTDA IRU and other agencies)
SLTDA IRU	Sri Lanka Tourism Development Authority - Investor Relations Unit, which acts a facilitator for tourism investors
UDA	Urban Development Authority, national authority with powers granted by Urban Development Authority Law, 1978 (multiple amendments). https://www.uda.gov.lk/acts-regulations.html



COMMON APPLICATION FORM FOR TOURISM PROJECTS

PRELIMINARY CLEARANCE / PRE-DEVELOPMENT PERMIT

Overview of the Process

This Common Application Form is designed to streamline the process for you, the tourism investor, to get the clearances you need before you apply for a development permit. This application covers the stages of the process known as “Preliminary Clearance” (PC) and “Pre-Development Permit” (Pre-DP), which are explained more in the Investor Handbook and shown in Figure 1 below. The Investor Relations Unit (IRU) at the Sri Lanka Tourism Development Authority is here to help facilitate preliminary approvals with all other relevant ministries, departments, and agencies, including:

- Urban Development Authority (UDA)
- Board of Investment of Sri Lanka (BOI)
- Central Environmental Authority (CEA)
- Coast Conservation and Coastal Resources Management Department (CC&CRMD)
- Forest Department
- Department of Wildlife Conservation (DWC)
- Department of Irrigation
- Department of Archeology
- Department of Agrarian Development
- National Building Research Organization (NBRO)
- And other relevant agencies

Application Requirements

Before submitting this application, you will need to resolve issues related to the ownership of the land. This means that you must be able to show that you are the owner of the land or have permission from the owner to submit this application. Ownership of the land must be checked by the divisional secretary of the relevant area. You can find administrative districts here:

<http://www.statistics.gov.lk/misc/Map%20of%20Administrative%20District.pdf>.

For public land, please ensure that you have a lease agreement with the relevant government agency.

Please help us by:

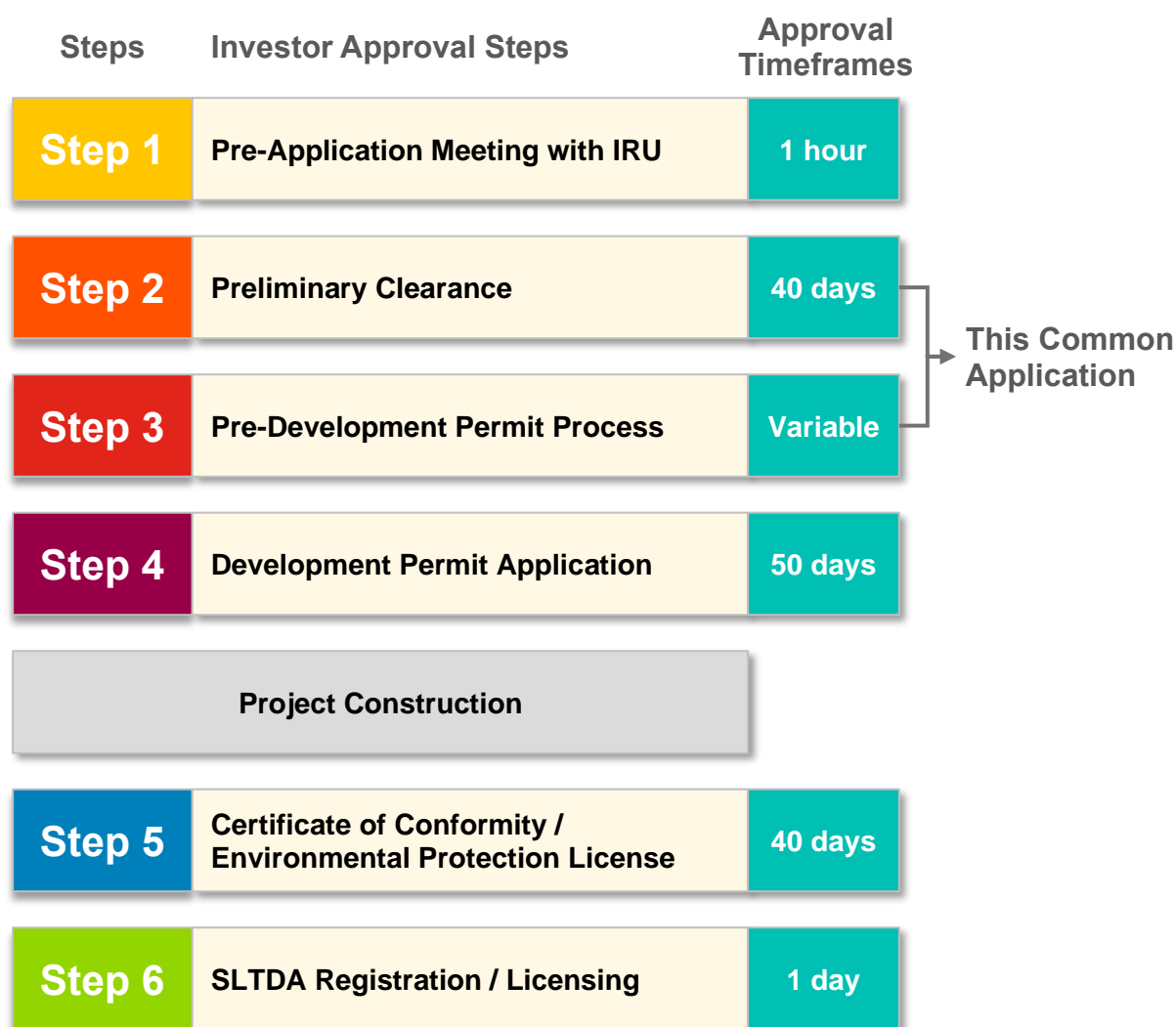
- Reviewing the Investor Handbook to understand the approval process;
- Attending a pre-application meeting with an IRU officer (*mandatory before submitting this application*); and
- Submitting a completed application with all relevant documents (*incomplete applications will not be accepted*). If a data field is not applicable to your project, please write “N/A”



Contents of this Application Packet

1. Document Checklist
2. Common Application Form
3. Appendices
 - Appendix 1 – Declaration Forms
 - Appendix 2 – Building Data Schedule Template
 - Appendix 3 – Outline for Project Proposal
 - Appendix 4 – Phasing Plan

Investment Approval Process



DOCUMENT CHECKLIST COMMON APPLICATION FORM

The number of copies of each document to be submitted will be determined at the pre-application meeting with an IRU Officer.

**For
Official
Use**

1.	Completed application form.	<input type="checkbox"/>	
2.	Signed declaration forms (Appendix 1) by: i) Applicant(s); ii) Owner(s) (if the applicant is not the owner of the land), and iii) Qualified Persons. (Licensed surveyor, engineer, and architect)	<input type="checkbox"/>	
3.	A signed declaration letter from the land owner or power of attorney, if the applicant is not the land owner.	<input type="checkbox"/>	
4.	A certified copy of the deed/title certificate or copy of the lease agreement.	<input type="checkbox"/>	
5.	A copy of the applicant and land owner's national identity cards (NIC) or passports.	<input type="checkbox"/>	
6.	If the applicant is a company or organization, a copy of the applicant's business registration certificate and articles of incorporation/association.	<input type="checkbox"/>	
7.	A Project Proposal (as per proposal outline included in Appendix 3 and the Investor Handbook).	<input type="checkbox"/>	
8.	A survey plan(s). (Scale not less than 1:1000)	<input type="checkbox"/>	
9.	A locational map (e.g. from Google) showing the site in relation to: i) the location of the main town, ii) main junction, iii) access roads to the site from the main road, iv) adjoining properties and v) special landmarks such as schools, religious centers, national reserves, heritage sites within 1 kilometre from the site.	<input type="checkbox"/>	
10.	A site plan. (Scale to be determined at the pre-application meeting.)	<input type="checkbox"/>	
11.	A street line certificate (if the proposed project is within CMC and DMMC).	<input type="checkbox"/>	
12.	A building line certificate from the relevant local authority (if already obtained).	<input type="checkbox"/>	
13.	Conceptual Drawings, including floor plans for each level of the building as well as the ground and basement floors. The plans should also show building elevations to illustrate the design elements of the project. At this stage, the plans could be preliminary in nature, if a full set of architectural drawings have not been prepared. Please identify all setbacks from building and street line. A short description should be provided with the plans.	<input type="checkbox"/>	
14.	Building Data Schedule (see template in Appendix 2).	<input type="checkbox"/>	
15.	A copy of building plans for existing buildings on the site (if applicable).	<input type="checkbox"/>	
16.	A drainage and water clearance (if applicable).	<input type="checkbox"/>	
17.	Previously approved Urban Development Authority (UDA) Planning Clearances (if applicable).	<input type="checkbox"/>	
18.	Copies of other clearances from other Ministries, Departments or Agencies (if already obtained).	<input type="checkbox"/>	
19.	A receipt of payment of assessment rates (if applicable).	<input type="checkbox"/>	
20.	Payment/receipt of all processing fees.	<input type="checkbox"/>	



COMMON APPLICATION FORM PRELIMINARY CLEARANCE (PC)

1. SUMMARY OF THE PROPOSED TOURISM PROJECT

1.1 Name of Project: _____

1.2 Address of the Project Site: _____

1.3 G.P.S. Coordinates N: _____ E: _____

1.4 Proposed Project Category/Classification:

Please tick the box(es) that best represents your tourism project.

- | | |
|---|---|
| <input type="checkbox"/> Five Star Hotel | <input type="checkbox"/> Boutique Hotel |
| <input type="checkbox"/> Four Star Hotel | <input type="checkbox"/> Boutique Villa |
| <input type="checkbox"/> Three Star Hotel | <input type="checkbox"/> Guest House |
| <input type="checkbox"/> Two Star Hotel | <input type="checkbox"/> Other (please describe: _____) |
| <input type="checkbox"/> One Star Hotel | _____ |
| | _____ |



Star rating definitions can be found in [Gazette Extraordinary 1963/28, April 20, 2016.](#)

1.5 Type of Project:

Please tick the box that best describes the type of development proposed.

- New construction
- Renovation (improvements to an existing project that do not change the size)
- Change of Use (conversion of one type of use to another)
- Expansion of existing structure (no change of use)
- Other: _____

2. APPLICANT(S) INFORMATION

2.1 If Applicant is an Individual

Mr. Mrs. Ms. Other: _____

Full Name: _____

NIC/Passport Number and Country: _____

Telephone: _____ Mobile: _____

Fax: _____ Email: _____

Postal Address: _____

2.2 If Applicant is a Company

Company Name: _____

Mr. Mrs. Ms. Other: _____

Name of appointed representative: _____



Please be sure to attach **Applicant's Declaration Form A** from Appendix 1.



Telephone: _____ Mobile: _____

Fax: _____ Email: _____

Postal Address: _____

VAT No: _____ Date of Incorporation: _____

Director #1**Director #2** Mr. Mrs. Ms. Other: _____ Mr. Mrs. Ms. Other: _____

Name: _____

Name: _____

NIC/Passport & Country: _____

NIC/Passport & Country: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

2.3 Applicant's Local Representative, if different from above Mr. Mrs. Ms. Other: _____

Full Name: _____

NIC/Passport Number and Country: _____

Telephone: _____ Mobile: _____

Fax: _____ Email: _____

Postal Address: _____

** Applicant must notify SLTDA in writing within 10 days of any change to listed representatives. **

3. OWNERSHIP INFORMATION**3.1 Is Applicant the Owner of the Land?** Yes No*If "No", please provide the following information:***3.2 Land Owner's Details:**

Full Name: _____

Telephone: _____ Email: _____

Postal Address: _____

3.3 Authorization to Use the Land Contract with Owner (lease, joint venture, consent letter, etc.)

Specify: _____

 Lease with public entity

If "No", attach **Owner's Declaration Form B** from Appendix 1.



Name of entity: _____

Validity period of lease: _____

 Other: _____**4. PROJECT LOCATION AND LAND**

4.1 Province: _____

District: _____

Local Authority: Municipal Council Urban Council Pradeshiya Sabha

Name of local authority: _____

Divisional Secretariat: _____

Grama Niladhari Division: _____

4.2 Street Name: _____

Assessment Number (=Street Number): _____

4.3 Size of the Proposed Project Site:

Measurement Units	Size of Project Site
In Hectares (1 hectare = 10,000 m ² or 2.47 acres)	
In Acres (1 acre = 4,047 m ² or .4047 hectare)	
In Roods and Perches (1 rood = .25 acre or 1,012 m ²)	

4.4 Deed Number: _____

Survey Plan Number: _____

Lot number of proposed development: _____

Date of Survey Plan Approval: _____

Name of Surveyor: _____

Date of the Survey Plan: _____

4.5 Current Use of Land(s):

Please tick the box that identifies the current use of your land.

 Vacant / Bare Land Residential / Apartment Residential / Individual House Commercial Restaurant / Hotel Government Offices Industry / Workshops Other Offices Warehouses Other: _____

Attach a copy of the **Survey and Licensed Surveyor's Declaration Form C** from Appendix 1.



Survey plans must have been prepared within the past 10 years.



If other, please explain: _____

4.6 Existing Condition of Land:

Please tick all box(es) that describe the current condition of the land for the proposed project and estimate the percentage of plot coverage from each condition.

- | | |
|---|--|
| <input type="checkbox"/> _____% Thick Jungle | <input type="checkbox"/> _____% Slightly Hilly |
| <input type="checkbox"/> _____% Scrub | <input type="checkbox"/> _____% Flat |
| <input type="checkbox"/> _____% Plantation (Tea, Rubber, Coconut) | <input type="checkbox"/> _____% Marshy / Mangroves |
| <input type="checkbox"/> _____% Pathana/ Bare | <input type="checkbox"/> _____% Low Lying |
| <input type="checkbox"/> _____% Home Garden/ Settlement | <input type="checkbox"/> _____% Water Bodies |
| <input type="checkbox"/> _____% Paddy | <input type="checkbox"/> _____% Dense Forest |
| <input type="checkbox"/> _____% Built Up | <input type="checkbox"/> _____% Scrub Forest |
| <input type="checkbox"/> _____% Hilly | <input type="checkbox"/> _____% Grasslands |
| | <input type="checkbox"/> _____% Other: _____ |

5. DETAILS OF THE PROPOSED PROJECT

5.1 Proposed Number of Phases in the Project: _____

If more than one phase, please submit a phasing plan per Annex 4.

Proposed Completion Date of Project (from the final approval of SLTDA):

5.2 Size and Plot Coverage of Proposed Project:

Project Details	Amounts
Proposed Plot Coverage (Floor area at ground level ÷ site area) X 100))	
Proposed Floor Area Ratio (FAR) (Gross floor area of all buildings ÷ site area)	
Gross Floor Area of Buildings (in square metres)	m ²
Approximate Total Floor Area of All Guest Rooms (in square metres)	m ²
Number of Building Units in the Project	
Total Number of Guest Rooms in Project (In case of an apartment hotel project, please include number of guest units and number of total rooms.)	
Seating Capacity of Banquet or Conference Hall	



For Each Building	Height (m)	No. of Floors	No. of Guest Rooms
Building 1: _____			
Building 2: _____			
Building 3: _____			
Building 4: _____			
Building 5: _____			

- Expand template, as required.

5.3 Recreational Facilities Planned as Part of the Proposed Project:

Water Sports Golf Course Swimming Pool Other _____

Please summarize (*and provide additional details in the Project Proposal*):

5.4 Maritime Structures Planned as Part of the Proposed Project:

Piers or Jetties Marinas Coastal Protection Structures (Sea Walls, etc.)

Other _____

Please describe (*and provide additional details in the Project Proposal*):

5.5 Provide a Schedule of Floor Areas by Use Per Each Floor: (ie - floor area per room, floor area per restaurant plus seating capacity, floor area of swimming pool, floor area per other uses etc. – (See Appendix 2 for Schedule of Floors Template)

5.6 Number of Car/Bus/Lorry Parking Bays Provided for the Project:

Cars: _____ Buses: _____ Lorries: _____ Other: _____

Other Parking Arrangements. (Be specific) _____

5.7 Road Access:

Please tick the box that denotes the ownership or relevant authority of the access road to the project.

Public

- Road Development Authority (RDA)
 Provincial Road Dev. Authority (PRDA)
 Local Authority

Private

- Same owner as project land
 Owned separately from project land.
 Describe: _____



Width of the Access Road (in metres): _____

Width of Road Frontage (in metres): _____

5.8 Are There Any Existing Buildings on the Site? Yes No
If "Yes", please provide the following information:

a. Will any Existing Buildings be Demolished? Yes No

b. Will any Existing Buildings be a Part of the Proposed Project? Yes No

If Yes to (a) or (b), Provide Details:

c. For existing buildings that will be a part of the proposed project, provide approvals/ permits/ clearances from relevant line agencies and the approved building plan and certificate of conformity for all existing buildings on the site, *if available*. (Date, Lot Number(s), and Approval Stamp must be on the documents).

6. SOCIAL & ENVIRONMENTAL ASPECTS OF THE PROPOSED PROJECT

6.1 Does the Proposed Project Include Any of the Following:
(Check all boxes that apply and provide supplemental information.)

	Items	Description of Activities	Size of Area (In Hectares) Impacted
<input type="checkbox"/>	Reclamation of Land / Wetlands		
<input type="checkbox"/>	Land Development (Raising / Filling of Land / Clearing of Trees and Vegetation)		
<input type="checkbox"/>	Excavations		
<input type="checkbox"/>	Timber Felling / Extraction		
<input type="checkbox"/>	River Basin Development / Irrigation		
<input type="checkbox"/>	Laying of Pipelines or Other Utilities		
<input type="checkbox"/>	Tunneling Activities (Provide length and dimensions of proposed tunnel)		
<input type="checkbox"/>	Conversion of Forest into Non-Forest Uses		
<input type="checkbox"/>	Resettlement/Displacement of People or Property (Number of families / Households / Property)		



	Items	Description of Activities	Size of Area (In Hectares) Impacted
<input type="checkbox"/>	Laying of Gas and Liquid Pipes (Excluding Water) or Transferring of Pipelines <i>(Provide length and dimensions of the pipelines)</i>		
<input type="checkbox"/>	Will construction materials for the project come from the site (such as stones, bricks, sand, gravel, or earth)?		

- 6.2 Does the Project Wholly or Partly Fall Within Any Area Specified Below:**
(Check all boxes that apply and provide supplemental information.)
(Summaries of regulations listed below can be found in the Investor Handbook).

	Issue	Approximate Distance in Metres	Name of the Area	Percentage of the Project
<input type="checkbox"/>	Within coastal zone as defined by Coast Conservation & CRM Act no 57 of 1981			
<input type="checkbox"/>	Inside a wildlife sanctuary or within a 100 meter radius of a wildlife sanctuary under the Fauna and Flora Protection Ordinance (Chapter 469)			
<input type="checkbox"/>	Within a one mile radius of the boundary of a national reserve declared under the Fauna and Flora Protection Ordinance.			
<input type="checkbox"/>	Bordering or close to an Archeological Site, Reserve, Ancient or Protected Monuments as defined by the Antiques Ordinance (Chapter 188).			
<input type="checkbox"/>	Bordering or close to a lake. Within 100m from the High Flood Level of or within the public lake as defined in the Crown Lands Ordinance (Chapter 454 and Section 71).		<i>Name of public lake and entity responsible for it:</i>	
<input type="checkbox"/>	Bordering or close to (60m) a public stream having a width of more than 25m at any point of its course as per the Crown Lands Ordinance (Chapter 454).		<i>Name of public stream and entity responsible for it:</i>	



	Issue	Approximate Distance in Metres	Name of the Area	Percentage of the Project
<input type="checkbox"/>	Bordering or close to a canal .		<i>Name of canal and entity responsible for it:</i>	
<input type="checkbox"/>	Bordering or close to a lagoon .		<i>Name of lagoon and entity responsible for it:</i>	
<input type="checkbox"/>	Bordering or close to (100m) from a forest reserve under the Forest Ordinance (Chapter 451).			
<input type="checkbox"/>	Bordering paddy land or abandoned paddy land.			
<input type="checkbox"/>	Any erodible areas declared under the Soil Conservation Act (Chapter 450)			
<input type="checkbox"/>	In landslide prone area (per circular no. NBRO2011/1) (Districts of Kurunegala, Gampaha, Kegalle, Kandy, Nuwara Eliya, Monaragala, Hambantota, Matara, Ratnapura, Galle, Badulla, or Kalutara)			
<input type="checkbox"/>	Bordering or close to a national heritage area/site as declared under the National Heritage Wilderness Act No.4 of 1988.			
<input type="checkbox"/>	Any flood area declared under the Flood Protection Ordinance (Chapter 449).			
<input type="checkbox"/>	Any reservation beyond the full supply level of a reservoir/tank/diversion structure .			
<input type="checkbox"/>	Any area declared under the Botanical Garden Ordinance (Chapter 446)			
<input type="checkbox"/>	Any flood protection area declared under the Sri Lanka Land Reclamation and Development Corporation Act No. 15/1968 as amended by Act. No. 52/1982			

* See Investor Handbook for details of the above legislation.



6.3 Project Impacts on the Environment:

*Will the project have short, medium, or long term impacts on any of the following?
Mark all that apply and describe impacts.*

	Impacts	Short Term	Medium Term	Long Term
<input type="checkbox"/>	People and Human Health			
<input type="checkbox"/>	Fauna/Flora/Sensitive Habitats			
<input type="checkbox"/>	Soils and Land Use			
<input type="checkbox"/>	Water Quality (Surface and Ground)			
<input type="checkbox"/>	Drainage/Hydrology			
<input type="checkbox"/>	Impact on Air Quality			
<input type="checkbox"/>	Generation of Excessive Noise and Vibrations			
<input type="checkbox"/>	Landscape/Visual Environment			
<input type="checkbox"/>	Historical, Cultural Resources and Archaeological Artifacts			
<input type="checkbox"/>	Presence and/or Aggravation of Hazards			
<input type="checkbox"/>	Other			

What mitigating measures are planned to reduce the impacts of the above:

6.4 Will Trees of Any Type be Removed Near/On/For the Project? Yes No

If Yes, identify the extent of land and the type of trees to be removed and from where:

6.5 Will the Proposed Project Create Noise and Vibration? Are There Any Mitigating Measures Planned to Reduce the Impacts of the Above: (List Source of Noise and Vibration and How to Mitigate.)

7. AVAILABILITY OF INFRASTRUCTURE**7.1 Total Energy Requirement for the Proposed Project (during operations):**

Power Capacity: _____ Kva **Power Consumption:** _____ annual Kwh



If the Project will be built in phases, please also describe power needs in each phase (include in Phasing Plan in Annex 4):

Power availability (tick and describe available power sources):

National Electrical Grid _____

Alternative Energy _____

Type of Alternative Energy Proposed: _____

7.2 Approximate Amount of Water Required for the Project:

During construction: _____ m³ x _____ days = Total _____ m³

During full operations: _____ m³/day

If the Project will be built in phases, please also describe water needs in each phase (include in Phasing Plan in Annex 4):

7.3 Available Water Sources (tick and describe available water sources):

Indicate how total water needs will be satisfied, by source:

Ground Water (well/spring) _____

Surface Water (stream/river) _____

Piped (public supply) _____

Other _____

7.4 Summarize the conditions of the storm water drainage on or around the site and provide an overview of how these networks will need to be improved or upgraded as part of the project. Also identify if the existing roads or drainage must be raised for the proposed project. (Include a full drainage management plan in the project proposal. See example in Investor Handbook.)

7.5 Summarize the availability of wastewater management facilities at/for the site: Outline proposed method for handling, discharging, and treating waste water. (Include full wastewater management plan in the project proposal. See example in Investor Handbook.)



- 7.6 Summarize the solid waste management plan for the project:**
(Include a full solid waste management plan in the project proposal. See example in Investor Handbook.)
-
-

- 7.7 Summarize the telecommunication systems for the project:**
This should briefly discuss land lines, mobile, internet, fax and fibre optic options, etc.
(Can be described in more detail in the project proposal.)
-
-

- 7.8 Are you interested in learning more about how you can save on energy costs, create a better interior environment, and attract tourists with a GREEN^{SL}® building certification?**

Yes No

8. PROJECT COSTS AND FINANCING

- 8.1 Have you applied or are you registered for investment incentives through the Sri Lanka Board of Investments (BOI)?**

Yes No If Yes, type: _____

- 8.2 Would you like more information on investment incentives provided by BOI?**

(<http://investsrilanka.com/services/investment-incentives/>)

Yes No

- 8.3 Proposed Cost Estimates for the Project:**

Cost Items	Cost (In USD)	Cost (in LKR)
a. Land (based on current market value)	\$ _____	_____
b. Construction	\$ _____	_____
c. Equipment and Machinery	\$ _____	_____
d. Other (Fixtures/Furniture/etc.)	\$ _____	_____
e. Estimated Capitalized Interest on Costs (If applicable)	\$ _____	_____
TOTAL INVESTMENT (a + b + c + d + e)	\$ _____	_____
Cost Per Room (Total Investment ÷ Number of rooms)	\$ _____	_____
Exchange Rate (USD:LKR) at date of calculation (per Central Bank of Sri Lanka)	\$1 USD = _____ LKR	



8.4 Proposed Financing Information for the Project:

Financing Method	Total Amount (In USD)	Type of Financing	Total Amount (In USD)
Share Capital		Own Financing	\$ _____
Foreign	\$ _____		
Local	\$ _____	Borrowed Financing	\$ _____
Loan/Debt Capital			
Foreign	\$ _____		
Local	\$ _____		
Other Sources	\$ _____		
TOTAL	\$ _____		

8.5 Projected Employment Generated by the Project

After construction when the project is fully operational:

Category of jobs	Local Employees (number)	Foreign Employees (number)	Period of Service for Foreign Personnel
Managerial / Executive			
Technical			
Skilled			
Unskilled			

I hereby certify that all information provided by me in this application form is true and accurate to the best of my knowledge.

Signature of Applicant/Representative: _____

Name of Applicant/Representative: _____

Designation/Title of Applicant/Representative: _____

Date: _____

Stamp:



INTERNAL USE ONLY**Reviewed by SLTDA IRU:****I confirm, I fully checked the Common Application Form.****Name of Officer:** _____**Designation of Officer:** _____**Signature of Officer:** _____**Date:** _____**Project Number:** _____**Processing Fees Receipt Number:** _____**Amount Paid:** _____**Fees Collected:**

Agency	Amount Collected In Rs.
Sri Lanka Tourism Development Authority (SLTDA)	
Urban Development Authority (UDA)	
Central Environmental Authority (CEA)	
Coast Conservation Department (CCD)	



Appendix 1. Declaration Forms

- A. Applicant
- B. Owner
- C. Licensed Professionals



Reference No

IRU/...../...../...../.....

A. DECLARATION FORM FOR THE APPLICANT

Details of the Proposed Development Project

Proposed Development Type:	
Address of the Site:	
Assessment No.:	

*If an Applicant is a Company, the form must be signed by the Director or Authorised Person under common seal.

I/we declare that,

- The information furnished herein by me/us is true and correct.
- I/We understand that an effective date will be given to my application only if, all plans and documents specified in the application have been submitted.
- I/We understand that incomplete applications will not be accepted nor registered.
- I/we am/are aware that I/We will be informed within 8 days of any major shortcomings, which prevent the determination of this application.
- I/we am/are aware that if any of the information provided by me/us is/are found to be false by the Sri Lanka Development Tourism Authority, the permit issued with regard to the development will be cancelled.

I/We hereby declare that the following agents/ companies have prepared the plans submitted by me/us.

Name of the Applicant/s:	1.	2.		
NIC No:	1.	2.		
Signature of the Applicant/s:	1.	2.		
Date:	1.	2.		
Does the Applicant/s own the land/s proposed for development?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>



Reference No

IRU/...../...../...../.....

B. DECLARATION FORM FOR THE OWNER OF THE LAND/S

(If the Applicant is not the owner of the land, please have this declaration form signed by the owner of the land)

Details of the Proposed Development Project

Name of Applicant:			
N.I.C No.:		Tel. No.	
Proposed Development Type:			
Address of the Site and Lot Number:			
Assessment No: (=Street No)			

I/we declare that,

- I am/ we are the absolute owner/lessee of the land on which the developer intends to erect the building.
- I am/ we are enclosing copies of the relevant documents of ownership/ lease certified by Magistrate, DC Judge/ Notary Public or Gazetted Officer authorised by the Commission on this behalf.
- I/we have given my/our legal authority to undertake the above development on my land.
- I/we am/are aware that if any of the information provided by me/us is/are found to be false by the Sri Lanka Tourism Development Authority, the permit issued with regard to the development will be cancelled.

Name of the Owner/s:	1.	2.
NIC No.:	1.	2.
Address of the Owner/s:	1.	2.
Email of the Owner/s:	1.	2.
Signature of the Owner/s:	1.	2.
Date:	1.	2.



Reference No

IRU/...../...../...../.....

C. DECLARATION FORM FOR THE LICENSED PROFESSIONALS

Details of the Applicant/s and Proposed Development Project

Name of the Applicant:			
N.I.C No:		Tel. No.:	
Proposed Development Type:			
Address of the Site:			
Assessment No.:			

I certify that,

- I have prepared the Survey Plan No. Dated and plan/s is/are in accordance with subdivision regulations as per Urban Development Authority and other relevant Laws and Enactments.
- I/we am/are aware that if any of the information provided by me/us is/are found to be false by the Sri Lanka Tourism Development Authority, the permit issued with regard to the development will be cancelled.

Signature of the Licensed Surveyor:		Date:	
Name:			
Email Address:		Tele. No:	
Registration No. of the Professional Institute. (If available)			
Postal Address:		N.I.C No.:	
Seal:			



Signature of the Architect:		Date:	
Name:			
Email Address:		Tele. No:	
Registration No. of the Professional Institute. (If available)			
Postal Address:		N.I.C No:	
Seal:			
Signature of the Engineer:		Date:	
Name:			
Email Address:		Tele. No:	
Registration No. of the Professional Institute. (If available)			
Postal Address:		N.I.C No:	
Seal:			



Appendix 2.

Building Data Schedule Template



BUILDING DATA SCHEDULE

Category	Hotel / Guest House / Boutique Hotel / Boutique Villa
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Project Details	Amounts
Proposed Plot Coverage (Floor area at ground level / site area) X 100))	
Proposed Floor Area Ratio (FAR) (Gross floor area of all buildings / site area)	
Gross Floor Area of Buildings (in square metres)	m ²
Approximate Floor Area of Rooms (in square metres)	m ²
Number of Building(s) in the Project	
Total Number of Rooms in Project	
Seating Capacity of Banquet or Conference Hall	

Space Allocation of Buildings	Area in m2
Restaurant Area	
Pantry Area for the Restaurant	
Bar Area	
Kitchen Area	
Wash up area	
General store area	
Food store area	
Cold store area	
Linen storage	
Housekeeping pantry area no 1	
Housekeeping pantry area no 2	
Housekeeping pantry area no 3	
Do	
Do	
Area of public toilets	



Space Allocation of Buildings	Area in m2
Other service areas	
Solid waste storage areas	
Staff rest room areas	
Staff toilet	
Driver rest room area	
Driver toilet	
<i>*If the proposal has more than one number from any of the above items, please give the details separately.</i>	

Schedule of Rooms Per Floor						FOR OFFICIAL USE
Room No.	Floor	Room Type (Single, Double, Triple, Family)	Floor Area Including Balconies (m2)	Width of Room (m)	Area of Attached Bathroom in Room (m2)	
Room 1						
Room 2						
Room 3						
Room 4						
Room 5						
Room 6						
Room 7						
Room 8						
Room 9						
Room 10						
Room 11						
Room 12						
Room 13						
Room 14						



Schedule of Rooms Per Floor						FOR OFFICIAL USE
Room No.	Floor	Room Type (Single, Double, Triple, Family)	Floor Area Including Balconies (m2)	Width of Room (m)	Area of Attached Bathroom in Room (m2)	
Room 15						
Room 16						
Room 17						
Room 18						
Room 19						
Room 20						
Suite 1						
Suite 2						
Suite 3						
Suite 4						
Suite 5						
Suite 6						
Suite 7						
Suite 8						
Suite 9						
Suite 10						

- Expand template, as required.

Parking Type	Nos.
Standard car parking	
Coach parking	
Disabled car parking	



Other Facilities	Nos.
Guest lifts	
Service lifts	
Seats in Restaurant 1	
Seats in Restaurant 2	
Seats in Restaurant 3	
Seats in Restaurant 4	
Seats in Restaurant 5	
Seats in Bar 1	
Seats in Bar 2	

Architect's Certification	
Name & Contact Information of Architect	Seal



Appendix 3. Project Proposal Outline

- A. Outline for Projects < Rs. 50 million
- B. Outline for Projects > Rs. 50 million

NOTE: If your project does not involve construction, please modify these outlines as appropriate. It is important to provide the officers reviewing your project with sufficient information to evaluate your proposal.



A. PROJECT PROPOSAL (PROJECT < Rs. 50 million)

Please provide the following information for your proposed project.

1. Project

- a. Please describe your project
- b. Where is it located/operated?
- c. What are the activities you will offer tourists?
- d. How will the community be involved in your project or the tourist activities?

2. The Team

- a. Who are the key members of your team?
- b. Describe any training or experience you have that is relevant to this proposed business.

3. Technical Details

- a. How will you supply power to your business? What are the measures you will take to improve energy efficiency and use renewable energy sources?
- b. How will you supply water to your business? What are the measures you will take to conserve water?
- c. How will you manage waste water (sewage)?
- d. How will you manage solid waste (garbage)? What are the measures you will take to reduce, recycle and reuse so as to minimize solid waste?
- e. Will your business have phone or internet access?
- f. Describe the road access to your business.
- g. Is there parking?

4. Marketing

- a. What is your target market?
- b. Why will tourists want to come to your business?
- c. How will you market your business?

5. Finance

- a. Total Investment
- b. Investment Sources (local, foreign, loans, etc.)
- c. Do you have a financial plan for your business?



B. PROJECT PROPOSAL (PROJECT > Rs. 50 million)

Please draft a project proposal in A4 size covering the following topics and any other data you feel is relevant to show the strength of the project and team.

1. Introduction

- a. Vision/Mission
- b. Background of the Investor
 - i. Composition of the Investor and Management Team
 - ii. Experience with Similar Projects
 - iii. Other Businesses
- c. Concept of the Project

2. Brief Introduction about the Project Location

- a. Location
- b. Condition of the Land
- c. Current Infrastructure
- d. Tourism Attractions in the Area
- e. Environmental Conditions in the Area (is location near sensitive areas, etc.)
- f. Social Conditions in the Area

3. Proposed Development

- a. Detailed Description of the Project (major components of the project, etc.)
- b. Site Development Planned for the Project (grading, excavation, in-fill, etc.)
- c. Construction Methods, Materials and Phasing
- d. Infrastructure Plans
 - i. Drainage Management Plan
 - ii. Waste Water Management Plan
 - iii. Solid Waste Management Plan
 - iv. Telecommunications Plan
- e. Road and Parking Development
- f. Detailed Environmental Protection & Mitigation Methods to Reduce Negative Impacts

4. Financial Plan

- a. Total Investment
- b. Investment Sources (local, foreign, loans, etc.)
- c. Other Relevant Details

5. Marketing Plan & Target Market

6. Community Benefits



Appendix 4. Phasing Plan Template



PHASING PLAN

Please complete a phasing plan if your project will be built in more than one phase.

Name of Project: _____

Description of Phases:

	Description	Proposed Completion Date (from date of SLTDA approval)
Phase 1		
Phase 2		
Phase 3		
etc.		

Cost Allocation:

Cost Items	Phase 1	Phase 2	Phase 3	TOTAL
a. Land (current market value)	\$ _____	_____	_____	_____
b. Construction	\$ _____	_____	_____	_____
c. Equipment and Machinery	\$ _____	_____	_____	_____
d. Other (Fixtures/Furniture/etc.)	\$ _____	_____	_____	_____
e. Estimated Capitalized Interest on Costs (If applicable)	\$ _____	_____	_____	_____
TOTAL INVESTMENT (a + b + c + d + e)	\$ _____	_____	_____	_____



Employment:

Category of jobs	Phase 1	Phase 2	Phase 3	TOTAL FULL OPERATIONS
Managerial / Executive	_____	_____	_____	_____
Technical	_____	_____	_____	_____
Skilled	_____	_____	_____	_____
Unskilled	_____	_____	_____	_____



Investor Relations Unit

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