

Miscellaneous Revenue Division

Sub No.	Service Provided	Documents to be Submitted	Official Concerned Directly and Contact Number	Other officials and contact Numbers	Minimum time taken to complete task.	The Applicable fee
1	Rental of Backhoe Loader	1. Requesting letter	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	½ hour	Rs. 17,750/- for 03 hours Rs. 5,500 per hour in increments deposit fee Rs. 6,000/-
2	Rental of Grass Cutter	1. Requesting letter	Front office Officers 0112 64447	Municipal Accountant Revenue 0112641097	½ hour	Rs. 2,500/- for 01 hour Rs. 1,500/- per Additional hour
3	Cemetery fee (Cremation)	A copy of the deceased's death certificate (original required for verification. In case of death abroad, death certificate issue in that country with English translation if not in English) A copy of the application's National Identify card (Original copy required for verification)	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	½ hour	Rs. 3,000/- in Moratuwa Rs. 6,000/- Outside Moratuwa. Moratuwa Elderly home Rs. 1,000/-

4	Cemetery fee Burials	A copy of the deceased's death certificate (original required for verification.In case of death abroad,death certificate issue in That country with English	Front officeOfficers 0112644 47	MunicipalAccountant Revenue 0112641097	½ hour	RawathawattaNew Rs.3,500/- Rawathawatta Old Rs.2,500/- Egodauyana Rs.1,000/-
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		Translation if not in English) A copy of the application's National Identify card (Original copy required for verification)				Koralawella Rs.2,100/-
6	WeerapuranAppu Theater 1. For musical per-formances 2. FoodCarnival	1. Requesting letter 2. Complete d applicatio n	Front office Officers 011264447	MunicipalAccountantRevenue 0112641097	½ hour	Re.100,000/-for 8hours. Rs. 50,000/- for 8hours
7	Filming (Municipal Council office Complex) (Other public places.)	Completed Application	Front officeOfficers011264447	MunicipalAccountantRevenue 0112641097	½ hour	Rs.25,000/- Rs. 1,000/- for 01hour
8	Rental of play grounds	1. Request letter 2. Completed Applicatio n	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	½ hour	The fees charged will vary depending on the venue applied for, the requirement applied for and the time of application

9	Issuance of trade licenses.	Completed Application form	Front office Officers 011264447	Municipal Account Revenue 0112641097	15 minutes	Fees are charged depending on the nature of the business.
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10	Collection of business tax	Completed Application form	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	10 minutes	It fees are charged according to nature of business and annual income
11	Collection of entertainment tax and exemption from entertainment tax	<p>printed tickets prepared for sale, Acting as in 1 above, in relation to an exemption from entertainment tax</p> <ol style="list-style-type: none"> 1. According to the value of the tickets proposed to be sold, an amount equal to the entertainment tax shall first be deposited in the house. 2. Estimate of income and expenditure of work at the time of deposit of Entertainment tax fund 30 days before the end of work statement of actual income and expenses of the work. 	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	10 minutes	<p>25% entertainment tax on cinema revenue.</p> <p>25% of the value of printed tickets.</p>

12	Banquet Halls, Town Halls, Community halls for hire	1. Requesting letter 2. Completed application form	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	10-15 minutes	The fees charged will vary depending on the requested event hall / town hall / community hall, requirement and time of Application
13	Authorization of promotional programs.	Requesting letter	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	10-15 minutes	The fees charged vary depending on the location and time of application
14	Issuance of bicycle, cart licenses.	National Identity Card	Front office Officers 0112 64447	Municipal Accountant Revenue 0112641097	10 minutes	Bicycle Rs. 40/- Shopping cart Rs. 50/-
15	Lease of property owned by council	Tender Application	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	10 minutes	A non-refundable form fee and a refundable tender deposit.
16	Charging of three-wheeler parking charges.	1. Application form 2. Driving license	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	10 minutes	Rs. 500/- per three-wheeler per year.
17	Charging for billboards and banners	Completed application	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	10-15 minutes	The fee charged varies depending on the nature of the billboard, size and location

18	Issuance of Advertisement Display permits .	<ol style="list-style-type: none"> 1. Requesting letter 2. A likeness of the advertisement intended to be displayed, printed on A4 paper (Including the Colours used) 	Front office Officers 011264447	Municipal Account Revenue 0112641097	10-15 minutes	The fee charged varies depending on the nature of the billboard size and location
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		<p>3. In the case of an advertisement notice board installed and displayed in a reserve of any road, the original copy of the letter authorizing the same by the road development authority or the provincial road development authority or the local government, as applicable.</p> <p>4. In the case of an advertisement notice board installed and displayed in a road reserve the original copy of the letter issued by the head of the traffic division of the police station where notice board is displayed.</p> <p>5. Where the applicant is not the owner of the land, the original copy of the letter stating</p>				
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		<p>that the owner of the land or building on which the advertisement is displayed has given permission for the same.</p> <p>6. In the case of a billboard displayed within an urban development area. Certified copy of the permit approved by the urban Development Authority or council under order 104 planning and development orders of the urban Development Authority 2021.</p>				
19	Allocating public places owned by the council for public performances and festivals	<ol style="list-style-type: none"> 1. Letter of Request 2. Receipt of payment to Geetha Design Center 3. Complete application form 	Front office Officers 011264447	Municipal Accountant Revenue	10-15 minutes	Fees as per place general show fee Rs.600/- and Entertainment tax fee.