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The Gazette of the Democratic Socialist Republic of Sri Lanka  
EXTRAORDINARY

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(Published by Authority)

**PART IV (A) - PROVINCIAL COUNCILS**

**Provincial Councils Notifications**

**NOTICE OF THE EASTERN PROVINCE PROVINCIAL COUNCIL**

**By Laws**

VERUGAL PRADESHIYA SABHA

I, Governor Anuradha Yahampath of the Eastern Province Provincial Council do hereby order publish the approval granted by me under the power vested in me by Section 123 Sub section (1) of the Pradeshiya Sabha Act, No. 15th of 1987, read with Section 2 of the Provincial Council (Consequential Provisions) Act, No. 12 of 1989, and the decision taken by the Pradeshiya Sabha with decision number 38 at the Council meeting held on 2019.05.16 as per the power vested with the Pradeshiya Sabha by Section 122 Sub section (1) of the Pradeshiya Sabha Act, No. 15th of 1987, the following scheduled Five (5) By-Laws made by the Verugal Pradeshiya Sabha under the power vested it in Section 126 of Sub section vii (f) and (xxx), ix (h), ix (h) and xv, ix (k), xxiii of the Pradeshiya Sabha Act, No. 15 of 1987, shall be effective within the Pradeshiya Sabha area of Verugal from the date of publish in this notification in the Government *Gazette*.

**ANURADHA YAHAMPATH,**

Hon. Governor,

Eastern Province Provincial Council.

Governor Secretariat,  
Inner Harbour Road,  
Trincomalee,  
31st January, 2020.

**SCHEDULE**

1. By- Laws relating to formulate, regularize, supervise and control the Advertisement within the local Authority area.
2. By-Laws relating to formulate, regularize, control and monitor hotels within the Local Authority area.
3. By- Laws in relating to formulate, regularize, control and monitor of bakeries within the Local Authority area.
4. By- Laws in relating to formulate, regularize, supervise and control of annoying business and dangerous business within the Local Authority area.
5. By- Laws in relating to formulate, regularize, supervise and control of Hair Dressing Saloons, Baber Shops and Beauty Centres within the Local Authority area.



**By - laws in Relating to Formulate, Regularize, Supervise and Control the Advertisement within the area of Authority of the Verugal Pradeshiya Sabha**

- |   |  |
|---|--|
| Name of By-Laws.                          | (1) By-Laws in this part may be cited as By-Laws relating to formulate, regularize, control and supervise advertisement displaying within the Verugal Pradeshiya Sabha limits.   |
| Objective.                                | (2) By-Laws in this part are made for the purpose of control and administrate in order to ensure protection, comfort and convenience of the people residing within the limits of the Verugal Pradeshiya Sabha.   |
| Legislative enactment for making By-Laws. | (3) By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the Sub section 126(vii) (f) and (xxx) of Pradeshiya Subhas Act, No. 15 of 1987, read with Section 122 (2) of Pradeshiya Subhas Act, No. 15 of 1987.   |
| Tasks to be executed (4-12).              | <p>(4) (i) Anybody who expects to obtain a license to display any advertisement within the limits of Verugal Pradeshiya Sabha shall forward an application substantially prepared in accordance with the specimen given in Schedule-01 to the Chairman or Authorized Officer at least four days before the date on which the said advertisement is expected to be displayed.</p> <p>(ii) The license shall be issued to any advertisement by the Chairman or Authorized Officer of Verugal Pradeshiya Sabha, if only the conditions specified in these By-Laws are duly fulfilled.</p> <p>(5) (i) Every application forwarded to obtain a license shall contain a specimen of the advertisement prepared on the scale 1:1000 on a paper 210 milli metres x 297 milli meters 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.</p> <p>(ii) When the place where the advertisement is to be displayed, happens to be a place owned by any person other than the applicant, or by any other institution written evidence ensuring that permission has been granted to display the advertisement at the particular place shall have been submitted.</p> <p>(6) It shall be the duty of the licensee to indicate the registered number of the license issued in respect of all notifications to be displayed in the lower edge of the right hand side of each advertisement or advertisements while such display is done.</p> <p>(7) 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, within forty eight hours from the last day of the display of the advertisement mentioned in the application.</p> <p>(8) (i) Advertisement relating to any entertainment the net proceeds are to be used for purpose of charity, an advertisement relating to an entertainment to held in the premises upon which such advertisement is displayed, an advertisement display by the Government or Provincial Council or Local Authority and an advertisement relating to a religious, political or public meeting which has no connection directly or indirectly to a business, the charges of advertisement may be exempted and license in that behalf shall be obtained from the Chairman or Authorized Officer .Further Provided that in any advertisement and sign is illuminated advertisement and sky sign permits shall be obtained by paying fees as specified in these By-Laws.</p> |

- (ii) When any notice of advertisement of any commodity or a service has been displayed together with the name, number and 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 these 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 shall obtain the license in respect of provisions of these By-Laws.
- (iii) The charges and fees shall be exempted for the display in front of any business premise or any factory within the area of authority of the Verugal Pradeshiya Sabha , 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. But all other conditions specified in these By-Laws shall apply to the above advertisement. However, at any time when more than one such advertisement is displayed the provisions of these By-Laws shall apply in respect of all such additional advertisements.
- (9) The owner or lessee of any hoarding used for the displaying of advertisement shall
- maintain such hoarding in a proper condition and security, and
  - Exhibit his name, address and telephone number of advertiser in clear and legible characters in a conspicuous position on the front of such hoarding.
- (10) Any sky sign shall be erected in such a way that it shall not be dangerous to the persons who use the road or the pavement and if in any circumstance, any person is getting injured or damage is caused to the properties by falling down such sky sign, the owner of such sky sign shall pay the damages to that person or owner of properties for lost sustained and the Chairman or Authorized Officer of the Verugal Pradeshiya Sabha shall be exempted of payment of such damages.
- (11) Sky sign board shall be constructed and erected in a manner which is approved by the Engineer.
- (12) (i) 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.
- (ii) The Verugal Pradeshiya Sabha shall not be responsible in any way for removing, damaging or disfiguring of an advertisement obtained under the license for exhibiting.
- (13) (i) Unless any person has a valid license issued on the application prepared according to the specimen found in the first Schedule for the particular purpose by the Chairman or Authorized Officer, 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 Verugal Pradeshiya Sabha.
- (ii) Even after obtaining a valid license 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 license, to be seen at any public place.
- (14) The period of validity of the license already issued to any other licensee in respect of the place for which the license is currently requested shall have been completed valid time period. Further there shall be sufficient place to display the advertisement. However, this provision shall not be an obstacle to issue a license to display an advertisement board nearby so as not to obstruct the viewing of the advertisement being displayed under a license previously issued and still in force.

Tasks not to be carried out (13-21).

- (15) (i) The advertisement for which a display license 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.
- (ii) It shall not be displayed any advertisement prohibited or limited by a written law of the country.
- (16) Anybody shall not fix an advertisement in a manner that may cause any obstacle or accident to a person walking near 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.
- (17) No person shall cause any advertisement to be displayed or affixed or attached any religious place or park or any bridge or street or electrical post or any tree or branch close to them or any public building connected with them.
- (18) An advertisement to be displayed in such manner over or across any pavement carriage way of any street or road unless such advertisement is displayed affixed or attached to an overhead bridge constructed for the use of pedestrian or is a projecting sign board constructed or erected in a manner approved by the engineer.
- (19) No person shall cause
- (i). Any advertisement to be displayed on a vehicle in a manner or in such form other than that approved by the Chairman or Authorized Officer.
- (ii). In addition to the approval given by the Verugal Pradeshiya Sabha, any vehicle bearing any illuminated advertisement not approved by the Superintendent of police, shall be driven on any street or road .
- (20) Any license issued under By-Law to display an advertisement shall not be considered or constructed any legal permission given to profess its implied meaning for expression.
- (21) (i) Verugal Pradeshiya Sabha shall determine which areas are allowed to display advertisements within the area of the Pradeshiya Sabha.
- (ii) When conditions necessary for the issue of a license under the By-laws in this part have been fulfilled in respect of any application, the Chairman or Authorized Officer shall inform the applicant about it. It shall be the duty of the Chairman or Authorized Officer to issue the license to the applicant after paying the fees for the license in the manner set out in section 25(i) and fees for the security deposit set out in section 22(i) of By-Law, after receipt of the above notice.
- (iii) It shall be the duty of the Chairman or Authorized Officer to publish a notification in the *Gazette*, the areas determined from time to time, where advertisement could be displayed or exhibited. Such notification shall take effect from the date of its publication, or from whatsoever date specified therein.
- (iv) The Verugal Pradeshiya Sabha shall have power to construct or maintain an advertisement board Under these By-Laws as determined by Pradeshiya Sabha in any land belongs to any person and given to the Pradeshiya Sabha on agreement or in any land belongs to the Pradeshiya Sabha.
- (v) The Verugal Pradeshiya Sabha shall have the power to recover the fees already fixed by the Pradeshiya Sabha from the licensee to display any advertisement on the board constructed by the Pradeshiya Sabha under above sub section (ii).
- (vi) Publishing of notice in Government Gazette regarding the fees for advertisement license is duty of Chairman as specified in above paragraph (i) in these By Law No.25

- (22) (i) When a decision has been made to issue a license in respect of any application forwarded for the purpose of displaying an advertisement, the Chairman or Authorized Officer shall not issue the license for the said application until the applicant has deposited security money in the Verugal Pradeshiya Sabha at the rates to be determined by it from time to time.
- (ii) It shall be the duty of the Chairman or Authorized Officer to publish in the *Gazette* about the decision taken by the Verugal Pradeshiya Sabha in respect of the rate of the security deposit to be deposited in the Pradeshiya Sabha prior to issuing a license to display any advertisement.
- (23) (i) After taking action to remove the advertisement in the manner set out in By-Law No. 7 , the licensee shall be able to withdraw the deposit money already deposited at the Verugal Pradeshiya Sabha before the issuing of the relevant license on a written request made to the Chairman or Authored Officer.
- (ii) On receipt of a written request in the manner set out in paragraph (i) it shall be the duty of Chairman or Authorized Officer to ensure,
- (a) the licensee has properly accomplished the provisions stated in By-laws No.7
- (b) And that in the event of the hoarding being constructed by the Verugal Pradeshiya Sabha 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.
- (iii) Unless the Chairman or Authorized Officer is satisfied when ensuring in the manner set out in paragraph ii (b) that the licensee has acted in the manner stated in the By-laws, No. 7 and that no damage is caused to the hoarding of the Verugal Pradeshiya Sabha, the said deposit money shall not be released fully to the licensee. When any licensee has avoided acting in the manner stated in By-laws No. 7 or when any damage has been caused to the hoarding of the Pradeshiya Sabha, suitable action shall be taken to deduct from the deposit money expenditure that the Pradeshiya Sabha 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.
- (iv) When the money leviable by the Verugal Pradeshiya Sabha 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 Pradeshiya Sabha.
- (v) However Security deposit shall be refunded within fourteen days on request made by the licensee in written. If not, reason shall be notified within fourteen days to the licensee for what reason the security deposit could not be refunded.
- (24) Action shall be taken to remove all advertisements displayed without a license issued by the Verugal Pradeshiya Sabha and to take into the possession of the Pradeshiya Sabha or remove in a manner decided by the Chairman or Authorized Officer.
- (25) (i) Under the sub section 149 of Pradeshiya Sabhas Act, No. 15 of 1987, the Secretary has the authority to charge for licence fees not exceeded the maximum amount stated to display any advertisement, further
- (ii) (a) Advertisement rent and fees shall be paid to the Verugal Pradeshiya Sabha under para 21(v) to display any advertisement on the board constructed at the place belonging to the Pradeshiya Sabha under these By-Laws.

Charges and fees

Or

(b) Applicant shall pay the advertisement fees determined by the Verugal Pradeshiya Sabha from time to time to display any advertisement on the board fixed where land is belonging to the applicant or any other person or other institution .

(iii) Further security deposit shall be paid as specified in By-Law 22

(iv) Person who has applied for a temporary license to display any advertisement shall pay license fee according to the decision made by the Verugal Pradeshiya Sabha from time to time.

(v) When it is required to display an advertisement during the succeeding year after the expiry of the period of validity of the license currently issued for the display of any advertisement a new license shall have been obtained on displaying the notice for such succeeding year.

However, notwithstanding the amount of fees determined by the Verugal Pradeshiya Sabha as charges intended to be made during the succeeding year in respect of license to be issued for the display of advertisements, the same license fees determined earlier shall be recovered for the new license to be issued for the display of the said advertisement.

Delegation of power.

(26) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to the secretary or any other officer of Verugal Pradeshiya Sabha

Valid period of license or permit.

(27) (i) Validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier

(ii) Temporary license shall be valid for days for which license has been issued unless its validity is cancelled earlier

procedure of inspection and powers.

(28) (i) 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 Authorized Officer or the Authorized Officer shall have the power to direct the licensee through an order to bring it back to proper conditions within two weeks.

(ii) It shall be lawful to cancel the issued license for such advertisement and remove the advertisement by the Chairman or Authorized Officer or Authorized Officer, when anybody in receipt of a notification under paragraph (i) has avoided acting in the manner provided by the provisions of the notification.

(iii) When any license has been cancelled under the provisions in paragraph (ii) the security deposit, deposited at the Verugal Pradeshiya Sabha in respect of displaying that advertisement shall acquire to the funds of the Pradeshiya Sabha and nobody else shall have the right to claim the deposit money.

(iv) It shall be lawful Chairman or Authorized Officer to issue temporary license for less than fourteen days as required, However all conditions are applicable to issue temporary license.

Complaints and resolving mechanism.

(29) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by this officer.

- (30) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence. Violation of By-Laws (30-31).
- (31) When any provision in these By-laws has been violated, the Authorized Officer or the Authorized Officer shall have the power to cancel any license issued having invited the attention in respect of such violations.
- (32) Contravention or breach of any of these by-laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Verugal Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and penalties.
- (33) In these By-Laws unless the context otherwise requires Interpretation and definition.
- "The Chairman" means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.
- "Secretary" means the Secretary of the Verugal Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.
- "Pradeshiya Sabha" means, the Pradeshiya Sabha constituted under the Act of Verugal Pradeshiya Sabha
- "Authorized Officer" means any officer given authority in written by the Chairman to carry out particular duty.
- "The power to inspect within the specified period" means period from the time of sun shining until the time of sun setting.
- "Engineer" means Engineer or Qualified Technical Officer given authority in writing by the Chairman to carry out particular duty.
- "Licensee" means any person whosoever obtained a license under provision of these By-Laws a person who is responsible for management, is employed by the person in-charge or Manager of the management of this place.
- "Licensed premise means" place for which is issued license to take all measure under this provision.
- "Superintendent of police" means, an officer in police station given authority for the specified purpose in writing by the office in charge of the police headquarters.
- "Cut-out" means, an advertisement fixed or pasted to a frame made up of wood or some other material ;
- "Display board" means, whatsoever permanent board constructed for fixing or hanging an advertisement displayed for the information and attention of the public ;
- "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 any vehicle 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;

VERUGAL PRADESHIYA SABHA

**Application for the Advertisement**

1. Full Name:\_\_\_\_\_.
2. Address:\_\_\_\_\_.
3. N.I.C.No. :\_\_\_\_\_.
4. Mobile No. :\_\_\_\_\_.
5. E-Mail Address:\_\_\_\_\_.
6. Advertisement model annexed:\_\_\_\_\_.
7. Location map annexed:\_\_\_\_\_.
8. Type of Advertisement: - One side/ Double sides/ Lighted:\_\_\_\_\_.
9. Duration: - From:\_\_\_\_\_. To:\_\_\_\_\_.
10. Size of Advertisement: - Length \_\_\_\_\_, Width:\_\_\_\_\_, Height:\_\_\_\_\_.

I agree that if above mentioned information is against the true and fair view. my holding will be converted to municipal property without any notice.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman/Secretary / Authorized officer

**Chief Revenue Inspector.**

Fitting advertisement in size of ..... at the specified place is suitable/ is not suitable

.....  
Date

.....  
Revenue Inspector.

**Secretary**

Fitting of the above advertisement is recommended/ not recommended

.....  
Date

.....  
Chief Revenue Inspector.

Secretary,

Size of Advertisement: Length ..... Wide ..... Area (square meter) .....

| <i>Detail</i>                   |        | <i>Private Land</i> | <i>RDD Road</i> | <i>RDA Road</i> | <i>MC Land</i> | <i>MC Road</i> |
|---------------------------------|--------|---------------------|-----------------|-----------------|----------------|----------------|
| Agreement is made               | Yes/No |                     |                 |                 |                |                |
| Land Rent (Rs. 200*sq)          |        |                     |                 |                 |                |                |
| Advertisement Fees (Rs. 100*sq) |        |                     |                 |                 |                |                |
| Total Fees                      |        |                     |                 |                 |                |                |
| Vat                             |        |                     |                 |                 |                |                |
| NBT                             |        |                     |                 |                 |                |                |
| Total Amount                    |        |                     |                 |                 |                |                |

.....  
Date

.....  
Management Assistant.

Above advertisement is approved / not approved

.....  
Date

.....  
Secretary.

**For the report of Revenue Branch**

Receipt No.:..... Date of the Receipt:.....

License No.:..... Date of the License:.....

Recommended to issue License.

.....  
Sectional head (Revenue).

**Submit for signature of Pradeshiya Sabha Authorized Officer**

.....  
Date

.....  
Secretary.

Signed

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer.

Officer

Above advertisement has been / not has been fitted at proper place with right size.

.....  
Date  
(Planning section)

.....  
Field officer/ Technical officer.

**By-laws Relating to Formulate, Regularize, Control and Monitor Hotels within  
the area of Authority of Verugal Pradeshiya Sabha**

- (1) By-Laws in this part may be cited as By-Laws relating to formulate, regularize, control and monitor hotels within the area of authority of Verugal Pradeshiya Sabha. Name of By-Laws.
- (2) By-Laws in this part are made for the purpose of protecting sanitation and health of public residing within the Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabhas Act, No. 15 of 1987. Objective.
- (3) By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126(ix) (h) of Pradeshiya Sabha Act No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabhas Act No. 15 of 1987. Legislative Enactment for making By-Law.
- (4) Obtaining the annual license by submitting the application form in Schedule 01 is the duty and obligation of the licensee. Tasks to be executed (4-19).
- (5) The license shall be issued to run any hotel by the Chairman or Authorized Officer of Verugal Pradeshiya Sabha, if only the following specified conditions are duly fulfilled in addition to the regulations noticed under the provisions in the Urban Development Authority Law No. 41 of 1978 :
- (i) The licensed premises shall be kept in clean and renovated condition ;
  - (ii) Walls of each room of the licensed place shall not be less than 3metres in height ;
  - (iii) Walls shall be built with bricks, block stones or limestone or any other approved stones and plastered and painted in both sides. However, except the kitchen, any other rooms which are made of timber or any kind of metal sheet, or both timber and metal sheets and painted, shall be considered to be in conformity to this provisions ;
  - (iv) Each room of the licensed place shall be ceiled in height not less than 3 meters from floor level ;
  - (v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable ;
  - (vi) The roof has to be made of some permanent solid material. Eaves of the roof has to be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter ;
  - (vii) The floor of the rooms shall be cemented and plastered or laid with floor tiles ;
  - (viii) Dustbins shall be kept for collecting the generated garbage at licensed place and the bins must have proper lids to prevent flies, insects and other rodents getting into them ;
  - (ix) The utensils in the kitchen must have proper lids to prevent flies, insects and other animals getting into them ;
  - (x) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under By-Law No. 13 ;
  - (xi) Each table kept in licensed place for use of consumers and in the kitchen,

- (a) When the tables are made of timber, the legs of table shall be polished and painted. Further, the surface of the tables shall be covered with any polished impermeable material or stainless metal sheet, devoid of any joints ;
- (b) When the tables are made of iron, steel or any other metals the legs of table shall be painted and the surface of the table shall be covered with any polished impermeable material or stainless metal sheets, devoid of joints :
- (xii) A quality certificate shall be obtained from the Water Supply and Drainage Board in respect of drinking water used in the licensed place, and this certificate has to be obtained at least once in every six months. If the water is supplied by the National Water Supply and Drainage Board in this place, it shall be considered as the Quality Certificate has been obtained ;
- (xiii) If the water is stored for the use of a licensed place, adequate protective measures shall be taken to avoid contamination of that water ;
- (xiv) A separate place shall be maintained for washing the utensils used by the customers ;
- (xv) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons. Such lavatories shall be constructed at a distance away from kitchen, dining rooms or pantries such a manner to avoid direct contact in order to maintain hygiene ;
- (xvi) The walls of each lavatory shall be constructed with bricks, block stones, limestone or any other approved stones and plastered with cement, polished and painted. While the walls are built with stainless metal sheet, the surface of them shall be painted. The floor shall be plastered with cement and polished or laid with floor-tiles ;
- (xvii) Sufficient number of bathrooms shall be constructed for the use of employees at the licensed place and the terms stated in paragraph (xvi) in respect of lavatories of this By-Law shall be applicable to the floors and walls of these bathrooms as well ;
- (xviii) Water supply facilities to each room at licensed premises shall be made in safe manner by pipe line ;
- (xix) Facilities to wash hand and mouth shall be made available at the customer using section of premises and 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 installed ;
- (xx) A suitable system of drains shall be made available to allow free flow of waste water disposed from any section of the premises ;
- (xxi) In the event of the Verugal Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meters away from the constructed well;
- (xxii) At the licensed premises, general fire extinguishing equipment shall be maintained in working condition, and if electricity supply has been provided to the place, electrical fire-fighting appliances shall be provided in addition ;
- (xxiii) At the licensed premises, the section where tea, coffee, milk and other drinks are prepared shall have been covered with stainless metal sheets or tiles or with any impermeable material ;
- (xxiv) All bed rooms at the licensed premises reserved place for sleeping for customers and employees, shall be at least 04 square meters for one person (2 m length X 2m width).

Further, an Almira or cabinet to keep cloths, a bar made by wood or metal to keep towel or other things, a table to keep the things of customer or customers and attached bathrooms shall be there.

- (6) It is the duty of the licensee to ensure that every space where paints need to be applied as set out under By-Law No. 5 shall be applied with paints at least once a year.
- (7) The licensed premises shall have been swept at least twice a day. The drains carrying waste water in the licensed premises shall have been cleaned and washed with water at least twice daily.
- (8) Any room in the licensed premises, after using by one customer all bedsheets, pillow covers, blankets, towels or any other clothes in the room shall be properly washed and cleaned before to be provided to another customer. Besides, the windows of such room should be kept completely opened at least for four (04) hours before allowing the next customer to stay in the room. However there shall be at least thirty minutes interval to allow next customer when the rooms have been with air condition in operation.
- (9) Every licensee of hotel shall maintain a register to write down record the name, address, and identity of each person who stays at the licensed premises and it is the duty of the licensee to allow it, to be examined when the Chairman or An Authorized Officer.
- (10) It is the responsibility of the licensee to make arrangements to sweep and clean every room, stairs, halls, drains and the premises before noon every day.
- (11) Lavatories and bathrooms in the licensed premises shall be cleaned and applied with disinfectants at least twice a day and these shall be maintained without emanating dour. However, it may be considered to be adequate that cleaning the toilets and bathrooms in rooms in which customers are staying once a day.
- (12) It shall be the responsibility of the licensee to take action that vessels and other items or implements used for cooking or preparing food or used for exhibiting and selling food meant to be consumed by the customers, cleaned and washed by using soap or liquid soap before and after using.
- (13) The garbage collected in the licensed premises shall be segregated as specified in By-Law No. 14 and put in impervious garbage bins separately and disposed once a day or more than once a day if necessary. Further these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (14) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows :
  - (a) Bio-degradable wastes;
  - (b) Glass;
  - (c) Paper or paper related materials;
  - (d) Polythene, plastic or polythene and plastic related materials;
  - (e) Iron and any other metal or parts of iron or any other metal;
  - (f) Residues of raw materials or part of by products and parts of other products;
  - (g) Hazardous waste.

It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.

(ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Verugal Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman.

(15) Every licensed premise shall be maintained free of rats, flies or any other kind of insects and 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 living beings.

(16) Food served to the customers shall not be handled by bare hands and spoons, forks or any other instruments shall be used to serve food.

(17) Every person engaged in preparing food and drinks at the licensed premise shall be provided with clean white aprons, masks, gloves, hat, and safety covers. It is the responsibility of the licensee to ensure that each employee be clean before start the work by washing body and wear these safety materials when they are on duty.

(18) It shall be the duty of licensee to provide the pure drinking water, clean towels, nail brush and soap or liquid soap to every employee at the licensed premise.

(19) It shall be the responsibility of the licensee to make all employees engaged at the licensed premises, to undergo a medical test at least once a year.

Tasks not to be carried out (20 – 29).

(20) No person shall run a hotel within the authority of the Pradeshiya Sabha area, unless he or she has a valid permit for the purpose of that, issued by the Chairman or Authorized Officer.

(21) No person shall be allowed to sleep in any rooms other than the room reserved as bedroom

(22) The licensee shall not allow any person to sleep in any bedroom which do not comply with the minimum space specified in para (xxiv) of By Law 5.

(23) No animals shall be kept in any rooms, kitchen or dining hall of the licensed premise.

(24) The garbage discharged from the licensed premise shall not be disposed in then and there of the land or anywhere else in the premises other than the place specified

(25) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who had been recently nursing anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the authorized place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed.

(ii) No person or persons should be engaged or allowed to be engaged at the authorized place, unless they are dressed in clean clothes ;

(26) (i) Any employee who engaged in food production or food serving shall not involve in any unhygienic or awkward activities in the licensed premise.

(ii) any person shall not engage in singing songs or activating disk , operating machine or making any unnecessary noise so as to creating inconvenience to other lodging houses or residence living closely

(27) Any licensee shall not desist or prevent such purchase referred in By-Law 30

(28) (i) No person shall keep or sell any kind of adulterated milk or milks products not contained the minimum requirements of as per the first schedule shown below accordance with the food regulations published in the *Gazette* of Democratic Socialist Republic of Sri Lanka dated 01.08.1991 under the Food Act, No. 26 of 1980.

(ii) Any licensee shall not keep or sell any kind of spoiled milk or milk products unfit for human consumption.

(29) In any licensed premises the bed rooms shall not any time consist of,

(i) more than one bed in a single bedroom ;

(ii) more than two single beds or a double bed in a twin bedroom ;

(iii) more than one double bed and a single bed or three single beds in a triple bedroom; and

(iv) more than two double beds and a single bed or one double bed and three single beds or five single beds in a family room.

Further, in respect of any hotel the license 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 triple room. However, when the age of the anybody sleeping in any room that person is below 12 years shall not be considered as one person for purpose of this section.

(30) It shall be lawful for the Chairman or an Authorized Officer, to purchase a sample of any kind of food kept for sale or displayed for sale, for the purpose of inspection at the licensed premise.

Function of the Pradeshiya Sabha (30 – 31).

(31) In the event of the premises where any hotel is maintained under a license issued, any license contravenes any By-Law set out in this part the Chairman or an Authorized Officer 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) Under the sub section 149 of Pradeshiya Sabha Act, No. 15 of 1987, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run hotels.

Charges and fees.

(33) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to the Secretary or any other officer of Verugal Pradeshiya Sabha.

Delegation of powers.

(34) The validity of every license issued under the provision of this By-law shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.

Valid period of license or permit.

(35) The Chairman or any Authorized Officer has the power to inspect the standards of these By-laws within the specified period at the licensed premises.

Procedure of inspection and powers (35-38).

(36) It shall be duty of the licensee who have received license under the provisions of these By-laws to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or any Authorized Officer.

(37) Any licensee, who receives such notice mentioned in By- law No. 31, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the

Chairman or Authorized Officer has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.

(38) The Chairman has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned in By-law No. 37 in these By-Laws fails to act as stipulated in the notice on or before the specified date.

Complaints and resolving mechanism.

(39) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers.

Violation of By-Law.

(40) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence.

Fines and Penalties.

(41) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Verugal Pradeshiya Sabha limits liable to the penalties in terms of section 122(2) in the Pradeshiya Sabha Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of section 122(2)

Interpretation and definition.

(42) In these By-Laws unless the context otherwise requires,

“The Chairman” means who has been elected as Chairman by the provisions of the Local Authorities Elections Act ;

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

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act, of Verugal Pradeshiya Sabha ;

“Authorized Officer” means any officer given authority in written by the Chairman to carry out particular duty ;

“Urban Development Authority “ means, the urban development authority constituted under Urban Development Law No. 41 of 1978 ;

“The power to inspect within the specified period” means, opportunity for take measures to make business or product at the specified place ;

“Licensee” means any person whosoever obtained a license under provision of this by law of the hotel and person who is responsible for management, is employed by the person in charge or Manager of the management of this place ;

“Licensed premise” means place for which is issued license to take all measure under this provision ;

“Hotel” means, a place where cooked meals and curries are prepared for sale or kept for display or any other meal prepared for human consumption or short-eats are prepared and kept for sale or display or where accommodation are made for customers ;

“Family room” means, a room having space for three persons to stay at a time having two double beds and one single bed or double bed and three single beds or five single beds ;

“Triple room” means, a room with sufficient space for three person to stay in at a time with a double bed and one single bed or three single beds ;

“Double room” means, a room where two person can stay in, at a time with one double bed or two single beds ;

“Single room” means, a room with sufficient space for one person to stay in having only one bed ;

“Double bed” means, a bed measuring 200cm in length and 125cm in breadth having one bed and a mattress ;

“Single bed” means, a bed measuring 200cm (minimum) in length 95cm in breadth with one mattress and a bed.

Annexure -01

#### Compositional Requirements of milk

| <i>Column I<br/>Class of milk</i> | <i>Column II<br/>Designation</i>  | <i>Column III<br/>Milk fat minimum<br/>percent</i> | <i>Column IV<br/>Milk solids other<br/>than milk fact<br/>minimum percent</i> |
|-----------------------------------|-----------------------------------|--|---|
| 1. Buffalo                        | Raw, pasteurized or<br>sterilized | 7.0  | 9.0   |
| 2. cow                            | Do.                               | 3.5  | 8.5   |
| 3. Standardized                   | Pasteurized or sterilized         | 3.25   | 8.25  |
| 4. Toned                          | Do.                               | 2.0  | 8.5   |
| 5. Flavored                       | Do.                               | 2.0  | 7.2   |
| 6. Skimmed                        | Do.                               | -  | 8.5   |

SCHEDULE-01

**Application For Business tax / License 20.. for conducting Hotel within the area of authority of Pradeshiya Sabha**

1. Name of the Business center:\_\_\_\_\_.
2. Place of the Business center:\_\_\_\_\_.

  - (i) Ward No.: \_\_\_\_\_.
  - (ii) Assessment No.:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.

3. Name of the Applicant:\_\_\_\_\_.

  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.

4. (i) Date of Beginning:\_\_\_\_\_.
- (ii) Type of business:\_\_\_\_\_.
- (iii) Name of the manager of the business center / Agent name:\_\_\_\_\_.
- (iv) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:- Yes: No.:\_\_\_\_\_.  
If last year license was obtained,  
License No.:\_\_\_\_\_.
- Date:\_\_\_\_\_.
7. 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: ... ..
8. The Number of employees (including the Manager) in the Lodging House: ... ..
9. 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: ... ..
10. Bathrooms:
  - (i) The number of male bathrooms: ... ..
  - (ii) The number of female bathrooms: ... ..
11. The Number of Kitchens: ... ..
12. Source of water supply: ... ..

13. Methodology for the final disposal of solid waste:....

I do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... To run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman/Secretary / Authorized Officer

**For the report of assessment section**

Ward :..... Assessment No. :.....  
Name of Street :.....  
Name of the Owner :.....  
Detail of Assessment :.....  
Annual Value :..... Arrears of the assessment tax :.....

.....  
Date

.....  
Administrative Officer

**For the report of Revenue Branch,**

1. Type of business :.....
2. Fees to be paid :.....Under A/B/C
3. Remarks :.....

.....  
Date

.....  
Revenue Inspector

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....

.....  
Date

.....  
Public Health Inspector

**Medical Officer of Health's Report:**

.....  
.....

.....  
Date

.....  
Medical Officer of Health

**For the report of Chief Revenue Inspector,**

Rent Agreement :..... Nature :.....  
Environmental License :..... M.O.H report :.....  
C.O.C :..... Excise License :.....

Application is recommended/not recommended for the following reasons:

.....

.....  
Date

.....  
Chief Revenue Inspector

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date

.....  
Secretary

Approved/Not Approved

.....  
Date

.....  
Pradeshia Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No.:..... Date of the  
Receipt:.....  
License No.:..... Date of the  
License:.....

Recommended to issue License.

Date .....

.....  
Sectional Head (Revenue).

Submit for signature of Pradeshia Sabha Authorized Officer

.....  
Date.

.....  
Secretary.

Signed

.....  
Date.

.....  
Pradeshia Sabha Chairman/Authorized Officer.

**By- Laws in relating to formulate, regularize, control and monitor of bakeries within the area of authority of the Verugal Pradeshiya Sabha**

- |  |   |
|--|---|
| (1) By-Laws in this part may be cited as the By-Laws in relating to formulate, regularize, control and monitor of bakeries within the area of authority of the Verugal Pradeshiya Sabha.   | Name of By-Laws.                          |
| (2) By-Laws in this part are made of the purpose of protecting sanitation and health of public residing within the Verugal Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No. 15 of 1987.  | Objective.                                |
| (3) The By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (ix) (h) of Pradeshiya Sabha Act, No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabha Act, No. 15 of 1987.   | Legislative Enactment For making By-Laws. |
| (4) Obtaining the annual license by submitting the application form in schedule 01 is the duty and obligation of the licensee.   | Tasks to be Executed (4-25).              |
| (5) The license shall be issued to any bakeries by the Chairman or Authorized Officer of Verugal Pradeshiya Sabha, if only the following specified conditions are fulfilled.   |   |
| (i) Premises shall be kept in clean and renovated condition whether the energy is obtained by means of firewood, Electricity or any other way.   |   |
| (ii) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable.   |   |
| (iii) Each room shall be cilium and cilium is in height not less than 3.0 metres from floor level.   |   |
| (iv) The floor of every room shall have been finished with cement or tiles.  |   |
| (v) The room in which the oven of the bakery and walls are located shall be at least in a height of 3.0 meters from the ground level of the room.  |   |
| (vi) Further all walls shall be built in bricks, cement blocks, lime stones or stones with both sides of the walls being plastered and applied with paints when the walls have been completed using timber with aluminum or other metal, surface of the timber shall be 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 2.5 meters above the floor level and the reservation for the eaves shall be at least 1.0 meter in width.  |   |
| (ix) A quality certificate shall be obtained from the Water Supply and Drainage Board in respect of drinking water used in the place, and this certificate has to be renewed at least once in every six months. If the water is supplied by the National Water Supply and Drainage Board in this place, it shall be considered as the Quality Certificate has been obtained. |   |
| (x) If the water is stored for the use of a licensed place, adequate protective measures shall be taken to prevent contamination of that water.  |   |

- (xi) Supplying water to each room of the license premises shall be made in manner by pipe line.
- (xii) In the event of the Verugal Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meter away from the constructed well.
- (xiii) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under By-Law No. 13.
- (xiv) When the bakery requesting a license is one using wood,
  - (a) The upper edge of the chimney of the oven of the bakery shall have been built a height of at least 7.5 meters above the ground level.
  - (b) A sufficient receptacle to be kept to the dispose of ash and remnants of wood removed from the oven of the bakery.
  - (c) The outside wall of the oven of the bakery shall be painted or applied with lime.
  - (d) A separate place or room shall be there to store fuel.
- (xv) When the bakery requesting a license is using electricity-
  - (a) While the electric plugs connecting electricity to the bakery equipment shall be in a safe condition and trip switches automatically functioning during high voltage and leaks in electricity shall have been fixed.
  - (b) Electric cables of electric circuit fixed within the premises shall be drawn through pipes or boxes without leakages of electricity.
- (6) If electricity facilities have been obtained for the bakery, general fire extinguishing equipment shall be maintained in working condition, and electrical fire-fighting appliances shall be provided in addition.
- (7) All spaces prescribed in By-Laws No. 5 in these By-Laws to have been applied with paints shall be so applied with paints at least once a year.
- (8) The floor of every room used for kneading flour shall be washed at least once a week.
- (9) While the surfaces of all the tables used for kneading flour shall have been finishing smoothly without any gaps otherwise there shall be fully covered with stainless metal sheets.
- (10) 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.
- (11) The bakery and its environment, drains, furniture and equipment shall be kept in prompt maintaining condition.

- (12) The licensee shall have to be supplied necessary face masks gloves and other safety materials to the employees and to be ensure whether the employees are wearing those after having body wash or bath when they have engage with their duty within the license premises.
- (13) The garbage collected in the licensed premises shall be segregated as specified in By Law No. 14 and put in impervious garbage bins separately and disposed twice a week or more than if necessary, and these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (14) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows:—
- (a) Bio-degradable wastes;
  - (b) Glass;
  - (c) Paper or paper related materials;
  - (d) Polythene, plastic or polythene and plastic related materials;
  - (e) Iron and any other metals or iron or any other metals;
  - (f) Residues of raw materials or part of by products and parts of other products;
  - (g) Hazardous waste.
- It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.
- (ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Verugal Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman or Authorized Officer.
- (15) A separate room shall be maintained exclusively used for storage of flour other ingredients used in the bakery shall be sufficiently ventilated and secured against entry of rats ,flies or any other kind of insects.
- (16) When storing flour in the store room mentioned By-Law No. 15 in these By-Laws a rack made of timber on a stand at a height of 20cm 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 23cm away from the wall.
- (17) It is the duty of the licensee to see that the racks mentioned By-Law No. 16 are taken out and cleaned at least twice a month.
- (18) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons. Such lavatories shall be constructed at a distance away from manufacturing room of bakery, pantries and place for displaying or sale of products such a manner to avoid direct contact in order to maintain hygiene.

- (19) All employees of the bakery shall be supplied with pure water, clean towels, brushes to clean nails and soap or fluid soap.
- (20) It shall be the duty of the licensee to put in place a scale with standard weights, electronic balance or any other type of standard scale at a clearly visible place in all the bakery 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.
- (21) In the event of the delivery of bakery products for sale 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.
- (22) Every licensee of a bakery shall keep affixed in a conspicuous position on the outside of his premises a board with his name and the words “Licensed Bakery” legibly painted there on in Tamil, Sinhala and English.
- (23) Any persons who are taking bakery products for sales shall have a permit duly authorized by the Chairman or Authorized Officer.
- (24) Name list (including sellers) shall be kept at the licensed bakery for the inspection of Chairman or Authorized Officer.
- (25) It shall be the responsibility of the licensee to make all employees engaged at the licensed premises, to undergo a medical test at least once a year.
- (26) No person shall run a bakery within the authority of the Verugal Pradeshia Sabha area, unless having a valid license issued on the application prepared according to the specimen found in schedule 1 for the purpose of that, issued by the Chairman or Authorized Officer.
- (27) Unless the date of expiry of flour and other ingredients 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.
- (28) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who had been recently nursing anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the authorized place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed ;  
 (ii) No person shall engage himself or employ anybody else in any form of sale at any licensed premise without having clean dress.
- (29) Unauthorized chemicals and colorings shall not be used for the bakery products.
- (30) No person shall sleep in any place licensed under the provisions of the by-laws in this part, and shall not be 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.
- (31) Water not suitable for human consumption, shall not be used for any bakery products. Further, if the unground water tank is constructed for use, it should be constructed a distance of 18 meters away from waste fit or ash fit.

Tasks not to be carried out (26-34).

- (32) No animals shall be kept at licensed bakery or any part of licensed bakery.
- (33) No person shall spit within the licensed premises except in to a spittoon provided for purpose.
- (34) Any licensee shall not resist or prevent such purchase referred in By-Law No. 35
- (35) It shall be lawful for the Chairman or Authorized Officer, to purchase a sample of any kind of bakery products kept for sale or displayed for sale, for the purpose of inspection at the licensed premise. Function of the Pradeshiya Sabha (35-36).
- (36) In the event of the premises where any bakery is maintained under a license issued under the By-Laws any license contravenes any By-Law set out in this part the Chairman or Authorized Officer 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.
- (37) Under the sub section 149 of Pradeshiya Sabhas Act, No. 15 of 1987, Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run hotels. Charges and fees.
- (38) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Verugal Pradeshiya Sabha. Delegation of Powers.
- (39) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier. Valid period of license or permit.
- (40) The Chairman or Authorized Officer has the power to inspect the standards of these By- Laws within the specified period at the licensed premises. Procedure of inspection and powers (40-43).
- (41) It shall be duty of the licensee who have received license under the provisions of these By-Laws to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or Authorized Officer or any authorized officer.
- (42) Any licensee who receives such notice mentioned in By- Law No. 35, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman or Authorized Officer has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (43) The Chairman or Authorized Officer has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned in By-Law No. 35 fails to act as stipulated in the notice on or before the specified date.
- (44) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism.
- (45) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence. Violation of By-Law.
- (46) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Verugal Pradeshiya Sabhas limits liable to the penalties in terms of section 122(2) in the Pradeshiya Sabha Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of section 122(2). Fines and Penalties.

Interpretation  
and Definition.

(47) In these By-Laws unless the context otherwise requires

“The Chairman” means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.

“Secretary” means the Secretary of the Verugal Pradeshiya Sabhas or any other officer delegated to carry out the powers, functions and duties of the Secretary.

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act of Verugal Pradeshiya Sabha.

“Authorized Officer” means any officer given authority in written by the Chairman to carry out particular duty.

“The power to inspect within the specified period” period from the time of sun shining until the time of sun setting.

“Licensee” means any person whosoever obtained a license under provision of this by law and person who is responsible for management, is employed by the person in charge or Manager of the management of this place.

“Licensed premise means” place for which is issued license to take all measure under this provision.

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

“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 prepared or where goods are stored for preparation of such food.

**SCHEDULE 01**

**Application for Business tax / License 20..... for conducting Bakeries within the area of authority of Verugal Pradeshiya Sabha**

1. Name of the Business center:-
2. Place of the Business center:-
  - (i) Ward No.:-
  - (ii) Assessment No.:-
  - (iii) Name of the Road/Street:-
  - (iv) GN Division No. & Name:-
3. Name of the Applicant:-
  - (i) Full Name:-
  - (ii) Permanent Address:-
  - (iii) GN Division No. & Name:-
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning:\_\_\_\_\_.
  - (ii) Type of business:\_\_\_\_\_.
  - (iii) Name of the manager of the business center / Agent name:\_\_\_\_\_.
  - (iv) Previous Business:\_\_\_\_\_.
5. If it is rented building
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.  
If last year license was obtained,  
License No.:\_\_\_\_\_.  
Date:\_\_\_\_\_.

I, do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... to run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows:

.....  
Chairman/Secretary / Authorized Officer

**For the report of Assessment Section**

Ward :..... Assessment No.:.....  
Name of Street :.....  
Name of the Owner :.....  
Detail of Assessment :.....  
Annual Value :..... Arrears of the assessment tax :.....  
.....  
Date Administrative Officer.

**For the report of Revenue Department,**

1. Type of business :.....  
2. Fees to be paid :.....Under A/B/C  
3. Remarks :.....  
.....  
Date Revenue Inspector.

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....  
.....  
.....  
.....  
.....  
Date Public Health Inspector.

Medical Officer of Health's Report:

.....  
.....  
.....  
.....  
Date Medical Officer of Health.

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
.....

.....  
Date Chief Revenue Inspector.

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date Secretary

Approved/Not Approved

.....  
Date Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No.:..... Date of the Receipt:.....  
License No.:..... Date of the License:.....

Recommended to issue License. ....  
Sectional Head(Revenue).

Submit for signature of Pradeshiya Sabha Authorized Officer

.....  
Date Secretary.

Signed

.....  
Date Pradeshiya Sabha Chairman/Authorized Officer

**By- Laws in relating to formulate, regularize, Supervise and control of annoying business, dangerous business and annoying and dangerous business within the area of authority of the Verugal Pradeshiya Sabha**

|   |  |
|---|--|
| Name of By-Laws.                          | (1) By-Laws in this part may be cited as By-Laws in relating to formulate, regularize, supervise and control of annoying business, dangerous business and annoying and dangerous business within the area of authority of the Verugal Pradeshiya Sabha.  |
| Objective.                                | (2) By-Laws in this part are made for the purpose of protecting sanitation and health of public residing within the Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No. 15 of 1987.   |
| Legislative enactment For making By-Laws. | (3) By-Laws are made by virtue of the powers vested in Pradeshiya Sabha by the sub section 126 (ix) (k) of Pradeshiya Sabha Act, No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabha Act, No. 15 of 1987.  |
| Tasks to be executed(4-15).               | (4) Obtaining the annual license by submitting the application form in annexure 01 is the duty and obligation of the licensee.<br><br>(5) The license shall be issued to any dangerous business, annoying business or dangerous and annoying business carrying by the Chairman or Chairman of Verugal Pradeshiya Sabha, if only the following specified conditions are duly fulfilled:<br><br>(i) The licensed premises shall be kept in clean and renewed condition<br>(ii) Walls of each room of the licensed place shall not be less than 3 meters in height.<br>(iii) Walls has to be made of bricks, cement or lime stone or any other permitted stone and should be plastered and white washed.<br>(iv) Each room of the licensed place shall be ceiled in height not less than 3metres from floor level.<br>(v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable.<br>(vi) The roof has to be made of some permanent solid material. Eaves of the roof has to be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter max trail.<br>(vii) The floor of the rooms shall be cemented and plastered or laid with floor tiles.<br>(viii) Dustbins shall be kept for collecting the generated garbage at licensed place and the bins must have proper lids to prevent flies, insects and other rodents getting into them.<br>(ix) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under section 8 of these By-Laws.<br>(x) A suitable system of drains shall be made available to allow free flow of wastewater disposed from any section of the premises;<br>(xi) In the event of the Verugal Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action |

shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without Mixing with air and it shall be constructed at least fifteen Meters away from the constructed well.

- (6) It is the duty of the licensee to ensure that every space where white washing is needed to be applied under By-Law No. 5 in these By-Law shall be applied with paints at least once a year.
- (7) The licensed premises shall have been swept at least twice a day.
- (8) The garbage collected in the licensed premises shall be segregated as specified in By-Law No. 9 in these By-Laws and put in impervious garbage bins separately and disposed once a day or more if necessary. Further these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (9) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows
  - (a) Bio-degradable wastes;
  - (b) Glass;
  - (c) Paper or paper related materials;
  - (d) Polythene, plastic or polythene and plastic related materials;
  - (e) Iron and any other metal or parts of iron and any other metal;
  - (f) Residues of raw materials or part of by products and parts of other products;
  - (g) Hazardous waste

It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.

- (ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Verugal Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman.
- (10) All license holders should store the materials use for the business without annoying or effluvial.
- (11) All license holders shall carry the things which are annoying or effluvial by covering and put in to unabsorbed bags without any annoying or effluvial along the public places or roads.
- (12) All license holders, shall dispose the dangerous and annoying air and gases occurring from the production process by enough high to the aerosphere without any bad effect. Otherwise shall be disposed by fire or through any solidification instrument.
- (13) All license holders shall be kept wall of business premise in safe mode without absorbing any dirty and keep in good manner.
- (14) All license holders shall kept baskets and other instruments clean should have wash the utilities daily.
- (15) All license holders clean the tank which using for wash or drunk leather or any other materials without spreading any smell.
- (16) No person shall run an annoying business, dangerous business, and annoying and dangerous business carrying within the authorized area of Verugal Pradeshiya Sabha, unless he or she has

poses a valid license issued by the chairman or authorized officer on the application prepared according to the specimen found in annexure 01.

(17) No any person or licensee holder shall not be allowed for using the licensed place as the place for sleeping and taking food inside in night or day time.

(18) Any license holder should not use any river, watercourse, canal, well or any drain, sea or any other opened water areas for disposal the annoying, dangerous and effluvial things, and shall not be polluted above mentioned water resources.

Functions of the Local Authority (19-21).

(19) In the event of the premises where any dangerous business, annoying business, or dangerous and annoying business is maintained under a license issued under this By-Laws, any contravenes arose of any section of the By-Law the chairman or authorized officer shall take action to issue a notice to the said licensee for demanding him to take necessary measures to accomplish with prescribed conditions to reset the said premise to the approved position before a specified date.

(20) Any Person running dangerous business, annoying business, or dangerous and annoying business decided by Verugal Pradeshiya Sabha are included in orderly in schedule Nos. (I), (II), and (III) of this By Law, it is duty of the Chairman and authorized officer to informing such person about issuing the license.

(21) It is a duty of the Chairman or authorized officer to inform the applicant whether it is accepted to issue license or rejected with the reason in accordance with these by laws within 30 days of receiving an application.

Charges and fees.

(22) Under the sub section 149 of Pradeshiya Subhas Act, No. 15 of 1987, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run annoying business, dangerous business and annoying and dangerous business.

Delegation of powers.

(23) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Verugal Pradeshiya Sabha.

Valid period of license or permit.

(24) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.

Procedure of inspection and powers (25-27).

(25) It shall be duty of the licensee who have received license under the provisions to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or any authorized officer.

(26) Any licensee, who receives such notice mentioned in the By- Law No. 19, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.

(27) The Chairman has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned By-law No. 26 in these By-Laws fails to act as stipulated in the notice on or before the specified date.

Complaints and resolving mechanism.

(28) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers.

- (29) Contravention of one or more than one or all of the provisions included in these By-Laws is an offence. Violation of By laws
- (30) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Verugal Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and penalties
- (31) In these By-Laws unless the context otherwise requires Interpretation and Definition.
- “The Chairman” means who has been elected as Verugal Pradeshiya Sabha Chairman by the provisions of the Local Authorities Elections Act;
- “Secretary” means the Secretary of the Verugal Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary;
- “Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act of Verugal Pradeshiya Sabhas;
- “Authorized officer” means any officer given authority in written by the Chairman to carry out particular duty;
- “The power to inspect within the specified period” means opportunity for take measures to make business or product at the specified place;
- “Licensee” means any person whosoever obtained a license under provisions of these By laws and person who is responsible for management, is employed by the person in-charge or Manager of the management of this place;”
- “Licensed premise” means, specific range of place for which is issued license to take all measures under these provisions.

## FIRST SCHEDULE

### Annoying Businesses

- (1) Clearing and Storing Graphite.
- (2) Keeping for selling the fertilizer or chemical fertilizer.
- (3) Tanning of Leather.
- (4) Leather for selling.
- (5) Carrying on a places of animal husbandry (Meat, milk or egg).
- (6) Producing of Maldives fish or storing more than 50 Kg.
- (7) Producing rubber and keeping rubber sheet.
- (8) Maintaining a veterinary hospital.
- (9) Keeping wholesale of perishable foods for selling.
- (10) Taking fish, dry fish and salted fish more than 100 Kg.
- (11) Icing, drying and salting meats or fish.
- (12) Producing coconut charcoal or wood charcoal.
- (13) Drying tobacco.
- (14) Producing animal feed.
- (15) Producing Poonac.
- (16) Boiling meats with blood.
- (17) Producing soap
- (18) Keeping and grinding animal's bones.
- (19) Making trunk boxes.
- (20) Keeping new and old metals.
- (21) Keeping ruined metals
- (22) Making housing furniture.
- (23) Making cane products.
- (24) Maintaining carpeting industry.
- (25) Making syrup or fruit juice.
- (26) Making sweets.
- (27) Dunking coconut husks
- (28) Producing brushes. (except tooth brushes)
- (29) Producing tooth brushes
- (30) Collecting toddy.
- (31) Producing vinegar.
- (32) Cleaving timber.
- (33) Producing painting paint, varnish and distempers.
- (34) Producing soda.

- (35) Painting fibers.
- (36) Producing leather instruments.
- (37) Tin fish, fruits and other foods.
- (38) Powdering coffee and grains.
- (39) Producing baking powder.
- (40) Making gas mantels.
- (41) Producing putty.
- (42) Making camphor.
- (43) Making candle.
- (44) Producing stencil ink, writing ink and printing ink.
- (45) Producing blue of cloth washing.
- (46) Producing sealing wax.
- (47) Producing perfumes.
- (48) Producing shocks.
- (49) Producing tires or tubes.
- (50) Refill tires.
- (51) Vulcanizing tires.
- (52) Manufacturing cement.
- (53) Manufacturing cement product or asbestos.
- (54) Manufacturing sand papers.
- (55) Manufacturing plastic products.
- (56) Kilning bricks.
- (57) Weaving clothes by machines.
- (58) Manufacturing or re storing of acids.
- (59) Manufacturing of roofing tiles.
- (60) Cleaning empty gunny bags used for packing fertilizer, lime or flour.
- (61) Manufacturing cement blocks by machines.
- (62) Manufacturing garments products.
- (63) Running a poultry farm.
- (64) Manufacturing disinfectants.
- (65) Repairing and renovation of tires and tubes.
- (66) Manufacturing shoes/leather and bags.
- (67) Manufacturing cigarettes and cigarettes with tobacco.

## SECOND SCHEDULE

### Dangerous Businesses

- (1) Quarrying metal.
- (2) Making cool drinks (aerated water).
- (3) Making ice.
- (4) Manufacturing vegetable oils.
- (5) Manufacturing coconut oils.
- (6) Manufacturing or storing matches.
- (7) Manufacturing of mutilated spirit.
- (8) Manufacturing tea boxes.
- (9) Manufacturing coir or other fibers.
- (10) Manufacturing products by coir or other fiber.
- (11) Storing hay.
- (12) Storing used garments.
- (13) Manufacturing and repairing jewelries.
- (14) Sawing timber by machines.
- (15) Quarrying lime stone.
- (16) Running a business using machines.
- (17) Storing empty gunny bags and empty bottles.
- (18) Repairing bicycles and motor bikes.
- (19) Storing used papers and newspapers.
- (20) Spray Painting.
- (21) Storing fire working or crackers.
- (22) Manufacturing metal products (machineries tools)
- (23) Running a welding work shop.
- (24) Manufacturing filling and repairing batteries.
- (25) Printers.
- (26) Blasting and gunpowder stores.
- (27) Displaying advertisement

## THIRD SCHEDULE

### Annoying and Dangerous Businesses

- (1) Clearing mica.
- (2) Processing cinnamon, cloves, cardamom and fibers using chemicals.
- (3) dry clean or dyeing.
- (4) Fabric painting dyeing or batik painting.
- (5) Electro planting metals.
- (6) Manufacture of oil or animal oil.
- (7) Kilning lime stones.
- (8) Manufacturing of the fireworks or crackers.
- (9) Processing cod-liver oil.
- (10) Building boats.
- (11) Recharge or repairing batteries

- (12) Welding metals.
- (13) Repairing motor vehicles.
- (14) Servicing motor vehicles.
- (15) Grinding metals with machines.
- (16) Running a casting shop.
- (17) Running a tin workshop.
- (18) Making bodies for motor vehicles.
- (19) Manufacturing or refilling of insecticides or fungicides, weedicides, pesticides.
- (20) Manufacturing disinfectors.
- (21) Manufacturing of mosquito coils.
- (22) Manufacturing timber protects.
- (23) Manufacturing gal tar.
- (24) Manufacturing glass products.
- (25) Making glass mirrors.
- (26) Galvanize metals.
- (27) Manufacturing welding lead.
- (28) Manufacturing aluminum products.
- (29) Manufacturing barbed wire.
- (30) Manufacturing wire nails.
- (31) Manufacturing carbon papers and typing ribbons.
- (32) Manufacturing tin, steel pipe and carbon tanks.
- (33) Manufacturing P.I buckets.
- (34) Manufacturing air conditioners and refrigerators.
- (35) Repairing air conditioners and refrigerators.
- (36) Manufacturing break liner and touch liner.
- (37) Manufacturing machineries.
- (38) Manufacturing electrical products.
- (39) Manufacturing fibers mixed with rubber.
- (40) Manufacturing storage batteries.
- (41) Assembling tractors.
- (42) Manufacturing radiator.
- (43) Manufacturing and repairing electrical products.
- (44) Manufacturing Battery.
- (45) Paddy mills.
- (46) Making coffin.
- (47) Manufacturing and repairing telephones.
- (48) Assembling and repairing electrical products.
- (49) Assembling and repairing computers and information technical instruments
- (50) Funeral service supply center (Funeral home)

ANNEXURE 01

**Application for Business tax / License 20..... For annoying business, dangerous business,  
and annoying and dangerous business carrying within the area of authority of  
Pradeshiya Sabha**

1. Name of the Business Centre:\_\_\_\_\_.
2. Place of the Business Centre:\_\_\_\_\_.

  - (i) Ward No. :\_\_\_\_\_.
  - (ii) Assessment No. :\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.

3. Name of the Applicant:\_\_\_\_\_.

  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No. :\_\_\_\_\_.
  - (v) Telephone No. :\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.

4. (i) Date of Beginning the Business:\_\_\_\_\_.
- (ii) Name of the manager of the meat Stall:\_\_\_\_\_.
- (iii) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.
- If last year license was obtained,  
License No.: \_\_\_\_\_.
- Date:\_\_\_\_\_.

I do hereby certify that the above particulars are true and accurate. I agree to comply with the provisions in the By Law. I apply for the license for the year 20..... to run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows:

.....  
Chairman / secretary/ Authorized officer

**For the report of Assessment Section**

Ward:..... Assessment No. :.....  
Name of Street:.....  
Name of the Owner:.....  
Detail of Assessment:.....  
Annual Value:..... Arrears of the assessment tax:.....

.....  
Date Administrative Officer

**For the report of Revenue Department,**

(i) Type of business:.....  
(ii) Fees to be paid:..... Under A/B/C  
(iii) Remarks:.....

.....  
Date Revenue Inspector

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....  
Date Public Health Inspector

**Report of Medical Officer of Health:**

.....  
.....  
Date Medical Officer of Health

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons :.....  
.....  
Date Chief Revenue Inspector

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date

.....  
Secretary

Approved/Not Approved

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No. :..... Date of the Receipt:.....

License No. :..... Date of the License:.....

Recommended to issue License

.....  
Sectional head (Revenue)

**Submit for signature of Pradeshiya Sabha Chairman**

.....  
Date

.....  
Secretary

Signed

.....  
Date

.....  
Chairman/Authorized Officer.

**By- Laws in relating to formulate, regularize, supervise and control of Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of authority of the Verugal Pradeshiya Sabha**

- |  |  |
|--|--|
| (1) By-Laws in this part may be cited as in relating to formulate, regularize, control and supervise of Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of authority of the Verugal Pradeshiya Sabha.                        | Name of By-Laws                          |
| (2) By-Laws in this part are made of the purpose of protecting sanitation and health of public residing within the Verugal Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act No. 15 of 1987.                                 | Objective                                |
| (3) The By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (XXIII) of Pradeshiya Sabha Act No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabhas Act No. 15 of 1987.                               | Legislative enactment for making By-Laws |
| (4) Obtaining the annual license by submitting the application form in schedule 01 is the duty and obligation of the licensee.   | Tasks to be executed (4-25)              |
| (5) The license shall be issued to any Hair Dressing Saloon, Barber shop or Beauty Center by the Chairman or Authorized officer of Verugal Pradeshiya Sabha, if only the following specified conditions are duly fulfilled.                        |  |
| (i) The licensed premises shall be kept in clean and renewed condition.  |  |
| (ii) Walls of each room of the licensed place shall not be less than 3metres in height.  |  |
| (iii) These walls shall be built with bricks, block stones or limestone or any other approved stones and plastered and painted in both sides.  |  |
| (iv) Each room of the licensed place shall be ceiled in height not less than 3 metres from floor level.  |  |
| (v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable |  |
| (vi) The roof shall be made of some permanent solid material. Eaves of the roof shall be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter.   |  |
| (vii) The floor of the rooms 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.  |  |
| (viii) Provide sufficient sitting space at least 1.5 square meter to each customer arriving at the premises expecting service.   |  |
| (ix) There shall be wash basins fixed and sufficient pipes fixed to drain waste water if water is used in providing services to customers.   |  |
| (x) In the event of the Verugal Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said  |  |

drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meters away from the constructed well.

- (xi) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons.
  - (xii) The licensed premises shall not be used as a residence and it shall be separated from the buildings used as a residence.
  - (xiii) At the licensed premises, general fire extinguishing equipment shall be maintained in working condition, and if electricity supply has been provided to the place, electrical fire-fighting appliances shall be provided in addition.
  - (xiv) Sufficient light shall be provided to the inside of building.
- (6) It is the duty of the licensee to ensure that every space where paints need to be applied as set out under By-Law No. 5 shall be applied with paints at least once a year.
  - (7) The floor of the licensed premises shall wash with disinfectants at least once a month.
  - (8) During the period of providing service to customers there shall be sufficient and continuous water supply to the premises.
  - (9) It shall be enough facilities to boil water or a sterilization mechanism and a sufficient number of utensils used in sterilization in order to sterilize instruments and utensils.
  - (10) It shall be sufficient wash basins, soap or liquid soap for the use of employees when they are providing services at the licensed premises.
  - (11) Sufficient number of towels and aprons in light colors (not in dark colors) shall be provided for the use of the customers at the premises.
  - (12) At the licensed premises, a movable receptacle shall be kept with a tight lid to collect cut hair and other waste.
  - (13) At the licensed premises, at least one safety plug shall be fixed to each table in the event of electrically controlled instruments are used.
  - (14) At the licensed premises, a first aid box shall be kept containing sufficient amount of first aid instruments and drugs as prescribed by the Medical Officer of Health.
  - (15) At the licensed premises, a sufficient number of spittoons shall be kept in such manner as to be readily available to customers and employees.
  - (16) It is the duty of the licensee to ensure that all employees of the licensed center —
    - i. Having bath or body wash before providing services
    - ii. Maintain their clothes in a clean and healthy condition
    - iii. Keep their nails cut and without any dirt
    - iv. Wash their hands with soap before serving each customer

- (17) The licensee shall ensure that the,
- i. instruments used in the licensed center are sterilized after each use
  - ii. brushes and combs are sterilized after washing well before use on each day
  - iii. Receptacles, cups, soap brushes and combs are washed in hot water after each use
- (18) The licensee shall ensure
- i. that cut hair and other waste material removed after cutting hair and beard of each customer are put into a receptacle having being collected by sweeping or through electrically operated mechanism ; and
  - ii. that the blade of the barber's knife containing changeable blade is changed, after use of each customer.
- (19) 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.
- (20) 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. 19 action shall be taken to hand over such waste to the Verugal Pradeshiya Sabha scavenging vehicle in the manner prescribed under the waste management program of the Pradeshiya Sabha.
- (21) 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 center.
- (22) List of charges to be recovered shall be displayed at legible place within the shop.
- (23) Every licensee shall maintain a register with names and address of the employees who are working at the licensed premise, it shall be the duty of the licensee to allow inspection of that register when it is so requested by the Chairman or Authorize officer.
- (24) Every licensee of a Hair Dressing Saloon, Baber Shop and Beauty Centre shall keep affixed a board with his name and the words "Licensed Hair Dressing Saloon, Baber Shop and Beauty Centre" legibly painted thereon in Tamil, Sinhala and English in a conspicuous position on the outside of his premises.
- (25) It shall be the duty of the licensee to refer all employed at the licensed place to a medical test at least once a year.
- (26) No person shall run a Hair Dressing Saloon, Baber Shop and Beauty Centre within the authority of the Verugal Pradeshiya Sabha area, unless he or she has a valid license for the purpose of that, issued by the Chairman.
- (27) (i) Any person at the licensed Hair Dressing Saloon, Baber Shop and Beauty Centre shall not keep or causes to keep any pet.  
(ii) No permit holder shall use any kind of unauthorized chemicals or allergic item for washing clothes.
- (28) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who has been recently nursing

Tasks not to  
be carried out  
(26 -34)

anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the licensed place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed ;

(ii) No person or persons shall be engaged or allowed to be engaged at the licensed place, unless they are dressed in clean clothes ;

(29) The interior of a licensed premises shall not be used in the night or in the day time as a place for sleeping or eating meals and nobody else shall be allowed to do so.

(30) The use of,

(i) any type of blood clotting pencil or any other substance, or

(ii) 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 at licensed premises.

(31) The licensee in any licensed center 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.

(32) 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 license issued under the provisions of the by-laws in this part.

(33) No person shall expectorate within any hairdresser's or barber's shop or saloon except in to a spittoon provided for that purpose.

(34) No licensee shall use any articles banned by Sri Lankan Law or Medical Officer of Health of Verugal Pradeshiya Sabha at licensed premises.

Function of the Local Authority.

(35) In the event of the premises where any hair dressing saloon, Baber Shop and beauty center is maintained under a license issued under the By-Laws any license contravenes any section of these 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.

Charges and fees.

(36) (i) Under the sub section 149 of Pradeshiya Sabha Act, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run any Hair Dressing Saloons, Baber Shops and Beauty Centers.

(ii) Publishing of notice in Government *Gazette* regarding the license fees for Hair Dressing Saloons, Baber Shops and Beauty Centers shall be the duty of Verugal Pradeshiya Sabha Chairman as specified in above sub section (i)

Delegation of power.

(37) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Verugal Pradeshiya Sabha.

Valid period of license or permit.

(38) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.

- (39) (i) The Chairman or any Authorized Officer has the power to inspect the standards of these By-Laws within the specified period at licensed premises. Procedure of inspection and Powers(39-41).
- (ii) It shall be duty to co-operate the licensee who have received license under the provisions, to the Pradeshiya Sabha Chairman or any Authorized officer for inspection, and shall not make obstacle to stop such inspection.
- (40) Any licensee who receives such notice mentioned in By-Law No. 35 in these By- Laws, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (41) It shall be lawful for the Chairman to cancel the license issued for the place when any licensee who received such notice mentioned in By-Law No. 40 in these By-Laws fails to act as stipulated in the notice on or before the specified date.
- (42) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism
- (43) Contravention of one or more than one or all of the provisions included in these By-Laws shall be an offence. Violation of By-laws
- (44) Contravention or breach of any of these by-laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Verugal Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and Penalties.
- (45) In these By-Laws unless the context otherwise requires – Interpretation and definition
- "The Chairman" means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.
- "Secretary" means the Secretary of the Verugal Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.
- "Pradeshiya Sabha" means, the Pradeshiya Sabha constituted under the Act of Pradeshiya Sabha.
- "Authorized officer" means any officer given authority in written by the Chairman to carry out particular duty.
- "Licensee" means any person whosoever obtained a license under provision of these by laws of the hair dressing saloon, Baber Shop and beauty center and person who is responsible for management, is employed by the person in-charge or Manager of the management of this place.
- "Licensed premise" means place for which is issued license to take all measure under this provision.
- "The appropriate time" means any occasion when service is being provided to the customers at the premises.
- "Apron" means any cloth used for covering the upper part of the body of a customer obtaining service from the licensed center.

SCHEDULE – 01

**Application for Business tax / License 20..... For Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of authority of Verugal Pradeshiya Sabha**

1. Name of the Business Centre:\_\_\_\_\_.
- 2 Place of the Business Centre:\_\_\_\_\_.
  - (i) Ward No.:\_\_\_\_\_.
  - (ii) Assessment No.:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.
3. Name of the Applicant:\_\_\_\_\_.
  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning the Business:\_\_\_\_\_.
  - (ii) Type of the Business:\_\_\_\_\_.
  - (iii) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:-
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.

If last year license was obtained,  
License No.:\_\_\_\_\_  
Date:\_\_\_\_\_.

I do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... To run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant

**For office use**

For report as follows

.....  
Chairman / Secretary/ Authorized Officer

**For the report of Assessment Section**

Ward:..... Assessment No.:.....

Name of Street:.....

Name of the Owner:.....

Detail of Assessment:.....

Annual Value:.....

Arrears of the assessment tax:.....

.....  
Date

.....  
Sectional Head.

**For the report of Revenue Department,**

(i) Type of business:.....

(ii) Fees to be paid:.....

(iii) Under A/B/C

(iv) Remarks:.....

.....  
Date

.....  
Revenue Inspector.

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....

.....  
Date

.....  
Public Health Inspector.

**Report of Medical Officer of Health:**

.....

.....  
Date

.....  
Medical Officer of Health.

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
.....

..... Date ..... Chief Revenue Inspector.

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license .....

..... Date ..... Secretary

Approved/Not Approved

..... Date ..... Pradeshiya Sabha Chairman/Authorized Officer.

**For the report of Revenue Branch**

Receipt No:..... Date of the Receipt:.....

License No:..... Date of the License:.....

Recommended to issue License. ....  
Sectional head (Revenue)

**Submit for signature of Pradeshiya Sabha Chairman**

..... Date ..... Secretary

Signed

..... Date ..... Pradeshiya Sabha Chairman/Authorized Officer.

## EASTERN PROVINCE PROVINCIAL COUNCIL

### By Laws

#### KORALAI Pattu Pradeshiya Sabha

I, Governor Anuradha Yahampath of the Eastern Provincial Council do hereby order publish the approval granted by me under the power vested in me by section 123 sub section (1) of the Pradeshiya Sabha Act, No. 15th of 1987, read with Section 2 of the Provincial Council (Consequential Provisions) Act, No. 12 of 1989, and the decision taken by the Pradeshiya Sabha with decision number 2019/76 at the Council meeting held on 2019.06.03 as per the power vested with the Pradeshiya Sabha by Section 122 Sub section (1) of the Pradeshiya Sabha Act, No. 15th of 1987, the following scheduled Five (5) By-Laws made by the Koralaipattu Pradeshiya Sabha under the power vested it in Section 126 of Sub section vii (f) and (xxx), ix (h), ix (h) and xv, ix (k), xxiii of the Pradeshiya Sabha Act, No. 15 of 1987, shall be effective within the Pradeshiya Sabha area of Koralaipattu from the date of publish in this notification in the Government *Gazette*.

**ANURADHA YAHAMPATH,**  
Hon. Governor,  
Eastern Provincial Council.

Governor Secretariat,  
Inner Harbour Road,  
Trincomalee.  
31st January, 2020.

#### SCHEDULE

1. By- Laws relating to formulate, regularize, supervise and control the Advertisement within the Local authority area.
2. By-Laws relating to formulate, regularize, control and monitor hotels within the Local authority area.
3. By- Laws in relating to formulate, regularize, control and monitor of bakeries within the Local authority area.
4. By- Laws in relating to formulate, regularize Supervise and control of annoying business and dangerous business within the Local authority area.
5. By- Laws in relating to formulate, regularize, supervise and control of Hair Dressing Saloons, Baber Shops and Beauty Centres within the Local authority area.

**By - laws in Relating to Formulate, Regularize, Supervise and Control the Advertisement within the area of Authority of the Koralaipattu Pradeshiya Sabha**

- Name of By-Laws. (1) By-Laws in this part may be cited as By-Laws relating to formulate, regularize, control and supervise advertisement displaying within the Koralaipattu Pradeshiya Sabha limits.
- Objective. (2) By-Laws in this part are made for the purpose of control and administrate in order to ensure protection, comfort and Convenience of the People residing within the limits of the Koralaipattu Pradeshiya Sabha.
- Legislative enactment for making By-Laws (3) By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the Sub section 126 (vii) (f) and (xxx) of Pradeshiya Subhas Act No. 15 of 1987, read with Section 122 (2) of Pradeshiya Subhas Act No. 15 of 1987.
- Tasks to be executed (4-12)
- (4) (i) Anybody who expects to obtain a license to display any advertisement within the limits of Koralaipattu Pradeshiya Sabha shall forward an application substantially prepared in accordance with the specimen given in Schedule-01 to the Chairman or Authorized Officer at least four days before the date on which the said advertisement is expected to be displayed.
- (ii) The license shall be issued to any advertisement by the Chairman or Authorized Officer of Koralaipattu Pradeshiya Sabha, if only the conditions specified in these By-Laws are duly fulfilled.
- (5) (i) Every application forwarded to obtain a license shall contain a specimen of the advertisement prepared on the scale 1:1000 on a paper 210 milli metres x 297 milli meters 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.
- (ii) When the place where the advertisement is to be displayed, happens to be a place owned by any person other than the applicant, or by any other institution written evidence ensuring that permission has been granted to display the advertisement at the Particular Place shall have been submitted.
- (6) It shall be the duty of the licensee to indicate the registered number of the license issued in respect of all notifications to be displayed in the lower edge of the right hand side of each advertisement or advertisements while such display is done.
- (7) 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, within forty eight hours from the last day of the display of the advertisement mentioned in the application.
- (8) (i) Advertisement relating to any entertainment the net proceeds are to be used for purpose of charity, an advertisement relating to an entertainment to held in the premises upon which such advertisement is displayed, an advertisement display by the Government or Provincial Council or Local Authority and an advertisement relating to a religious, political or public meeting which has no connection directly or indirectly to a business, the charges of advertisement may be exempted and license in that behalf shall be obtained from the Chairman or Authorized Officer. Further Provided that in any advertisement and sign is illuminated advertisement and sky sign permits shall be obtained by paying fees as specified in these By-Laws.

- (ii) When any notice of advertisement of any commodity or a service has been displayed together with the name, number and 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 these 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 shall obtain the license in respect of provisions of these By-Laws.
- (iii) The charges and fees shall be exempted for the display in front of any business premise or any factory within the area of authority of the Koralaipattu Pradeshiya Sabha, 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. But all other conditions specified in these By-Laws shall apply to the above advertisement. However, at any time when more than one such advertisement is displayed the provisions of these By-Laws shall apply in respect of all such additional advertisements.
- (9) The owner or lessee of any hoarding used for the displaying of advertisement shall
- maintain such hoarding in a proper condition and security, and
  - Exhibit his name, address and telephone number of advertiser in clear and legible characters in a conspicuous position on the front of such hoarding.
- (10) Any sky sign shall be erected in such a way that it shall not be dangerous to the persons who use the road or the pavement and if in any circumstance, any person is getting injured or damage is caused to the properties by falling down such sky sign, the owner of such sky sign shall pay the damages to that person or owner of properties for lost sustained and the Chairman or Authorized Officer of the Koralaipattu Pradeshiya Sabha shall be exempted of payment of such damages.
- (11) Sky sign board shall be constructed and erected in a manner which is approved by the Engineer.
- (12) (i) 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.
- (ii) The Koralaipattu Pradeshiya Sabha shall not be responsible in any way for removing, damaging or disfiguring of an advertisement obtained under the license for exhibiting.
- (13) (i) Unless any person has a valid license issued on the application prepared according to the specimen found in the first Schedule for the particular purpose by the Chairman or Authorized Officer, 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 Koralaipattu Pradeshiya Sabha.
- (ii) Even after obtaining a valid license 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 license, to be seen at any public place.
- (14) The period of validity of the license already issued to any other licensee in respect of the place for which the license is currently requested shall have been completed valid time period. Further there shall be sufficient place to display the advertisement. However, this provision shall not be an obstacle to issue a license to display an advertisement board nearby so as not to obstruct the viewing of the advertisement being displayed under a license previously issued and still in force.

Tasks not to be  
carried out  
(13-21)

- (15) (i) The advertisement for which a display license 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.
- (ii) It shall not be displayed any advertisement prohibited or limited by a written law of the country.
- (16) Anybody shall not fix an advertisement in a manner that may cause any obstacle or accident to a person walking near 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.
- (17) No person shall cause any advertisement to be displayed or affixed or attached any religious place or park or any bridge or street or electrical post or any tree or branch close to them or any public building connected with them.
- (18) An advertisement to be displayed in such manner over or across any pavement carriage way of any street or road unless such advertisement is displayed affixed or attached to an overhead bridge constructed for the use of pedestrian or is a projecting sign board constructed or erected in a manner approved by the engineer.
- (19) No person shall cause
- (i). Any advertisement to be displayed on a vehicle in a manner or in such form other than that approved by the Chairman or Authorized Officer.
- (ii). In addition to the approval given by the Koralaipattu Pradeshiya Sabha, any vehicle bearing any illuminated advertisement not approved by the Superintendent of police, shall be driven on any street or road .
- (20) Any license issued under By-Law to display an advertisement shall not be considered or constructed any legal permission given to profess its implied meaning for expression.
- (21) (i) Koralaipattu Pradeshiya Sabha shall determine which areas are allowed to display advertisements within the area of the Pradeshiya Sabha.
- (ii) When conditions necessary for the issue of a license under the By-laws in this part have been fulfilled in respect of any application, the Chairman or Authorized Officer shall inform the applicant about it. It shall be the duty of the Chairman or Authorized Officer to issue the license to the applicant after paying the fees for the license in the manner set out in section 25(i) and fees for the security deposit set out in section 22(i) of By-Law, after receipt of the above notice.
- (iii) It shall be the duty of the Chairman or Authorized Officer to publish a notification in the Gazette, the areas determined from time to time, where advertisement could be displayed or exhibited .Such notification shall take effect from the date of its publication, or from whatsoever date specified therein.
- (iv) The Koralaipattu Pradeshiya Sabha shall have power to construct or maintain an advertisement board Under these By-Laws as determined by Pradeshiya Sabha in any land belongs to any person and given to the Pradeshiya Sabha on agreement or in any land belongs to the Pradeshiya Sabha.
- (v) The Koralaipattu Pradeshiya Sabha shall have the power to recover the fees already fixed by the Pradeshiya Sabha from the licensee to display any advertisement on the board constructed by the Pradeshiya Sabha under above sub section (ii).
- (vi) Publishing of notice in Government Gazette regarding the fees for advertisement license is duty of Chairman as specified in above paragraph (i) in these By Law No.25.

- (22) (i) When a decision has been made to issue a license in respect of any application forwarded for the purpose of displaying an advertisement, the Chairman or Authorized Officer shall not issue the license for the said application until the applicant has deposited security money in the Koralaipattu Pradeshiya Sabha at the rates to be determined by it from time to time.
- (ii) It shall be the duty of the Chairman or Authorized Officer to publish in the Gazette about the decision taken by the Koralaipattu Pradeshiya Sabha in respect of the rate of the security deposit to be deposited in the Pradeshiya Sabha prior to issuing a license to display any advertisement.
- (23) (i) After taking action to remove the advertisement in the manner set out in By-Law No. 7 , the licensee shall be able to withdraw the deposit money already deposited at the Koralaipattu Pradeshiya Sabha before the issuing of the relevant license on a written request made to the Chairman or Authorized Officer.
- (ii) On receipt of a written request in the manner set out in paragraph (i) it shall be the duty of Chairman or Authorized Officer to ensure,
- (a) the licensee has properly accomplished the provisions stated in By-laws No.7
- (b) And that in the event of the hoarding being constructed by the Koralaipattu Pradeshiya Sabha 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.
- (iii) Unless the Chairman or Authorized Officer is satisfied when ensuring in the manner set out in paragraph ii (b) that the licensee has acted in the manner stated in the Bylaws, No. 7 and that no damage is caused to the hoarding of the Koralaipattu Pradeshiya Sabha, the said deposit money shall not be released fully to the licensee. When any licensee has avoided acting in the manner stated in By-laws No. 7 or when any damage has been caused to the hoarding of the Pradeshiya Sabha, suitable action shall be taken to deduct from the deposit money expenditure that the Pradeshiya Sabha 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.
- (iv) When the money leviable by the Koralaipattu Pradeshiya Sabha 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 Pradeshiya Sabha.
- (v) However Security deposit shall be refunded within fourteen days on request made by the licensee in written. If not, reason shall be notified within fourteen days to the licensee for what reason the security deposit could not be refunded.
- (24) Action shall be taken to remove all advertisements displayed without a license issued by the Koralaipattu Pradeshiya Sabha and to take into the possession of the Pradeshiya Sabha or remove in a manner decided by the Chairman or Authorized Officer.
- (25) (i) Under the sub section 149 of Pradeshiya Sabhas Act, No. 15 of 1987, the Secretary has the authority to charge for licence fees not exceeded the maximum amount stated to display any advertisement, further
- (ii) (a) Advertisement rent and fees shall be paid to the Koralaipattu Pradeshiya Sabha under para 21(v) to display any advertisement on the board constructed at the place belonging to the Pradeshiya Sabha under these By-Laws.

Or

- (b) Applicant shall pay the advertisement fees determined by the Koralaipattu Pradeshiya Sabha from time to time to display any advertisement on the board fixed where land is belonging to the applicant or any other person or other institution .
- (iii) Further security deposit shall be paid as specified in By-Law 22.
- (iv) Person who has applied for a temporary license to display any advertisement shall pay license fee according to the decision made by the Koralaipattu Pradeshiya Sabha from time to time.
- (v) When it is required to display an advertisement during the succeeding year after the expiry of the period of validity of the license currently issued for the display of any advertisement a new license shall have been obtained on displaying the notice for such succeeding year.

However, notwithstanding the amount of fees determined by the Koralaipattu Pradeshiya Sabha as charges intended to be made during the succeeding year in respect of license to be issued for the display of advertisements, the same license fees determined earlier shall be recovered for the new license to be issued for the display of the said advertisement.

Delegation of power.

- (26) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to the secretary or any other officer of Koralaipattu Pradeshiya Sabha.

Valid period of license or permit.

- (27) (i) Validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier
- (ii) Temporary license shall be valid for days for which license has been issued unless its validity is cancelled earlier

Procedure of inspection and powers.

- (28) (i) 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 Authorized Officer or the Authorized Officer shall have the power to direct the licensee through an order to bring it back to proper conditions within two weeks.
- (ii) It shall be lawful to cancel the issued license for such advertisement and remove the advertisement by the Chairman or Authorized Officer or Authorized Officer, when anybody in receipt of a notification under paragraph (i) has avoided acting in the manner provided by the provisions of the notification.
- (iii) When any license has been cancelled under the provisions in paragraph (ii) the security deposit, deposited at the Koralaipattu Pradeshiya Sabha in respect of displaying that advertisement shall acquire to the funds of the Pradeshiya Sabha and nobody else shall have the right to claim the deposit money.
- (iv) It shall be lawful Chairman or Authorized Officer to issue temporary license for less than fourteen days as required, However all conditions are applicable to issue temporary license.

Complaints and resolving mechanism.

- (29) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by this officer.

- (30) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence. Violation of By-Laws (30-31)
- (31) When any provision in these By-laws has been violated, the Authorized Officer or the Authorized Officer shall have the power to cancel any license issued having invited the attention in respect of such violations.
- (32) Contravention or breach of any of these by-laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Koralaipattu Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and penalties
- (33) In these By-Laws unless the context otherwise requires Interpretation and definition
- "The Chairman" means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.
- "Secretary" means the Secretary of the Koralaipattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.
- "Pradeshiya Sabha" means, the Pradeshiya Sabha constituted under the Act of Koralaipattu Pradeshiya Sabha.
- "Authorized Officer" means any officer given authority in written by the Chairman to carry out particular duty.
- "The power to inspect within the specified period" means period from the time of sun shining until the time of sun setting.
- "Engineer" means Engineer or Qualified Technical Officer given authority in writing by the Chairman to carry out particular duty.
- "Licensee" means any person whosoever obtained a license under provision of these By-Laws a person who is responsible for management, is employed by the person in-charge or Manager of the management of this place.
- "Licensed premise means" place for which is issued license to take all measure under this provision.
- "Superintendent of police" means, an officer in police station given authority for the specified purpose in writing by the office in charge of the police headquarters.
- "Cut-out" means, an advertisement fixed or pasted to a frame made up of wood or some other material ;
- "Display board" means, whatsoever permanent board constructed for fixing or hanging an advertisement displayed for the information and attention of the public ;
- "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 any vehicle 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;

KORALAIATTU PRADESHIYA SABHA

**Application for the Advertisement**

1. Full Name:\_\_\_\_\_.
2. Address:\_\_\_\_\_.
3. N.I.C.No.:\_\_\_\_\_.
4. Mobile No.:\_\_\_\_\_.
5. E-Mail Address:\_\_\_\_\_.
6. Advertisement model annexed:\_\_\_\_\_.
7. Location map annexed:\_\_\_\_\_.
8. Type of Advertisement: - One side/ Double sides/ Lighted:\_\_\_\_\_.
9. Duration: - From:\_\_\_\_\_. To:\_\_\_\_\_.
10. Size of Advertisement: - Length \_\_\_\_\_, Width:\_\_\_\_\_, Height:\_\_\_\_\_.

I agree that if above mentioned information is against the true and fair view. my holding will be converted to municipal property without any notice.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman/Secretary / Authorized officer

**Chief Revenue Inspector**

Fitting advertisement in size of ..... at the specified place is suitable/ is not suitable

.....  
Date

.....  
Revenue Inspector

**Secretary**

Fitting of the above advertisement is recommended/ not recommended

.....  
Date

.....  
Chief Revenue Inspector.

Secretary,

Size of Advertisement: Length ..... Wide ..... Area (square meter) .....

| <i>Detail</i>                 |        | <i>Private Land</i> | <i>RDD Road</i> | <i>RDA Road</i> | <i>LAA Land</i> | <i>LAA Road</i> |
|-------------------------------|--------|---------------------|-----------------|-----------------|-----------------|-----------------|
| Agreement is made             | Yes/No |                     |                 |                 |                 |                 |
| Land Rent(Rs200*sq)           |        |                     |                 |                 |                 |                 |
| Advertisement Fees (Rs100*sq) |        |                     |                 |                 |                 |                 |
| Total Fees                    |        |                     |                 |                 |                 |                 |
| Vat                           |        |                     |                 |                 |                 |                 |
| NBT                           |        |                     |                 |                 |                 |                 |
| Total Amount                  |        |                     |                 |                 |                 |                 |

.....  
Date

.....  
Management Assistant

Above advertisement is approved / not approved

.....  
Date

.....  
Secretary

**For the report of Revenue Branch**

Receipt No. :..... Date of the Receipt:.....

License No. :..... Date of the License:.....

Recommended to issue License.

.....  
Sectional Head (Revenue)

**Submit for signature of Pradeshiya Sabha Authorized Officer**

.....  
Date

.....  
Secretary

Signed

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

Above advertisement has been / not has been fitted at proper place with right size.

.....  
Date  
(Planning Section)

.....  
Field officer/ Technical officer.

**By-laws Relating to Formulate, Regularize, Control and Monitor Hotels within  
the area of Authority of Koralaipattu Pradeshiya Sabha**

- |  |  |
|--|--|
| (1) By-Laws in this part may be cited as By-Laws relating to formulate, regularize, control and monitor hotels within the area of authority of Koralaipattu Pradeshiya Sabha.  | Name of By-Laws.                         |
| (2) By-Laws in this part are made for the purpose of protecting sanitation and health of public residing within the Pradeshiya Sabha limit as per the Section 3 of the Pradeshiya Sabhas Act, No. 15 of 1987.  | Objective.                               |
| (3) By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (ix) (h) of Pradeshiya Sabha Act, No. 15 of 1987, read with Section 122 (1) of Pradeshiya Sabhas Act, No. 15 of 1987.  | Legislative Enactment for making By-Law. |
| (4) Obtaining the annual license by submitting the application form in Schedule 01 is the duty and obligation of the licensee.   | Tasks to be executed (4-19).             |
| (5) The license shall be issued to run any hotel by the Chairman or Authorized Officer of Koralaipattu Pradeshiya Sabha, if only the following specified conditions are duly fulfilled in addition to the regulations noticed under the provisions in the Urban Development Authority Law No. 41 of 1978.  |  |
| (i) The licensed premises shall be kept in clean and renovated condition.  |  |
| (ii) Walls of each room of the licensed place shall not be less than 3metres in height.  |  |
| (iii) Walls shall be built with bricks, block stones or limestone or any other approved stones and plastered and painted in both sides. However, except the kitchen, any other rooms which are made of timber or any kind of metal sheet, or both timber and metal sheets and painted, shall be considered to be in conformity to this provisions. |  |
| (iv) Each room of the licensed place shall be ceiled in height not less than 3 meters from floor level.  |  |
| (v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable.  |  |
| (vi) The roof has to be made of some permanent solid material. Eaves of the roof has to be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter.   |  |
| (vii) The floor of the rooms shall be cemented and plastered or laid with floor tiles.   |  |
| (viii) Dustbins shall be kept for collecting the generated garbage at licensed place and the bins must have proper lids to prevent flies, insects and other rodents getting into them.   |  |
| (ix) The utensils in the kitchen must have proper lids to prevent flies, insects and other animals getting into them.  |  |
| (x) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under By-Law No. 13.  |  |
| (xi) Each table kept in licensed place for use of consumers and in the kitchen,  |  |

- (a) When the tables are made of timber, the legs of table shall be polished and painted. Further, the surface of the tables shall be covered with any polished impermeable material or stainless metal sheet, devoid of any joints.
- (b) When the tables are made of iron, steel or any other metals the legs of table shall be painted and the surface of the table shall be covered with any polished impermeable material or stainless metal sheets, devoid of joints.
- (xii) A quality certificate shall be obtained from the Water Supply and Drainage Board in respect of drinking water used in the licensed place, and this certificate has to be obtained at least once in every six months. If the water is supplied by the National Water Supply and Drainage Board in this place, it shall be considered as the Quality Certificate has been obtained.
- (xiii) If the water is stored for the use of a licensed place, adequate protective measures shall be taken to avoid contamination of that water.
- (xiv) A separate place shall be maintained for washing the utensils used by the customers.
- (xv) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons. Such lavatories shall be constructed at a distance away from kitchen, dining rooms or pantries such a manner to avoid direct contact in order to maintain hygiene.
- (xvi) The walls of each lavatory shall be constructed with bricks, block stones, limestone or any other approved stones and plastered with cement, polished and painted. While the walls are built with stainless metal sheet, the surface of them shall be painted. The floor shall be plastered with cement and polished or laid with floor-tiles.
- (xvii) Sufficient number of bathrooms shall be constructed for the use of employees at the licensed place and the terms stated in paragraph (xvi) in respect of lavatories of this By-Law shall be applicable to the floors and walls of these bathrooms as well.
- (xviii) Water supply facilities to each room at licensed premises shall be made in safe manner by pipe line.
- (xix) Facilities to wash hand and mouth shall be made available at the customer using section of premises and 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 installed.
- (xx) A suitable system of drains shall be made available to allow free flow of waste water disposed from any section of the premises.
- (xxi) In the event of the Koralaipattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meters away from the constructed well.
- (xxii) At the licensed premises, general fire extinguishing equipment shall be maintained in working condition, and if electricity supply has been provided to the place, electrical fire-fighting appliances shall be provided in addition.
- (xxiii) At the licensed premises, the section where tea, coffee, milk and other drinks are prepared shall have been covered with stainless metal sheets or tiles or with any impermeable material.
- (xxiv) All bed rooms at the licensed premises reserved place for sleeping for customers and employees, shall be at least 04 square meters for one person (2 m length X 2m width).

Further, an Almira or cabinet to keep cloths, a bar made by wood or metal to keep towel or other things, a table to keep the things of customer or customers and attached bathrooms shall be there.

- (6) It is the duty of the licensee to ensure that every space where paints need to be applied as set out under By-Law No. 5 shall be applied with paints at least once a year.
- (7) The licensed premises shall have been swept at least twice a day. The drains carrying waste water in the licensed premises shall have been cleaned and washed with water at least twice daily.
- (8) Any room in the licensed premises, after using by one customer all bedsheets, pillow covers, blankets, towels or any other clothes in the room shall be properly washed and cleaned before to be provided to another customer. Besides, the windows of such room should be kept completely opened at least for four (04) hours before allowing the next customer to stay in the room. However there shall be at least thirty minutes interval to allow next customer when the rooms have been with air condition in operation.
- (9) Every licensee of hotel shall maintain a register to write down record the name, address, and identity of each person who stays at the licensed premises and it is the duty of the licensee to allow it, to be examined when the Chairman or An Authorized Officer.
- (10) It is the responsibility of the licensee to make arrangements to sweep and clean every room, stairs, halls, drains and the premises before noon every day.
- (11) Lavatories and bathrooms in the licensed premises shall be cleaned and applied with disinfectants at least twice a day and these shall be maintained without emanating dour. However, it may be considered to be adequate that cleaning the toilets and bathrooms in rooms in which customers are staying once a day.
- (12) It shall be the responsibility of the licensee to take action that vessels and other items or implements used for cooking or preparing food or used for exhibiting and selling food meant to be consumed by the customers, cleaned and washed by using soap or liquid soap before and after using.
- (13) The garbage collected in the licensed premises shall be segregated as specified in By-Law No. 14 and put in impervious garbage bins separately and disposed once a day or more than once a day if necessary. Further these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (14) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows
  - a) Bio-degradable wastes;
  - b) Glass;
  - c) Paper or paper related materials;
  - d) Polythene, plastic or polythene and plastic related materials;
  - e) Iron and any other metal or parts of iron or any other metal;
  - f) Residues of raw materials or part of by products and parts of other products;
  - g) Hazardous waste.

It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.

(ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Koralaipattu Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman.

(15) Every licensed premise shall be maintained free of rats, flies or any other kind of insects and 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 living beings.

(16) Food served to the customers shall not be handled by bare hands and spoons, forks or any other instruments shall be used to serve food.

(17) Every person engaged in preparing food and drinks at the licensed premise shall be provided with clean white aprons, masks, gloves, hat, and safety covers. It is the responsibility of the licensee to ensure that each employee be clean before start the work by washing body and wear these safety materials when they are on duty.

(18) It shall be the duty of licensee to provide the pure drinking water, clean towels, nail brush and soap or liquid soap to every employee at the licensed premise.

(19) It shall be the responsibility of the licensee to make all employees engaged at the licensed premises, to undergo a medical test at least once a year.

Tasks not to be carried out ( 20 – 29).

(20) No person shall run a hotel within the authority of the Pradeshiya Sabha area, unless he or she has a valid permit for the purpose of that, issued by the Chairman or Authorized Officer.

(21) No person shall be allowed to sleep in any rooms other than the room reserved as bedroom.

(22) The licensee shall not allow any person to sleep in any bedroom which do not comply with the minimum space specified in para (xxiv) of By Law 5.

(23) No animals shall be kept in any rooms, kitchen or dining hall of the licensed premise.

(24) The garbage discharged from the licensed premise shall not be disposed in then and there of the land or anywhere else in the premises other than the place specified.

(25) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who had been recently nursing anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the authorized place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed.

(ii) No person or persons should be engaged or allowed to be engaged at the authorized place, unless they are dressed in clean clothes ;

(26) (i) Any employee who engaged in food production or food serving shall not involve in any unhygienic or awkward activities in the licensed premise.

(ii) any person shall not engage in singing songs or activating disk , operating machine or making any unnecessary noise so as to creating inconvenience to other lodging houses or residence living closely

(27) Any licensee shall not desist or prevent such purchase referred in By-Law 30.

(28) (i) No person shall keep or sell any kind of adulterated milk or milks products not contained the minimum requirements of as per the first schedule shown below accordance with the food regulations published in the *Gazette* of Democratic Socialist Republic of Sri Lanka dated 01.08.1991 under the Food Act, No. 26 of 1980.

(ii) Any licensee shall not keep or sell any kind of spoiled milk or milk products unfit for human consumption.

(29) In any licensed premises the bed rooms shall not any time consist of

- (i) more than one bed in a single bedroom
- (ii) more than two single beds or a double bed in a twin bedroom
- (iii) more than one double bed and a single bed or three single beds in a triple bedroom, and
- (iv) more than two double beds and a single bed or one double bed and three single beds or five single beds in a family room.

Further, in respect of any hotel the license 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 triple room. However, when the age of the anybody sleeping in any room that person is below 12 years shall not be considered as one person for purpose of this section.

- (30) It shall be lawful for the Chairman or an Authorized Officer, to purchase a sample of any kind of food kept for sale or displayed for sale, for the purpose of inspection at the licensed premise. Function of the Pradeshiya Sabha (30 – 31).
- (31) In the event of the premises where any hotel is maintained under a license issued, any license contravenes any By-Law set out in this part the Chairman or an Authorized Officer 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) Under the sub section 149 of Pradeshiya Sabha Act, No. 15 of 1987, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run hotels. Charges and fees.
- (33) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to the secretary or any other officer of Koralaipattu Pradeshiya Sabha Delegation of powers.
- (34) The validity of every license issued under the provision of this By-law shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier. Valid period of license or permit.
- (35) The Chairman or any Authorized Officer has the power to inspect the standards of these By-laws within the specified period at the licensed premises. Procedure of inspection and powers (35-38).
- (36) It shall be duty of the licensee who have received license under the provisions of these By-laws to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or any Authorized Officer.
- (37) Any licensee, who receives such notice mentioned in By- law No. 31, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the

Chairman or Authorized Officer has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.

(38) The Chairman has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned in By-law No. 37 in these By-Laws fails to act as stipulated in the notice on or before the specified date.

Complaints and resolving mechanism.

(39) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers.

Violation of By-Law.

(40) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence.

Fines and Penalties.

(41) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Koralaipattu Pradeshiya Sabha limits liable to the penalties in terms of section 122(2) in the Pradeshiya Sabha Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of section 122(2)

Interpretation and definition.

(42) In these By-Laws unless the context otherwise requires,

“The Chairman” means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.

“Secretary” means the Secretary of the Koralaipattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act, of Koralaipattu Pradeshiya Sabha

“Authorized Officer” means any officer given authority in written by the Chairman to carry out particular duty.

“Urban Development Authority “ means, the urban development authority constituted under urban development Law, No. 41 of 1978

“The power to inspect within the specified period” means, opportunity for take measures to make business or product at the specified place.

“Licensee” means any person whosoever obtained a license under provision of this by law of the hotel and person who is responsible for management, is employed by the person in charge or Manager of the management of this place.

“Licensed premise” means place for which is issued license to take all measure under this provision.

“Hotel” means, a place where cooked meals and curries are prepared for sale or kept for display or any other meal prepared for human consumption or short-eats are prepared and kept for sale or display or where accommodation are made for customers ;

“Family room” means, a room having space for three persons to stay at a time having two double beds and one single bed or double bed and three single beds or five single beds ;

“Triple room” means, a room with sufficient space for three person to stay in at a time with a double bed and one single bed or three single beds ;

“Double room” means, a room where two person can stay in, at a time with one double bed or two single beds.

“Single room” means, a room with sufficient space for one person to stay in having only one bed ;

“Double bed” means, a bed measuring 200cm in length and 125cm in breadth having one bed and a mattress ;

“Single bed” means, a bed measuring 200cm (minimum) in length 95cm in breadth with one mattress and a bed ;

Annexure -01

**Compositional Requirements of milk**

| <i>Column I<br/>Class of milk</i> | <i>Column II<br/>Designation</i>  | <i>Column III<br/>Milk fat minimum<br/>percent</i> | <i>Column IV<br/>Milk solids other<br/>than milk fact<br/>minimum percent</i> |
|-----------------------------------|-----------------------------------|--|---|
| 1. Buffalo                        | Raw, pasteurized or<br>sterilized | 7.0  | 9.0   |
| 2. cow                            | Do.                               | 3.5  | 8.5   |
| 3. Standardized                   | Pasteurized or sterilized         | 3.25   | 8.25  |
| 4. Toned                          | Do.                               | 2.0  | 8.5   |
| 5. Flavored                       | Do.                               | 2.0  | 7.2   |
| 6. Skimmed                        | Do.                               | -  | 8.5   |

SCHEDULE - 01

**Application For Business tax / License 20.. for conducting Hotel within the area of authority of Pradeshiya Sabha**

1. Name of the Business center:\_\_\_\_\_.
2. Place of the Business center:\_\_\_\_\_.

  - (i) Ward No: \_\_\_\_\_.
  - (ii) Assessment No:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.

3. Name of the Applicant:\_\_\_\_\_.

  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No:\_\_\_\_\_.
  - (v) Telephone No:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.

4. (i) Date of Beginning:\_\_\_\_\_.
- (ii) Type of business:\_\_\_\_\_.
- (iii) Name of the manager of the business center / Agent name:\_\_\_\_\_.
- (iv) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.

If last year license was obtained,  
License No:\_\_\_\_\_.

Date:\_\_\_\_\_.

7. 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: ... ..
8. The Number of employees (including the Manager) in the Lodging House: ... ..
9. 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: ... ..
10. Bathrooms:
  - (i) The number of male bathrooms: ... ..
  - (ii) The number of female bathrooms: ... ..
11. The Number of Kitchens: ... ..
12. Source of water supply: ... ..

13. Methodology for the final disposal of solid waste:.....

I do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... To run the Industry/Business under the By Law

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman/Secretary / Authorized Officer

**For the report of Assessment Section**

Ward..... Assessment No.....  
Name of Street.....  
Name of the Owner.....  
Detail of Assessment.....  
Annual Value..... Arrears of the assessment tax.....

.....  
Date

.....  
Administrative Officer

**For the report of Revenue Branch,**

1. Type of business.....
2. Fees to be paid:.....Under A/B/C
3. Remarks.....

.....  
Date

.....  
Revenue Inspector

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....

.....  
Date

.....  
Public Health Inspector

**Medical Officer of Health's Report:**

.....  
.....

.....  
Date

.....  
Medical Officer of Health

**For the report of chief Revenue Inspector,**

|                            |                     |
|----------------------------|---------------------|
| Rent Agreement.....        | Nature.....         |
| Environmental License..... | M.O.H report.....   |
| C.O.C.....                 | Excise License..... |

Application is recommended/not recommended for the following reasons:

.....

.....  
 Date

.....  
 Chief Revenue Inspector

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
 Date

.....  
**Secretary**

Approved/Not Approved

.....  
 Date

.....  
 Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

|                  |             |
|------------------|-------------|
| Receipt No:..... | Date of the |
| Receipt:.....    |             |
| License No:..... | Date of the |
| License:.....    |             |

Recommended to issue License.

Date .....

.....  
 Sectional Head (Revenue).

Submit for signature of Pradeshiya Sabha Authorized Officer

.....  
 Date.

.....  
 Secretary.

Signed

.....  
 Date.

.....  
 Pradeshiya Sabha Chairman/Authorized Officer.

**By-laws in Relating to Formulate, Regularize, Control and Monitor of Bakeries within the area of Authority of the Koralaipattu Pradeshiya Sabha**

|  |  |
|--|--|
| (1) By-Laws in this part may be cited as the By-Laws in relating to formulate, regularize, control and monitor of bakeries within the area of authority of the Koralaipattu Pradeshiya Sabha.  | Name of By-Laws                          |
| (2) By-Laws in this part are made of the purpose of protecting sanitation and health of public residing within the Koralaipattu Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No 15 of 1987.  | Objective                                |
| (3) The By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (ix) (h) of Pradeshiya Sabha Act, No 15 of 1987, read with section 122 (1) of Pradeshiya Sabha Act, No 15 of 1987.   | Legislative Enactment For making By-Laws |
| (4) Obtaining the annual license by submitting the application form in schedule 01 is the duty and obligation of the licensee.   | Tasks to be Executed (4-25)              |
| (5) The license shall be issued to any bakeries by the Chairman or Authorized Officer of Koralaipattu Pradeshiya Sabha, if only the following specified conditions are fulfilled.  |  |
| (i) Premises shall be kept in clean and renovated condition whether the energy is obtained by means of firewood, Electricity or any other way.   |  |
| (ii) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable.   |  |
| (iii) Each room shall be cilium and cilium is in height not less than 3.0 metres from floor level.   |  |
| (iv) The floor of every room shall have been finished with cement or tiles.  |  |
| (v) The room in which the oven of the bakery and walls are located shall be at least in a height of 3.0 meters from the ground level of the room.  |  |
| (vi) Further all walls shall be built in bricks, cement blocks, lime stones or stones with both sides of the walls being plastered and applied with paints when the walls have been completed using timber with aluminum or other metal, surface of the timber shall be 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 2.5 meters above the floor level and the reservation for the eaves shall be at least 1.0 meter in width.  |  |
| (ix) A quality certificate shall be obtained from the Water Supply and Drainage Board in respect of drinking water used in the place, and this certificate has to be renewed at least once in every six months. If the water is supplied by the National Water Supply and Drainage Board in this place, it shall be considered as the Quality Certificate has been obtained. |  |
| (x) If the water is stored for the use of a licensed place, adequate protective measures shall be taken to prevent contamination of that water.  |  |

- (xi) Supplying water to each room of the license premises shall be made in manner by pipe line.
- (xii) In the event of the Koralaipattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meter away from the constructed well.
- (xiii) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under By-Law No 13.
- (xiv) When the bakery requesting a license is one using wood,
  - (a) The upper edge of the chimney of the oven of the bakery shall have been built a height of at least 7.5 meters above the ground level.
  - (b) A sufficient receptacle to be kept to the dispose of ash and remnants of wood removed from the oven of the bakery.
  - (c) The outside wall of the oven of the bakery shall be painted or applied with lime.
  - (d) A separate place or room shall be there to store fuel.
- (xv) When the bakery requesting a license is using electricity-
  - (a) While the electric plugs connecting electricity to the bakery equipment shall be in a safe condition and trip switches automatically functioning during high voltage and leaks in electricity shall have been fixed.
  - (b) Electric cables of electric circuit fixed within the premises shall be drawn through pipes or boxes without leakages of electricity.
- (6) If electricity facilities have been obtained for the bakery, general fire extinguishing equipment shall be maintained in working condition, and electrical fire-fighting appliances shall be provided in addition.
- (7) All spaces prescribed in By-Laws No. 5 in these By-Laws to have been applied with paints shall be so applied with paints at least once a year.
- (8) The floor of every room used for kneading flour shall be washed at least once a week.
- (9) While the surfaces of all the tables used for kneading flour shall have been finishing smoothly without any gaps otherwise there shall be fully covered with stainless metal sheets.
- (10) 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.
- (11) The bakery and its environment, drains, furniture and equipment shall be kept in prompt maintaining condition.

- (12) The licensee shall have to be supplied necessary face masks gloves and other safety materials to the employees and to be ensure whether the employees are wearing those after having body wash or bath when they have engage with their duty within the license premises.
- (13) The garbage collected in the licensed premises shall be segregated as specified in By Law No. 14 and put in impervious garbage bins separately and disposed twice a week or more than if necessary, and these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (14) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows:—
- (a) Bio-degradable wastes;
  - (b) Glass;
  - (c) Paper or paper related materials;
  - (d) Polythene, plastic or polythene and plastic related materials;
  - (e) Iron and any other metals or iron or any other metals;
  - (f) Residues of raw materials or part of by products and parts of other products;
  - (g) Hazardous waste.
- It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.
- (ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Koralaipattu Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman or Authorized Officer.
- (15) A separate room shall be maintained exclusively used for storage of flour other ingredients used in the bakery shall be sufficiently ventilated and secured against entry of rats ,flies or any other kind of insects.
- (16) When storing flour in the store room mentioned By-Law No. 15 in these By-Laws a rack made of timber on a stand at a height of 20cm 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 23cm away from the wall.
- (17) It is the duty of the licensee to see that the racks mentioned By-Law No. 16 are taken out and cleaned at least twice a month.
- (18) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons. Such lavatories shall be constructed at a distance away from manufacturing room of bakery, pantries and place for displaying or sale of products such a manner to avoid direct contact in order to maintain hygiene.
- (19) All employees of the bakery shall be supplied with pure water, clean towels, brushes to clean nails and soap or fluid soap.

- (20) It shall be the duty of the licensee to put in place a scale with standard weights, electronic balance or any other type of standard scale at a clearly visible place in all the bakery 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.
- (21) In the event of the delivery of bakery products for sale 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.
- (22) Every licensee of a bakery shall keep affixed in a conspicuous position on the outside of his premises a board with his name and the words “Licensed Bakery” legibly painted there on in Tamil, Sinhala and English.
- (23) Any persons who are taking bakery products for sales shall have a permit duly authorized by the Chairman or Authorized Officer.
- (24) Name list (including sellers) shall be kept at the licensed bakery for the inspection of Chairman or Authorized Officer
- (25) It shall be the responsibility of the licensee to make all employees engaged at the licensed premises, to undergo a medical test at least once a year.
- Tasks not to be carried out (26-34)
- (26) No person shall run a bakery within the authority of the Koralaipattu Pradeshiya Sabha area, unless having a valid license issued on the application prepared according to the specimen found in schedule 1 for the purpose of that, issued by the Chairman or Authorized Officer.
- (27) Unless the date of expiry of flour and other ingredients 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.
- (28) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who had been recently nursing anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the authorized place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed ;
- (ii) No person shall engage himself or employ anybody else in any form of sale at any licensed premise without having clean dress.
- (29) Unauthorized chemicals and colorings shall not be used for the bakery products.
- (30) No person shall sleep in any place licensed under the provisions of the by-laws in this part, and shall not be 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.
- (31) Water not suitable for human consumption, shall not be used for any bakery products. Further, if the unground water tank is constructed for use, it should be constructed a distance of 18 meters away from waste fit or ash fit.
- (32) No animals shall be kept at licensed bakery or any part of licensed bakery.

- (33) No person shall spit within the licensed premises except in to a spittoon provided for purpose.
- (34) Any licensee shall not resist or prevent such purchase referred in By-Law No. 35
- (35) It shall be lawful for the Chairman or Authorized Officer, to purchase a sample of any kind of bakery products kept for sale or displayed for sale, for the purpose of inspection at the licensed premise. Function of the Pradeshiya Sabha (35-36).
- (36) In the event of the premises where any bakery is maintained under a license issued under the By-Laws any license contravenes any By-Law set out in this part the Chairman or Authorized Officer 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.
- (37) Under the sub section 149 of Pradeshiya Sabhas Act No. 15 of 1987, Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run hotels. Charges and fees.
- (38) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Koralaipattu Pradeshiya Sabha. Delegation of Powers.
- (39) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier. Valid period of license or permit.
- (40) The Chairman or Authorized Officer has the power to inspect the standards of these By- Laws within the specified period at the licensed premises. Procedure of inspection and powers (40-43).
- (41) It shall be duty of the licensee who have received license under the provisions of these By-Laws to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or Authorized Officer or any authorized officer.
- (42) Any licensee who receives such notice mentioned in By- Law No. 35, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman or Authorized Officer has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (43) The Chairman or Authorized Officer has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned in By-Law No. 35 fails to act as stipulated in the notice on or before the specified date.
- (44) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism.
- (45) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence. Violation of By-Law.
- (46) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Koralaipattu Pradeshiya Sabhas limits liable to the penalties in terms of section 122(2) in the Pradeshiya Sabha Act No .15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of section 122(2). Fines and Penalties.

Interpretation  
and Definition.

(47) In these By-Laws unless the context otherwise requires

“The Chairman” means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.

“Secretary” means the Secretary of the Koralaipattu Pradeshiya Sabhas or any other officer delegated to carry out the powers, functions and duties of the Secretary.

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act of Koralaipattu Pradeshiya Sabha

“Authorized Officer” means any officer given authority in written by the Chairman to carry out particular duty.

“The power to inspect within the specified period” period from the time of sun shining until the time of sun setting.

“Licensee” means any person whosoever obtained a license under provision of this by law and person who is responsible for management, is employed by the person in charge or Manager of the management of this place.

“Licensed premise means” place for which is issued license to take all measure under this provision.

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

“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 prepared or where goods are stored for preparation of such food.

SCHEDULE 01

**Application for Business tax / License 20..... for conducting Bakeries within the area of authority of Koralaipattu Pradeshiya Sabha**

1. Name of the Business center:-
2. Place of the Business center:-
  - (i) Ward No.:-
  - (ii) Assessment No.:-
  - (iii) Name of the Road/Street:-
  - (iv) GN Division No. & Name:-
3. Name of the Applicant:-
  - (i) Full Name:-
  - (ii) Permanent Address:-
  - (iii) GN Division No. & Name:-
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning:\_\_\_\_\_.
  - (ii) Type of business:\_\_\_\_\_.
  - (iii) Name of the manager of the business center / Agent name:\_\_\_\_\_.
  - (iv) Previous Business:\_\_\_\_\_.
5. If it is rented building
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:-Yes: No:\_\_\_\_\_.  
If last year license was obtained,  
License No.:\_\_\_\_\_.  
Date:\_\_\_\_\_.

I, do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... to run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows:

.....  
Chairman/Secretary / Authorized Officer

**For the report of Assessment Section**

Ward :..... Assessment No.:.....  
Name of Street :.....  
Name of the Owner :.....  
Detail of Assessment :.....  
Annual Value :..... Arrears of the assessment tax :.....  
.....  
Date Administrative Officer.

**For the report of Revenue Department,**

1. Type of business :.....  
2. Fees to be paid :.....Under A/B/C  
3. Remarks :.....  
.....  
Date Revenue Inspector.

**For the report of the Medical Officer of Health,**

Public Health Inspector's Report:  
.....  
.....  
.....  
.....  
.....  
.....  
Date Public Health Inspector.

Medical Officer of Health's Report:  
.....  
.....  
.....  
.....  
Date Medical Officer of Health.

**For the report of Chief Revenue Inspector,**

Rent Agreement:.....

Nature:.....

Environmental License:.....

M.O.H report:.....

C.O.C:.....

Excise License:.....

Application is recommended/not recommended for the following reasons:.....

.....

.....  
Date

.....  
Chief Revenue Inspector.

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date

.....  
Secretary

Approved/Not Approved

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No.:.....

Date of the Receipt:.....

License No.:.....

Date of the License:.....

Recommended to issue License.

.....  
Sectional Head(Revenue).

Submit for signature of Pradeshiya Sabha Authorized Officer

.....  
Date

.....  
Secretary.

Signed

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

**By - Laws in relating to formulate, regularize, Supervise and control of annoying business, dangerous business and annoying and dangerous business within the area of authority of the Koralaipattu Pradeshiya Sabha**

|   |  |
|---|--|
| Name of By-Laws.                          | (1) By-Laws in this part may be cited as By-Laws in relating to formulate, regularize, supervise and control of annoying business, dangerous business and annoying and dangerous business within the area of authority of the Koralaipattu Pradeshiya Sabha.   |
| Objective.                                | (2) By-Laws in this part are made for the purpose of protecting sanitation and health of public residing within the Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No. 15 of 1987.   |
| Legislative enactment For making By-Laws. | (3) By-Laws are made by virtue of the powers vested in Pradeshiya Sabha by the sub section 126 (ix) (k) of Pradeshiya Sabha Act No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabha Act, No. 15 of 1987.   |
| Tasks to be executed (4-15).              | (4) Obtaining the annual license by submitting the application form in annexure 01 is the duty and obligation of the licensee.<br><br>(5) The license shall be issued to any dangerous business, annoying business or dangerous and annoying business carrying by the Chairman or Chairman of Koralaipattu Pradeshiya Sabha, if only the following specified conditions are duly fulfilled:<br><br>(i) The licensed premises shall be kept in clean and renewed condition<br><br>(ii) Walls of each room of the licensed place shall not be less than 3 meters in height.<br><br>(iii) Walls has to be made of bricks, cement or lime stone or any other permitted stone and should be plastered and white washed.<br><br>(iv) Each room of the licensed place shall be ceiled in height not less than 3 metres from floor level.<br><br>(v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable<br><br>(vi) The roof has to be made of some permanent solid material. Eaves of the roof has to be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter max trail<br><br>(vii) The floor of the rooms shall be cemented and plastered or laid with floor tiles.<br><br>(viii) Dustbins shall be kept for collecting the generated garbage at licensed place and the bins must have proper lids to prevent flies, insects and other rodents getting into them.<br><br>(ix) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under section 8 of these By-Laws.<br><br>(x) A suitable system of drains shall be made available to allow free flow of waste water disposed from any section of the premises;<br><br>(xi) In the event of the Koralaipattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action |

shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without Mixing with air and it shall be constructed at least fifteen Meters away from the constructed well.

- (6) It is the duty of the licensee to ensure that every space where white washing is needed to be applied under By-Law No 5 in these By-Law shall be applied with paints at least once a year.
- (7) The licensed premises shall have been swept at least twice a day.
- (8) The garbage collected in the licensed premises shall be segregated as specified in By-Law No. 9 in these By-Laws and put in impervious garbage bins separately and disposed once a day or more if necessary. Further these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (9) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows
  - a) Bio-degradable wastes;
  - b) Glass;
  - c) Paper or paper related materials;
  - d) Polythene, plastic or polythene and plastic related materials;
  - e) Iron and any other metal or parts of iron and any other metal;
  - f) Residues of raw materials or part of by products and parts of other products;
  - g) Hazardous waste

It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.

- (ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Koralaipattu Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman.
- (10) All license holders should store the materials use for the business without annoying or effluvial.
- (11) All license holders shall carry the things which are annoying or effluvial by covering and put in to unabsorbed bags without any annoying or effluvial along the public places or roads.
- (12) All license holders, shall dispose the dangerous and annoying air and gases occurring from the production process by enough high to the aerosphere without any bad effect. Otherwise shall be disposed by fire or through any solidification instrument.
- (13) All license holders shall be kept wall of business premise in safe mode without absorbing any dirty and keep in good manner.
- (14) All license holders shall kept baskets and other instruments clean should have wash the utilities daily.
- (15) All license holders clean the tank which using for wash or drunk leather or any other materials without spreading any smell.
- (16) No person shall run an annoying business, dangerous business, and annoying and dangerous business carrying within the authorized area of Koralaipattu Pradeshiya Sabha, unless he or she has poses a valid license issued by the chairman or authorized officer on the application prepared according to the specimen found in annexure 01.

Tasks not to be  
carried out  
(16 – 18)

- (17) No any person or licensee holder shall not be allowed for using the licensed place as the place for sleeping and taking food inside in night or day time.
- (18) Any license holder should not use any river, watercourse, canal, well or any drain, sea or any other opened water areas for disposal the annoying, dangerous and effluvial things, and shall not be polluted above mentioned water resources.
- Functions of the Local Authority (19-21). (19) In the event of the premises where any dangerous business, annoying business, or dangerous and annoying business is maintained under a license issued under this By-Laws, any contravenes arose of any section of the By-Law the chairman or authorized officer shall take action to issue a notice to the said licensee for demanding him to take necessary measures to accomplish with prescribed conditions to reset the said premise to the approved position before a specified date.
- (20) Any Person running dangerous business, annoying business, or dangerous and annoying business decided by Koralaipattu Pradeshiya Sabha are included in orderly in schedule Nos. (I), (II), and (III) of this By Law, it is duty of the Chairman and authorized officer to informing such person about issuing the license.
- (21) It is a duty of the Chairman or authorized officer to inform the applicant whether it is accepted to issue license or rejected with the reason in accordance with these by laws within 30 days of receiving an application.
- Charges and fees. (22) Under the sub section 149 of Pradeshiya Subhas Act, No. 15 of 1987, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run annoying business, dangerous business and annoying and dangerous business.
- Delegation of powers. (23) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Koralaipattu Pradeshiya Sabha.
- Valid period of license or permit. (24) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.
- Procedure of inspection and powers (25-27). (25) It shall be duty of the licensee who have received license under the provisions to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or any authorized officer.
- (26) Any licensee, who receives such notice mentioned in the By- Law No. 19, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (27) The Chairman has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned By-law No. 26 in these By-Laws fails to act as stipulated in the notice on or before the specified date.
- Complaints and resolving mechanism. (28) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers.

- (29) Contravention of one or more than one or all of the provisions included in these By-Laws is an offence. Violation of By laws.
- (30) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Koralaipattu Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and penalties
- (31) In these By-Laws unless the context otherwise requires Interpretation and Definition.
- “The Chairman” means who has been elected as Koralaipattu Pradeshiya Sabha Chairman by the provisions of the Local Authorities Elections Act;
- “Secretary” means the Secretary of the Koralaipattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary;
- “Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act of Koralaipattu Pradeshiya Sabhas;
- “Authorized officer” means any officer given authority in written by the Chairman to carry out particular duty;
- “The power to inspect within the specified period” means opportunity for take measures to make business or product at the specified place;
- “Licensee” means any person whosoever obtained a license under provisions of these By laws and person who is responsible for management, is employed by the person in-charge or Manager of the management of this place;”
- “Licensed premise” means, specific range of place for which is issued license to take all measures under these provisions.

## FIRST SCHEDULE

### Annoying Businesses

- (1) Clearing and Storing Graphite.
- (2) Keeping for selling the fertilizer or chemical fertilizer.
- (3) Tanning of Leather.
- (4) Leather for selling.
- (5) Carrying on a places of animal husbandry (Meat, milk or egg).
- (6) Producing of Maldives fish or storing more than 50 Kg.
- (7) Producing rubber and keeping rubber sheet.
- (8) Maintaining a veterinary hospital.
- (9) Keeping wholesale of perishable foods for selling.
- (10) Taking fish, dry fish and salted fish more than 100 Kg.
- (11) Icing, drying and salting meats or fish.
- (12) Producing coconut charcoal or wood charcoal.
- (13) Drying tobacco.
- (14) Producing animal feed.
- (15) Producing Poonac.
- (16) Boiling meats with blood.
- (17) Producing soap
- (18) Keeping and grinding animal's bones.
- (19) Making trunk boxes.
- (20) Keeping new and old metals.
- (21) Keeping ruined metals
- (22) Making housing furniture.
- (23) Making cane products.
- (24) Maintaining carpeting industry.
- (25) Making syrup or fruit juice.
- (26) Making sweets.
- (27) Dunking coconut husks
- (28) Producing brushes. (except tooth brushes)
- (29) Producing tooth brushes
- (30) Collecting toddy.
- (31) Producing vinegar.
- (32) Cleaving timber.
- (33) Producing painting paint, varnish and distempers.
- (34) Producing soda.

- (35) Painting fibers.
- (36) Producing leather instruments.
- (37) Tin fish, fruits and other foods.
- (38) Powdering coffee and grains.
- (39) Producing baking powder.
- (40) Making gas mantels.
- (41) Producing putty.
- (42) Making camphor.
- (43) Making candle.
- (44) Producing stencil ink, writing ink and printing ink.
- (45) Producing blue of cloth washing.
- (46) Producing sealing wax.
- (47) Producing perfumes.
- (48) Producing shocks.
- (49) Producing tires or tubes.
- (50) Refill tires.
- (51) Vulcanizing tires.
- (52) Manufacturing cement.
- (53) Manufacturing cement product or asbestos.
- (54) Manufacturing sand papers.
- (55) Manufacturing plastic products.
- (56) Kilning bricks.
- (57) Weaving clothes by machines.
- (58) Manufacturing or re storing of acids.
- (59) Manufacturing of roofing tiles.
- (60) Cleaning empty gunny bags used for packing fertilizer, lime or flour.
- (61) Manufacturing cement blocks by machines.
- (62) Manufacturing garments products.
- (63) Running a poultry farm.
- (64) Manufacturing disinfectants.
- (65) Repairing and renovation of tires and tubes.
- (66) Manufacturing shoes/leather and bags.
- (67) Manufacturing cigarettes and cigarettes with tobacco.

## SECOND SCHEDULE

### Dangerous Businesses

- (1) Quarrying metal.
- (2) Making cool drinks (aerated water).
- (3) Making ice.
- (4) Manufacturing vegetable oils.
- (5) Manufacturing coconut oils.
- (6) Manufacturing or storing matches.
- (7) Manufacturing of mutilated spirit.
- (8) Manufacturing tea boxes.
- (9) Manufacturing coir or other fibers.
- (10) Manufacturing products by coir or other fiber.
- (11) Storing hay.
- (12) Storing used garments.
- (13) Manufacturing and repairing Jeweleries.
- (14) Sawing timber by machines.
- (15) Quarrying lime stone.
- (16) Running a business using machines.
- (17) Storing empty gunny bags and empty bottles.
- (18) Repairing bicycles and motor bikes.
- (19) Storing used papers and newspapers.
- (20) Spray Painting.
- (21) Storing fire working or crackers.
- (22) Manufacturing metal products (machineries tools)
- (23) Running a welding work shop.
- (24) Manufacturing filling and repairing batteries.
- (25) Printers.
- (26) Blasting and gunpowder stores.
- (27) Displaying advertisement

## THIRD SCHEDULE

### Annoying and Dangerous Businesses

- (1) Clearing mica.
- (2) Processing cinnamon, cloves, cardamom and fibers using chemicals.
- (3) dry clean or dyeing.
- (4) Fabric painting dyeing or batik painting.
- (5) Electro planting metals.
- (6) Manufacture of oil or animal oil.
- (7) Kilning lime stones.
- (8) Manufacturing of the fireworks or crackers.
- (9) Processing cod-liver oil.
- (10) Building boats.
- (11) Recharge or repairing batteries

- (12) Welding metals.
- (13) Repairing motor vehicles.
- (14) Servicing motor vehicles.
- (15) Grinding metals with machines.
- (16) Running a casting shop.
- (17) Running a tin workshop.
- (18) Making bodies for motor vehicles.
- (19) Manufacturing or refilling of insecticides or fungicides, weedicides, pesticides.
- (20) Manufacturing disinfectors.
- (21) Manufacturing of mosquito coils.
- (22) Manufacturing timber protects.
- (23) Manufacturing gal tar.
- (24) Manufacturing glass products.
- (25) Making glass mirrors.
- (26) Galvanize metals.
- (27) Manufacturing welding lead.
- (28) Manufacturing aluminum products.
- (29) Manufacturing barbed wire.
- (30) Manufacturing wire nails.
- (31) Manufacturing carbon papers and typing ribbons.
- (32) Manufacturing tin, steel pipe and carbon tanks.
- (33) Manufacturing P.I buckets.
- (34) Manufacturing air conditioners and refrigerators.
- (35) Repairing air conditioners and refrigerators.
- (36) Manufacturing break liner and touch liner.
- (37) Manufacturing machineries.
- (38) Manufacturing electrical products.
- (39) Manufacturing fibers mixed with rubber.
- (40) Manufacturing storage batteries.
- (41) Assembling tractors.
- (42) Manufacturing radiator.
- (43) Manufacturing and repairing electrical products.
- (44) Manufacturing Battery.
- (45) Paddy mills.
- (46) Making coffin.
- (47) Manufacturing and repairing telephones.
- (48) Assembling and repairing electrical products.
- (49) Assembling and repairing computers and information technical instruments.
- (50) Funeral service supply center (Funeral home).

**Application for Business tax / License 20..... For annoying business, dangerous business,  
and annoying and dangerous business carrying within the area of authority of  
Pradeshiya Sabha**

1. Name of the Business Centre:\_\_\_\_\_.
  
2. Place of the Business Centre:\_\_\_\_\_.

  - (i) Ward No.:\_\_\_\_\_.
  - (ii) Assessment No.:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.

  
3. Name of the Applicant:\_\_\_\_\_.

  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.

  
4. (i) Date of Beginning the Business:\_\_\_\_\_.
- (ii) Name of the manager of the meat Stall:\_\_\_\_\_.
- (iii) Previous Business:\_\_\_\_\_.
  
5. If it is rented building,

  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.

  
6. Whether last year license was obtained:- Yes: No.:\_\_\_\_\_.

If last year license was obtained,  
License No.: \_\_\_\_\_.

Date:\_\_\_\_\_.

I do hereby certify that the above particulars are true and accurate. I agree to comply with the provisions in the By Law. I apply for the license for the year 20..... to run the Industry/Business under the By Law.

.....

Date

.....

Signature of Applicant.

**For Office Use**

For report as follows:

.....  
Chairman / Secretary/ Authorized officer

**For the report of Assessment Section**

Ward:..... Assessment No.:.....  
Name of Street:.....  
Name of the Owner:.....  
Detail of Assessment:.....  
Annual Value:..... Arrears of the assessment tax:.....

.....  
Date Administrative Officer

**For the report of Revenue Department,**

(i) Type of business:.....  
(ii) Fees to be paid:..... Under A/B/C  
(iii) Remarks:.....

.....  
Date Revenue Inspector

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....  
Date Public Health Inspector

**Report of Medical Officer of Health:**

.....  
.....  
Date Medical Officer of Health

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
.....  
Date Chief Revenue Inspector

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date

.....  
Secretary

Approved/Not Approved

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No.:..... Date of the Receipt:.....

License No.:..... Date of the License:.....

Recommended to issue License

.....  
Sectional head (Revenue)

**Submit for signature of Pradeshiya Sabha Chairman**

.....  
Date

.....  
Secretary

Signed

.....  
Date

.....  
Chairman/Authorized Officer.

**By- laws in Relating to Formulate, Regularize, Supervise and Control of Hair dressing Saloons, Barber shops and Beauty centers within the area of Authority of the Koralaipattu Pradeshiya Sabha**

- (1) By-Laws in this part may be cited as in relating to formulate, regularize, control and supervise of Hair Dressing Saloons, Barber Shops and Beauty Centers within the area of authority of the Koralaipattu Pradeshiya Sabha. Name of By-Laws.
- (2) By-Laws in this part are made of the purpose of protecting sanitation and health of public residing within the Koralaipattu Pradeshiya Sabha limit as per the Section 3 of the Pradeshiya Sabha Act, No. 15 of 1987. Objective.
- (3) The By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the Sub section 126 (XXIII) of Pradeshiya Sabha Act, No. 15 of 1987, read with Section 122 (1) of Pradeshiya Sabhas Act, No. 15 of 1987. Legislative enactment for making By-Laws.
- (4) Obtaining the annual license by submitting the application form in Schedule 01 is the duty and obligation of the licensee. Tasks to be executed (4-25).
- (5) The license shall be issued to any Hair Dressing Saloon, Barber shop or Beauty Center by the Chairman or Authorized officer of Koralaipattu Pradeshiya Sabha, if only the following specified conditions are duly fulfilled.
- (i) The licensed premises shall be kept in clean and renewed condition.
  - (ii) Walls of each room of the licensed place shall not be less than 3 metres in height.
  - (iii) These walls shall be built with bricks, block stones or limestone or any other approved stones and plastered and painted in both sides.
  - (iv) Each room of the licensed place shall be ceiled in height not less than 3 metres from floor level.
  - (v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable
  - (vi) The roof shall be made of some permanent solid material. Eaves of the roof shall be at least 2.5 metres from the ground level and the width of the eaves should be at least 1 meter.
  - (vii) The floor of the rooms 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.
  - (viii) Provide sufficient sitting space at least 1.5 square meter to each customer arriving at the premises expecting service.
  - (ix) There shall be wash basins fixed and sufficient pipes fixed to drain waste water if water is used in providing services to customers.
  - (x) In the event of the Koralaipattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said

drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meters away from the constructed well.

- (xi) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons.
  - (xii) The licensed premises shall not be used as a residence and it shall be separated from the buildings used as a residence.
  - (xiii) At the licensed premises, general fire extinguishing equipment shall be maintained in working condition, and if electricity supply has been provided to the place, electrical fire-fighting appliances shall be provided in addition.
  - (xiv) Sufficient light shall be provided to the inside of building.
- (6) It is the duty of the licensee to ensure that every space where paints need to be applied as set out under By-Law No. 5 shall be applied with paints at least once a year.
- (7) The floor of the licensed premises shall wash with disinfectants at least once a month.
- (8) During the period of providing service to customers there shall be sufficient and continuous water supply to the premises.
- (9) It shall be enough facilities to boil water or a sterilization mechanism and a sufficient number of utensils used in sterilization in order to sterilize instruments and utensils.
- (10) It shall be sufficient wash basins, soap or liquid soap for the use of employees when they are providing services at the licensed premises.
- (11) Sufficient number of towels and aprons in light colors (not in dark colors) shall be provided for the use of the customers at the premises.
- (12) At the licensed premises, a movable receptacle shall be kept with a tight lid to collect cut hair and other waste.
- (13) At the licensed premises, at least one safety plug shall be fixed to each table in the event of electrically controlled instruments are used.
- (14) At the licensed premises, a first aid box shall be kept containing sufficient amount of first aid instruments and drugs as prescribed by the Medical Officer of Health.
- (15) At the licensed premises, a sufficient number of spittoons shall be kept in such manner as to be readily available to customers and employees.
- (16) It is the duty of the licensee to ensure that all employees of the licensed center —
- (i) Having bath or body wash before providing services ;
  - (ii) maintain their clothes in a clean and healthy condition ;
  - (iii) keep their nails cut and without any dirt ;
  - (iv) Wash their hands with soap before serving each customer.

(17) The licensee shall ensure that the,

- (i) instruments used in the licensed center are sterilized after each use,
- (ii) brushes and combs are sterilized after washing well before use on each day,
- (iii) Receptacles, cups, soap brushes and combs are washed in hot water after each use.

(18) The licensee shall ensure

- (i) that cut hair and other waste material removed after cutting hair and beard of each customer are put into a receptacle having being collected by sweeping or through electrically operated mechanism ; and
- (ii) that the blade of the barber's knife containing changeable blade is changed, after use of each customer.

(19) 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.

(20) 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. 19 action shall be taken to hand over such waste to the Koralaipattu Pradeshiya Sabha scavenging vehicle in the manner prescribed under the waste management program of the Pradeshiya Sabha.

(21) 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 center.

(22) List of charges to be recovered shall be displayed at legible place within the shop.

(23) Every licensee shall maintain a register with names and address of the employees who are working at the licensed premise, it shall be the duty of the licensee to allow inspection of that register when it is so requested by the Chairman or Authorize officer.

(24) Every licensee of a Hair Dressing Saloon, Barber Shop and Beauty Centre shall keep affixed a board with his name and the words "Licensed Hair Dressing Saloon, Barber Shop and Beauty Centre" legibly painted thereon in Tamil, Sinhala and English in a conspicuous position on the outside of his premises.

(25) It shall be the duty of the licensee to refer all employed at the licensed place to a medical test at least once a year.

(26) No person shall run a Hair Dressing Saloon, Barber Shop and Beauty Centre within the authority of the Koralaipattu Pradeshiya Sabha area, unless he or she has a valid license for the purpose of that, issued by the Chairman

Tasks not to  
be carried out  
(26 -34)

(27) (i) Any person at the licensed Hair Dressing Saloon, Barber Shop and Beauty Centre shall not keep or causes to keep any pet.

(ii) No permit holder shall use any kind of unauthorized chemicals or allergic item for washing clothes.

(28) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who has been recently nursing

anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the licensed place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed ;

- (ii) No person or persons shall be engaged or allowed to be engaged at the licensed place, unless they are dressed in clean clothes ;

(29) The interior of a licensed premises shall not be used in the night or in the day time as a place for sleeping or eating meals and nobody else shall be allowed to do so.

(30) The use of,

- (i) any type of blood clotting pencil or any other substance, or  
(ii) 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 at licensed premises.

(31) The licensee in any licensed center 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.

(32) 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 license issued under the provisions of the by-laws in this part.

(33) No person shall expectorate within any hairdresser's or barber's shop or saloon except in to a spittoon provided for that purpose.

(34) No licensee shall use any articles banned by Sri Lankan Law or Medical Officer of Health of Koralaipattu Pradeshiya Sabha at licensed premises.

Function of the Local Authority.

(35) In the event of the premises where any hair dressing saloon, Barber Shop and beauty center is maintained under a license issued under the By-Laws any license contravenes any section of these 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.

Charges and fees.

- (36) (i) Under the sub section 149 of Pradeshiya Sabha Act, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run any Hair Dressing Saloons, Barber Shops and Beauty Centers.  
(ii) Publishing of notice in Government *Gazette* regarding the license fees for Hair Dressing Saloons, Barber Shops and Beauty Centers shall be the duty of Koralaipattu Pradeshiya Sabha Chairman as specified in above sub section (i)

Delegation of power.

(37) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Koralaipattu Pradeshiya Sabha.

Valid period of license or permit.

(38) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.

- (39) (i) The Chairman or any Authorized Officer has the power to inspect the standards of these By-Laws within the specified period at licensed premises. Procedure of inspection and Powers(39-41).
- (ii) It shall be duty to co-operate the licensee who have received license under the provisions, to the Pradeshiya Sabha Chairman or any Authorized officer for inspection, and shall not make obstacle to stop such inspection.
- (40) Any licensee who receives such notice mentioned in By-Law No. 35 in these By- Laws, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (41) It shall be lawful for the Chairman to cancel the license issued for the place when any licensee who received such notice mentioned in By-Law No. 40 in these By-Laws fails to act as stipulated in the notice on or before the specified date.
- (42) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism
- (43) Contravention of one or more than one or all of the provisions included in these By-Laws shall be an offence. Violation of By-laws
- (44) Contravention or breach of any of these by-laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Koralaipattu Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and Penalties.
- (45) In these By-Laws unless the context otherwise requires – Interpretation and definition
- "The Chairman" means who has been elected as Chairman by the provisions of the Local Authorities Elections Act,
- "Secretary" means the Secretary of the Koralaipattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary,
- "Pradeshiya Sabha" means, the Pradeshiya Sabha constituted under the Act of Pradeshiya Sabha,
- "Authorized officer" means any officer given authority in written by the Chairman to carry out particular duty,
- "Licensee" means any person whosoever obtained a license under provision of these by laws of the hair dressing saloon, Barber Shop and beauty center and person who is responsible for management, is employed by the person in-charge or Manager of the management of this place,
- "Licensed premise" means place for which is issued license to take all measure under this provision,
- "The appropriate time" means any occasion when service is being provided to the customers at the premises,
- "Apron" means any cloth used for covering the upper part of the body of a customer obtaining service from the licensed center.

SCHEDULE – 01

**Application for Business tax / License 20..... For Hair Dressing Saloons, Barber Shops and Beauty Centers within the area of authority of Koralaipattu Pradeshiya Sabha**

1. Name of the Business Centre:\_\_\_\_\_.
2. Place of the Business Centre:\_\_\_\_\_.
  - (i) Ward No.:\_\_\_\_\_.
  - (ii) Assessment No.:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.
3. Name of the Applicant:\_\_\_\_\_.
  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning the Business:\_\_\_\_\_.
  - (ii) Type of the Business:\_\_\_\_\_.
  - (iii) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address :\_\_\_\_\_.
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.

If last year license was obtained,  
License No.:\_\_\_\_\_  
Date:\_\_\_\_\_.

I do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... To run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant

**For Office Use**

For report as follows

.....  
Chairman / Secretary/ Authorized Officer

**For the report of Assessment Section**

Ward:..... Assessment No.:.....

Name of Street:.....

Name of the Owner:.....

Detail of Assessment:.....

Annual Value:.....

Arrears of the assessment tax:.....

.....  
Date

.....  
Sectional Head

**For the report of Revenue Department,**

(i) Type of business:.....

(ii) Fees to be paid:.....

(iii) Under A/B/C

(iv) Remarks:.....

.....  
Date

.....  
Revenue Inspector

**For the report of the Medical Officer of Health,**

**Public Health Inspector's Report:**

.....

.....  
Date

.....  
Public Health Inspector.

**Report of Medical Officer of Health:**

.....

.....  
Date

.....  
Medical Officer of Health

**For the report of chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
 Environmental License:..... M.O.H. report:.....  
 C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
 .....

.....  
 Date Chief Revenue Inspector

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license .....

.....  
 Date Secretary

Approved/Not Approved

.....  
 Date Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No:..... Date of the Receipt:.....  
 License No:..... Date of the License:.....  
 Recommended to issue License. ....  
 Sectional head (Revenue)

**Submit for signature of Pradeshiya Sabha Chairman**

.....  
 Date Secretary

Signed

.....  
 Date Pradeshiya Sabha Chairman/Authorized Officer

## **EASTERN PROVINCE PROVINCIAL COUNCIL**

### **By Laws**

#### **KORALAI Pattu North PRADESHIYA SABHA**

I, Governor Anuradha Yahampath of the Eastern Provincial Council do hereby order publish the approval granted by me under the power vested in me by section 123 sub section (1) of the Pradeshiya Sabha Act, No. 15th of 1987, read with Section 2 of the Provincial Council (Consequential Provisions) Act, No. 12 of 1989, and the decision taken by the Pradeshiya Sabha with decision number 2019/160 at the Council meeting held on 2019.05.23 as per the power vested with the Pradeshiya Sabha by section 122 subsection (1) of the Pradeshiya Sabha Act, No. 15th of 1987, the following scheduled Five (5) By-Laws made by the Koralaipattu North Pradeshiya Sabha under the power vested it in section 126 of sub section vii (f) and (xxx), ix (h), ix (h) and xv, ix (k), xxiii of the Pradeshiya Sabha Act, No. 15 of 1987, shall be effective within the Pradeshiya Sabha area of Koralaipattu North from the date of publish in this notification in the Government *Gazette*.

**ANURADHA YAHAMPATH,**  
Hon. Governor,  
Eastern Provincial Council.

Governor Secretariat,  
Inner Harbour Road,  
Trincomalee.  
31st January 2020.

#### **SCHEDULE**

1. By- Laws relating to formulate, regularize, supervise and control the Advertisement within the Local authority area.
2. By-Laws relating to formulate, regularize, control and monitor hotels within the Local authority area.
3. By- Laws in relating to formulate, regularize, control and monitor of bakeries within the Local authority area.
4. By- Laws in relating to formulate, regularize Supervise and control of annoying business and dangerous business within the Local authority area.
5. By- Laws in relating to formulate, regularize, supervise and control of Hair Dressing Saloons, Baber Shops and Beauty Centres within the Local authority area.

**By - Laws in relating to Formulate, Regularize, Supervise and Control the Advertisement within the area of Authority of the Koralaipattu North Pradeshiya Sabha**

- Name of By-Laws. (1) By-Laws in this part may be cited as By-Laws relating to formulate, regularize, control and supervise advertisement displaying within the Koralaipattu North Pradeshiya Sabha limits.
- Objective. (2) By-Laws in this part are made for the purpose of control and administrate in order to ensure protection, comfort and Convenience of the People residing within the limits of the Koralaipattu North Pradeshiya Sabha
- Legislative enactment for making By-Laws (3) By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the Sub section 126 (vii) (f) and (xxx) of Pradeshiya Subhas Act No. 15 of 1987, read with Section 122 (2) of Pradeshiya Sabhas Act No. 15 of 1987.
- Tasks to be executed (4-12) (4) (i) Anybody who expects to obtain a license to display any advertisement within the limits of Koralaipattu North Pradeshiya Sabha shall forward an application substantially prepared in accordance with the specimen given in Schedule-01 to the Chairman or Authorized Officer at least four days before the date on which the said advertisement is expected to be displayed.  
(ii) The license shall be issued to any advertisement by the Chairman or Authorized Officer of Koralaipattu North Pradeshiya Sabha, if only the conditions specified in these By-Laws are duly fulfilled.
- (5) (i) Every application forwarded to obtain a license shall contain a specimen of the advertisement prepared on the scale 1:1000 on a paper 210 millimetres x 297 millimeters 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.  
(ii) When the place where the advertisement is to be displayed, happens to be a place owned by any person other than the applicant, or by any other institution written evidence ensuring that permission has been granted to display the advertisement at the Particular Place shall have been submitted.
- (6) It shall be the duty of the licensee to indicate the registered number of the license issued in respect of all notifications to be displayed in the lower edge of the right hand side of each advertisement or advertisements while such display is done.
- (7) 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, within forty eight hours from the last day of the display of the advertisement mentioned in the application.
- (8) (i) Advertisement relating to any entertainment the net proceeds are to be used for purpose of charity, an advertisement relating to an entertainment to held in the premises upon which such advertisement is displayed, an advertisement display by the Government or Provincial Council or Local Authority and an advertisement relating to a religious, political or public meeting which has no connection directly or indirectly to a business, the charges of advertisement may be exempted and license in that behalf shall be obtained from the Chairman or Authorized Officer .Further Provided that in any advertisement and sign is illuminated advertisement and sky sign permits shall be obtained by paying fees as specified in these By-Laws.

- (ii) When any notice of advertisement of any commodity or a service has been displayed together with the name, number and 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 these 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 shall obtain the license in respect of provisions of these By-Laws.
- (iii) The charges and fees shall be exempted for the display in front of any business premise or any factory within the area of authority of the Koralaipattu North Pradeshiya Sabha, 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. But all other conditions specified in these By-Laws shall apply to the above advertisement. However, at any time when more than one such advertisement is displayed the provisions of these By-Laws shall apply in respect of all such additional advertisements.
- (9) The owner or lessee of any hoarding used for the displaying of advertisement shall -
- maintain such hoarding in a proper condition and security, and
  - Exhibit his name, address and telephone number of advertiser in clear and legible characters in a conspicuous position on the front of such hoarding.
- (10) Any sky sign shall be erected in such a way that it shall not be dangerous to the persons who use the road or the pavement and if in any circumstance, any person is getting injured or damage is caused to the properties by falling down such sky sign, the owner of such sky sign shall pay the damages to that person or owner of properties for lost sustained and the Chairman or Authorized Officer of the Koralaipattu North Pradeshiya Sabha shall be exempted of payment of such damages.
- (11) Sky sign board shall be constructed and erected in a manner which is approved by the Engineer.
- (12) (i) 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.
- (ii) The Koralaipattu North Pradeshiya Sabha shall not be responsible in any way for removing, damaging or disfiguring of an advertisement obtained under the license for exhibiting.
- (13) (i) Unless any person has a valid license issued on the application prepared according to the specimen found in the First Schedule for the particular purpose by the Chairman or Authorized Officer, 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 Koralaipattu North Pradeshiya Sabha.
- (ii) Even after obtaining a valid license 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 license, to be seen at any public place.
- (14) The period of validity of the license already issued to any other licensee in respect of the place for which the license is currently requested shall have been completed valid time period. Further there shall be sufficient place to display the advertisement. However, this provision shall not be an

Tasks not to be carried out (13-21).

obstacle to issue a license to display an advertisement board nearby so as not to obstruct the viewing of the advertisement being displayed under a license previously issued and still in force.

(15) (i) The advertisement for which a display license 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.

(ii) It shall not be displayed any advertisement prohibited or limited by a written law of the country.

(16) Anybody shall not fix an advertisement in a manner that may cause any obstacle or accident to a person walking near 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.

(17) No person shall cause any advertisement to be displayed or affixed or attached any religious place or park or any bridge or street or electrical post or any tree or branch close to them or any public building connected with them.

(18) An advertisement to be displayed in such manner over or across any pavement carriage way of any street or road unless such advertisement is displayed affixed or attached to an overhead bridge constructed for the use of pedestrian or is a projecting sign board constructed or erected in a manner approved by the engineer.

(19) No person shall cause

(i) Any advertisement to be displayed on a vehicle in a manner or in such form other than that approved by the Chairman or Authorized Officer.

(ii) In addition to the approval given by the Koralaipattu North Pradeshiya Sabha, any vehicle bearing any illuminated advertisement not approved by the Superintendent of Police, shall be driven on any street or road .

(20) Any license issued under By-Law to display an advertisement shall not be considered or construed any legal permission given to profess its implied meaning for expression.

Functions of the  
Pradeshiya Sabha  
(21 - 24)

(21) (i) Koralaipattu North Pradeshiya Sabha shall determine which areas are allowed to display advertisements within the area of the Pradeshiya Sabha.

(ii) When conditions necessary for the issue of a license under the By-laws in this part have been fulfilled in respect of any application, the Chairman or Authorized Officer shall inform the applicant about it. It shall be the duty of the Chairman or Authorized Officer to issue the license to the applicant after paying the fees for the license in the manner set out in section 25(i) and fees for the security deposit set out in section 22(i) of By-Law, after receipt of the above notice.

(iii) It shall be the duty of the Chairman or Authorized Officer to publish a notification in the *Gazette*, the areas determined from time to time, where advertisement could be displayed or exhibited .Such notification shall take effect from the date of its publication, or from whatsoever date specified therein.

(iv) The Koralaipattu North Pradeshiya Sabha shall have power to construct or maintain an advertisement board under these By-Laws as determined by Pradeshiya Sabha in any land belongs to any person and given to the Pradeshiya Sabha on agreement or in any land belongs to the Pradeshiya Sabha.

(v) The Koralaipattu North Pradeshiya Sabha shall have the power to recover the fees already fixed by the Pradeshiya Sabha from the licensee to display any advertisement on the board constructed by the Pradeshiya Sabha under above sub section (ii).

- (vi) Publishing of notice in Government *Gazette* regarding the fees for advertisement license is duty of Chairman as specified in above paragraph (i) in these By Law No.25
- (22) (i) When a decision has been made to issue a license in respect of any application forwarded for the purpose of displaying an advertisement, the Chairman or Authorized Officer shall not issue the license for the said application until the applicant has deposited security money in the Koralaipattu North Pradeshiya Sabha at the rates to be determined by it from time to time.
- (ii) It shall be the duty of the Chairman or Authorized Officer to publish in the *Gazette* about the decision taken by the Koralaipattu North Pradeshiya Sabha in respect of the rate of the security deposit to be deposited in the Pradeshiya Sabha prior to issuing a license to display any advertisement.
- (23) (i) After taking action to remove the advertisement in the manner set out in By-Law No. 7 , the licensee shall be able to withdraw the deposit money already deposited at the Koralaipattu North Pradeshiya Sabha before the issuing of the relevant license on a written request made to the Chairman or Authored Officer.
- (ii) On receipt of a written request in the manner set out in paragraph (i) it shall be the duty of Chairman or Authorized Officer to ensure,
- (a) the licensee has properly accomplished the provisions stated in By-laws No.7
- (b) And that in the event of the hoarding being constructed by the Koralaipattu North Pradeshiya Sabha 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.
- (iii) Unless the Chairman or Authorized Officer is satisfied when ensuring in the manner set out in paragraph ii (b) that the licensee has acted in the manner stated in the By-laws, No. 7 and that no damage is caused to the hoarding of the Koralaipattu North Pradeshiya Sabha, the said deposit money shall not be released fully to the licensee. When any licensee has avoided acting in the manner stated in By-laws No. 7 or when any damage has been caused to the hoarding of the Pradeshiya Sabha, suitable action shall be taken to deduct from the deposit money expenditure that the Pradeshiya Sabha 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.
- (iv) When the money leviable by the Koralaipattu North Pradeshiya Sabha 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 Pradeshiya Sabha.
- (v) However Security deposit shall be refunded within fourteen days on request made by the licensee in written. If not, reason shall be notified within fourteen days to the licensee for what reason the security deposit could not be refunded.
- (24) Action shall be taken to remove all advertisements displayed without a license issued by the Koralaipattu North Pradeshiya Sabha and to take into the possession of the Pradeshiya Sabha or remove in a manner decided by the Chairman or Authorized Officer.
- (25) (i) Under the sub section 149 of Pradeshiya Sabhas Act, No. 15 of 1987, the Secretary has the authority to charge for licence fees not exceeded the maximum amount stated to display any advertisement, further. Charges and fees.
- (ii) (a) Advertisement rent and fees shall be paid to the Koralaipattu North Pradeshiya Sabha under para 21(v) to display any advertisement on the board constructed at the place belonging to the Pradeshiya Sabha under these By-Laws.

or

- (b) Applicant shall pay the advertisement fees determined by the Koralaipattu North Pradeshiya Sabha from time to time to display any advertisement on the board fixed where land is belonging to the applicant or any other person or other institution.
- (iii) Further security deposit shall be paid as specified in By-Law 22.
- (iv) Person who has applied for a temporary license to display any advertisement shall pay license fee according to the decision made by the Koralaipattu North Pradeshiya Sabha from time to time.
- (v) When it is required to display an advertisement during the succeeding year after the expiry of the period of validity of the license currently issued for the display of any advertisement a new license shall have been obtained on displaying the notice for such succeeding year.

However, notwithstanding the amount of fees determined by the Koralaipattu North Pradeshiya Sabha as charges intended to be made during the succeeding year in respect of license to be issued for the display of advertisements, the same license fees determined earlier shall be recovered for the new license to be issued for the display of the said advertisement.

Delegation of power.

- (26) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to the secretary or any other officer of Koralaipattu North Pradeshiya Sabha.

Valid period of license or permit.

- (27) (i) Validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier
- (ii) Temporary license shall be valid for days for which license has been issued unless its validity is cancelled earlier

Procedure of inspection and powers.

- (28) (i) 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 Authorized Officer or the Authorized Officer shall have the power to direct the licensee through an order to bring it back to proper conditions within two weeks.
- (ii) It shall be lawful to cancel the issued license for such advertisement and remove the advertisement by the Chairman or Authorized Officer or Authorized Officer, when anybody in receipt of a notification under paragraph (i) has avoided acting in the manner provided by the provisions of the notification.
- (iii) When any license has been cancelled under the provisions in paragraph (ii) the security deposit, deposited at the Koralaipattu North Pradeshiya Sabha in respect of displaying that advertisement shall acquire to the funds of the Pradeshiya Sabha and nobody else shall have the right to claim the deposit money.
- (iv) It shall be lawful Chairman or Authorized Officer to issue temporary license for less than fourteen days as required, However all conditions are applicable to issue temporary license.

Complaints and resolving mechanism.

- (29) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by this officer.

- (30) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence. Violation of By-Laws (30-31).
- (31) When any provision in these By-laws has been violated, the Authorized Officer or the Authorized Officer shall have the power to cancel any license issued having invited the attention in respect of such violations.
- (32) Contravention or breach of any of these by-laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Koralaipattu North Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and penalties.
- (33) In these By-Laws unless the context otherwise requires Interpretation and definition.
- "The Chairman" means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.
- "Secretary" means the Secretary of the Koralaipattu North Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.
- "Pradeshiya Sabha" means, the Pradeshiya Sabha constituted under the Act of Koralaipattu North Pradeshiya Sabha
- "Authorized Officer" means any officer given authority in written by the Chairman to carry out particular duty.
- "The power to inspect within the specified period" means period from the time of sun shining until the time of sun setting.
- "Engineer" means Engineer or Qualified Technical Officer given authority in writing by the Chairman to carry out particular duty.
- "Licensee" means any person whosoever obtained a license under provision of these By-Laws a person who is responsible for management, is employed by the person in-charge or Manager of the management of this place.
- "Licensed premise means" place for which is issued license to take all measure under this provision.
- "Superintendent of police" means, an officer in police station given authority for the specified purpose in writing by the office in charge of the police headquarters.
- "Cut-out" means, an advertisement fixed or pasted to a frame made up of wood or some other material ;
- "Display board" means, whatsoever permanent board constructed for fixing or hanging an advertisement displayed for the information and attention of the public ;
- "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 any vehicle 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;

KORALAIATTU NORTH PRADESHIYA SABHA

**Application for the Advertisement**

1. Full Name:\_\_\_\_\_.
2. Address:\_\_\_\_\_.
3. N.I.C.No.:\_\_\_\_\_.
4. Mobile No.:\_\_\_\_\_.
5. E-Mail Address:\_\_\_\_\_.
6. Advertisement model annexed:\_\_\_\_\_.
7. Location map annexed:\_\_\_\_\_.
8. Type of Advertisement: - One side/ Double sides/ Lighted:\_\_\_\_\_.
9. Duration: - From:\_\_\_\_\_. To:\_\_\_\_\_.
10. Size of Advertisement: - Length \_\_\_\_\_, Width:\_\_\_\_\_, Height:\_\_\_\_\_.

I agree that if above mentioned information is against the true and fair view. my holding will be converted to municipal property without any notice.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman/Secretary / Authorized officer

**Chief Revenue Inspector**

Fitting advertisement in size of ..... at the specified place is suitable/ is not suitable

.....  
Date

.....  
Revenue Inspector

**Secretary**

Fitting of the above advertisement is recommended/ not recommended

.....  
 Date

.....  
 Chief Revenue Inspector.

Secretary,

Size of Advertisement: Length ..... Wide ..... Area (square meter) .....

| <i>Detail</i>                 |        | <i>Private Land</i> | <i>RDD Road</i> | <i>RDA Road</i> | <i>LAA Land</i> | <i>LAA Road</i> |
|-------------------------------|--------|---------------------|-----------------|-----------------|-----------------|-----------------|
| Agreement is made             | Yes/No |                     |                 |                 |                 |                 |
| Land Rent(Rs200*sq)           |        |                     |                 |                 |                 |                 |
| Advertisement Fees (Rs100*sq) |        |                     |                 |                 |                 |                 |
| Total Fees                    |        |                     |                 |                 |                 |                 |
| Vat                           |        |                     |                 |                 |                 |                 |
| NBT                           |        |                     |                 |                 |                 |                 |
| Total Amount                  |        |                     |                 |                 |                 |                 |

.....  
 Date

.....  
 Management Assistant

Above advertisement is approved / not approved

.....  
 Date

.....  
 Secretary

**For the report of Revenue Branch**

Receipt No. : ..... Date of the Receipt : .....

License No. : ..... Date of the License : .....

Recommended to issue License.

.....  
Sectional head (Revenue)

**Submit for signature of Pradeshiya Sabha Authorized Officer**

.....  
Date

.....  
Secretary

Signed

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

Above advertisement has been / not has been fitted at proper place with right size.

.....  
Date  
(Planning section)

.....  
Field officer/ Technical officer.

**By-Laws relating to Formulate, Regularize, Control and Monitor Hotels within the area of Authority of Koralaipattu North Pradeshiya Sabha**

- |  |  |
|--|--|
| (1) By-Laws in this part may be cited as By-Laws relating to formulate, regularize, control and monitor hotels within the area of authority of Koralaipattu North Pradeshiya Sabha.  | Name of By-Laws.                         |
| (2) By-Laws in this part are made for the purpose of protecting sanitation and health of public residing within the Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabhas Act, No. 15 of 1987.  | Objective.                               |
| (3) By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (ix) (h) of Pradeshiya Sabha Act, No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabhas Act, No. 15 of 1987.  | Legislative Enactment for making By-Law. |
| (4) Obtaining the annual license by submitting the application form in Schedule 01 is the duty and obligation of the licensee.   | Tasks to be executed (4-19).             |
| (5) The license shall be issued to run any hotel by the Chairman or Authorized Officer of Koralaipattu North Pradeshiya Sabha, if only the following specified conditions are duly fulfilled in addition to the regulations noticed under the provisions in the Urban Development Authority Law No. 41 of 1978.                                    |  |
| (i) The licensed premises shall be kept in clean and renovated condition.  |  |
| (ii) Walls of each room of the licensed place shall not be less than 3 metres in height.   |  |
| (iii) Walls shall be built with bricks, block stones or limestone or any other approved stones and plastered and painted in both sides. However, except the kitchen, any other rooms which are made of timber or any kind of metal sheet, or both timber and metal sheets and painted, shall be considered to be in conformity to this provisions. |  |
| (iv) Each room of the licensed place shall be ceiled in height not less than 3 meters from floor level.  |  |
| (v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable.  |  |
| (vi) The roof has to be made of some permanent solid material. Eaves of the roof has to be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter.   |  |
| (vii) The floor of the rooms shall be cemented and plastered or laid with floor tiles.   |  |
| (viii) Dustbins shall be kept for collecting the generated garbage at licensed place and the bins must have proper lids to prevent flies, insects and other rodents getting into them.   |  |
| (ix) The utensils in the kitchen must have proper lids to prevent flies, insects and other animals getting into them.  |  |
| (x) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under By-Law No. 13.  |  |
| (xi) Each table kept in licensed place for use of consumers and in the kitchen,  |  |

- (a) When the tables are made of timber, the legs of table shall be polished and painted. Further, the surface of the tables shall be covered with any polished impermeable material or stainless metal sheet, devoid of any joints.
- (b) When the tables are made of iron, steel or any other metals the legs of table shall be painted and the surface of the table shall be covered with any polished impermeable material or stainless metal sheets, devoid of joints.
- (xii) A quality certificate shall be obtained from the Water Supply and Drainage Board in respect of drinking water used in the licensed place, and this certificate has to be obtained at least once in every six months. If the water is supplied by the National Water Supply and Drainage Board in this place, it shall be considered as the Quality Certificate has been obtained.
- (xiii) If the water is stored for the use of a licensed place, adequate protective measures shall be taken to avoid contamination of that water.
- (xiv) A separate place shall be maintained for washing the utensils used by the customers.
- (xv) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons. Such lavatories shall be constructed at a distance away from kitchen, dining rooms or pantries such a manner to avoid direct contact in order to maintain hygiene.
- (xvi) The walls of each lavatory shall be constructed with bricks, block stones, limestone or any other approved stones and plastered with cement, polished and painted. While the walls are built with stainless metal sheet, the surface of them shall be painted. The floor shall be plastered with cement and polished or laid with floor-tiles.
- (xvii) Sufficient number of bathrooms shall be constructed for the use of employees at the licensed place and the terms stated in paragraph (xvi) in respect of lavatories of this By-Law shall be applicable to the floors and walls of these bathrooms as well.
- (xviii) Water supply facilities to each room at licensed premises shall be made in safe manner by pipe line.
- (xix) Facilities to wash hand and mouth shall be made available at the customer using section of premises and 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 installed.
- (xx) A suitable system of drains shall be made available to allow free flow of waste water disposed from any section of the premises.
- (xxi) In the event of the Koralaipattu North Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meters away from the constructed well.
- (xxii) At the licensed premises, general fire extinguishing equipment shall be maintained in working condition, and if electricity supply has been provided to the place, electrical fire-fighting appliances shall be provided in addition.
- (xxiii) At the licensed premises, the section where tea, coffee, milk and other drinks are prepared shall have been covered with stainless metal sheets or tiles or with any impermeable material.

(xxiv) All bed rooms at the licensed premises reserved place for sleeping for customers and employees, shall be at least 04 square meters for one person (2 m length X 2m width). Further, an Almira or cabinet to keep cloths, a bar made by wood or metal to keep towel or other things, a table to keep the things of customer or customers and attached bathrooms shall be there.

- (6) It is the duty of the licensee to ensure that every space where paints need to be applied as set out under By-Law No. 5 shall be applied with paints at least once a year.
- (7) The licensed premises shall have been swept at least twice a day. The drains carrying waste water in the licensed premises shall have been cleaned and washed with water at least twice daily.
- (8) Any room in the licensed premises, after using by one customer all bedsheets, pillow covers, blankets, towels or any other clothes in the room shall be properly washed and cleaned before to be provided to another customer. Besides, the windows of such room should be kept completely opened at least for four (04) hours before allowing the next customer to stay in the room. However there shall be at least thirty minutes interval to allow next customer when the rooms have been with air condition in operation.
- (9) Every licensee of hotel shall maintain a register to write down record the name, address, and identity of each person who stays at the licensed premises and it is the duty of the licensee to allow it, to be examined when the Chairman or An Authorized Officer.
- (10) It is the responsibility of the licensee to make arrangements to sweep and clean every room, stairs, halls, drains and the premises before noon every day.
- (11) Lavatories and bathrooms in the licensed premises shall be cleaned and applied with disinfectants at least twice a day and these shall be maintained without emanating dour. However, it may be considered to be adequate that cleaning the toilets and bathrooms in rooms in which customers are staying once a day.
- (12) It shall be the responsibility of the licensee to take action that vessels and other items or implements used for cooking or preparing food or used for exhibiting and selling food meant to be consumed by the customers, cleaned and washed by using soap or liquid soap before and after using.
- (13) The garbage collected in the licensed premises shall be segregated as specified in By-Law No. 14 and put in impervious garbage bins separately and disposed once a day or more than once a day if necessary. Further these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (14) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows
  - (a) Bio-degradable wastes;
  - (b) Glass;
  - (c) Paper or paper related materials;
  - (d) Polythene, plastic or polythene and plastic related materials;
  - (e) Iron and any other metal or parts of iron or any other metal;
  - (f) Residues of raw materials or part of by products and parts of other products;
  - (g) Hazardous waste.

It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.

(ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Koralaipattu North Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman.

(15) Every licensed premise shall be maintained free of rats, flies or any other kind of insects and 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 living beings.

(16) Food served to the customers shall not be handled by bare hands and spoons, forks or any other instruments shall be used to serve food.

(17) Every person engaged in preparing food and drinks at the licensed premise shall be provided with clean white aprons, masks, gloves, hat, and safety covers. It is the responsibility of the licensee to ensure that each employee be clean before start the work by washing body and wear these safety materials when they are on duty.

(18) It shall be the duty of licensee to provide the pure drinking water, clean towels, nail brush and soap or liquid soap to every employee at the licensed premise.

(19) It shall be the responsibility of the licensee to make all employees engaged at the licensed premises, to undergo a medical test at least once a year.

Tasks not to be carried out (20 – 29).

(20) No person shall run a hotel within the authority of the Pradeshiya Sabha area, unless he or she has a valid permit for the purpose of that, issued by the Chairman or Authorized Officer.

(21) No person shall be allowed to sleep in any rooms other than the room reserved as bedroom

(22) The licensee shall not allow any person to sleep in any bedroom which do not comply with the minimum space specified in para (xxiv) of By Law 5.

(23) No animals shall be kept in any rooms, kitchen or dining hall of the licensed premise.

(24) The garbage discharged from the licensed premise shall not be disposed in then and there of the land or anywhere else in the premises other than the place specified.

(25) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who had been recently nursing anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the authorized place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed.

(ii) No person or persons should be engaged or allowed to be engaged at the authorized place, unless they are dressed in clean clothes ;

(26) (i) Any employee who engaged in food production or food serving shall not involve in any unhygienic or awkward activities in the licensed premise.

(ii) any person shall not engage in singing songs or activating disk , operating machine or making any unnecessary noise so as to creating inconvenience to other lodging houses or residence living closely.

(27) Any licensee shall not desist or prevent such purchase referred in By-Law 30.

(28) (i) No person shall keep or sell any kind of adulterated milk or milks products not contained the minimum requirements of as per the first schedule shown below accordance with the food regulations published in the *Gazette* of Democratic Socialist Republic of Srilanka dated 01.08.1991 under the Food Act, No. 26 of 1980.

(ii) Any licensee shall not keep or sell any kind of spoiled milk or milk products unfit for human consumption.

(29) In any licensed premises the bed rooms shall not any time consist of -

- (i) more than one bed in a single bedroom
- (ii) more than two single beds or a double bed in a twin bedroom
- (iii) more than one double bed and a single bed or three single beds in a triple bedroom, and
- (iv) more than two double beds and a single bed or one double bed and three single beds or five single beds in a family room.

Further, in respect of any hotel the license 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 triple room. However, when the age of the anybody sleeping in any room that person is below 12 years shall not be considered as one person for purpose of this section.

(30) It shall be lawful for the Chairman or an Authorized Officer, to purchase a sample of any kind of food kept for sale or displayed for sale, for the purpose of inspection at the licensed premise. Function of the Pradeshiya Sabha (30 – 31).

(31) In the event of the premises where any hotel is maintained under a license issued, any license contravenes any By-Law set out in this part the Chairman or an Authorized Officer 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) Under the sub section 149 of Pradeshiya Sabha Act, No. 15 of 1987, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run hotels. Charges and fees.

(33) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to the secretary or any other officer of Koralaipattu North Pradeshiya Sabha. Delegation of powers.

(34) The validity of every license issued under the provision of this By-law shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier. Valid period of license or permit.

(35) The Chairman or any Authorized Officer has the power to inspect the standards of these By-laws within the specified period at the licensed premises. Procedure of inspection and powers (35-38).

(36) It shall be duty of the licensee who have received license under the provisions of these By-laws to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or any Authorized Officer.

(37) Any licensee, who receives such notice mentioned in By- law No. 31, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the

Chairman or Authorized Officer has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.

(38) The Chairman has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned in By-law No. 37 in these By-Laws fails to act as stipulated in the notice on or before the specified date.

Complaints and resolving mechanism.

(39) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers.

Violation of By-Law.

(40) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence.

Fines and Penalties.

(41) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Koralaipattu North Pradeshiya Sabha limits liable to the penalties in terms of section 122(2) in the Pradeshiya Sabha Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of section 122(2)

Interpretation and definition.

(42) In these By-Laws unless the context otherwise requires,

“The Chairman” means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.

“Secretary” means the Secretary of the Koralaipattu North Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act, of Koralaipattu North Pradeshiya Sabha.

“Authorized Officer” means any officer given authority in written by the Chairman to carry out particular duty.

“Urban Development Authority “ means, the urban development authority constituted under Urban Development Law No. 41 of 1978

“The power to inspect within the specified period” means, opportunity for take measures to make business or product at the specified place.

“Licensee” means any person whosoever obtained a license under provision of this by law of the hotel and person who is responsible for management, is employed by the person in charge or Manager of the management of this place.

“Licensed premise” means place for which is issued license to take all measure under this provision.

“Hotel” means, a place where cooked meals and curries are prepared for sale or kept for display or any other meal prepared for human consumption or short-eats are prepared and kept for sale or display or where accommodation are made for customers ;

“Family room” means, a room having space for three persons to stay at a time having two double beds and one single bed or double bed and three single beds or five single beds ;

“Triple room” means, a room with sufficient space for three person to stay in at a time with a double bed and one single bed or three single beds ;

“Double room” means, a room where two person can stay in, at a time with one double bed or two single beds.

“Single room” means, a room with sufficient space for one person to stay in having only one bed ;

“Double bed” means, a bed measuring 200cm in length and 125cm in breadth having one bed and a mattress ;

“Single bed” means, a bed measuring 200cm (minimum) in length 95cm in breadth with one mattress and a bed ;

Annexure -01

**Compositional Requirements of milk**

| <i>Column I<br/>Class of milk</i> | <i>Column II<br/>Designation</i>  | <i>Column III<br/>Milk fat minimum<br/>percent</i> | <i>Column IV<br/>Milk solids other<br/>than milk fact<br/>minimum percent</i> |
|-----------------------------------|-----------------------------------|--|---|
| 1. Buffalo                        | Raw, pasteurized or<br>sterilized | 7.0  | 9.0   |
| 2. cow                            | Do.                               | 3.5  | 8.5   |
| 3. Standardized                   | Pasteurized or sterilized         | 3.25   | 8.25  |
| 4. Toned                          | Do.                               | 2.0  | 8.5   |
| 5. Flavored                       | Do.                               | 2.0  | 7.2   |
| 6. Skimmed                        | Do.                               | -  | 8.5   |

SCHEDULE - 01

**Application For Business tax / License 20..... for conducting Hotel within the area of authority of Pradeshiya Sabha**

1. Name of the Business center:\_\_\_\_\_.
2. Place of the Business center:\_\_\_\_\_.
  - (i) Ward No.: \_\_\_\_\_.
  - (ii) Assessment No.:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.
3. Name of the Applicant:\_\_\_\_\_.
  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning:\_\_\_\_\_.
  - (ii) Type of business:\_\_\_\_\_.
  - (iii) Name of the manager of the business center / Agent name:\_\_\_\_\_.
  - (iv) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:- Yes: No.:\_\_\_\_\_.  
If last year license was obtained,  
License No.:\_\_\_\_\_.
- Date:\_\_\_\_\_.
7. 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:.....
8. The Number of employees (including the Manager) in the Lodging House:.....
9. 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 :.....
10. Bathrooms:
  - (i) The number of male bathrooms :.....
  - (ii) The number of female bathrooms :.....
11. The Number of Kitchens :.....
12. Source of water supply :.....

13. Methodology for the final disposal of solid waste:.....

I do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... To run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For Office Use**

For report as follows

.....  
Chairman/Secretary / Authorized Officer

**For the report of Assessment Section**

Ward :..... Assessment No. :.....  
Name of Street :.....  
Name of the Owner :.....  
Detail of Assessment :.....  
Annual Value :..... Arrears of the assessment tax :.....

.....  
Date

.....  
Administrative Officer

**For the report of Revenue Branch,**

1. Type of business :.....
2. Fees to be paid :.....Under A/B/C
3. Remarks :.....

.....  
Date

.....  
Revenue Inspector

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....

.....  
Date

.....  
Public Health Inspector

**Medical Officer of Health's Report:**

.....  
.....

.....  
Date

.....  
Medical Officer of Health

**For the report of Chief Revenue Inspector,**

Rent Agreement :..... Nature :.....  
Environmental License :..... M.O.H report :.....  
C.O.C. :..... Excise License :.....

Application is recommended/not recommended for the following reasons:

.....

.....  
Date

.....  
Chief Revenue Inspector

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date

.....  
**Secretary**

Approved/Not Approved

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No. :..... Date of the  
Receipt :.....  
License No. :..... Date of the  
License :.....

Recommended to issue License.

Date .....

.....  
Sectional Head (Revenue).

Submit for signature of Pradeshiya Sabha Authorized Officer

.....  
Date.

.....  
Secretary.

Signed

.....  
Date.

.....  
Pradeshiya Sabha Chairman/Authorized Officer.

**By- Laws in relating to formulate, regularize, control and monitor of bakeries  
 Within the area of authority of the Koralaipattu North Pradeshiya Sabha**

- |     |  |   |
|-----|--|---|
| (1) | By-Laws in this part may be cited as the By-Laws in relating to formulate, regularize, control and monitor of bakeries within the area of authority of the Koralaipattu North Pradeshiya Sabha.  | Name of By-Laws.                          |
| (2) | By-Laws in this part are made of the purpose of protecting sanitation and health of public residing within the Koralaipattu North Pradeshiya Sabha limit as per the Section 3 of the Pradeshiya Sabha Act, No. 15 of 1987.   | Objective.                                |
| (3) | The By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (ix) (h) of Pradeshiya Sabha Act, No. 15 of 1987, read with Section 122 (1) of Pradeshiya Sabha Act, No. 15 of 1987.   | Legislative Enactment For making By-Laws. |
| (4) | Obtaining the annual license by submitting the application form in Schedule 01 is the duty and obligation of the licensee.   | Tasks to be Executed (4-25).              |
| (5) | The license shall be issued to any bakeries by the Chairman or Authorized Officer of Koralaipattu North Pradeshiya Sabha, if only the following specified conditions are fulfilled.  |   |
|     | (i) Premises shall be kept in clean and renovated condition whether the energy is obtained by means of firewood, Electricity or any other way.   |   |
|     | (ii) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable.   |   |
|     | (iii) Each room shall be cilium and cilium is in height not less than 3.0 metres from floor level.   |   |
|     | (iv) The floor of every room shall have been finished with cement or tiles.  |   |
|     | (v) The room in which the oven of the bakery and walls are located shall be at least in a height of 3.0 meters from the ground level of the room.  |   |
|     | (vi) Further all walls shall be built in bricks, cement blocks, lime stones or stones with both sides of the walls being plastered and applied with paints when the walls have been completed using timber with aluminum or other metal, surface of the timber shall be 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 2.5 meters above the floor level and the reservation for the eaves shall be at least 1.0 meter in width.  |   |
|     | (ix) A quality certificate shall be obtained from the Water Supply and Drainage Board in respect of drinking water used in the place, and this certificate has to be renewed at least once in every six months. If the water is supplied by the National Water Supply and Drainage Board in this place, it shall be considered as the Quality Certificate has been obtained. |   |
|     | (x) If the water is stored for the use of a licensed place, adequate protective measures shall be taken to prevent contamination of that water.  |   |

- (xi) Supplying water to each room of the license premises shall be made in manner by pipe line.
- (xii) In the event of the Koralaipattu North Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meter away from the constructed well.
- (xiii) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under By-Law No. 13.
- (xiv) When the bakery requesting a license is one using wood,
  - (a) The upper edge of the chimney of the oven of the bakery shall have been built a height of at least 7.5 meters above the ground level.
  - (b) A sufficient receptacle to be kept to the dispose of ash and remnants of wood removed from the oven of the bakery.
  - (c) The outside wall of the oven of the bakery shall be painted or applied with lime.
  - (d) A separate place or room shall be there to store fuel.
- (xv) When the bakery requesting a license is using electricity-
  - (a) While the electric plugs connecting electricity to the bakery equipment shall be in a safe condition and trip switches automatically functioning during high voltage and leaks in electricity shall have been fixed.
  - (b) Electric cables of electric circuit fixed within the premises shall be drawn through pipes or boxes without leakages of electricity.
- (6) If electricity facilities have been obtained for the bakery, general fire extinguishing equipment shall be maintained in working condition, and electrical fire-fighting appliances shall be provided in addition.
- (7) All spaces prescribed in By-Laws No. 5 in these By-Laws to have been applied with paints shall be so applied with paints at least once a year.
- (8) The floor of every room used for kneading flour shall be washed at least once a week.
- (9) While the surfaces of all the tables used for kneading flour shall have been finishing smoothly without any gaps otherwise there shall be fully covered with stainless metal sheets.
- (10) 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.
- (11) The bakery and its environment, drains, furniture and equipment shall be kept in prompt maintaining condition.

- (12) The licensee shall have to be supplied necessary face masks gloves and other safety materials to the employees and to be ensure whether the employees are wearing those after having body wash or bath when they have engage with their duty within the license premises.
- (13) The garbage collected in the licensed premises shall be segregated as specified in By Law No. 14 and put in impervious garbage bins separately and disposed twice a week or more than if necessary, and these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (14) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows:—
- (a) Bio-degradable wastes;
  - (b) Glass;
  - (c) Paper or paper related materials;
  - (d) Polythene, plastic or polythene and plastic related materials;
  - (e) Iron and any other metals or iron or any other metals;
  - (f) Residues of raw materials or part of by products and parts of other products;
  - (g) Hazardous waste.
- It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.
- (ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Koralaipattu North Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman or Authorized Officer.
- (15) A separate room shall be maintained exclusively used for storage of flour other ingredients used in the bakery shall be sufficiently ventilated and secured against entry of rats ,flies or any other kind of insects.
- (16) When storing flour in the store room mentioned By-Law No. 15 in these By-Laws a rack made of timber on a stand at a height of 20cm 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 23cm away from the wall.
- (17) It is the duty of the licensee to see that the racks mentioned By-Law No. 16 are taken out and cleaned at least twice a month.
- (18) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons. Such lavatories shall be constructed at a distance away from manufacturing room of bakery, pantries and place for displaying or sale of products such a manner to avoid direct contact in order to maintain hygiene.

- (19) All employees of the bakery shall be supplied with pure water, clean towels, brushes to clean nails and soap or fluid soap.
- (20) It shall be the duty of the licensee to put in place a scale with standard weights, electronic balance or any other type of standard scale at a clearly visible place in all the bakery 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.
- (21) In the event of the delivery of bakery products for sale 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.
- (22) Every licensee of a bakery shall keep affixed in a conspicuous position on the outside of his premises a board with his name and the words “Licensed Bakery” legibly painted there on in Tamil, Sinhala and English.
- (23) Any persons who are taking bakery products for sales shall have a permit duly authorized by the Chairman or Authorized Officer.
- (24) Name list (including sellers) shall be kept at the licensed bakery for the inspection of Chairman or Authorized Officer.
- (25) It shall be the responsibility of the licensee to make all employees engaged at the licensed premises, to undergo a medical test at least once a year.
- (26) No person shall run a bakery within the authority of the Koralaipattu North Pradeshiya Sabha area, unless having a valid license issued on the application prepared according to the specimen found in schedule 1 for the purpose of that, issued by the Chairman or Authorized Officer.
- (27) Unless the date of expiry of flour and other ingredients 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.
- (28)
  - (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who had been recently nursing anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the authorized place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed ;
  - (ii) No person shall engage himself or employ anybody else in any form of sale at any licensed premise without having clean dress.
- (29) Unauthorized chemicals and colorings shall not be used for the bakery products.
- (30) No person shall sleep in any place licensed under the provisions of the By-laws in this part, and shall not be 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.
- (31) Water not suitable for human consumption, shall not be used for any bakery products. Further, if the unground water tank is constructed for use, it should be constructed a distance of 18 meters away from waste fit or ash fit.

Tasks not to be carried out (26-34).

- (32) No animals shall be kept at licensed bakery or any part of licensed bakery.
- (33) No person shall spit within the licensed premises except in to a spittoon provided for purpose.
- (34) Any licensee shall not resist or prevent such purchase referred in By-Law No. 35
- (35) It shall be lawful for the Chairman or Authorized Officer, to purchase a sample of any kind of bakery products kept for sale or displayed for sale, for the purpose of inspection at the licensed premise. Function of the Pradeshiya Sabha (35-36).
- (36) In the event of the premises where any bakery is maintained under a license issued under the By-Laws any license contravenes any By-Law set out in this part the Chairman or Authorized Officer 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.
- (37) Under the sub section 149 of Pradeshiya Sabhas Act No. 15 of 1987, Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run hotels. Charges and fees
- (38) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Koralaipattu North Pradeshiya Sabha. Delegation of Powers.
- (39) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier. Valid period of license or permit.
- (40) The Chairman or Authorized Officer has the power to inspect the standards of these By- Laws within the specified period at the licensed premises. Procedure of inspection and powers (40-43).
- (41) It shall be duty of the licensee who have received license under the provisions of these By-Laws to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or Authorized Officer or any authorized officer.
- (42) Any licensee who receives such notice mentioned in By- Law No. 35, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman or Authorized Officer has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (43) The Chairman or Authorized Officer has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned in By-Law No. 35 fails to act as stipulated in the notice on or before the specified date.
- (44) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism
- (45) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence. Violation of By-Law
- (46) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Koralaipattu North Pradeshiya Sabhas limits liable to the penalties in terms of section 122(2) in the Pradeshiya Sabha Act No .15 of 1987. Further in case of continued contravention of these By-Laws after Fines and Penalties.

convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of section 122(2).

Interpretation  
and Definition.

(47) In these By-Laws unless the context otherwise requires

“The Chairman” means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.

“Secretary” means the Secretary of the Koralaipattu North Pradeshiya Sabhas or any other officer delegated to carry out the powers, functions and duties of the Secretary.

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act of Koralaipattu North Pradeshiya Sabha.

“Authorized Officer” means any officer given authority in written by the Chairman to carry out particular duty.

“The power to inspect within the specified period” period from the time of sun shining until the time of sun setting.

“Licensee” means any person whosoever obtained a license under provision of this by law and person who is responsible for management, is employed by the person in charge or Manager of the management of this place.

“Licensed premise means” place for which is issued license to take all measure under this provision.

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

“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 prepared or where goods are stored for preparation of such food.

**SCHEDULE 01**

**Application for Business tax / License 20..... for conducting Bakeries within the area of authority of Koralaipattu North Pradeshiya Sabha**

1. Name of the Business center:-
2. Place of the Business center:-
  - (i) Ward No.:-
  - (ii) Assessment No.:-
  - (iii) Name of the Road/Street:-
  - (iv) GN Division No. & Name:-
3. Name of the Applicant:-
  - (i) Full Name:-
  - (ii) Permanent Address:-
  - (iii) GN Division No. & Name:-
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning:\_\_\_\_\_.
  - (ii) Type of business:\_\_\_\_\_.
  - (iii) Name of the manager of the business center / Agent name:\_\_\_\_\_.
  - (iv) Previous Business:\_\_\_\_\_.
5. If it is rented building
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:-Yes: No:\_\_\_\_\_.  
If last year license was obtained,  
License No.:\_\_\_\_\_.  
Date:\_\_\_\_\_.

I, do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... to run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For Office Use**

For report as follows:

.....  
Chairman/Secretary / Authorized Officer

**For the report of Assessment Section**

Ward :..... Assessment No.:.....  
Name of Street :.....  
Name of the Owner :.....  
Detail of Assessment :.....  
Annual Value :..... Arrears of the assessment tax :.....  
.....  
Date Administrative Officer.

**For the report of Revenue Department,**

1. Type of business :.....  
2. Fees to be paid :.....Under A/B/C  
3. Remarks :.....  
.....  
Date Revenue Inspector.

**For the report of the Medical Officer of Health,**

Public Health Inspector's Report:  
.....  
.....  
.....  
.....  
.....  
.....  
Date Public Health Inspector.

Medical Officer of Health's Report:  
.....  
.....  
.....  
.....  
Date Medical Officer of Health.

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
.....

.....  
Date Chief Revenue Inspector.

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date Secretary.

Approved/Not Approved

.....  
Date Pradeshiya Sabha Chairman/Authorized Officer.

**For the report of Revenue Branch**

Receipt No.:..... Date of the Receipt:.....  
License No.:..... Date of the License:.....

Recommended to issue License. ....  
Sectional Head(Revenue).

Submit for signature of Pradeshiya Sabha Authorized Officer

.....  
Date Secretary.

Signed

.....  
Date Pradeshiya Sabha Chairman/Authorized Officer.

**By - Laws in relating to formulate, regularize, Supervise and control of annoying business, dangerous business and annoying and dangerous business within the area of authority of the Koralaipattu North Pradeshiya Sabha**

|  |  |
|--|--|
| Name of By-Laws.                         | (1) By-Laws in this part may be cited as By-Laws in relating to formulate, regularize, supervise and control of annoying business, dangerous business and annoying and dangerous business within the area of authority of the Koralaipattu North Pradeshiya Sabha.   |
| Objective                                | (2) By-Laws in this part are made for the purpose of protecting sanitation and health of public residing within the Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No. 15 of 1987.   |
| Legislative enactment For making By-Laws | (3) By-Laws are made by virtue of the powers vested in Pradeshiya Sabha by the sub section 126(ix) (k) of Pradeshiya Sabha Act No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabha Act, No. 15 of 1987.  |
| Tasks to be executed(4-15)               | (4) Obtaining the annual license by submitting the application form in annexure 01 is the duty and obligation of the licensee.<br><br>(5) The license shall be issued to any dangerous business, annoying business or dangerous and annoying business carrying by the Chairman or Chairman of Koralaipattu North Pradeshiya Sabha, if only the following specified conditions are duly fulfilled:<br><br>(i) The licensed premises shall be kept in clean and renewed condition<br><br>(ii) Walls of each room of the licensed place shall not be less than 3 meters in height.<br><br>(iii) Walls has to be made of bricks, cement or lime stone or any other permitted stone and should be plastered and white washed.<br><br>(iv) Each room of the licensed place shall be ceiled in height not less than 3 metres from floor level.<br><br>(v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable<br><br>(vi) The roof has to be made of some permanent solid material. Eaves of the roof has to be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter max trail<br><br>(vii) The floor of the rooms shall be cemented and plastered or laid with floor tiles.<br><br>(viii) Dustbins shall be kept for collecting the generated garbage at licensed place and the bins must have proper lids to prevent flies, insects and other rodents getting into them.<br><br>(ix) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under section 8 of these By-Laws.<br><br>(x) A suitable system of drains shall be made available to allow free flow of wastewater disposed from any section of the premises;<br><br>(xi) In the event of the Koralaipattu North Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be |

treated and released to the public drainage. Further, soakage pit shall be covered without Mixing with air and it shall be constructed at least fifteen Meters away from the constructed well.

- (6) It is the duty of the licensee to ensure that every space where white washing is needed to be applied under By-Law No 5 in these By-Law shall be applied with paints at least once a year.
- (7) The licensed premises shall have been swept at least twice a day.
- (8) The garbage collected in the licensed premises shall be segregated as specified in By-Law No. 9 in these By-Laws and put in impervious garbage bins separately and disposed once a day or more if necessary. Further these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (9) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows :
  - (a) Bio-degradable wastes;
  - (b) Glass;
  - (c) Paper or paper related materials;
  - (d) Polythene, plastic or polythene and plastic related materials;
  - (e) Iron and any other metal or parts of iron and any other metal;
  - (f) Residues of raw materials or part of by products and parts of other products;
  - (g) Hazardous waste.

It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.

- (ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Koralaipattu North Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman.

- (10) All license holders should store the materials use for the business without annoying or effluvial.
- (11) All license holders shall carry the things which are annoying or effluvial by covering and put in to unabsorbed bags without any annoying or effluvial along the public places or roads.
- (12) All license holders, shall dispose the dangerous and annoying air and gases occurring from the production process by enough high to the aerosphere without any bad effect. Otherwise shall be disposed by fire or through any solidification instrument.
- (13) All license holders shall be kept wall of business premise in safe mode without absorbing any dirty and keep in good manner.
- (14) All license holders shall kept baskets and other instruments clean should have wash the utilities daily.
- (15) All license holders clean the tank which using for wash or drunk leather or any other materials without spreading any smell.
- (16) No person shall run an annoying business, dangerous business, and annoying and dangerous business carrying within the authorized area of Koralaipattu North Pradeshiya Sabha, unless he

or she has poses a valid license issued by the chairman or authorized officer on the application prepared according to the specimen found in annexure 01.

(17) No any person or licensee holder shall not be allowed for using the licensed place as the place for sleeping and taking food inside in night or day time.

(18) Any license holder should not use any river, watercourse, canal, well or any drain, sea or any other opened water areas for disposal the annoying, dangerous and effluvial things, and shall not be polluted above mentioned water resources.

Functions of the  
Local Authority  
(19-21)

(19) In the event of the premises where any dangerous business, annoying business, or dangerous and annoying business is maintained under a license issued under this By-Laws, any contravenes arose of any section of the By-Law the chairman or authorized officer shall take action to issue a notice to the said licensee for demanding him to take necessary measures to accomplish with prescribed conditions to reset the said premise to the approved position before a specified date.

(20) Any Person running dangerous business, annoying business, or dangerous and annoying business decided by Koralaipattu North Pradeshiya Sabha are included in orderly in schedule Nos. (I), (II), and (III) of this By Law, it is duty of the Chairman and authorized officer to informing such person about issuing the license.

(21) It is a duty of the Chairman or authorized officer to inform the applicant whether it is accepted to issue license or rejected with the reason in accordance with these by laws within 30 days of receiving an application.

Charges and  
fees.

(22) Under the sub section 149 of Pradeshiya Subhas Act, No. 15 of 1987, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run annoying business, dangerous business and annoying and dangerous business.

Delegation of  
powers.

(23) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Koralaipattu North Pradeshiya Sabha.

Valid period Of  
license or permit.

(24) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.

Procedure of  
inspection and  
powers (25-27).

(25) It shall be duty of the licensee who have received license under the provisions to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or any authorized officer.

(26) Any licensee, who receives such notice mentioned in the By- Law No. 19, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.

(27) The Chairman has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned By-law No. 26 in these By-Laws fails to act as stipulated in the notice on or before the specified date.

- (28) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism.
- (29) Contravention of one or more than one or all of the provisions included in these By-Laws is an offence. Violation of By laws
- (30) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Koralaipattu North Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and penalties
- (31) In these By-Laws unless the context otherwise requires Interpretation and Definition.
- “The Chairman” means who has been elected as Koralaipattu North Pradeshiya Sabha Chairman by the provisions of the Local Authorities Elections Act;
- “Secretary” means the Secretary of the Manmunaipattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary;
- “Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act of Koralaipattu North Pradeshiya Sabhas;
- “Authorized officer” means any officer given authority in written by the Chairman to carry out particular duty;
- “The power to inspect within the specified period” means opportunity for take measures to make business or product at the specified place;
- “Licensee” means any person whosoever obtained a license under provisions of these By laws and person who is responsible for management, is employed by the person in-charge or Manager of the management of this place;”
- “Licensed premise” means, specific range of place for which is issued license to take all measures under these provisions.

## First Schedule

### Annoying Businesses

- (1) Clearing and Storing Graphite.
- (2) Keeping for selling the fertilizer or chemical fertilizer.
- (3) Tanning of Leather.
- (4) Leather for selling.
- (5) Carrying on a places of animal husbandry (Meat, milk or egg).
- (6) Producing of Maldives fish or storing more than 50 Kg.
- (7) Producing rubber and keeping rubber sheet.
- (8) Maintaining a veterinary hospital.
- (9) Keeping wholesale of perishable foods for selling.
- (10) Taking fish, dry fish and salted fish more than 100 Kg.
- (11) Icing, drying and salting meats or fish.
- (12) Producing coconut charcoal or wood charcoal.
- (13) Drying tobacco.
- (14) Producing animal feed.
- (15) Producing Poonac.
- (16) Boiling meats with blood.
- (17) Producing soap
- (18) Keeping and grinding animal's bones.
- (19) Making trunk boxes.
- (20) Keeping new and old metals.
- (21) Keeping ruined metals
- (22) Making housing furniture.
- (23) Making cane products.
- (24) Maintaining carpeting industry.
- (25) Making syrup or fruit juice.
- (26) Making sweets.
- (27) Dunking coconut husks
- (28) Producing brushes. (except tooth brushes)
- (29) Producing tooth brushes
- (30) Collecting toddy.
- (31) Producing vinegar.
- (32) Cleaving timber.
- (33) Producing painting paint, varnish and distempers.
- (34) Producing soda.

- (35) Painting fibers.
- (36) Producing leather instruments.
- (37) Tin fish, fruits and other foods.
- (38) Powdering coffee and grains.
- (39) Producing baking powder.
- (40) Making gas mantels.
- (41) Producing putty.
- (42) Making camphor.
- (43) Making candle.
- (44) Producing stencil ink, writing ink and printing ink.
- (45) Producing blue of cloth washing.
- (46) Producing sealing wax.
- (47) Producing perfumes.
- (48) Producing shocks.
- (49) Producing tires or tubes.
- (50) Refill tires.
- (51) Vulcanizing tires.
- (52) Manufacturing cement.
- (53) Manufacturing cement product or asbestos.
- (54) Manufacturing sand papers.
- (55) Manufacturing plastic products.
- (56) Kilning bricks.
- (57) Weaving clothes by machines.
- (58) Manufacturing or re storing of acids.
- (59) Manufacturing of roofing tiles.
- (60) Cleaning empty gunny bags used for packing fertilizer, lime or flour.
- (61) Manufacturing cement blocks by machines.
- (62) Manufacturing garments products.
- (63) Running a poultry farm.
- (64) Manufacturing disinfectants.
- (65) Repairing and renovation of tires and tubes.
- (66) Manufacturing shoes/leather and bags.
- (67) Manufacturing cigarettes and cigarettes with tobacco.

## SECOND SCHEDULE

### Dangerous Businesses

- (1) Quarrying metal.
- (2) Making cool drinks (aerated water).
- (3) Making ice.
- (4) Manufacturing vegetable oils.
- (5) Manufacturing coconut oils.
- (6) Manufacturing or storing matches.
- (7) Manufacturing of mutilated spirit.
- (8) Manufacturing tea boxes.
- (9) Manufacturing coir or other fibers.
- (10) Manufacturing products by coir or other fiber.
- (11) Storing hay.
- (12) Storing used garments.
- (13) Manufacturing and repairing jeweleries.
- (14) Sawing timber by machines.
- (15) Quarrying lime stone.
- (16) Running a business using machines.
- (17) Storing empty gunny bags and empty bottles.
- (18) Repairing bicycles and motor bikes.
- (19) Storing used papers and newspapers.
- (20) Spray Painting.
- (21) Storing fire working or crackers.
- (22) Manufacturing metal products (machineries tools)
- (23) Running a welding work shop.
- (24) Manufacturing filling and repairing batteries.
- (25) Printers.
- (26) Blasting and gunpowder stores.
- (27) Displaying advertisement

## THIRD SCHEDULE

### Annoying and Dangerous Businesses

- (1) Clearing mica.
- (2) Processing cinnamon, cloves, cardamom and fibers using chemicals.
- (3) dry clean or dyeing.
- (4) Fabric painting dyeing or batik painting.
- (5) Electro planting metals.
- (6) Manufacture of oil or animal oil.
- (7) Kilning lime stones.
- (8) Manufacturing of the fireworks or crackers.
- (9) Processing cod-liver oil.
- (10) Building boats.

- (11) Recharge or repairing batteries
- (12) Welding metals.
- (13) Repairing motor vehicles.
- (14) Servicing motor vehicles.
- (15) Grinding metals with machines.
- (16) Running a casting shop.
- (17) Running a tin workshop.
- (18) Making bodies for motor vehicles.
- (19) Manufacturing or refilling of insecticides or fungicides, weedicides, pesticides.
- (20) Manufacturing disinfectors.
- (21) Manufacturing of mosquito coils.
- (22) Manufacturing timber protects.
- (23) Manufacturing gal tar.
- (24) Manufacturing glass products.
- (25) Making glass mirrors.
- (26) Galvanize metals.
- (27) Manufacturing welding lead.
- (28) Manufacturing aluminum products.
- (29) Manufacturing barbed wire.
- (30) Manufacturing wire nails.
- (31) Manufacturing carbon papers and typing ribbons.
- (32) Manufacturing tin, steel pipe and carbon tanks.
- (33) Manufacturing P.I buckets.
- (34) Manufacturing air conditioners and refrigerators.
- (35) Repairing air conditioners and refrigerators.
- (36) Manufacturing break liner and touch liner.
- (37) Manufacturing machineries.
- (38) Manufacturing electrical products.
- (39) Manufacturing fibers mixed with rubber.
- (40) Manufacturing storage batteries.
- (41) Assembling tractors.
- (42) Manufacturing radiator.
- (43) Manufacturing and repairing electrical products.
- (44) Manufacturing Battery.
- (45) Paddy mills.
- (46) Making coffin.
- (47) Manufacturing and repairing telephones.
- (48) Assembling and repairing electrical products.
- (49) Assembling and repairing computers and information technical instruments
- (50) Funeral service supply center (Funeral home)

**Application for Business tax / License 20..... For annoying business, dangerous business,  
and annoying and dangerous business carrying within the area of authority of  
Pradeshiya Sabha**

1. Name of the Business Centre:\_\_\_\_\_.
  
2. Place of the Business Centre:\_\_\_\_\_.

  - (i) Ward No:\_\_\_\_\_.
  - (ii) Assessment No:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.

3. Name of the Applicant:\_\_\_\_\_.

  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No:\_\_\_\_\_.
  - (v) Telephone No:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.

4. (i) Date of Beginning the Business:\_\_\_\_\_.
- (ii) Name of the manager of the meat Stall:\_\_\_\_\_.
- (iii) Previous Business:\_\_\_\_\_.
  
5. If it is rented building,

  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.

  
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.

If last year license was obtained,  
License No.: \_\_\_\_\_.

Date:\_\_\_\_\_.

I do hereby certify that the above particulars are true and accurate. I agree to comply with the provisions in the By Law. I apply for the license for the year 20..... to run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For Office Use**

For report as follows:

.....  
Chairman / secretary/ Authorized officer

**For the report of Assessment Section**

Ward:..... Assessment No.:.....  
Name of Street:.....  
Name of the Owner:.....  
Detail of Assessment:.....  
Annual Value:..... Arrears of the assessment tax:.....

.....  
Date Administrative Officer

**For the report of Revenue Department,**

(i) Type of business:.....  
(ii) Fees to be paid:..... Under A/B/C  
(iii) Remarks:.....

.....  
Date Revenue Inspector

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....

.....  
Date Public Health Inspector

**Report of Medical Officer of Health:**

.....  
.....

.....  
Date Medical Officer of Health

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
.....

.....  
Date Chief Revenue Inspector

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date

.....  
Secretary

Approved/Not Approved

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No.:..... Date of the Receipt:.....

License No.:..... Date of the License:.....

Recommended to issue License

.....  
Sectional Head (Revenue)

**Submit for signature of Pradeshiya Sabha Chairman**

.....  
Date

.....  
Secretary

Signed

.....  
Date

.....  
Chairman/Authorized Officer.

**By- Laws in relating to Formulate, Regularize, Supervise and Control of Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of Authority of the Koralaipattu North Pradeshiya Sabha**

- |     |  |  |
|-----|--|--|
| (1) | By-Laws in this part may be cited as in relating to formulate, regularize, control and supervise of Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of authority of the Koralaipattu North Pradeshiya Sabha.                 | Name of By-Laws                          |
| (2) | By-Laws in this part are made of the purpose of protecting sanitation and health of public residing within the Koralaipattu North Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No. 15 of 1987.                         | Objective                                |
| (3) | The By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (XXIII) of Pradeshiya Sabha Act, No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabhas Act, No. 15 of 1987.                                 | Legislative enactment for making By-Laws |
| (4) | Obtaining the annual license by submitting the application form in schedule 01 is the duty and obligation of the licensee.   | Tasks to be executed (4-25)              |
| (5) | The license shall be issued to any Hair Dressing Saloon, Barber shop or Beauty Center by the Chairman or Authorized officer of Koralaipattu North Pradeshiya Sabha, if only the following specified conditions are duly fulfilled.                 |  |
|     | (i) The licensed premises shall be kept in clean and renewed condition.  |  |
|     | (ii) Walls of each room of the licensed place shall not be less than 3metres in height.  |  |
|     | (iii) These walls shall be built with bricks, block stones or limestone or any other approved stones and plastered and painted in both sides.  |  |
|     | (iv) Each room of the licensed place shall be ceiled in height not less than 3 metres from floor level.  |  |
|     | (v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable |  |
|     | (vi) The roof shall be made of some permanent solid material. Eaves of the roof shall be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter.   |  |
|     | (vii) The floor of the rooms 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.  |  |
|     | (viii) Provide sufficient sitting space at least 1.5 square meter to each customer arriving at the premises expecting service.   |  |
|     | (ix) There shall be wash basins fixed and sufficient pipes fixed to drain waste water if water is used in providing services to customers  |  |
|     | (x) In the event of the Koralaipattu North Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to  |  |

the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meters away from the constructed well.

- (xi) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons.
  - (xii) The licensed premises shall not be used as a residence and it shall be separated from the buildings used as a residence.
  - (xiii) At the licensed premises, general fire extinguishing equipment shall be maintained in working condition, and if electricity supply has been provided to the place, electrical fire-fighting appliances shall be provided in addition.
  - (xiv) Sufficient light shall be provided to the inside of building.
- (6) It is the duty of the licensee to ensure that every space where paints need to be applied as set out under By-Law No. 5 shall be applied with paints at least once a year.
  - (7) The floor of the licensed premises shall wash with disinfectants at least once a month.
  - (8) During the period of providing service to customers there shall be sufficient and continuous water supply to the premises.
  - (9) It shall be enough facilities to boil water or a sterilization mechanism and a sufficient number of utensils used in sterilization in order to sterilize instruments and utensils.
  - (10) It shall be sufficient wash basins, soap or liquid soap for the use of employees when they are providing services at the licensed premises.
  - (11) Sufficient number of towels and aprons in light colors (not in dark colors) shall be provided for the use of the customers at the premises.
  - (12) At the licensed premises, a movable receptacle shall be kept with a tight lid to collect cut hair and other waste.
  - (13) At the licensed premises, at least one safety plug shall be fixed to each table in the event of electrically controlled instruments are used.
  - (14) At the licensed premises, a first aid box shall be kept containing sufficient amount of first aid instruments and drugs as prescribed by the Medical Officer of Health.
  - (15) At the licensed premises, a sufficient number of spittoons shall be kept in such manner as to be readily available to customers and employees.
  - (16) It is the duty of the licensee to ensure that all employees of the licensed center —
    - i. Having bath or body wash before providing services
    - ii. maintain their clothes in a clean and healthy condition
    - iii. keep their nails cut and without any dirt
    - iv. Wash their hands with soap before serving each customer

(17) The licensee shall ensure that the,

- i. instruments used in the licensed center are sterilized after each use
- ii. brushes and combs are sterilized after washing well before use on each day
- iii. Receptacles, cups, soap brushes and combs are washed in hot water after each use

(18) The licensee shall ensure

- i. that cut hair and other waste material removed after cutting hair and beard of each customer are put into a receptacle having being collected by sweeping or through electrically operated mechanism ; and
- ii. that the blade of the barber's knife containing changeable blade is changed, after use of each customer.

(19) 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.

(20) 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. 19 action shall be taken to hand over such waste to the Koralaipattu North Pradeshiya Sabha scavenging vehicle in the manner prescribed under the waste management program of the Pradeshiya Sabha.

(21) 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 center.

(22) List of charges to be recovered shall be displayed at legible place within the shop.

(23) Every licensee shall maintain a register with names and address of the employees who are working at the licensed premise, it shall be the duty of the licensee to allow inspection of that register when it is so requested by the Chairman or Authorize officer.

(24) Every licensee of a Hair Dressing Saloon, Baber Shop and Beauty Centre shall keep affixed a board with his name and the words "Licensed Hair Dressing Saloon, Baber Shop and Beauty Centre" legibly painted thereon in Tamil, Sinhala and English in a conspicuous position on the outside of his premises.

(25) It shall be the duty of the licensee to refer all employed at the licensed place to a medical test at least once a year.

(26) No person shall run a Hair Dressing Saloon, Baber Shop and Beauty Centre within the authority of the Koralaipattu North Pradeshiya Sabha area, unless he or she has a valid license for the purpose of that, issued by the Chairman

Tasks not to  
be carried out  
(26 -34)

(27) (i) Any person at the licensed Hair Dressing Saloon, Baber Shop and Beauty Centre shall not keep or causes to keep any pet.

(ii) No permit holder shall use any kind of unauthorized chemicals or allergic item for washing clothes.

(28) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who has been recently nursing

anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the licensed place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed ;

(ii) No person or persons shall be engaged or allowed to be engaged at the licensed place, unless they are dressed in clean clothes ;

(29) The interior of a licensed premises shall not be used in the night or in the day time as a place for sleeping or eating meals and nobody else shall be allowed to do so.

(30) The use of,

(i) any type of blood clotting pencil or any other substance, or

(ii) 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 at licensed premises.

(31) The licensee in any licensed center 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.

(32) 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 license issued under the provisions of the by-laws in this part.

(33) No person shall expectorate within any hairdresser's or barber's shop or saloon except in to a spittoon provided for that purpose.

(34) No licensee shall use any articles banned by Sri Lankan Law or Medical Officer of Health of Koralaipattu North Pradeshiya Sabha at licensed premises.

Function of the Local Authority.

(35) In the event of the premises where any hair dressing saloon, Baber Shop and beauty center is maintained under a license issued under the By-Laws any license contravenes any section of these 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.

Charges and fees.

(36) (i) Under the sub section 149 of Pradeshiya Sabha Act, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run any Hair Dressing Saloons, Baber Shops and Beauty Centers.

(ii) Publishing of notice in Government *Gazette* regarding the license fees for Hair Dressing Saloons, Baber Shops and Beauty Centers shall be the duty of Koralaipattu North Pradeshiya Sabha Chairman as specified in above sub section (i)

Delegation of power.

(37) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Koralaipattu North Pradeshiya Sabha.

Valid period of license or permit.

(38) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.

- (39) (i) The Chairman or any Authorized Officer has the power to inspect the standards of these By-Laws within the specified period at licensed premises. Procedure of inspection and Powers(39-41).  
 (ii) It shall be duty to co-operate the licensee who have received license under the provisions, to the Pradeshiya Sabha Chairman or any Authorized officer for inspection, and shall not make obstacle to stop such inspection.
- (40) Any licensee who receives such notice mentioned in By-Law No. 35 in these By- Laws, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (41) It shall be lawful for the Chairman to cancel the license issued for the place when any licensee who received such notice mentioned in By-Law No. 40 in these By-Laws fails to act as stipulated in the notice on or before the specified date.
- (42) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism.
- (43) Contravention of one or more than one or all of the provisions included in these By-Laws shall be an offence. Violation of By laws.
- (44) Contravention or breach of any of these by-laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Koralaipattu North Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and Penalties.
- (45) In these By-Laws unless the context otherwise requires – Interpretation and definition.
- "The Chairman" means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.
- "Secretary" means the Secretary of the Koralaipattu North Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.
- "Pradeshiya Sabha" means, the Pradeshiya Sabha constituted under the Act of Pradeshiya Sabha.
- "Authorized officer" means any officer given authority in written by the Chairman to carry out particular duty.
- "Licensee" means any person whosoever obtained a license under provision of these by laws of the hair dressing saloon, Baber Shop and beauty center and person who is responsible for management, is employed by the person in-charge or Manager of the management of this place.
- "Licensed premise" means place for which is issued license to take all measure under this provision.
- "The appropriate time" means any occasion when service is being provided to the customers at the premises.
- "Apron" means any cloth used for covering the upper part of the body of a customer obtaining service from the licensed center.

SCHEDULE – 01

**Application for Business tax / License 20..... For Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of authority of Koralaipattu North Pradeshiya Sabha**

1. Name of the Business Centre:\_\_\_\_\_.
2. Place of the Business Centre:\_\_\_\_\_.
  - (i) Ward No.:\_\_\_\_\_.
  - (ii) Assessment No.:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.
3. Name of the Applicant:\_\_\_\_\_.
  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning the Business:\_\_\_\_\_.
  - (ii) Type of the Business:\_\_\_\_\_.
  - (iii) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:-
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.

If last year license was obtained,  
License No.:\_\_\_\_\_  
Date:\_\_\_\_\_.

I do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... To run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For Office Use**

For report as follows

.....  
Chairman / Secretary/ Authorized Officer

**For the report of Assessment Section**

Ward:..... Assessment No.:.....

Name of Street:.....

Name of the Owner:.....

Detail of Assessment:.....

Annual Value:.....

Arrears of the assessment tax:.....

.....  
Date

.....  
Sectional Head.

**For the Report of Revenue Department,**

(i) Type of business:.....

(ii) Fees to be paid:.....

(iii) Under A/B/C

(iv) Remarks:.....

.....  
Date

.....  
Revenue Inspector.

**For the report of the Medical Officer of Health,**

**Public Health Inspector's Report:**

.....

.....  
Date

.....  
Public Health Inspector.

**Report of Medical Officer of Health:**

.....

.....  
Date

.....  
Medical Officer of Health.

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
.....

.....  
Date Chief Revenue Inspector.

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license .....

.....  
Date Secretary.

Approved/Not Approved

.....  
Date Pradeshiya Sabha Chairman/Authorized Officer.

**For the report of Revenue Branch**

Receipt No. :..... Date of the Receipt :.....

License No. :..... Date of the License :.....

Recommended to issue License. ....  
Sectional head (Revenue).

**Submit for signature of Pradeshiya Sabha Chairman**

.....  
Date Secretary.

Signed

.....  
Date Pradeshiya Sabha Chairman/Authorized Officer.

**EASTERN PROVINCE PROVINCIAL COUNCIL**

**By Laws**

**MANMUNAIPATTU PRADESHIYA SABHA**

I, Governor Anuradha Yahampath of the Eastern Provincial Council do hereby order publish the approval granted by me under the power vested in me by Section 123 Sub section (1) of the Pradeshiya Sabha Act, No. 15th of 1987, read with Section 2 of the Provincial Council (Consequential Provisions) Act, No. 12 of 1989, and the decision taken by the Pradeshiya Sabha with decision number 25 at the Council meeting held on 29.05.2019 as per the power vested with the Pradeshiya Sabha by Section 122 Sub section (1) of the Pradeshiya Sabha Act, No. 15th of 1987, the following scheduled Five (5) By-Laws made by the Manmunaipattu Pradeshiya Sabha under the power vested it in Section 126 of Sub section vii (f) and (xxx), ix (h), ix (h) and xv, ix (k), xxiii of the Pradeshiya Sabha Act, No. 15 of 1987, shall be effective within the Pradeshiya Sabha area of Manmunaipattu from the date of publish in this notification in the Government *Gazette*.

**ANURADHA YAHAMPATH,**  
Hon. Governor,  
Eastern Provincial Council.

Governor Secretariat,  
Inner Harbour Road,  
Trincomalee,  
31st January, 2020.

**SCHEDULE**

1. By- Laws relating to formulate, regularize, supervise and control the Advertisement within the Local authority area.
2. By-Laws relating to formulate, regularize, control and monitor hotels within the Local authority area.
3. By- Laws in relating to formulate, regularize, control and monitor of bakeries within the Local authority area.
4. By- Laws in relating to formulate, regularize Supervise and control of annoying business and dangerous business within the Local authority area.
5. By- Laws in relating to formulate, regularize, supervise and control of Hair Dressing Saloons, Baber Shops and Beauty Centres within the Local authority area.

**By - Laws in Relating to Formulate, Regularize, Supervise and Control the Advertisement within the area of Authority of the Manmunaipattu Pradeshiya Sabha**

- Name of By-Laws. (1) By-Laws in this part may be cited as By-Laws relating to formulate, regularize, control and supervise advertisement displaying within the Manmunaipattu Pradeshiya Sabha limits.
- Objective. (2) By-Laws in this part are made for the purpose of control and administrate in order to ensure protection, comfort and Convenience of the People residing within the limits of the Manmunaipattu Pradeshiya Sabha.
- Legislative enactment for making By-Laws. (3) By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the Sub section 126 (vii) (f) and (xxx) of Pradeshiya Subhas Act, No. 15 of 1987, read with Section 122 (2) of Pradeshiya Subhas Act, No. 15 of 1987.
- Tasks to be executed (4-12). (4) (i) Anybody who expects to obtain a license to display any advertisement within the limits of Manmunaipattu Pradeshiya Sabha shall forward an application substantially prepared in accordance with the specimen given in Schedule-01 to the Chairman or Authorized Officer at least four days before the date on which the said advertisement is expected to be displayed.  
(ii) The license shall be issued to any advertisement by the Chairman or Authorized Officer of Manmunaipattu Pradeshiya Sabha, if only the conditions specified in these By-Laws are duly fulfilled.
- (5) (i) Every application forwarded to obtain a license shall contain a specimen of the advertisement prepared on the scale 1:1000 on a paper 210 milli metres x 297 milli meters 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.  
(ii) When the place where the advertisement is to be displayed, happens to be a place owned by any person other than the applicant, or by any other institution written evidence ensuring that permission has been granted to display the advertisement at the Particular Place shall have been submitted.
- (6) It shall be the duty of the licensee to indicate the registered number of the license issued in respect of all notifications to be displayed in the lower edge of the right hand side of each advertisement or advertisements while such display is done.
- (7) 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, within forty eight hours from the last day of the display of the advertisement mentioned in the application.
- (8) (i) Advertisement relating to any entertainment the net proceeds are to be used for purpose of charity, an advertisement relating to an entertainment to held in the premises upon which such advertisement is displayed, an advertisement display by the Government or Provincial Council or Local Authority and an advertisement relating to a religious, political or public meeting which has no connection directly or indirectly to a business, the charges of advertisement may be exempted and license in that behalf shall be obtained from the Chairman or Authorized Officer .Further Provided that in any advertisement and sign is illuminated advertisement and sky sign permits shall be obtained by paying fees as specified in these By-Laws.

- (ii) When any notice of advertisement of any commodity or a service has been displayed together with the name, number and 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 these 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 shall obtain the license in respect of provisions of these By-Laws.
- (iii) The charges and fees shall be exempted for the display in front of any business premise or any factory within the area of authority of the Manmunaipattu Pradeshiya Sabha , 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. But all other conditions specified in these By-Laws shall apply to the above advertisement. However, at any time when more than one such advertisement is displayed the provisions of these By-Laws shall apply in respect of all such additional advertisements.

(9) The owner or lessee of any hoarding used for the displaying of advertisement shall

- i. maintain such hoarding in a proper condition and security, and
- ii. Exhibit his name, address and telephone number of advertiser in clear and legible characters in a conspicuous position on the front of such hoarding.

(10) Any sky sign shall be erected in such a way that it shall not be dangerous to the persons who use the road or the pavement and if in any circumstance, any person is getting injured or damage is caused to the properties by falling down such sky sign, the owner of such sky sign shall pay the damages to that person or owner of properties for lost sustained and the Chairman or Authorized Officer of the Manmunaipattu Pradeshiya Sabha shall be exempted of payment of such damages.

(11) Sky sign board shall be constructed and erected in a manner which is approved by the Engineer.

(12) (i) 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.

(ii) The Manmunaipattu Pradeshiya Sabha shall not be responsible in any way for removing, damaging or disfiguring of an advertisement obtained under the license for exhibiting.

(13) (i) Unless any person has a valid license issued on the application prepared according to the specimen found in the first Schedule for the particular purpose by the Chairman or Authorized Officer, 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 Manmunaipattu Pradeshiya Sabha.

Tasks not to be  
carried out  
(13-21)

(ii) Even after obtaining a valid license 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 license, to be seen at any public place.

(14) The period of validity of the license already issued to any other licensee in respect of the place for which the license is currently requested shall have been completed valid time period. Further there shall be sufficient place to display the advertisement. However, this provision shall not be an obstacle to issue a license to display an advertisement board nearby so as not to obstruct the viewing of the advertisement being displayed under a license previously issued and still in force.

- (15) (i) The advertisement for which a display license 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.
- (ii) It shall not be displayed any advertisement prohibited or limited by a written law of the country.

(16) Anybody shall not fix an advertisement in a manner that may cause any obstacle or accident to a person walking near 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.

(17) No person shall cause any advertisement to be displayed or affixed or attached any religious place or park or any bridge or street or electrical post or any tree or branch close to them or any public building connected with them.

(18) An advertisement to be displayed in such manner over or across any pavement carriage way of any street or road unless such advertisement is displayed affixed or attached to an overhead bridge constructed for the use of pedestrian or is a projecting sign board constructed or erected in a manner approved by the engineer.

(19) No person shall cause

- (i) Any advertisement to be displayed on a vehicle in a manner or in such form other than that approved by the Chairman or Authorized Officer.
- (ii) In addition to the approval given by the Manmunaipattu Pradeshiya Sabha, any vehicle bearing any illuminated advertisement not approved by the Superintendent of police, shall be driven on any street or road .

(20) Any license issued under By-Law to display an advertisement shall not be considered or constructed any legal permission given to profess its implied meaning for expression.

Functions of the  
Pradeshiya  
Sabha. (21 – 24)

- (21) (i) Manmunaipattu Pradeshiya Sabha shall determine which areas are allowed to display advertisements within the area of the Pradeshiya Sabha.
- (ii) When conditions necessary for the issue of a license under the By-laws in this part have been fulfilled in respect of any application, the Chairman or Authorized Officer shall inform the applicant about it. It shall be the duty of the Chairman or Authorized Officer to issue the license to the applicant after paying the fees for the license in the manner set out in section 25(i) and fees for the security deposit set out in section 22(i) of By-Law, after receipt of the above notice.
- (iii) It shall be the duty of the Chairman or Authorized Officer to publish a notification in the *Gazette*, the areas determined from time to time, where advertisement could be displayed or exhibited .Such notification shall take effect from the date of its publication, or from whatsoever date specified therein.
- (iv) The Manmunaipattu Pradeshiya Sabha shall have power to construct or maintain an advertisement board Under these By-Laws as determined by Pradeshiya Sabha in any land belongs to any person and given to the Pradeshiya Sabha on agreement or in any land belongs to the Pradeshiya Sabha.
- (v) The Manmunaipattu Pradeshiya Sabha shall have the power to recover the fees already fixed by the Pradeshiya Sabha from the licensee to display any advertisement on the board constructed by the Pradeshiya Sabha under above sub section (ii).
- (vi) Publishing of notice in Government *Gazette* regarding the fees for advertisement license is duty of Chairman as specified in above paragraph (i) in these By Law No.25

- (22) (i) When a decision has been made to issue a license in respect of any application forwarded for the purpose of displaying an advertisement, the Chairman or Authorized Officer shall not issue the license for the said application until the applicant has deposited security money in the Manmunaipattu Pradeshiya Sabha at the rates to be determined by it from time to time.
- (ii) It shall be the duty of the Chairman or Authorized Officer to publish in the *Gazette* about the decision taken by the Manmunaipattu Pradeshiya Sabha in respect of the rate of the security deposit to be deposited in the Pradeshiya Sabha prior to issuing a license to display any advertisement.
- (23) (i) After taking action to remove the advertisement in the manner set out in By-Law No. 7 , the licensee shall be able to withdraw the deposit money already deposited at the Manmunaipattu Pradeshiya Sabha before the issuing of the relevant license on a written request made to the Chairman or Authored Officer.
- (ii) On receipt of a written request in the manner set out in paragraph (i) it shall be the duty of Chairman or Authorized Officer to ensure,
- (a) the licensee has properly accomplished the provisions stated in By-laws No.7
- (b) And that in the event of the hoarding being constructed by the Manmunaipattu Pradeshiya Sabha 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.
- (iii) Unless the Chairman or Authorized Officer is satisfied when ensuring in the manner set out in paragraph ii (b) that the licensee has acted in the manner stated in the Bylaws, No. 7 and that no damage is caused to the hoarding of the Manmunaipattu Pradeshiya Sabha, the said deposit money shall not be released fully to the licensee. When any licensee has avoided acting in the manner stated in By-laws No. 7 or when any damage has been caused to the hoarding of the Pradeshiya Sabha, suitable action shall be taken to deduct from the deposit money expenditure that the Pradeshiya Sabha 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.
- (iv) When the money leviable by the Manmunaipattu Pradeshiya Sabha 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 Pradeshiya Sabha.
- (v) However Security deposit shall be refunded within fourteen days on request made by the licensee in written. If not, reason shall be notified within fourteen days to the licensee for what reason the security deposit could not be refunded.
- (24) Action shall be taken to remove all advertisements displayed without a license issued by the Manmunaipattu Pradeshiya Sabha and to take into the possession of the Pradeshiya Sabha or remove in a manner decided by the Chairman or Authorized Officer.
- (25) (i) Under the sub section 149 of Pradeshiya Sabhas Act, No. 15 of 1987, the Secretary has the authority to charge for licence fees not exceeded the maximum amount stated to display any advertisement, further
- (ii) (a) Advertisement rent and fees shall be paid to the Manmunaipattu Pradeshiya Sabha under para 21(v) to display any advertisement on the board constructed at the place belonging to the Pradeshiya Sabha under these By-Laws.

Charges and fees.

Or

- (b) Applicant shall pay the advertisement fees determined by the Manmunaipattu Pradeshiya Sabha from time to time to display any advertisement on the board fixed where land is belonging to the applicant or any other person or other institution .
- (iii) Further security deposit shall be paid as specified in By-Law 22
- (iv) Person who has applied for a temporary license to display any advertisement shall pay license fee according to the decision made by the Manmunaipattu Pradeshiya Sabha from time to time.
- (v) When it is required to display an advertisement during the succeeding year after the expiry of the period of validity of the license currently issued for the display of any advertisement a new license shall have been obtained on displaying the notice for such succeeding year.

However, notwithstanding the amount of fees determined by the Manmunaipattu Pradeshiya Sabha as charges intended to be made during the succeeding year in respect of license to be issued for the display of advertisements, the same license fees determined earlier shall be recovered for the new license to be issued for the display of the said advertisement.

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|------------------------------------|--|
| Delegation of power                | (26) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to the secretary or any other officer of Manmunaipattu Pradeshiya Sabha.  |
| Valid period of license or permit  | (27) (i) Validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier<br>(ii) Temporary license shall be valid for days for which license has been issued unless its validity is cancelled earlier   |
| Procedure of inspection and powers | (28) (i) 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 Authorized Officer or the Authorized Officer shall have the power to direct the licensee through an order to bring it back to proper conditions within two weeks.<br>(ii) It shall be lawful to cancel the issued license for such advertisement and remove the advertisement by the Chairman or Authorized Officer or Authorized Officer, when anybody in receipt of a notification under paragraph (i) has avoided acting in the manner provided by the provisions of the notification.<br>(iii) When any license has been cancelled under the provisions in paragraph (ii) the security deposit, deposited at the Manmunaipattu Pradeshiya Sabha in respect of displaying that advertisement shall acquire to the funds of the Pradeshiya Sabha and nobody else shall have the right to claim the deposit money.<br>(iv) It shall be lawful Chairman or Authorized Officer to issue temporary license for less than fourteen days as required, However all conditions are applicable to issue temporary license. |
| Complaints and resolving mechanism | (29) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by this officer.   |

- (30) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence. Violation of By Laws (30-31).
- (31) When any provision in these By-laws has been violated, the Authorized Officer or the Authorized Officer shall have the power to cancel any license issued having invited the attention in respect of such violations.
- (32) Contravention or breach of any of these by-laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Manmunaipattu Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and penalties.
- (33) In these By-Laws unless the context otherwise requires Interpretation and definition.
- "The Chairman" means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.
- "Secretary" means the Secretary of the Manmunaipattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.
- "Pradeshiya Sabha" means, the Pradeshiya Sabha constituted under the Act of Manmunaipattu Pradeshiya Sabha
- "Authorized Officer" means any officer given authority in written by the Chairman to carry out particular duty.
- "The power to inspect within the specified period" means period from the time of sun shining until the time of sun setting.
- "Engineer" means Engineer or Qualified Technical Officer given authority in writing by the Chairman to carry out particular duty.
- "Licensee" means any person whosoever obtained a license under provision of these By-Laws a person who is responsible for management, is employed by the person in-charge or Manager of the management of this place.
- "Licensed premise means" place for which is issued license to take all measure under this provision.
- "Superintendent of police" means, an officer in police station given authority for the specified purpose in writing by the office in charge of the police headquarters.
- "Cut-out" means, an advertisement fixed or pasted to a frame made up of wood or some other material ;
- "Display board" means, whatsoever permanent board constructed for fixing or hanging an advertisement displayed for the information and attention of the public ;
- "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 any vehicle 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;

MANMUNAIPATTU PRADESHIYA SABHA

**Application for the Advertisement**

1. Full Name:\_\_\_\_\_.
2. Address:\_\_\_\_\_.
3. N.I.C.No.:\_\_\_\_\_.
4. Mobile No.:\_\_\_\_\_.
5. E-Mail Address:\_\_\_\_\_.
6. Advertisement model annexed:\_\_\_\_\_.
7. Location map annexed:\_\_\_\_\_.
8. Type of Advertisement: - One side/ Double sides/ Lighted:\_\_\_\_\_.
9. Duration: - From:\_\_\_\_\_. To:\_\_\_\_\_.
10. Size of Advertisement: - Length \_\_\_\_\_, Width:\_\_\_\_\_, Height:\_\_\_\_\_.

I agree that if above mentioned information is against the true and fair view. my holding will be converted to municipal property without any notice.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman/Secretary / Authorized officer

**Chief Revenue Inspector**

Fitting advertisement in size of ..... at the specified place is suitable/ is not suitable

.....  
Date

.....  
Revenue Inspector

**Secretary**

Fitting of the above advertisement is recommended/ not recommended

.....  
 Date

.....  
 Chief Revenue Inspector.

Secretary,

Size of Advertisement: Length ..... Wide ..... Area (square meter) .....

| <i>Detail</i>                 |        | <i>Private Land</i> | <i>RDD Road</i> | <i>RDA Road</i> | <i>LAA Land</i> | <i>LAA Road</i> |
|-------------------------------|--------|---------------------|-----------------|-----------------|-----------------|-----------------|
| Agreement is made             | Yes/No |                     |                 |                 |                 |                 |
| Land Rent(Rs200*sq)           |        |                     |                 |                 |                 |                 |
| Advertisement Fees (Rs100*sq) |        |                     |                 |                 |                 |                 |
| Total Fees                    |        |                     |                 |                 |                 |                 |
| Vat                           |        |                     |                 |                 |                 |                 |
| NBT                           |        |                     |                 |                 |                 |                 |
| Total Amount                  |        |                     |                 |                 |                 |                 |

.....  
 Date

.....  
 Management Assistant

Above advertisement is approved / not approved

.....  
 Date

.....  
 Secretary

**For the report of Revenue Branch**

Receipt No.:..... Date of the Receipt:.....

License No.:..... Date of the License:.....

Recommended to issue License.

.....  
Sectional head (Revenue)

**Submit for signature of Pradeshiya Sabha Authorized Officer**

.....  
Date

.....  
Secretary

Signed

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

Above advertisement has been / not has been fitted at proper place with right size.

.....  
Date  
(Planning section)

.....  
Field officer/ Technical officer.

**BY-LAWS RELATING TO FORMULATE, REGULARIZE, CONTROL AND MONITOR HOTELS WITHIN THE  
 AREA OF AUTHORITY OF MANMUNAIPATTU PRADESHIYA SABHA**

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|--|--|
| (1) By-Laws in this part may be cited as By-Laws relating to formulate, regularize, control and monitor hotels within the area of authority of Manmunaipattu Pradeshiya Sabha.   | Name of By-Laws.                         |
| (2) By-Laws in this part are made for the purpose of protecting sanitation and health of public residing within the Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Subhas Act, No. 15 of 1987.  | Objective.                               |
| (3) By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (ix) (h) of Pradeshiya Sabha Act, No. 15 of 1987, read with section 122 (1) of Pradeshiya Subhas Act, No. 15 of 1987.  | Legislative Enactment for making By-Law. |
| (4) Obtaining the annual license by submitting the application form in Schedule 01 is the duty and obligation of the licensee.   | Tasks to be executed (4-19).             |
| (5) The license shall be issued to run any hotel by the Chairman or Authorized Officer of Manmunaipattu Pradeshiya Sabha, if only the following specified conditions are duly fulfilled in addition to the regulations noticed under the provisions in the Urban Development Authority Law No. 41 of 1978.   |  |
| (i) The licensed premises shall be kept in clean and renovated condition.  |  |
| (ii) Walls of each room of the licensed place shall not be less than 3metres in height.  |  |
| (iii) Walls shall be built with bricks, block stones or limestone or any other approved stones and plastered and painted in both sides. However, except the kitchen, any other rooms which are made of timber or any kind of metal sheet, or both timber and metal sheets and painted, shall be considered to be in conformity to this provisions. |  |
| (iv) Each room of the licensed place shall be ceiled in height not less than 3 meters from floor level.  |  |
| (v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable.  |  |
| (vi) The roof has to be made of some permanent solid material. Eaves of the roof has to be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter.   |  |
| (vii) The floor of the rooms shall be cemented and plastered or laid with floor tiles.   |  |
| (viii) Dustbins shall be kept for collecting the generated garbage at licensed place and the bins must have proper lids to prevent flies, insects and other rodents getting into them.   |  |
| (ix) The utensils in the kitchen must have proper lids to prevent flies, insects and other animals getting into them.  |  |
| (x) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under By-Law No. 13.  |  |
| (xi) Each table kept in licensed place for use of consumers and in the kitchen,  |  |

- a) When the tables are made of timber, the legs of table shall be polished and painted. Further, the surface of the tables shall be covered with any polished impermeable material or stainless metal sheet, devoid of any joints.
  - b) When the tables are made of iron, steel or any other metals the legs of table shall be painted and the surface of the table shall be covered with any polished impermeable material or stainless metal sheets, devoid of joints.
- (xii) A quality certificate shall be obtained from the Water Supply and Drainage Board in respect of drinking water used in the licensed place, and this certificate has to be obtained at least once in every six months. If the water is supplied by the National Water Supply and Drainage Board in this place, it shall be considered as the Quality Certificate has been obtained.
- (xiii) If the water is stored for the use of a licensed place, adequate protective measures shall be taken to avoid contamination of that water.
- (xiv) A separate place shall be maintained for washing the utensils used by the customers.
- (xv) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons. Such lavatories shall be constructed at a distance away from kitchen, dining rooms or pantries such a manner to avoid direct contact in order to maintain hygiene.
- (xvi) The walls of each lavatory shall be constructed with bricks, block stones, limestone or any other approved stones and plastered with cement, polished and painted. While the walls are built with stainless metal sheet, the surface of them shall be painted. The floor shall be plastered with cement and polished or laid with floor-tiles.
- (xvii) Sufficient number of bathrooms shall be constructed for the use of employees at the licensed place and the terms stated in paragraph (xvi) in respect of lavatories of this By - Law shall be applicable to the floors and walls of these bathrooms as well.
- (xviii) Water supply facilities to each room at licensed premises shall be made in safe manner by pipe line.
- (xix) Facilities to wash hand and mouth shall be made available at the customer using section of premises and 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 installed.
- (xx) A suitable system of drains shall be made available to allow free flow of waste water disposed from any section of the premises.
- (xxi) In the event of the Manmunaipattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meters away from the constructed well.
- (xxii) At the licensed premises, general fire extinguishing equipment shall be maintained in working condition, and if electricity supply has been provided to the place, electrical fire-fighting appliances shall be provided in addition.
- (xxiii) At the licensed premises, the section where tea, coffee, milk and other drinks are prepared shall have been covered with stainless metal sheets or tiles or with any impermeable material.
- (xxiv) All bed rooms at the licensed premises reserved place for sleeping for customers and employees, shall be at least 04 square meters for one person (2 m length X 2m width).

Further, an Almira or cabinet to keep cloths, a bar made by wood or metal to keep towel or other things, a table to keep the things of customer or customers and attached bathrooms shall be there.

- (6) It is the duty of the licensee to ensure that every space where paints need to be applied as set out under By-Law No. 5 shall be applied with paints at least once a year.
- (7) The licensed premises shall have been swept at least twice a day. The drains carrying waste water in the licensed premises shall have been cleaned and washed with water at least twice daily.
- (8) Any room in the licensed premises, after using by one customer all bedsheets, pillow covers, blankets, towels or any other clothes in the room shall be properly washed and cleaned before to be provided to another customer. Besides, the windows of such room should be kept completely opened at least for four (04) hours before allowing the next customer to stay in the room. However there shall be at least thirty minutes interval to allow next customer when the rooms have been with air condition in operation.
- (9) Every licensee of hotel shall maintain a register to write down record the name, address, and identity of each person who stays at the licensed premises and it is the duty of the licensee to allow it, to be examined when the Chairman or An Authorized Officer.
- (10) It is the responsibility of the licensee to make arrangements to sweep and clean every room, stairs, halls, drains and the premises before noon every day.
- (11) Lavatories and bathrooms in the licensed premises shall be cleaned and applied with disinfectants at least twice a day and these shall be maintained without emanating dour. However, it may be considered to be adequate that cleaning the toilets and bathrooms in rooms in which customers are staying once a day.
- (12) It shall be the responsibility of the licensee to take action that vessels and other items or implements used for cooking or preparing food or used for exhibiting and selling food meant to be consumed by the customers, cleaned and washed by using soap or liquid soap before and after using.
- (13) The garbage collected in the licensed premises shall be segregated as specified in By-Law No. 14 and put in impervious garbage bins separately and disposed once a day or more than once a day if necessary. Further these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (14) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows
  - a) Bio-degradable wastes;
  - b) Glass;
  - c) Paper or paper related materials;
  - d) Polythene, plastic or polythene and plastic related materials;
  - e) Iron and any other metal or parts of iron or any other metal;
  - f) Residues of raw materials or part of by products and parts of other products;
  - g) Hazardous waste.

It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.

(ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Manmunaipattu Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman.

(15) Every licensed premise shall be maintained free of rats, flies or any other kind of insects and 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 living beings.

(16) Food served to the customers shall not be handled by bare hands and spoons, forks or any other instruments shall be used to serve food.

(17) Every person engaged in preparing food and drinks at the licensed premise shall be provided with clean white aprons, masks, gloves, hat, and safety covers. It is the responsibility of the licensee to ensure that each employee be clean before start the work by washing body and wear these safety materials when they are on duty.

(18) It shall be the duty of licensee to provide the pure drinking water, clean towels, nail brush and soap or liquid soap to every employee at the licensed premise.

(19) It shall be the responsibility of the licensee to make all employees engaged at the licensed premises, to undergo a medical test at least once a year.

Tasks not to be carried out ( 20 – 29).

(20) No person shall run a hotel within the authority of the Pradeshiya Sabha area, unless he or she has a valid permit for the purpose of that, issued by the Chairman or Authorized Officer.

(21) No person shall be allowed to sleep in any rooms other than the room reserved as bedroom.

(22) The licensee shall not allow any person to sleep in any bedroom which do not comply with the minimum space specified in para (xxiv) of By Law 5.

(23) No animals shall be kept in any rooms, kitchen or dining hall of the licensed premise.

(24) The garbage discharged from the licensed premise shall not be disposed in then and there of the land or anywhere else in the premises other than the place specified.

(25) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who had been recently nursing anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the authorized place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed.

(ii) No person or persons should be engaged or allowed to be engaged at the authorized place, unless they are dressed in clean clothes ;

(26) (i) Any employee who engaged in food production or food serving shall not involve in any unhygienic or awkward activities in the licensed premise.

(ii) any person shall not engage in singing songs or activating disk , operating machine or making any unnecessary noise so as to creating inconvenience to other lodging houses or residence living closely.

(27) Any licensee shall not desist or prevent such purchase referred in By-Law 30

(28) (i) No person shall keep or sell any kind of adulterated milk or milks products not contained the minimum requirements of as per the first schedule shown below accordance with the food regulations published in the *Gazette* of Democratic Socialist Republic of Srilanka dated 01.08.1991 under the food Act, No. 26 of 1980.

(ii) Any licensee shall not keep or sell any kind of spoiled milk or milk products unfit for human consumption.

(29) In any licensed premises the bed rooms shall not any time consist of

- (i) more than one bed in a single bedroom
- (ii) more than two single beds or a double bed in a twin bedroom
- (iii) more than one double bed and a single bed or three single beds in a triple bedroom, and
- (iv) more than two double beds and a single bed or one double bed and three single beds or five single beds in a family room.

Further, in respect of any hotel the license 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 triple room. However, when the age of the anybody sleeping in any room that person is below 12 years shall not be considered as one person for purpose of this section.

- (30) It shall be lawful for the Chairman or an Authorized Officer, to purchase a sample of any kind of food kept for sale or displayed for sale, for the purpose of inspection at the licensed premise. Function of the Pradeshiya Sabha (30 – 31).
- (31) In the event of the premises where any hotel is maintained under a license issued, any license contravenes any By-Law set out in this part the Chairman or an Authorized Officer 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) Under the sub section 149 of Pradeshiya Sabha Act, No. 15 of 1987, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run hotels. Charges and fees.
- (33) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to the secretary or any other officer of Manmunaipattu Pradeshiya Sabha Delegation of powers.
- (34) The validity of every license issued under the provision of this By-law shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier. Valid period of license or permit.
- (35) The Chairman or any Authorized Officer has the power to inspect the standards of these By-laws within the specified period at the licensed premises. Procedure of inspection and powers (35-38).
- (36) It shall be duty of the licensee who have received license under the provisions of these By-laws to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or any Authorized Officer.
- (37) Any licensee, who receives such notice mentioned in By- law No. 31, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the

Chairman or Authorized Officer has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.

(38) The Chairman has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned in By-law No. 37 in these By-Laws fails to act as stipulated in the notice on or before the specified date.

Complaints and resolving mechanism.

(39) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers.

Violation of By-Law.

(40) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence.

Fines and Penalties.

(41) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Manmunaipattu Pradeshiya Sabha limits liable to the penalties in terms of section 122(2) in the Pradeshiya Sabha Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of section 122(2)

Interpretation and definition.

(42) In these By-Laws unless the context otherwise requires,

“The Chairman” means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.

“Secretary” means the Secretary of the Manmunaipattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act, of Manmunaipattu Pradeshiya Sabha

“Authorized Officer” means any officer given authority in written by the Chairman to carry out particular duty.

“Urban Development Authority “ means, the urban development authority constituted under urban development Law No. 41 of 1978

“The power to inspect within the specified period” means, opportunity for take measures to make business or product at the specified place.

“Licensee” means any person whosoever obtained a license under provision of this by law of the hotel and person who is responsible for management, is employed by the person in charge or Manager of the management of this place.

“Licensed premise” means place for which is issued license to take all measure under this provision.

“Hotel” means, a place where cooked meals and curries are prepared for sale or kept for display or any other meal prepared for human consumption or short-eats are prepared and kept for sale or display or where accommodation are made for customers ;

“Family room” means, a room having space for three persons to stay at a time having two double beds and one single bed or double bed and three single beds or five single beds ;

“Triple room” means, a room with sufficient space for three person to stay in at a time with a double bed and one single bed or three single beds ;

“Double room” means, a room where two person can stay in, at a time with one double bed or two single beds.

“Single room” means, a room with sufficient space for one person to stay in having only one bed ;

“Double bed” means, a bed measuring 200cm in length and 125cm in breadth having one bed and a mattress ;

“Single bed” means, a bed measuring 200cm (minimum) in length 95cm in breadth with one mattress and a bed ;

Annexure - 01

**Compositional Requirements of milk**

| <i>Column I<br/>Class of milk</i> | <i>Column II<br/>Designation</i>  | <i>Column III<br/>Milk fat minimum<br/>percent</i> | <i>Column IV<br/>Milk solids other<br/>than milk fact<br/>minimum percent</i> |
|-----------------------------------|-----------------------------------|--|---|
| 1. Buffalo                        | Raw, pasteurized or<br>sterilized | 7.0  | 9.0   |
| 2. Cow                            | Do.                               | 3.5  | 8.5   |
| 3. Standardized                   | Pasteurized or sterilized         | 3.25   | 8.25  |
| 4. Toned                          | Do.                               | 2.0  | 8.5   |
| 5. Flavored                       | Do.                               | 2.0  | 7.2   |
| 6. Skimmed                        | Do.                               | -  | 8.5   |

SCHEDULE-01

**Application For Business tax / License 20.. for conducting Hotel within the area of authority of Pradeshiya Sabha**

1. Name of the Business center:\_\_\_\_\_.
2. Place of the Business center:\_\_\_\_\_.

  - (i) Ward No.: \_\_\_\_\_.
  - (ii) Assessment No.:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.

3. Name of the Applicant:\_\_\_\_\_.

  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.

4. (i) Date of Beginning:\_\_\_\_\_.
- (ii) Type of business:\_\_\_\_\_.
- (iii) Name of the manager of the business center / Agent name:\_\_\_\_\_.
- (iv) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.  
If last year license was obtained,  
License No.:\_\_\_\_\_.
- Date:\_\_\_\_\_.
7. 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: ... ..
8. The Number of employees (including the Manager) in the Lodging House: ... ..
9. 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: ... ..
10. Bathrooms:
  - (i) The number of male bathrooms: ... ..
  - (ii) The number of female bathrooms: ... ..
11. The Number of Kitchens: ... ..
12. Source of water supply: ... ..

13. Methodology for the final disposal of solid waste :.....

I do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... To run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman/Secretary / Authorized Officer

**For the report of assessment section**

Ward..... Assessment No.....  
Name of Street.....  
Name of the Owner.....  
Detail of Assessment.....  
Annual Value..... Arrears of the assessment tax.....

.....  
Date

.....  
Administrative Officer

**For the report of Revenue Branch,**

1. Type of business.....
2. Fees to be paid:.....Under A/B/C
3. Remarks.....

.....  
Date

.....  
Revenue Inspector

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....

.....  
Date

.....  
Public Health Inspector

**Medical Officer of Health's Report:**

.....  
.....  
.....

.....  
Date

.....  
Medical Officer of Health

**For the report of chief Revenue Inspector,**

|                            |                     |
|----------------------------|---------------------|
| Rent Agreement.....        | Nature.....         |
| Environmental License..... | M.O.H report.....   |
| C.O.C.....                 | Excise License..... |

Application is recommended/not recommended for the following reasons:

.....

.....  
 Date

.....  
 Chief Revenue Inspector

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
 Date

.....  
**Secretary**

Approved/Not Approved

.....  
 Date

.....  
 Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

|                   |             |
|-------------------|-------------|
| Receipt No :..... | Date of the |
| Receipt :.....    |             |
| License No :..... | Date of the |
| License :.....    |             |

Recommended to issue License.

Date .....

.....  
 Sectional Head (Revenue).

Submit for signature of Pradeshiya Sabha Authorized Officer

.....  
 Date.

.....  
 Secretary.

Signed

.....  
 Date.

.....  
 Pradeshiya Sabha Chairman/Authorized Officer.

**By- Laws in relating to formulate, regularize, control and monitor of bakeries  
 Within the area of authority of the Manmunaipattu Pradeshiya Sabha.**

- |  |  |
|--|--|
| (1) By-Laws in this part may be cited as the By-Laws in relating to formulate, regularize, control and monitor of bakeries within the area of authority of the Manmunaipattu Pradeshiya Sabha.   | Name of By-Laws                          |
| (2) By-Laws in this part are made of the purpose of protecting sanitation and health of public residing within the Manmunaipattu Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No 15 of 1987.   | Objective                                |
| (3) The By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (ix) (h) of Pradeshiya Sabha Act, No 15 of 1987, read with section 122 (1) of Pradeshiya Sabha Act, No 15 of 1987.   | Legislative Enactment For making By-Laws |
| (4) Obtaining the annual license by submitting the application form in schedule 01 is the duty and obligation of the licensee.   | Tasks to be Executed (4-25)              |
| (5) The license shall be issued to any bakeries by the Chairman or Authorized Officer of Manmunaipattu Pradeshiya Sabha, if only the following specified conditions are fulfilled.   |  |
| (i) Premises shall be kept in clean and renovated condition whether the energy is obtained by means of firewood, Electricity or any other way.   |  |
| (ii) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable.   |  |
| (iii) Each room shall be cilium and cilium is in height not less than 3.0 metres from floor level.   |  |
| (iv) The floor of every room shall have been finished with cement or tiles.  |  |
| (v) The room in which the oven of the bakery and walls are located shall be at least in a height of 3.0 meters from the ground level of the room.  |  |
| (vi) Further all walls shall be built in bricks, cement blocks, lime stones or stones with both sides of the walls being plastered and applied with paints when the walls have been completed using timber with aluminum or other metal, surface of the timber shall be 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 2.5 meters above the floor level and the reservation for the eaves shall be at least 1.0 meter in width.  |  |
| (ix) A quality certificate shall be obtained from the Water Supply and Drainage Board in respect of drinking water used in the place, and this certificate has to be renewed at least once in every six months. If the water is supplied by the National Water Supply and Drainage Board in this place, it shall be considered as the Quality Certificate has been obtained. |  |
| (x) If the water is stored for the use of a licensed place, adequate protective measures shall be taken to prevent contamination of that water.  |  |

- (xi) Supplying water to each room of the license premises shall be made in manner by pipe line.
- (xii) In the event of the Manmunaipattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meter away from the constructed well.
- (xiii) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under By-Law No. 13.
- (xiv) When the bakery requesting a license is one using wood,
  - (a) The upper edge of the chimney of the oven of the bakery shall have been built a height of at least 7.5 meters above the ground level.
  - (b) A sufficient receptacle to be kept to the dispose of ash and remnants of wood removed from the oven of the bakery.
  - (c) The outside wall of the oven of the bakery shall be painted or applied with lime.
  - (d) A separate place or room shall be there to store fuel.
- (xv) When the bakery requesting a license is using electricity-
  - (a) While the electric plugs connecting electricity to the bakery equipment shall be in a safe condition and trip switches automatically functioning during high voltage and leaks in electricity shall have been fixed.
  - (b) Electric cables of electric circuit fixed within the premises shall be drawn through pipes or boxes without leakages of electricity.
- (6) If electricity facilities have been obtained for the bakery, general fire extinguishing equipment shall be maintained in working condition, and electrical fire-fighting appliances shall be provided in addition.
- (7) All spaces prescribed in By-Laws No. 5 in these By-Laws to have been applied with paints shall be so applied with paints at least once a year.
- (8) The floor of every room used for kneading flour shall be washed at least once a week.
- (9) While the surfaces of all the tables used for kneading flour shall have been finishing smoothly without any gaps otherwise there shall be fully covered with stainless metal sheets.
- (10) 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.
- (11) The bakery and its environment, drains, furniture and equipment shall be kept in prompt maintaining condition.

- (12) The licensee shall have to be supplied necessary face masks gloves and other safety materials to the employees and to be ensure whether the employees are wearing those after having body wash or bath when they have engage with their duty within the license premises.
- (13) The garbage collected in the licensed premises shall be segregated as specified in By Law No. 14 and put in impervious garbage bins separately and disposed twice a week or more than if necessary, and these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (14) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows:—
- (a) Bio-degradable wastes;
  - (b) Glass;
  - (c) Paper or paper related materials;
  - (d) Polythene, plastic or polythene and plastic related materials;
  - (e) Iron and any other metals or iron or any other metals;
  - (f) Residues of raw materials or part of by products and parts of other products;
  - (g) Hazardous waste.
- It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.
- (ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Manmunaipattu Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman or Authorized Officer.
- (15) A separate room shall be maintained exclusively used for storage of flour other ingredients used in the bakery shall be sufficiently ventilated and secured against entry of rats ,flies or any other kind of insects.
- (16) When storing flour in the store room mentioned By-Law No. 15 in these By-Laws a rack made of timber on a stand at a height of 20cm 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 23cm away from the wall.
- (17) It is the duty of the licensee to see that the racks mentioned By-Law No. 16 are taken out and cleaned at least twice a month.
- (18) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons. Such lavatories shall be constructed at a distance away from manufacturing room of bakery, pantries and place for displaying or sale of products such a manner to avoid direct contact in order to maintain hygiene.

- (19) All employees of the bakery shall be supplied with pure water, clean towels, brushes to clean nails and soap or fluid soap.
- (20) It shall be the duty of the licensee to put in place a scale with standard weights, electronic balance or any other type of standard scale at a clearly visible place in all the bakery 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.
- (21) In the event of the delivery of bakery products for sale 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.
- (22) Every licensee of a bakery shall keep affixed in a conspicuous position on the outside of his premises a board with his name and the words “Licensed Bakery” legibly painted there on in Tamil, Sinhala and English.
- (23) Any persons who are taking bakery products for sales shall have a permit duly authorized by the Chairman or Authorized Officer.
- (24) Name list (including sellers) shall be kept at the licensed bakery for the inspection of Chairman or Authorized Officer.
- (25) It shall be the responsibility of the licensee to make all employees engaged at the licensed premises, to undergo a medical test at least once a year.
- (26) No person shall run a bakery within the authority of the Manmunaipattu Pradeshiya Sabha area, unless having a valid license issued on the application prepared according to the specimen found in schedule 1 for the purpose of that, issued by the Chairman or Authorized Officer.
- (27) Unless the date of expiry of flour and other ingredients 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.
- (28)
  - (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who had been recently nursing anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the authorized place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed ;
  - (ii) No person shall engage himself or employ anybody else in any form of sale at any licensed premise without having clean dress.
- (29) Unauthorized chemicals and colorings shall not be used for the bakery products.
- (30) No person shall sleep in any place licensed under the provisions of the by-laws in this part, and shall not be 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.
- (31) Water not suitable for human consumption, shall not be used for any bakery products. Further, if the unground water tank is constructed for use, it should be constructed a distance of 18 meters away from waste fit or ash fit.

Tasks not to be carried out (26-34).

- (32) No animals shall be kept at licensed bakery or any part of licensed bakery.
- (33) No person shall spit within the licensed premises except in to a spittoon provided for purpose.
- (34) Any licensee shall not resist or prevent such purchase referred in By-Law No. 35
- (35) It shall be lawful for the Chairman or Authorized Officer, to purchase a sample of any kind of bakery products kept for sale or displayed for sale, for the purpose of inspection at the licensed premise. Function of the Pradeshiya Sabha (35-36).
- (36) In the event of the premises where any bakery is maintained under a license issued under the By-Laws any license contravenes any By-Law set out in this part the Chairman or Authorized Officer 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.
- (37) Under the sub section 149 of Pradeshiya Sabhas Act No. 15 of 1987, Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run hotels. Charges and fees
- (38) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Manmunaipattu Pradeshiya Sabha. Delegation of Powers.
- (39) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier. Valid period of license or permit.
- (40) The Chairman or Authorized Officer has the power to inspect the standards of these By- Laws within the specified period at the licensed premises. Procedure of inspection and powers (40-43).
- (41) It shall be duty of the licensee who have received license under the provisions of these By-Laws to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or Authorized Officer or any authorized officer.
- (42) Any licensee who receives such notice mentioned in By- Law No. 35, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman or Authorized Officer has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (43) The Chairman or Authorized Officer has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned in By-Law No. 35 fails to act as stipulated in the notice on or before the specified date.
- (44) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism
- (45) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence. Violation of By-Law
- (46) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Manmunaipattu Pradeshiya Sabhas limits liable to the penalties in terms of section 122(2) in the Pradeshiya Sabha Act No .15 of 1987. Further in case of continued contravention of these By-Laws after convicted Fines and Penalties.

before a court of law which has the jurisdiction, shall be liable to additional fine in terms of section 122(2).

Interpretation  
and Definition.

(47) In these By-Laws unless the context otherwise requires

“The Chairman” means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.

“Secretary” means the Secretary of the Manmunaipattu Pradeshiya Sabhas or any other officer delegated to carry out the powers, functions and duties of the Secretary.

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act of Manmunaipattu Pradeshiya Sabha

“Authorized Officer” means any officer given authority in written by the Chairman to carry out particular duty.

“The power to inspect within the specified period” period from the time of sun shining until the time of sun setting.

“Licensee” means any person whosoever obtained a license under provision of this by law and person who is responsible for management, is employed by the person in charge or Manager of the management of this place.

“Licensed premise means” place for which is issued license to take all measure under this provision.

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

“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 prepared or where goods are stored for preparation of such food.

**SCHEDULE 01**

**Application for Business tax / License 20..... for conducting Bakeries within the area of authority of Manmunai pattu Pradeshiya Sabha**

1. Name of the Business center:-
2. Place of the Business center:-
  - (i) Ward No.:-
  - (ii) Assessment No.:-
  - (iii) Name of the Road/Street:-
  - (iv) GN Division No. & Name:-
3. Name of the Applicant:-
  - (i) Full Name:-
  - (ii) Permanent Address:-
  - (iii) GN Division No. & Name:-
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning:\_\_\_\_\_.
  - (ii) Type of business:\_\_\_\_\_.
  - (iii) Name of the manager of the business center / Agent name:\_\_\_\_\_.
  - (iv) Previous Business:\_\_\_\_\_.
5. If it is rented building
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:-Yes: No:\_\_\_\_\_.  
If last year license was obtained,  
License No.:\_\_\_\_\_.  
Date:\_\_\_\_\_.

I, do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... to run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For Office Use**

For report as follows:

.....  
Chairman/Secretary / Authorized Officer

**For the report of Assessment Section**

Ward :..... Assessment No.:.....  
Name of Street :.....  
Name of the Owner :.....  
Detail of Assessment :.....  
Annual Value :..... Arrears of the assessment tax :.....  
.....  
Date Administrative Officer.

**For the report of Revenue Department,**

1. Type of business :.....  
2. Fees to be paid :.....Under A/B/C  
3. Remarks :.....  
.....  
Date Revenue Inspector.

**For the report of the Medical Officer of Health,**

Public Health Inspector's Report:  
.....  
.....  
.....  
.....  
.....  
Date Public Health Inspector.

Medical Officer of Health's Report:  
.....  
.....  
.....  
.....  
Date Medical Officer of Health.

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
.....

.....  
Date Chief Revenue Inspector.

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date Secretary

Approved/Not Approved

.....  
Date Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No.:..... Date of the Receipt:.....  
License No.:..... Date of the License:.....

Recommended to issue License. ....  
Sectional Head(Revenue).

Submit for signature of Pradeshiya Sabha Authorized Officer

.....  
Date Secretary.

Signed

.....  
Date Pradeshiya Sabha Chairman/Authorized Officer

**By - Laws in relating to formulate, regularize, Supervise and control of annoying business, dangerous business and annoying and dangerous business within the area of authority of the Manmunaipattu Pradeshiya Sabha**

|   |  |
|---|--|
| Name of By-Laws.                          | (1) By-Laws in this part may be cited as By-Laws in relating to formulate, regularize, supervise and control of annoying business, dangerous business and annoying and dangerous business within the area of authority of the Manmunaipattu Pradeshiya Sabha.  |
| Objective.                                | (2) By-Laws in this part are made for the purpose of protecting sanitation and health of public residing within the Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act No 15 of 1987.   |
| Legislative enactment For making By-Laws. | (3) By-Laws are made by virtue of the powers vested in Pradeshiya Sabha by the sub section 126(ix)(k) of Pradeshiya Sabha Act No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabha Act, No. 15 of 1987.   |
| Tasks to be executed (4-15).              | (4) Obtaining the annual license by submitting the application form in annexure 01 is the duty and obligation of the licensee.<br><br>(5) The license shall be issued to any dangerous business, annoying business or dangerous and annoying business carrying by the Chairman or Chairman of Manmunaipattu Pradeshiya Sabha, if only the following specified conditions are duly fulfilled:<br><br>(i) The licensed premises shall be kept in clean and renewed condition<br>(ii) Walls of each room of the licensed place shall not be less than 3 meters in height.<br>(iii) Walls has to be made of bricks, cement or lime stone or any other permitted stone and should be plastered and white washed.<br>(iv) Each room of the licensed place shall be ceiled in height not less than 3metres from floor level.<br>(v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable<br>(vi) The roof has to be made of some permanent solid material. Eaves of the roof has to be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter max trail<br>(vii) The floor of the rooms shall be cemented and plastered or laid with floor tiles.<br>(viii) Dustbins shall be kept for collecting the generated garbage at licensed place and the bins must have proper lids to prevent flies, insects and other rodents getting into them.<br>(ix) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under section 8 of these By-Laws.<br>(x) A suitable system of drains shall be made available to allow free flow of wastewater disposed from any section of the premises;<br>(xi) In the event of the Manmunaipattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action |

shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without Mixing with air and it shall be constructed at least fifteen Meters away from the constructed well.

- (6) It is the duty of the licensee to ensure that every space where white washing is needed to be applied under By-Law No. 5 in these By-Law shall be applied with paints at least once a year.
- (7) The licensed premises shall have been swept at least twice a day.
- (8) The garbage collected in the licensed premises shall be segregated as specified in By-Law No. 9 in these By-Laws and put in impervious garbage bins separately and disposed once a day or more if necessary. Further these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (9) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows
  - a) Bio-degradable wastes;
  - b) Glass;
  - c) Paper or paper related materials;
  - d) Polythene, plastic or polythene and plastic related materials;
  - e) Iron and any other metal or parts of iron and any other metal;
  - f) Residues of raw materials or part of by products and parts of other products;
  - g) Hazardous waste

It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.

- (ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Manmunaipattu Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman.
- (10) All license holders should store the materials use for the business without annoying or effluvial.
- (11) All license holders shall carry the things which are annoying or effluvial by covering and put in to unabsorbed bags without any annoying or effluvial along the public places or roads.
- (12) All license holders, shall dispose the dangerous and annoying air and gases occurring from the production process by enough high to the aerosphere without any bad effect. Otherwise shall be disposed by fire or through any solidification instrument.
- (13) All license holders shall be kept wall of business premise in safe mode without absorbing any dirty and keep in good manner.
- (14) All license holders shall kept baskets and other instruments clean should have wash the utilities daily.
- (15) All license holders clean the tank which using for wash or drunk leather or any other materials without spreading any smell.
- (16) No person shall run an annoying business, dangerous business, and annoying and dangerous business carrying within the authorized area of Manmunaipattu Pradeshiya Sabha, unless he or she has poses a valid license issued by the chairman or authorized officer on the application prepared according to the specimen found in annexure 01.

Tasks not to be carried out  
(16 – 18)

- (17) No any person or licensee holder shall not be allowed for using the licensed place as the place for sleeping and taking food inside in night or day time.
- (18) Any license holder should not use any river, watercourse, canal, well or any drain, sea or any other opened water areas for disposal the annoying, dangerous and effluvial things, and shall not be polluted above mentioned water resources.
- Functions of the Local Authority (19-21)
- (19) In the event of the premises where any dangerous business, annoying business, or dangerous and annoying business is maintained under a license issued under this By-Laws, any contravenes arose of any section of the By-Law the chairman or authorized officer shall take action to issue a notice to the said licensee for demanding him to take necessary measures to accomplish with prescribed conditions to reset the said premise to the approved position before a specified date.
- (20) Any Person running dangerous business, annoying business, or dangerous and annoying business decided by Manmunaipattu Pradeshiya Sabha are included in orderly in schedule Nos. (I), (II), and (III) of this By Law, it is duty of the Chairman and authorized officer to informing such person about issuing the license.
- (21) It is a duty of the Chairman or authorized officer to inform the applicant whether it is accepted to issue license or rejected with the reason in accordance with these by laws within 30 days of receiving an application.
- Charges and fees.
- (22) Under the sub section 149 of Pradeshiya Subhas Act, No. 15 of 1987, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run annoying business, dangerous business and annoying and dangerous business.
- Delegation of powers.
- (23) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Manmunaipattu Pradeshiya Sabha.
- Valid period of license or permit.
- (24) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.
- Procedure of inspection and powers (25-27).
- (25) It shall be duty of the licensee who have received license under the provisions to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or any authorized officer.
- (26) Any licensee, who receives such notice mentioned in the By- Law No. 19, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (27) The Chairman has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned By-law No. 26 in these By-Laws fails to act as stipulated in the notice on or before the specified date.
- Complaints and resolving mechanism.
- (28) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers.
- Violation of By laws.
- (29) Contravention of one or more than one or all of the provisions included in these By-Laws is an offence.

(30) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Manmunaipattu Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2).

Fines and penalties

(31) In these By-Laws unless the context otherwise requires

Interpretation and Definition.

“The Chairman” means who has been elected as Manmunaipattu Pradeshiya Sabha Chairman by the provisions of the Local Authorities Elections Act;

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

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act of Manmunaipattu Pradeshiya Sabhas;

“Authorized officer” means any officer given authority in written by the Chairman to carry out particular duty;

“The power to inspect within the specified period” means opportunity for take measures to make business or product at the specified place;

“Licensee” means any person whosoever obtained a license under provisions of these By laws and person who is responsible for management, is employed by the person in-charge or Manager of the management of this place;”

“Licensed premise” means, specific range of place for which is issued license to take all measures under these provisions.

## FIRST SCHEDULE

### Annoying Businesses

- (1) Clearing and Storing Graphite.
- (2) Keeping for selling the fertilizer or chemical fertilizer.
- (3) Tanning of Leather.
- (4) Leather for selling.
- (5) Carrying on a places of animal husbandry (Meat, milk or egg).
- (6) Producing of Maldives fish or storing more than 50 Kg.
- (7) Producing rubber and keeping rubber sheet.
- (8) Maintaining a veterinary hospital.
- (9) Keeping wholesale of perishable foods for selling.
- (10) Taking fish, dry fish and salted fish more than 100 Kg.
- (11) Icing, drying and salting meats or fish.
- (12) Producing coconut charcoal or wood charcoal.
- (13) Drying tobacco.
- (14) Producing animal feed.
- (15) Producing Poonac.
- (16) Boiling meats with blood.
- (17) Producing soap
- (18) Keeping and grinding animal's bones.
- (19) Making trunk boxes.
- (20) Keeping new and old metals.
- (21) Keeping ruined metals
- (22) Making housing furniture.
- (23) Making cane products.
- (24) Maintaining carpeting industry.
- (25) Making syrup or fruit juice.
- (26) Making sweets.
- (27) Dunking coconut husks
- (28) Producing brushes. (except tooth brushes)
- (29) Producing tooth brushes
- (30) Collecting toddy.
- (31) Producing vinegar.
- (32) Cleaving timber.
- (33) Producing painting paint, varnish and distempers.
- (34) Producing soda.

- (35) Painting fibers.
- (36) Producing leather instruments.
- (37) Tin fish, fruits and other foods.
- (38) Powdering coffee and grains.
- (39) Producing baking powder.
- (40) Making gas mantels.
- (41) Producing putty.
- (42) Making camphor.
- (43) Making candle.
- (44) Producing stencil ink, writing ink and printing ink.
- (45) Producing blue of cloth washing.
- (46) Producing sealing wax.
- (47) Producing perfumes.
- (48) Producing shocks.
- (49) Producing tires or tubes.
- (50) Refill tires.
- (51) Vulcanizing tires.
- (52) Manufacturing cement.
- (53) Manufacturing cement product or asbestos.
- (54) Manufacturing sand papers.
- (55) Manufacturing plastic products.
- (56) Kilning bricks.
- (57) Weaving clothes by machines.
- (58) Manufacturing or re storing of acids.
- (59) Manufacturing of roofing tiles.
- (60) Cleaning empty gunny bags used for packing fertilizer, lime or flour.
- (61) Manufacturing cement blocks by machines.
- (62) Manufacturing garments products.
- (63) Running a poultry farm.
- (64) Manufacturing disinfectants.
- (65) Repairing and renovation of tires and tubes.
- (66) Manufacturing shoes/leather and bags.
- (67) Manufacturing cigarettes and cigarettes with tobacco.

## SECOND SCHEDULE

### Dangerous Businesses

- (1) Quarrying metal.
- (2) Making cool drinks (aerated water).
- (3) Making ice.
- (4) Manufacturing vegetable oils.
- (5) Manufacturing coconut oils.
- (6) Manufacturing or storing matches.
- (7) Manufacturing of mutilated spirit.
- (8) Manufacturing tea boxes.
- (9) Manufacturing coir or other fibers.
- (10) Manufacturing products by coir or other fiber.
- (11) Storing hay.
- (12) Storing used garments.
- (13) Manufacturing and repairing jewellerys.
- (14) Sawing timber by machines.
- (15) Quarrying lime stone.
- (16) Running a business using machines.
- (17) Storing empty gunny bags and empty bottles.
- (18) Repairing bicycles and motor bikes.
- (19) Storing used papers and newspapers.
- (20) Spray Painting.
- (21) Storing fire working or crackers.
- (22) Manufacturing metal products (machineries tools)
- (23) Running a welding work shop.
- (24) Manufacturing filling and repairing batteries.
- (25) Printers.
- (26) Blasting and gunpowder stores.
- (27) Displaying advertisement

## THIRD SCHEDULE

### Annoying and Dangerous Businesses

- (1) Clearing mica.
- (2) Processing cinnamon, cloves, cardamom and fibers using chemicals.
- (3) dry clean or dyeing.
- (4) Fabric painting dyeing or batik painting.
- (5) Electro planting metals.
- (6) Manufacture of oil or animal oil.
- (7) Kilning lime stones.
- (8) Manufacturing of the fireworks or crackers.
- (9) Processing cod-liver oil.
- (10) Building boats.
- (11) Recharge or repairing batteries

- (12) Welding metals.
- (13) Repairing motor vehicles.
- (14) Servicing motor vehicles.
- (15) Grinding metals with machines.
- (16) Running a casting shop.
- (17) Running a tin workshop.
- (18) Making bodies for motor vehicles.
- (19) Manufacturing or refilling of insecticides or fungicides, weedicides, pesticides.
- (20) Manufacturing disinfectors.
- (21) Manufacturing of mosquito coils.
- (22) Manufacturing timber protects.
- (23) Manufacturing gal tar.
- (24) Manufacturing glass products.
- (25) Making glass mirrors.
- (26) Galvanize metals.
- (27) Manufacturing welding lead.
- (28) Manufacturing aluminum products.
- (29) Manufacturing barbed wire.
- (30) Manufacturing wire nails.
- (31) Manufacturing carbon papers and typing ribbons.
- (32) Manufacturing tin, steel pipe and carbon tanks.
- (33) Manufacturing P.I buckets.
- (34) Manufacturing air conditioners and refrigerators.
- (35) Repairing air conditioners and refrigerators.
- (36) Manufacturing break liner and touch liner.
- (37) Manufacturing machineries.
- (38) Manufacturing electrical products.
- (39) Manufacturing fibers mixed with rubber.
- (40) Manufacturing storage batteries.
- (41) Assembling tractors.
- (42) Manufacturing radiator.
- (43) Manufacturing and repairing electrical products.
- (44) Manufacturing Battery.
- (45) Paddy mills.
- (46) Making coffin.
- (47) Manufacturing and repairing telephones.
- (48) Assembling and repairing electrical products.
- (49) Assembling and repairing computers and information technical instruments
- (50) Funeral service supply center (Funeral home)

**Application for Business tax / License 20..... For annoying business, dangerous business,  
and annoying and dangerous business carrying within the area of authority of  
Pradeshiya Sabha**

1. Name of the Business Centre:\_\_\_\_\_.
  
2. Place of the Business Centre:\_\_\_\_\_.

  - (i) Ward No:\_\_\_\_\_.
  - (ii) Assessment No:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.

3. Name of the Applicant:\_\_\_\_\_.

  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No:\_\_\_\_\_.
  - (v) Telephone No:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.

4. (i) Date of Beginning the Business:\_\_\_\_\_.
- (ii) Name of the manager of the meat Stall:\_\_\_\_\_.
- (iii) Previous Business:\_\_\_\_\_.
  
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
  
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.

If last year license was obtained,  
License No.: \_\_\_\_\_.

Date:\_\_\_\_\_.

I do hereby certify that the above particulars are true and accurate. I agree to comply with the provisions in the By Law. I apply for the license for the year 20..... to run the Industry/Business under the By Law.

.....

Date

.....;

Signature of Applicant.

**For office use**

For report as follows:

.....  
Chairman / secretary/ Authorized officer

**For the report of Assessment Section**

Ward:..... Assessment No.:.....  
Name of Street:.....  
Name of the Owner:.....  
Detail of Assessment:.....  
Annual Value:..... Arrears of the assessment tax:.....

.....;   
Date Administrative Officer.

**For the report of Revenue Department,**

(i) Type of business:.....  
(ii) Fees to be paid:..... Under A/B/C  
(iii) Remarks:.....

.....;   
Date Revenue Inspector

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....;   
Date Public Health Inspector.

**Report of Medical Officer of Health:**

.....;   
Date Medical Officer of Health.

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C.:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
.....

.....;   
Date Chief Revenue Inspector.

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....; Secretary.  
Date

Approved/Not Approved

.....; Pradeshiya Sabha Chairman/Authorized Officer.  
Date

**For the report of Revenue Branch**

Receipt No.:..... Date of the Receipt:.....

License No.:..... Date of the License:.....

Recommended to issue License

.....; Sectional head (Revenue).

**Submit for signature of Pradeshiya Sabha Chairman**

.....; Secretary.  
Date

Signed

.....; Chairman/Authorized Officer.  
Date

**By- Laws in relating to Formulate, Regularize, Supervise and Control of Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of Authority of the Manmunaipattu Pradeshiya Sabha**

- |   |   |
|---|---|
| (1) By-Laws in this part may be cited as in relating to formulate, regularize, control and supervise of Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of authority of the Manmunaipattu Pradeshiya Sabha.                                     | Name of By-Laws.                          |
| (2) By-Laws in this part are made of the purpose of protecting sanitation and health of public residing within the Manmunaipattu Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No. 15 of 1987.   | Objective.                                |
| (3) The By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (XXIII) of Pradeshiya Sabha Act, No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabhas Act No. 15 of 1987.   | Legislative enactment for making By-Laws. |
| (4) Obtaining the annual license by submitting the application form in schedule 01 is the duty and obligation of the licensee.  | Tasks to be executed (4-25).              |
| (5) The license shall be issued to any Hair Dressing Saloon, Barber shop or Beauty Center by the Chairman or Authorized officer of Manmunaipattu Pradeshiya Sabha, if only the following specified conditions are duly fulfilled :                                    |   |
| (i) The licensed premises shall be kept in clean and renewed condition ;  |   |
| (ii) Walls of each room of the licensed place shall not be less than 3metres in height ;  |   |
| (iii) These walls shall be built with bricks, block stones or limestone or any other approved stones and plastered and painted in both sides ;  |   |
| (iv) Each room of the licensed place shall be ceiled in height not less than 3 metres from floor level ;  |   |
| (v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable ;                  |   |
| (vi) The roof shall be made of some permanent solid material. Eaves of the roof shall be at least 2.5 metres from the ground level and the width of the eaves should be at least 1 meter ;  |   |
| (vii) The floor of the rooms 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 ;  |   |
| (viii) Provide sufficient sitting space at least 1.5 square meter to each customer arriving at the premises expecting service ;   |   |
| (ix) There shall be wash basins fixed and sufficient pipes fixed to drain waste water if water is used in providing services to customers ;   |   |
| (x) In the event of the Manmunaipattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action |   |

shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meters away from the constructed well;

- (xi) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons ;
  - (xii) The licensed premises shall not be used as a residence and it shall be separated from the buildings used as a residence.
  - (xiii) At the licensed premises, general fire extinguishing equipment shall be maintained in working condition, and if electricity supply has been provided to the place, electrical fire-fighting appliances shall be provided in addition.
  - (xiv) Sufficient light shall be provided to the inside of building.
- (6) It is the duty of the licensee to ensure that every space where paints need to be applied as set out under By-Law No. 5 shall be applied with paints at least once a year.
- (7) The floor of the licensed premises shall wash with disinfectants at least once a month.
- (8) During the period of providing service to customers there shall be sufficient and continuous water supply to the premises.
- (9) It shall be enough facilities to boil water or a sterilization mechanism and a sufficient number of utensils used in sterilization in order to sterilize instruments and utensils.
- (10) It shall be sufficient wash basins, soap or liquid soap for the use of employees when they are providing services at the licensed premises.
- (11) Sufficient number of towels and aprons in light colors (not in dark colors) shall be provided for the use of the customers at the premises.
- (12) At the licensed premises, a movable receptacle shall be kept with a tight lid to collect cut hair and other waste.
- (13) At the licensed premises, at least one safety plug shall be fixed to each table in the event of electrically controlled instruments are used.
- (14) At the licensed premises, a first aid box shall be kept containing sufficient amount of first aid instruments and drugs as prescribed by the Medical Officer of Health.
- (15) At the licensed premises, a sufficient number of spittoons shall be kept in such manner as to be readily available to customers and employees.
- (16) It is the duty of the licensee to ensure that all employees of the licensed center —
- (i) Having bath or body wash before providing services
  - (ii) Maintain their clothes in a clean and healthy condition
  - (iii) Keep their nails cut and without any dirt
  - (iv) Wash their hands with soap before serving each customer

- (17) The licensee shall ensure that the,
- (i) Instruments used in the licensed center are sterilized after each use
  - (ii) Brushes and combs are sterilized after washing well before use on each day
  - (iii) Receptacles, cups, soap brushes and combs are washed in hot water after each use
- (18) The licensee shall ensure
- (i) that cut hair and other waste material removed after cutting hair and beard of each customer are put into a receptacle having being collected by sweeping or through electrically operated mechanism ; and
  - (ii) that the blade of the barber's knife containing changeable blade is changed, after use of each customer.
- (19) 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.
- (20) 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. 19 action shall be taken to hand over such waste to the Manmunaipattu Pradeshiya Sabha scavenging vehicle in the manner prescribed under the waste management program of the Pradeshiya Sabha.
- (21) 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 center.
- (22) List of charges to be recovered shall be displayed at legible place within the shop.
- (23) Every licensee shall maintain a register with names and address of the employees who are working at the licensed premise, it shall be the duty of the licensee to allow inspection of that register when it is so requested by the Chairman or Authorize officer.
- (24) Every licensee of a Hair Dressing Saloon, Baber Shop and Beauty Centre shall keep affixed a board with his name and the words "Licensed Hair Dressing Saloon, Baber Shop and Beauty Centre" legibly painted thereon in Tamil, Sinhala and English in a conspicuous position on the outside of his premises.
- (25) It shall be the duty of the licensee to refer all employed at the licensed place to a medical test at least once a year.
- (26) No person shall run a Hair Dressing Saloon, Baber Shop and Beauty Centre within the authority of the Manmunaipattu Pradeshiya Sabha area, unless he or she has a valid license for the purpose of that, issued by the Chairman
- (27) (i) Any person at the licensed Hair Dressing Saloon, Baber Shop and Beauty Centre shall not keep or causes to keep any pet.  
(ii) No permit holder shall use any kind of unauthorized chemicals or allergic item for washing clothes.
- (28) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who has been recently nursing

Tasks not to be carried out (26 -34).

anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the licensed place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed ;

(ii) No person or persons shall be engaged or allowed to be engaged at the licensed place, unless they are dressed in clean clothes ;

(29) The interior of a licensed premises shall not be used in the night or in the day time as a place for sleeping or eating meals and nobody else shall be allowed to do so.

(30) The use of,

(i) any type of blood clotting pencil or any other substance, or

(ii) 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 at licensed premises.

(31) The licensee in any licensed center 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.

(32) 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 license issued under the provisions of the by-laws in this part.

(33) No person shall expectorate within any hairdresser's or barber's shop or saloon except in to a spittoon provided for that purpose.

(34) No licensee shall use any articles banned by Sri Lankan Law or Medical Officer of Health of Manmunaipattu Pradeshiya Sabha at licensed premises.

Function of the Local Authority.

(35) In the event of the premises where any hair dressing saloon, Baber Shop and beauty center is maintained under a license issued under the By-Laws any license contravenes any section of these 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.

Charges and fees.

(36) (i) Under the sub section 149 of Pradeshiya Sabha Act, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run any Hair Dressing Saloons, Baber Shops and Beauty Centers.

(ii) Publishing of notice in Government *Gazette* regarding the license fees for Hair Dressing Saloons, Baber Shops and Beauty Centers shall be the duty of Manmunaipattu Pradeshiya Sabha Chairman as specified in above sub section (i).

Delegation of power.

(37) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Manmunaipattu Pradeshiya Sabha.

Valid period of license or permit.

(38) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.

- (39) (i) The Chairman or any Authorized Officer has the power to inspect the standards of these By-Laws within the specified period at licensed premises. Procedure of inspection and Powers(39-41).  
 (ii) It shall be duty to co-operate the licensee who have received license under the provisions, to the Pradeshiya Sabha Chairman or any Authorized officer for inspection, and shall not make obstacle to stop such inspection.
- (40) Any licensee who receives such notice mentioned in By-Law No. 35 in these By- Laws, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (41) It shall be lawful for the Chairman to cancel the license issued for the place when any licensee who received such notice mentioned in By-Law No. 40 in these By-Laws fails to act as stipulated in the notice on or before the specified date.
- (42) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism.
- (43) Contravention of one or more than one or all of the provisions included in these By-Laws shall be an offence. Violation of By laws.
- (44) Contravention or breach of any of these by-laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Manmunaipattu Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and Penalties.
- (45) In these By-Laws unless the context otherwise requires – Interpretation and definition.
- "The Chairman" means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.
- "Secretary" means the Secretary of the Manmunaipattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.
- "Pradeshiya Sabha" means, the Pradeshiya Sabha constituted under the Act of Pradeshiya Sabha.
- "Authorized officer" means any officer given authority in written by the Chairman to carry out particular duty.
- "Licensee" means any person whosoever obtained a license under provision of these by laws of the hair dressing saloon, Baber Shop and beauty center and person who is responsible for management, is employed by the person in-charge or Manager of the management of this place.
- "Licensed premise" means place for which is issued license to take all measure under this provision.
- "The appropriate time" means any occasion when service is being provided to the customers at the premises.
- "Apron" means any cloth used for covering the upper part of the body of a customer obtaining service from the licensed center.

SCHEDULE – 01

**Application for Business tax / License 20..... For Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of authority of Manmunaipattu Pradeshiya Sabha**

1. Name of the Business Centre:\_\_\_\_\_.
2. Place of the Business Centre:\_\_\_\_\_.
  - (i) Ward No.:\_\_\_\_\_.
  - (ii) Assessment No.:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.
3. Name of the Applicant:\_\_\_\_\_.
  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning the Business:\_\_\_\_\_.
  - (ii) Type of the Business:\_\_\_\_\_.
  - (iii) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address :\_\_\_\_\_.
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.

If last year license was obtained,  
License No.:\_\_\_\_\_  
Date:\_\_\_\_\_.

I do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... To run the Industry/Business under the By Law.

.....  
Date

.....;  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman / Secretary/ Authorized Officer

**For the report of Assessment Section**

Ward:..... Assessment No.:.....

Name of Street:.....

Name of the Owner:.....

Detail of Assessment:.....

Annual Value:.....

Arrears of the assessment tax:.....

.....  
Date

.....  
Sectional Head

**For the report of Revenue Department,**

(i) Type of business:.....

(ii) Fees to be paid:.....

(iii) Under A/B/C

(iv) Remarks:.....

.....  
Date

.....  
Revenue Inspector

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....

.....  
Date

.....  
Public Health Inspector.

**Report of Medical Officer of Health:**

.....

.....  
Date

.....  
Medical Officer of Health

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
 Environmental License:..... M.O.H report:.....  
 C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
 .....

.....  
 Date

.....  
 Chief Revenue Inspector

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license .....

.....  
 Date

.....  
 Secretary

Approved/Not Approved

.....  
 Date

.....  
 Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No. :..... Date of the Receipt:.....

License No. :..... Date of the License:.....

Recommended to issue License. ....  
 Sectional Head (Revenue)

**Submit for signature of Pradeshiya Sabha Chairman**

.....  
 Date

.....  
 Secretary

Signed

.....  
 Date

.....  
 Pradeshiya Sabha Chairman/Authorized Officer

## EASTERN PROVINCE PROVINCIAL COUNCIL

### By Laws

#### MANMUNAI SOUTH ERUVILPATTU PRADESHIYA SABHA

I, Governor Anuradha Yahampath of the Eastern Provincial Council do hereby order publish the approval granted by me under the power vested in me by Section 123 Sub section (1) of the Pradeshiya Sabha Act, No. 15th of 1987, read with Section 2 of the Provincial Council (Consequential Provisions) Act, No. 12 of 1989, and the decision taken by the Pradeshiya Sabha with decision number S/002/2019 at the Council meeting held on 2019.05.30 as per the power vested with the Pradeshiya Sabha by Section 122 Sub section (1) of the Pradeshiya Sabha Act, No. 15th of 1987, the following scheduled Five (5) By-Laws made by the Manmunai South Eruvilpattu Pradeshiya Sabha under the power vested it in Section 126 of Sub section vii (f) and (xxx), ix (h), ix (h) and xv, ix (k), xxiii of the Pradeshiya Sabha Act No. 15 of 1987, shall be effective within the Pradeshiya Sabha area of Manmunai South Eruvilpattu from the date of publish in this notification in the Government *Gazette*.

**ANURADHA YAHAMPATH,**  
Hon. Governor,  
Eastern Provincial Council.

Governor Secretariat,  
Inner Harbour Road,  
Trincomalee.  
31st January, 2020.

#### SCHEDULE

1. By- Laws relating to formulate, regularize, supervise and control the Advertisement within the Local authority area.
2. By-Laws relating to formulate, regularize, control and monitor hotels within the Local authority area.
3. By- Laws in relating to formulate, regularize, control and monitor of bakeries within the Local authority area.
4. By- Laws in relating to formulate, regularize Supervise and control of annoying business and dangerous business within the Local authority area.
5. By- Laws in relating to formulate, regularize, supervise and control of Hair Dressing Saloons, Baber Shops and Beauty Centres within the Local authority area.

**By - Laws in relating to Formulate, Regularize, Supervise and Control the  
Advertisement within the area of Authority of the Manmunai South Eruvilpattu Pradeshiya  
Sabha**

- Name of By-Laws. (1) By-Laws in this part may be cited as By-Laws relating to formulate, regularize, control and supervise advertisement displaying within the Manmunai South Eruvilpattu Pradeshiya Sabha limits.
- Objective. (2) By-Laws in this part are made for the purpose of control and administrate in order to ensure protection, comfort and Convenience of the People residing within the limits of the Manmunai South Eruvilpattu Pradeshiya Sabha
- Legislative enactment for making By-Laws (3) By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the Sub section 126 (vii)(f) and (xxx) of Pradeshiya Subhas Act, No. 15 of 1987, read with Section 122 (2) of Pradeshiya Sabhas Act, No. 15 of 1987.
- Tasks to be executed (4-12) (4) (i) Anybody who expects to obtain a license to display any advertisement within the limits of Manmunai South Eruvilpattu Pradeshiya Sabha shall forward an application substantially prepared in accordance with the specimen given in Schedule-01 to the Chairman or Authorized Officer at least four days before the date on which the said advertisement is expected to be displayed.
- (ii) The license shall be issued to any advertisement by the Chairman or Authorized Officer of Manmunai South Eruvilpattu Pradeshiya Sabha, if only the conditions specified in these By-Laws are duly fulfilled.
- (5) (i) Every application forwarded to obtain a license shall contain a specimen of the advertisement prepared on the scale 1:1000 on a paper 210 milli metres x 297 milli meters 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.
- (ii) When the place where the advertisement is to be displayed, happens to be a place owned by any person other than the applicant, or by any other institution written evidence ensuring that permission has been granted to display the advertisement at the Particular Place shall have been submitted.
- (6) It shall be the duty of the licensee to indicate the registered number of the license issued in respect of all notifications to be displayed in the lower edge of the right hand side of each advertisement or advertisements while such display is done.
- (7) 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, within forty eight hours from the last day of the display of the advertisement mentioned in the application.
- (8) (i) Advertisement relating to any entertainment the net proceeds are to be used for purpose of charity, an advertisement relating to an entertainment to held in the premises upon which such advertisement is displayed, an advertisement display by the Government or Provincial Council or Local Authority and an advertisement relating to a religious, political or public meeting which has no connection directly or indirectly to a business, the charges of advertisement may be exempted and license in that behalf shall be obtained from the Chairman or Authorized Officer .Further Provided that in any advertisement and sign is illuminated advertisement and sky sign permits shall be obtained by paying fees as specified in these By-Laws.

- (ii) When any notice of advertisement of any commodity or a service has been displayed together with the name, number and 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 these 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 shall obtain the license in respect of provisions of these By-Laws.
- (iii) The charges and fees shall be exempted for the display in front of any business premise or any factory within the area of authority of the Manmunai South Eruvilpattu Pradeshiya Sabha , 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. But all other conditions specified in these By-Laws shall apply to the above advertisement. However, at any time when more than one such advertisement is displayed the provisions of these By-Laws shall apply in respect of all such additional advertisements.
- (9) The owner or lessee of any hoarding used for the displaying of advertisement shall
- (i) maintain such hoarding in a proper condition and security, and
  - (ii) Exhibit his name, address and telephone number of advertiser in clear and legible characters in a conspicuous position on the front of such hoarding.
- (10) Any sky sign shall be erected in such a way that it shall not be dangerous to the persons who use the road or the pavement and if in any circumstance, any person is getting injured or damage is caused to the properties by falling down such sky sign, the owner of such sky sign shall pay the damages to that person or owner of properties for lost sustained and the Chairman or Authorized Officer of the Manmunai South Eruvilpattu Pradeshiya Sabha shall be exempted of payment of such damages.
- (11) Sky sign board shall be constructed and erected in a manner which is approved by the Engineer.
- (12)
- (i) 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.
  - (ii) The Manmunai South Eruvilpattu Pradeshiya Sabha shall not be responsible in any way for removing, damaging or disfiguring of an advertisement obtained under the license for exhibiting.
- (13)
- (i) Unless any person has a valid license issued on the application prepared according to the specimen found in the first Schedule for the particular purpose by the Chairman or Authorized Officer, 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 Manmunai South Eruvilpattu Pradeshiya Sabha.
  - (ii) Even after obtaining a valid license 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 license, to be seen at any public place.
- (14) The period of validity of the license already issued to any other licensee in respect of the place for which the license is currently requested shall have been completed valid time period. Further there shall be sufficient place to display the advertisement. However, this provision shall not be an
- Tasks not to be carried out (13-21)

obstacle to issue a license to display an advertisement board nearby so as not to obstruct the viewing of the advertisement being displayed under a license previously issued and still in force.

(15) (i) The advertisement for which a display license 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.

(ii) It shall not be displayed any advertisement prohibited or limited by a written law of the country.

(16) Anybody shall not fix an advertisement in a manner that may cause any obstacle or accident to a person walking near 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.

(17) No person shall cause any advertisement to be displayed or affixed or attached any religious place or park or any bridge or street or electrical post or any tree or branch close to them or any public building connected with them.

(18) An advertisement to be displayed in such manner over or across any pavement carriage way of any street or road unless such advertisement is displayed affixed or attached to an overhead bridge constructed for the use of pedestrian or is a projecting sign board constructed or erected in a manner approved by the engineer.

(19) No person shall cause -

(i). Any advertisement to be displayed on a vehicle in a manner or in such form other than that approved by the Chairman or Authorized Officer.

(ii) In addition to the approval given by the Manmunai South Eruvilpattu Pradeshiya Sabha, any vehicle bearing any illuminated advertisement not approved by the Superintendent of police, shall be driven on any street or road .

(20) Any license issued under By-Law to display an advertisement shall not be considered or constructed any legal permission given to profess its implied meaning for expression.

Functions of the  
Pradeshiya Sabha  
(21 - 24)

(21) (i) Manmunai South Eruvilpattu Pradeshiya Sabha shall determine which areas are allowed to display advertisements within the area of the Pradeshiya Sabha.

(ii) When conditions necessary for the issue of a license under the By-laws in this part have been fulfilled in respect of any application, the Chairman or Authorized Officer shall inform the applicant about it. It shall be the duty of the Chairman or Authorized Officer to issue the license to the applicant after paying the fees for the license in the manner set out in section 25(i) and fees for the security deposit set out in section 22(i) of By-Law, after receipt of the above notice.

(iii) It shall be the duty of the Chairman or Authorized Officer to publish a notification in the *Gazette*, the areas determined from time to time, where advertisement could be displayed or exhibited .Such notification shall take effect from the date of its publication, or from whatsoever date specified therein.

(iv) The Manmunai South Eruvilpattu Pradeshiya Sabha shall have power to construct or maintain an advertisement board under these By-Laws as determined by Pradeshiya Sabha in any land belongs to any person and given to the Pradeshiya Sabha on agreement or in any land belongs to the Pradeshiya Sabha.

(v) The Manmunai South Eruvilpattu Pradeshiya Sabha shall have the power to recover the fees already fixed by the Pradeshiya Sabha from the licensee to display any advertisement on the board constructed by the Pradeshiya Sabha under above sub section (ii).

- (vi) Publishing of notice in Government *Gazette* regarding the fees for advertisement license is duty of Chairman as specified in above paragraph (i) in these By Law No.25
- (22) (i) When a decision has been made to issue a license in respect of any application forwarded for the purpose of displaying an advertisement, the Chairman or Authorized Officer shall not issue the license for the said application until the applicant has deposited security money in the Manmunai South Eruvilpattu Pradeshiya Sabha at the rates to be determined by it from time to time.
- (ii) It shall be the duty of the Chairman or Authorized Officer to publish in the *Gazette* about the decision taken by the Manmunai South Eruvilpattu Pradeshiya Sabha in respect of the rate of the security deposit to be deposited in the Pradeshiya Sabha prior to issuing a license to display any advertisement.
- (23) (i) After taking action to remove the advertisement in the manner set out in By-Law No. 7 , the licensee shall be able to withdraw the deposit money already deposited at the Manmunai South Eruvilpattu Pradeshiya Sabha before the issuing of the relevant license on a written request made to the Chairman or Authored Officer.
- (ii) On receipt of a written request in the manner set out in paragraph (i) it shall be the duty of Chairman or Authorized Officer to ensure,
- (a) the licensee has properly accomplished the provisions stated in By-laws No.7 ;
- (b) And that in the event of the hoarding being constructed by the Manmunai South Eruvilpattu Pradeshiya Sabha 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.
- (iii) Unless the Chairman or Authorized Officer is satisfied when ensuring in the manner set out in paragraph ii (b) that the licensee has acted in the manner stated in the By laws, No. 7 and that no damage is caused to the hoarding of the Manmunai South Eruvilpattu Pradeshiya Sabha, the said deposit money shall not be released fully to the licensee. When any licensee has avoided acting in the manner stated in By-laws No. 7 or when any damage has been caused to the hoarding of the Pradeshiya Sabha, suitable action shall be taken to deduct from the deposit money expenditure that the Pradeshiya Sabha 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.
- (iv) When the money leviable by the Manmunai South Eruvilpattu Pradeshiya Sabha 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 Pradeshiya Sabha.
- (v) However Security deposit shall be refunded within fourteen days on request made by the licensee in written. If not, reason shall be notified within fourteen days to the licensee for what reason the security deposit could not be refunded.
- (24) Action shall be taken to remove all advertisements displayed without a license issued by the Manmunai South Eruvilpattu Pradeshiya Sabha and to take into the possession of the Pradeshiya Sabha or remove in a manner decided by the Chairman or Authorized Officer.
- (25) (i) Under the sub section 149 of Pradeshiya Sabhas Act No. 15 of 1987, the Secretary has the authority to charge for licence fees not exceeded the maximum amount stated to display any advertisement, further
- (ii) (a) Advertisement rent and fees shall be paid to the Manmunai South Eruvilpattu Pradeshiya Sabha under para 21(v) to display any advertisement on the board constructed at the place belonging to the Pradeshiya Sabha under these By-Laws.

Charges and fees.

Or

(b) Applicant shall pay the advertisement fees determined by the Manmunai South Eruvilpattu Pradeshiya Sabha from time to time to display any advertisement on the board fixed where land is belonging to the applicant or any other person or other institution .

(iii) Further security deposit shall be paid as specified in By-Law 22.

(iv) Person who has applied for a temporary license to display any advertisement shall pay license fee according to the decision made by the Manmunai South Eruvilpattu Pradeshiya Sabha from time to time.

(v) When it is required to display an advertisement during the succeeding year after the expiry of the period of validity of the license currently issued for the display of any advertisement a new license shall have been obtained on displaying the notice for such succeeding year.

However, notwithstanding the amount of fees determined by the Manmunai South Eruvilpattu Pradeshiya Sabha as charges intended to be made during the succeeding year in respect of license to be issued for the display of advertisements, the same license fees determined earlier shall be recovered for the new license to be issued for the display of the said advertisement.

Delegation of power.

(26) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to the secretary or any other officer of Manmunai South Eruvilpattu Pradeshiya Sabha

Valid period of license or permit.

(27) (i) Validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier

(ii) Temporary license shall be valid for days for which license has been issued unless its validity is cancelled earlier

Procedure of inspection and powers.

(28) (i) 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 Authorized Officer or the Authorized Officer shall have the power to direct the licensee through an order to bring it back to proper conditions within two weeks.

(ii) It shall be lawful to cancel the issued license for such advertisement and remove the advertisement by the Chairman or Authorized Officer or Authorized Officer, when anybody in receipt of a notification under paragraph (i) has avoided acting in the manner provided by the provisions of the notification.

(iii) When any license has been cancelled under the provisions in paragraph (ii) the security deposit, deposited at the Manmunai South Eruvilpattu Pradeshiya Sabha in respect of displaying that advertisement shall acquire to the funds of the Pradeshiya Sabha and nobody else shall have the right to claim the deposit money.

(iv) It shall be lawful Chairman or Authorized Officer to issue temporary license for less than fourteen days as required, However all conditions are applicable to issue temporary license.

Complaints and resolving mechanism.

(29) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by this officer.

- (30) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence. Violation of By-Laws (30-31).
- (31) When any provision in these By-laws has been violated, the Authorized Officer or the Authorized Officer shall have the power to cancel any license issued having invited the attention in respect of such violations.
- (32) Contravention or breach of any of these by-laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Manmunai South Eruvilpattu Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and penalties.
- (33) In these By-Laws unless the context otherwise requires - Interpretation and definition.
- "The Chairman" means who has been elected as Chairman by the provisions of the Local Authorities Elections Act ;
- "Secretary" means the Secretary of the Manmunai South Eruvilpattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary ;
- "Pradeshiya Sabha" means, the Pradeshiya Sabha constituted under the Act of Manmunai South Eruvilpattu Pradeshiya Sabha ;
- "Authorized Officer" means any officer given authority in written by the Chairman to carry out particular duty ;
- "The power to inspect within the specified period" means period from the time of sun shining until the time of sun setting ;
- "Engineer" means Engineer or Qualified Technical Officer given authority in writing by the Chairman to carry out particular duty ;
- "Licensee" means any person whosoever obtained a license under provision of these By-Laws a person who is responsible for management, is employed by the person in-charge or Manager of the management of this place ;
- "Licensed premise means" place for which is issued license to take all measure under this provision ;
- "Superintendent of Police" means, an officer in police station given authority for the specified purpose in writing by the office in charge of the Police headquarters ;
- "Cut-out" means, an advertisement fixed or pasted to a frame made up of wood or some other material ;
- "Display board" means, whatsoever permanent board constructed for fixing or hanging an advertisement displayed for the information and attention of the public ;
- "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 any vehicle 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;

MANMUNAI SOUTH ERUVILPATTU PRADESHIYA SABHA

**Application for the Advertisement**

1. Full Name:\_\_\_\_\_.
2. Address:\_\_\_\_\_.
3. N.I.C.No.:\_\_\_\_\_.
4. Mobile No.:\_\_\_\_\_.
5. E-Mail Address:\_\_\_\_\_.
6. Advertisement model annexed:\_\_\_\_\_.
7. Location map annexed:\_\_\_\_\_.
8. Type of Advertisement: One side/ Double sides/ Lighted:\_\_\_\_\_.
9. Duration: From:\_\_\_\_\_ To:\_\_\_\_\_.
10. Size of Advertisement: Length \_\_\_\_\_ Width:\_\_\_\_\_ Height:\_\_\_\_\_.

I agree that if above mentioned information is against the true and fair view. my holding will be converted to municipal property without any notice.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman/Secretary / Authorized officer

**Chief Revenue Inspector.**

Fitting advertisement in size of ..... at the specified place is suitable/ is not suitable

.....  
Date

.....  
Revenue Inspector

**Secretary**

Fitting of the above advertisement is recommended/ not recommended.

.....  
 Date

.....  
 Chief Revenue Inspector.

Secretary,

Size of Advertisement: Length ..... Wide ..... Area (square meter) .....

| <i>Detail</i>                 |        | <i>Private Land</i> | <i>RDD Road</i> | <i>RDA Road</i> | <i>LAA Land</i> | <i>LAA Road</i> |
|-------------------------------|--------|---------------------|-----------------|-----------------|-----------------|-----------------|
| Agreement is made             | Yes/No |                     |                 |                 |                 |                 |
| Land Rent(Rs200*sq)           |        |                     |                 |                 |                 |                 |
| Advertisement Fees (Rs100*sq) |        |                     |                 |                 |                 |                 |
| Total Fees                    |        |                     |                 |                 |                 |                 |
| VAT                           |        |                     |                 |                 |                 |                 |
| NBT                           |        |                     |                 |                 |                 |                 |
| Total Amount                  |        |                     |                 |                 |                 |                 |

.....  
 Date

.....  
 Management Assistant

Above advertisement is approved / not approved

.....  
 Date

.....  
 Secretary

**For the report of Revenue Branch**

Receipt No.:..... Date of the Receipt:.....

License No.:..... Date of the License:.....

Recommended to issue License.

.....  
Sectional head (Revenue)

**Submit for signature of Pradeshiya Sabha Authorized Officer**

.....  
Date

.....  
Secretary

Signed

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

Above advertisement has been / not has been fitted at proper place with right size.

.....  
Date  
(Planning section)

.....  
Field officer/ Technical officer.

**By-Laws relating to formulate, regularize, control and monitor hotels within the area of authority of Manmunai South Eruvilpattu Pradeshiya Sabha**

- |  |  |
|--|--|
| (1) By-Laws in this part may be cited as By-Laws relating to formulate, regularize, control and monitor hotels within the area of authority of Manmunai South Eruvilpattu Pradeshiya Sabha.  | Name of By-Laws.                         |
| (2) By-Laws in this part are made for the purpose of protecting sanitation and health of public residing within the Pradeshiya Sabha limit as per the Section 3 of the Pradeshiya Sabhas Act, No. 15 of 1987.  | Objective.                               |
| (3) By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (ix) (h) of Pradeshiya Sabha Act, No. 15 of 1987, read with Section 122 (1) of Pradeshiya Sabhas Act, No. 15 of 1987.  | Legislative Enactment for making By-Law. |
| (4) Obtaining the annual license by submitting the application form in Schedule 01 is the duty and obligation of the licensee.   | Tasks to be executed (4-19).             |
| (5) The license shall be issued to run any hotel by the Chairman or Authorized Officer of Manmunai South Eruvilpattu Pradeshiya Sabha, if only the following specified conditions are duly fulfilled in addition to the regulations noticed under the provisions in the Urban Development Authority Law No. 41 of 1978 :                           |  |
| (i) The licensed premises shall be kept in clean and renovated condition,  |  |
| (ii) Walls of each room of the licensed place shall not be less than 3 metres in height,   |  |
| (iii) Walls shall be built with bricks, block stones or limestone or any other approved stones and plastered and painted in both sides. However, except the kitchen, any other rooms which are made of timber or any kind of metal sheet, or both timber and metal sheets and painted, shall be considered to be in conformity to this provisions, |  |
| (iv) Each room of the licensed place shall be ceiled in height not less than 3 meters from floor level,  |  |
| (v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable,  |  |
| (vi) The roof has to be made of some permanent solid material. Eaves of the roof has to be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter,   |  |
| (vii) The floor of the rooms shall be cemented and plastered or laid with floor tiles,   |  |
| (viii) Dustbins shall be kept for collecting the generated garbage at licensed place and the bins must have proper lids to prevent flies, insects and other rodents getting into them,   |  |
| (ix) The utensils in the kitchen must have proper lids to prevent flies, insects and other animals getting into them,  |  |
| (x) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under By-Law No. 13,  |  |
| (xi) Each table kept in licensed place for use of consumers and in the kitchen,  |  |

- (a) When the tables are made of timber, the legs of table shall be polished and painted. Further, the surface of the tables shall be covered with any polished impermeable material or stainless metal sheet, devoid of any joints ;
- (b) When the tables are made of iron, steel or any other metals the legs of table shall be painted and the surface of the table shall be covered with any polished impermeable material or stainless metal sheets, devoid of joints ;
- (xii) A quality certificate shall be obtained from the Water Supply and Drainage Board in respect of drinking water used in the licensed place, and this certificate has to be obtained at least once in every six months. If the water is supplied by the National Water Supply and Drainage Board in this place, it shall be considered as the Quality Certificate has been obtained ;
- (xiii) If the water is stored for the use of a licensed place, adequate protective measures shall be taken to avoid contamination of that water ;
- (xiv) A separate place shall be maintained for washing the utensils used by the customers ;
- (xv) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons. Such lavatories shall be constructed at a distance away from kitchen, dining rooms or pantries such a manner to avoid direct contact in order to maintain hygiene ;
- (xvi) The walls of each lavatory shall be constructed with bricks, block stones, limestone or any other approved stones and plastered with cement, polished and painted. While the walls are built with stainless metal sheet, the surface of them shall be painted. The floor shall be plastered with cement and polished or laid with floor-tiles ;
- (xvii) Sufficient number of bathrooms shall be constructed for the use of employees at the licensed place and the terms stated in paragraph (xvi) in respect of lavatories of this By-Law shall be applicable to the floors and walls of these bathrooms as well ;
- (xviii) Water supply facilities to each room at licensed premises shall be made in safe manner by pipe line ;
- (xix) Facilities to wash hand and mouth shall be made available at the customer using section of premises and 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 installed ;
- (xx) A suitable system of drains shall be made available to allow free flow of waste water disposed from any section of the premises ;
- (xxi) In the event of the Manmunai South Eruvilpattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meters away from the constructed well ;
- (xxii) At the licensed premises, general fire extinguishing equipment shall be maintained in working condition, and if electricity supply has been provided to the place, electrical fire-fighting appliances shall be provided in addition ;
- (xxiii) At the licensed premises, the section where tea, coffee, milk and other drinks are prepared shall have been covered with stainless metal sheets or tiles or with any impermeable material ;

- (xxiv) All bed rooms at the licensed premises reserved place for sleeping for customers and employees, shall be at least 04 square meters for one person (2m length X 2m width). Further, an Almira or cabinet to keep cloths, a bar made by wood or metal to keep towel or other things, a table to keep the things of customer or customers and attached bathrooms shall be there.
- (6) It is the duty of the licensee to ensure that every space where paints need to be applied as set out under By-Law No. 5 shall be applied with paints at least once a year.
- (7) The licensed premises shall have been swept at least twice a day. The drains carrying waste water in the licensed premises shall have been cleaned and washed with water at least twice daily.
- (8) Any room in the licensed premises, after using by one customer all bed sheets, pillow covers, blankets, towels or any other clothes in the room shall be properly washed and cleaned before to be provided to another customer. Besides, the windows of such room should be kept completely opened at least for four (04) hours before allowing the next customer to stay in the room. However there shall be at least thirty minutes interval to allow next customer when the rooms have been with air condition in operation.
- (9) Every licensee of hotel shall maintain a register to write down record the name, address and identity of each person who stays at the licensed premises and it is the duty of the licensee to allow it, to be examined when the Chairman or An Authorized Officer.
- (10) It is the responsibility of the licensee to make arrangements to sweep and clean every room, stairs, halls, drains and the premises before noon every day.
- (11) Lavatories and bathrooms in the licensed premises shall be cleaned and applied with disinfectants at least twice a day and these shall be maintained without emanating dour. However, it may be considered to be adequate that cleaning the toilets and bathrooms in rooms in which customers are staying once a day.
- (12) It shall be the responsibility of the licensee to take action that vessels and other items or implements used for cooking or preparing food or used for exhibiting and selling food meant to be consumed by the customers, cleaned and washed by using soap or liquid soap before and after using.
- (13) The garbage collected in the licensed premises shall be segregated as specified in By-Law No. 14 and put in impervious garbage bins separately and disposed once a day or more than once a day if necessary. Further these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (14) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows :
- (a) Bio-degradable wastes;
  - (b) Glass;
  - (c) Paper or paper related materials;
  - (d) Polythene, plastic or polythene and plastic related materials;
  - (e) Iron and any other metal or parts of iron or any other metal;
  - (f) Residues of raw materials or part of by products and parts of other products;
  - (g) Hazardous waste.

It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.

(ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Manmunai South Eruvilpattu Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman.

(15) Every licensed premise shall be maintained free of rats, flies or any other kind of insects and 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 living beings.

(16) Food served to the customers shall not be handled by bare hands and spoons, forks or any other instruments shall be used to serve food.

(17) Every person engaged in preparing food and drinks at the licensed premise shall be provided with clean white aprons, masks, gloves, hat, and safety covers. It is the responsibility of the licensee to ensure that each employee be clean before start the work by washing body and wear these safety materials when they are on duty.

(18) It shall be the duty of licensee to provide the pure drinking water, clean towels, nail brush and soap or liquid soap to every employee at the licensed premise.

(19) It shall be the responsibility of the licensee to make all employees engaged at the licensed premises, to undergo a medical test at least once a year.

Tasks not to be  
carried out  
( 20 – 29)

(20) No person shall run a hotel within the authority of the Pradeshiya Sabha area, unless he or she has a valid permit for the purpose of that, issued by the Chairman or Authorized Officer.

(21) No person shall be allowed to sleep in any rooms other than the room reserved as bedroom.

(22) The licensee shall not allow any person to sleep in any bedroom which do not comply with the minimum space specified in para (xxiv) of By Law 5.

(23) No animals shall be kept in any rooms, kitchen or dining hall of the licensed premise.

(24) The garbage discharged from the licensed premise shall not be disposed in then and there of the land or anywhere else in the premises other than the place specified

(25) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who had been recently nursing anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the authorized place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed.

(ii) No person or persons should be engaged or allowed to be engaged at the authorized place, unless they are dressed in clean clothes ;

(26) (i) Any employee who engaged in food production or food serving shall not involve in any unhygienic or awkward activities in the licensed premise.

(ii) any person shall not engage in singing songs or activating disk , operating machine or making any unnecessary noise so as to creating inconvenience to other lodging houses or residence living closely

(27) Any licensee shall not desist or prevent such purchase referred in By-Law 30

(28) (i) No person shall keep or sell any kind of adulterated milk or milks products not contained the minimum requirements of as per the first schedule shown below accordance with the food regulations published in the *Gazette* of Democratic Socialist Republic of Sri Lanka dated 01.08.1991 under the Food Act, No. 26 of 1980.

(ii) Any licensee shall not keep or sell any kind of spoiled milk or milk products unfit for human consumption.

(29) In any licensed premises the bed rooms shall not any time consist of -

- (i) more than one bed in a single bedroom ;
- (ii) more than two single beds or a double bed in a twin bedroom ;
- (iii) more than one double bed and a single bed or three single beds in a triple bedroom, and
- (iv) more than two double beds and a single bed or one double bed and three single beds or five single beds in a family room.

Further, in respect of any hotel the license 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 triple room. However, when the age of the anybody sleeping in any room that person is below 12 years shall not be considered as one person for purpose of this section.

- (30) It shall be lawful for the Chairman or an Authorized Officer, to purchase a sample of any kind of food kept for sale or displayed for sale, for the purpose of inspection at the licensed premise. Function of the Pradeshiya Sabha (30 – 31)
- (31) In the event of the premises where any hotel is maintained under a license issued, any license contravenes any By-Law set out in this part the Chairman or an Authorized Officer 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) Under the Sub section 149 of Pradeshiya Sabha Act, No. 15 of 1987, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run hotels. Charges and fees
- (33) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to the secretary or any other officer of Manmunai South Eruvilpattu Pradeshiya Sabha Delegation of powers
- (34) The validity of every license issued under the provision of this By-law shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier. Valid period of license or permit
- (35) The Chairman or any Authorized Officer has the power to inspect the standards of these By-laws within the specified period at the licensed premises. Procedure of inspection and powers (35-38)
- (36) It shall be duty of the licensee who have received license under the provisions of these By-laws to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or any Authorized Officer.
- (37) Any licensee, who receives such notice mentioned in By- law No. 31, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the

Chairman or Authorized Officer has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.

(38) The Chairman has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned in By-law No. 37 in these By-Laws fails to act as stipulated in the notice on or before the specified date.

Complaints and resolving mechanism

(39) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers.

Violation of By-Law

(40) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence.

Fines and Penalties

(41) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Manmunai South Eruvilpattu Pradeshiya Sabha limits liable to the penalties in terms of section 122(2) in the Pradeshiya Sabha Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of section 122(2)

Interpretation and definition

(42) In these By-Laws unless the context otherwise requires,

“The Chairman” means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.

“Secretary” means the Secretary of the Manmunai South Eruvilpattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act, of Manmunai South Eruvilpattu Pradeshiya Sabha

“Authorized Officer” means any officer given authority in written by the Chairman to carry out particular duty.

“Urban Development Authority” means, the urban development authority constituted under Urban Development Law No. 41 of 1978

“The power to inspect within the specified period” means, opportunity for take measures to make business or product at the specified place.

“Licensee” means any person whosoever obtained a license under provision of this by law of the hotel and person who is responsible for management, is employed by the person in charge or Manager of the management of this place.

“Licensed premise” means place for which is issued license to take all measure under this provision.

“Hotel” means, a place where cooked meals and curries are prepared for sale or kept for display or any other meal prepared for human consumption or short-eats are prepared and kept for sale or display or where accommodation are made for customers ;

“Family room” means, a room having space for three persons to stay at a time having two double beds and one single bed or double bed and three single beds or five single beds ;

“Triple room” means, a room with sufficient space for three person to stay in at a time with a double bed and one single bed or three single beds ;

“Double room” means, a room where two person can stay in, at a time with one double bed or two single beds.

“Single room” means, a room with sufficient space for one person to stay in having only one bed ;

“Double bed” means, a bed measuring 200cm in length and 125cm in breadth having one bed and a mattress ;

“Single bed” means, a bed measuring 200cm (minimum) in length 95cm in breadth with one mattress and a bed ;

Annexure -01

**Compositional Requirements of milk**

| <i>Column I<br/>Class of milk</i> | <i>Column II<br/>Designation</i>  | <i>Column III<br/>Milk fat minimum<br/>percent</i> | <i>Column IV<br/>Milk solids other<br/>than milk fat<br/>minimum percent</i> |
|-----------------------------------|-----------------------------------|--|--|
| 1. Buffalo                        | Raw, pasteurized or<br>sterilized | 7.0  | 9.0  |
| 2. Cow                            | Do.                               | 3.5  | 8.5  |
| 3. Standardized                   | Pasteurized or sterilized         | 3.25   | 8.25   |
| 4. Toned                          | Do.                               | 2.0  | 8.5  |
| 5. Flavored                       | Do.                               | 2.0  | 7.2  |
| 6. Skimmed                        | Do.                               | -  | 8.5  |

SCHEDULE - 01

**Application For Business tax / License 20.. for conducting Hotel within the area of authority of Pradeshiya Sabha**

1. Name of the Business center:\_\_\_\_\_.
2. Place of the Business center:\_\_\_\_\_.
  - (i) Ward No: \_\_\_\_\_.
  - (ii) Assessment No:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.
3. Name of the Applicant:\_\_\_\_\_.
  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No:\_\_\_\_\_.
  - (v) Telephone No:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning:\_\_\_\_\_.
  - (ii) Type of business:\_\_\_\_\_.
  - (iii) Name of the manager of the business center / Agent Name:\_\_\_\_\_.
  - (iv) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.  
If last year license was obtained,  
License No:\_\_\_\_\_.
- Date:\_\_\_\_\_.
7. 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:.....
8. The Number of employees (including the Manager) in the Lodging House:.....
9. 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:.....
10. Bathrooms:
  - (i) The number of male bathrooms:.....
  - (ii) The number of female bathrooms:.....
11. The Number of Kitchens:.....
12. Source of water supply:.....

13. Methodology for the final disposal of solid waste:.....

I do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... To run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman/Secretary / Authorized Officer.

**For the report of Assessment Section**

Ward..... Assessment No.....  
Name of Street.....  
Name of the Owner.....  
Detail of Assessment.....  
Annual Value..... Arrears of the assessment tax.....

.....  
Date

.....  
Administrative Officer.

**For the report of Revenue Branch,**

1. Type of business.....
2. Fees to be paid:..... Under A/B/C
3. Remarks.....

.....  
Date

.....  
Revenue Inspector.

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....

.....  
Date

.....  
Public Health Inspector.

**Medical Officer of Health's Report:**

.....  
.....

.....  
Date

.....  
Medical Officer of Health.

**For the report of chief Revenue Inspector,**

|                            |                     |
|----------------------------|---------------------|
| Rent Agreement.....        | Nature.....         |
| Environmental License..... | M.O.H report.....   |
| C.O.C.....                 | Excise License..... |

Application is recommended/not recommended for the following reasons:

.....  
 .....

|               |                                   |
|---------------|-----------------------------------|
| .....<br>Date | .....<br>Chief Revenue Inspector. |
|---------------|-----------------------------------|

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

|               |                           |
|---------------|---------------------------|
| .....<br>Date | .....<br><b>Secretary</b> |
|---------------|---------------------------|

Approved/Not Approved

|               |  |
|---------------|--|
| .....<br>Date | .....<br>Pradeshiya Sabha Chairman/Authorized Officer. |
|---------------|--|

**For the report of Revenue Branch**

|                  |             |
|------------------|-------------|
| Receipt No:..... | Date of the |
| Receipt:.....    |             |
| License No:..... | Date of the |
| License:.....    |             |

Recommended to issue License.

|            |                                    |
|------------|------------------------------------|
| Date ..... | .....<br>Sectional Head (Revenue). |
|------------|------------------------------------|

Submit for signature of Pradeshiya Sabha Authorized Officer

|                |                     |
|----------------|---------------------|
| .....<br>Date. | .....<br>Secretary. |
|----------------|---------------------|

Signed

|                |  |
|----------------|--|
| .....<br>Date. | .....<br>Pradeshiya Sabha Chairman/Authorized Officer. |
|----------------|--|

**By- Laws in relating to formulate, regularize, control and monitor of bakeries  
Within the area of authority of the Manmunai South Eruvilpattu Pradeshiya Sabha**

- |  |  |
|--|--|
| (1) By-Laws in this part may be cited as the By-Laws in relating to formulate, regularize, control and monitor of bakeries within the area of authority of the Manmunai South Eruvilpattu Pradeshiya Sabha.  | Name of By-Laws                          |
| (2) By-Laws in this part are made of the purpose of protecting sanitation and health of public residing within the Manmunai South Eruvilpattu Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No 15 of 1987.  | Objective                                |
| (3) The By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (ix) (h) of Pradeshiya Sabha Act, No 15 of 1987, read with section 122 (1) of Pradeshiya Sabha Act, No. 15 of 1987.  | Legislative Enactment For making By-Laws |
| (4) Obtaining the annual license by submitting the application form in schedule 01 is the duty and obligation of the licensee.   | Tasks to be Executed (4-25)              |
| (5) The license shall be issued to any bakeries by the Chairman or Authorized Officer of Manmunai South Eruvilpattu Pradeshiya Sabha, if only the following specified conditions are fulfilled.  |  |
| (i) Premises shall be kept in clean and renovated condition whether the energy is obtained by means of firewood, Electricity or any other way.   |  |
| (ii) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable.   |  |
| (iii) Each room shall be cilium and cilium is in height not less than 3.0 metres from floor level.   |  |
| (iv) The floor of every room shall have been finished with cement or tiles.  |  |
| (v) The room in which the oven of the bakery and walls are located shall be at least in a height of 3.0 meters from the ground level of the room.  |  |
| (vi) Further all walls shall be built in bricks, cement blocks, lime stones or stones with both sides of the walls being plastered and applied with paints when the walls have been completed using timber with aluminum or other metal, surface of the timber shall be 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 2.5 meters above the floor level and the reservation for the eaves shall be at least 1.0 meter in width.  |  |
| (ix) A quality certificate shall be obtained from the Water Supply and Drainage Board in respect of drinking water used in the place, and this certificate has to be renewed at least once in every six months. If the water is supplied by the National Water Supply and Drainage Board in this place, it shall be considered as the Quality Certificate has been obtained. |  |

- (x) If the water is stored for the use of a licensed place, adequate protective measures shall be taken to prevent contamination of that water.
- (xi) Supplying water to each room of the license premises shall be made in manner by pipe line.
- (xii) In the event of the Manmunai South Eruvilpattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meter away from the constructed well.
- (xiii) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under By-Law No. 13.
- (xiv) When the bakery requesting a license is one using wood,
  - (a) The upper edge of the chimney of the oven of the bakery shall have been built a height of at least 7.5 meters above the ground level.
  - (b) A sufficient receptacle to be kept to the dispose of ash and remnants of wood removed from the oven of the bakery.
  - (c) The outside wall of the oven of the bakery shall be painted or applied with lime.
  - (d) A separate place or room shall be there to store fuel.
- (xv) When the bakery requesting a license is using electricity-
  - (a) While the electric plugs connecting electricity to the bakery equipment shall be in a safe condition and trip switches automatically functioning during high voltage and leaks in electricity shall have been fixed.
  - (b) Electric cables of electric circuit fixed within the premises shall be drawn through pipes or boxes without leakages of electricity.
- (6) If electricity facilities have been obtained for the bakery, general fire extinguishing equipment shall be maintained in working condition, and electrical fire-fighting appliances shall be provided in addition.
- (7) All spaces prescribed in By-Laws No. 5 in these By-Laws to have been applied with paints shall be so applied with paints at least once a year.
- (8) The floor of every room used for kneading flour shall be washed at least once a week.
- (9) While the surfaces of all the tables used for kneading flour shall have been finishing smoothly without any gaps otherwise there shall be fully covered with stainless metal sheets.
- (10) 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.

- (11) The bakery and its environment, drains, furniture and equipment shall be kept in prompt maintaining condition.
- (12) The licensee shall have to be supplied necessary face masks gloves and other safety materials to the employees and to be ensure whether the employees are wearing those after having body wash or bath when they have engage with their duty within the license premises.
- (13) The garbage collected in the licensed premises shall be segregated as specified in By Law No. 14 and put in impervious garbage bins separately and disposed twice a week or more than if necessary, and these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (14) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows:—
- (a) Bio-degradable wastes;
  - (b) Glass;
  - (c) Paper or paper related materials;
  - (d) Polythene, plastic or polythene and plastic related materials;
  - (e) Iron and any other metals or iron or any other metals;
  - (f) Residues of raw materials or part of by products and parts of other products;
  - (g) Hazardous waste.
- It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.
- (ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Manmunai South Eruvilpattu Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman or Authorized Officer.
- (15) A separate room shall be maintained exclusively used for storage of flour other ingredients used in the bakery shall be sufficiently ventilated and secured against entry of rats ,flies or any other kind of insects.
- (16) When storing flour in the store room mentioned By-Law No. 15 in these By-Laws a rack made of timber on a stand at a height of 20cm 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 23cm away from the wall.
- (17) It is the duty of the licensee to see that the racks mentioned By-Law No. 16 are taken out and cleaned at least twice a month.
- (18) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons. Such lavatories shall be constructed

at a distance away from manufacturing room of bakery, pantries and place for displaying or sale of products such a manner to avoid direct contact in order to maintain hygiene.

- (19) All employees of the bakery shall be supplied with pure water, clean towels, brushes to clean nails and soap or fluid soap.
- (20) It shall be the duty of the licensee to put in place a scale with standard weights, electronic balance or any other type of standard scale at a clearly visible place in all the bakery 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.
- (21) In the event of the delivery of bakery products for sale 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.
- (22) Every licensee of a bakery shall keep affixed in a conspicuous position on the outside of his premises a board with his name and the words "Licensed Bakery" legibly painted there on in Tamil, Sinhala and English.
- (23) Any persons who are taking bakery products for sales shall have a permit duly authorized by the Chairman or Authorized Officer.
- (24) Name list (including sellers) shall be kept at the licensed bakery for the inspection of Chairman or Authorized Officer.
- (25) It shall be the responsibility of the licensee to make all employees engaged at the licensed premises, to undergo a medical test at least once a year.
- (26) No person shall run a bakery within the authority of the Manmunai South Eruvilpattu Pradeshiya Sabha area, unless having a valid license issued on the application prepared according to the specimen found in schedule 1 for the purpose of that, issued by the Chairman or Authorized Officer.
- (27) Unless the date of expiry of flour and other ingredients 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.
- (28)
  - (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who had been recently nursing anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the authorized place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed ;
  - (ii) No person shall engage himself or employ anybody else in any form of sale at any licensed premise without having clean dress.
- (29) Unauthorized chemicals and colorings shall not be used for the bakery products.
- (30) No person shall sleep in any place licensed under the provisions of the by-laws in this part, and shall not be 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.

Tasks not to be carried out (26-34)

- (31) Water not suitable for human consumption, shall not be used for any bakery products. Further, if the unground water tank is constructed for use, it should be constructed a distance of 18 meters away from waste fit or ash fit.
- (32) No animals shall be kept at licensed bakery or any part of licensed bakery.
- (33) No person shall spit within the licensed premises except in to a spittoon provided for purpose.
- (34) Any licensee shall not resist or prevent such purchase referred in By-Law No. 35
- (35) It shall be lawful for the Chairman or Authorized Officer, to purchase a sample of any kind of bakery products kept for sale or displayed for sale, for the purpose of inspection at the licensed premise. Function of the Pradeshiya Sabha (35-36).
- (36) In the event of the premises where any bakery is maintained under a license issued under the By-Laws any license contravenes any By-Law set out in this part the Chairman or Authorized Officer 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.
- (37) Under the sub section 149 of Pradeshiya Sabhas Act, No. 15 of 1987, Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run hotels. Charges and fees
- (38) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Manmunai South Eruvilpattu Pradeshiya Sabha. Delegation of Powers.
- (39) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier. Valid period of license or permit.
- (40) The Chairman or Authorized Officer has the power to inspect the standards of these By- Laws within the specified period at the licensed premises. Procedure of inspection and powers (40-43).
- (41) It shall be duty of the licensee who have received license under the provisions of these By-Laws to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or Authorized Officer or any authorized officer.
- (42) Any licensee who receives such notice mentioned in By- Law No. 35, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman or Authorized Officer has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (43) The Chairman or Authorized Officer has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned in By-Law No. 35 fails to act as stipulated in the notice on or before the specified date.
- (44) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism.

- Violation of By-Law (45) Contravention of one or more than one or all of the provisions included in these By-laws shall be an offence.
- Fines and Penalties. (46) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Manmunai South Eruvilpattu Pradeshiya Sabhas limits liable to the penalties in terms of section 122(2) in the Pradeshiya Sabha Act, No .15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of section 122(2).
- Interpretation and Definition. (47) In these By-Laws unless the context otherwise requires
- “The Chairman” means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.
- “Secretary” means the Secretary of the Manmunai South Eruvilpattu Pradeshiya Sabhas or any other officer delegated to carry out the powers, functions and duties of the Secretary.
- “Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act of Manmunai South Eruvilpattu Pradeshiya Sabha
- “Authorized Officer” means any officer given authority in written by the Chairman to carry out particular duty.
- “The power to inspect within the specified period” period from the time of sun shining until the time of sun setting.
- “Licensee” means any person whosoever obtained a license under provision of this by law and person who is responsible for management, is employed by the person in charge or Manager of the management of this place.
- “Licensed premise means” place for which is issued license to take all measure under this provision.
- “Bakery products” means, bread, cake, buns, biscuits or any other kind of sweets manufactured in any bakery for sale or on order placed by any person.
- “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 prepared or where goods are stored for preparation of such food.

**SCHEDULE 01**

**Application for Business tax / License 20..... for conducting Bakeries within the area of authority of Manmunai South Eruvilpattu Pradeshiya Sabha**

1. Name of the Business center:-
2. Place of the Business center:-
  - (i) Ward No.:-
  - (ii) Assessment No.:-
  - (iii) Name of the Road/Street:-
  - (iv) GN Division No. & Name:-
3. Name of the Applicant:-
  - (i) Full Name:-
  - (ii) Permanent Address:-
  - (iii) GN Division No. & Name:-
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning:\_\_\_\_\_.
  - (ii) Type of business:\_\_\_\_\_.
  - (iii) Name of the manager of the business center / Agent name:\_\_\_\_\_.
  - (iv) Previous Business:\_\_\_\_\_.
5. If it is rented building
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
6. Whether last year license was obtained:-Yes: No:\_\_\_\_\_.  
If last year license was obtained,  
License No.:\_\_\_\_\_.  
Date:\_\_\_\_\_.

I, do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... to run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For Office Use**

For report as follows:

.....  
Chairman/Secretary / Authorized Officer

**For the report of Assessment Section**

Ward :..... Assessment No.:.....  
Name of Street :.....  
Name of the Owner :.....  
Detail of Assessment :.....  
Annual Value :..... Arrears of the assessment tax :.....  
.....  
Date Administrative Officer.

**For the report of Revenue Department,**

1. Type of business :.....  
2. Fees to be paid :.....Under A/B/C  
3. Remarks :.....  
.....  
Date Revenue Inspector.

**For the report of the Medical Officer of Health,**

Public Health Inspector's Report:  
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Date Public Health Inspector.

Medical Officer of Health's Report:  
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.....  
Date Medical Officer of Health.

**For the report of Chief Revenue Inspector,**

Rent Agreement:.....

Nature:.....

Environmental License:.....

M.O.H. report:.....

C.O.C.:.....

Excise License:.....

Application is recommended/not recommended for the following reasons:.....

.....

.....  
Date

.....  
Chief Revenue Inspector.

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date

.....  
Secretary

Approved/Not Approved

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No.:.....

Date of the Receipt:.....

License No.:.....

Date of the License:.....

Recommended to issue License.

.....  
Sectional Head(Revenue).

Submit for signature of Pradeshiya Sabha Authorized Officer

.....  
Date

.....  
Secretary.

Signed

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

**By - Laws in relating to formulate, regularize, Supervise and control of annoying business, dangerous business and annoying and dangerous business within the area of authority of the Manmunai South Eruvilpattu Pradeshiya Sabha**

- |   |  |
|---|--|
| Name of By-Laws.                          | (1) By-Laws in this part may be cited as By-Laws in relating to formulate, regularize, supervise and control of annoying business, dangerous business and annoying and dangerous business within the area of authority of the Manmunai South Eruvilpattu Pradeshiya Sabha.   |
| Objective.                                | (2) By-Laws in this part are made for the purpose of protecting sanitation and health of public residing within the Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No. 15 of 1987.   |
| Legislative enactment For making By-Laws. | (3) By-Laws are made by virtue of the powers vested in Pradeshiya Sabha by the sub section 126(ix)(k) of Pradeshiya Sabha Act No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabha Act, No. 15 of 1987.   |
| Tasks to be executed(4-15).               | (4) Obtaining the annual license by submitting the application form in annexure 01 is the duty and obligation of the licensee.<br><br>(5) The license shall be issued to any dangerous business, annoying business or dangerous and annoying business carrying by the Chairman or Chairman of Manmunai South Eruvilpattu Pradeshiya Sabha, if only the following specified conditions are duly fulfilled:<br><br>(i) The licensed premises shall be kept in clean and renewed condition ;<br><br>(ii) Walls of each room of the licensed place shall not be less than 3 meters in height ;<br><br>(iii) Walls has to be made of bricks, cement or lime stone or any other permitted stone and should be plastered and white washed ;<br><br>(iv) Each room of the licensed place shall be ceiled in height not less than 3 metres from floor level ;<br><br>(v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable ;<br><br>(vi) The roof has to be made of some permanent solid material. Eaves of the roof has to be at least 2.5metres from the ground level and the width of the eaves should be at least 1 meter max trail ;<br><br>(vii) The floor of the rooms shall be cemented and plastered or laid with floor tiles ;<br><br>(viii) Dustbins shall be kept for collecting the generated garbage at licensed place and the bins must have proper lids to prevent flies, insects and other rodents getting into them ;<br><br>(ix) Arrangements shall be made to dispose the garbage accumulated in the place, in accordance with the provisions made under section 8 of these By-Laws ;<br><br>(x) A suitable system of drains shall be made available to allow free flow of waste water disposed from any section of the premises;<br><br>(xi) In the event of the Manmunai South Eruvilpattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste |

water shall be treated and released to the public drainage. Further, soakage pit shall be covered without Mixing with air and it shall be constructed at least fifteen Meters away from the constructed well.

- (6) It is the duty of the licensee to ensure that every space where white washing is needed to be applied under By-Law No. 5 in these By-Law shall be applied with paints at least once a year.
- (7) The licensed premises shall have been swept at least twice a day.
- (8) The garbage collected in the licensed premises shall be segregated as specified in By-Law No. 9 in these By-Laws and put in impervious garbage bins separately and disposed once a day or more if necessary. Further these garbage bins shall always be kept closed, except when the garbage is being put or removed.
- (9) (i) If all the garbage generated in the licensed premises are recyclable, actions shall be taken to segregate them as follows
- a) Bio-degradable wastes;
  - b) Glass;
  - c) Paper or paper related materials;
  - d) Polythene, plastic or polythene and plastic related materials;
  - e) Iron and any other metal or parts of iron and any other metal;
  - f) Residues of raw materials or part of by products and parts of other products;
  - g) Hazardous waste

It is the responsibility of the licensee to ensure that each type of waste is put in separate bins or containers which are organized to be covered.

- (ii) Provided that the waste put in bins or containers having being categorized in the manner set out in paragraph (i) is disposed of under the programme of waste management launched by the Manmunai South Eruvilpattu Pradeshiya Sabha, the final disposal shall be done in the manner prescribed by the Chairman.
- (10) All license holders should store the materials use for the business without annoying or effluvial.
- (11) All license holders shall carry the things which are annoying or effluvial by covering and put in to unabsorbed bags without any annoying or effluvial along the public places or roads.
- (12) All license holders, shall dispose the dangerous and annoying air and gases occurring from the production process by enough high to the aerosphere without any bad effect. Otherwise shall be disposed by fire or through any solidification instrument.
- (13) All license holders shall be kept wall of business premise in safe mode without absorbing any dirty and keep in good manner.
- (14) All license holders shall kept baskets and other instruments clean should have wash the utilities daily.
- (15) All license holders clean the tank which using for wash or drunk leather or any other materials without spreading any smell.
- (16) No person shall run an annoying business, dangerous business, and annoying and dangerous business carrying within the authorized area of Manmunai South Eruvilpattu Pradeshiya Sabha, unless he or she has poses a valid license issued by the chairman or authorized officer on the application prepared according to the specimen found in annexure 01.

- (17) No any person or licensee holder shall not be allowed for using the licensed place as the place for sleeping and taking food inside in night or day time.
- (18) Any license holder should not use any river, watercourse, canal, well or any drain, sea or any other opened water areas for disposal the annoying, dangerous and effluvial things, and shall not be polluted above mentioned water resources.
- Functions of the Local Authority (19-21). (19) In the event of the premises where any dangerous business, annoying business, or dangerous and annoying business is maintained under a license issued under this By-Laws, any contravenes arose of any section of the By-Law the chairman or authorized officer shall take action to issue a notice to the said licensee for demanding him to take necessary measures to accomplish with prescribed conditions to reset the said premise to the approved position before a specified date.
- (20) Any Person running dangerous business, annoying business, or dangerous and annoying business decided by Manmunai South Eruvilpattu Pradeshiya Sabha are included in orderly in schedule Nos. (I), (II), and (III) of this By Law, it is duty of the Chairman and authorized officer to informing such person about issuing the license.
- (21) It is a duty of the Chairman or authorized officer to inform the applicant whether it is accepted to issue license or rejected with the reason in accordance with these by laws within 30 days of receiving an application.
- Charges and fees. (22) Under the sub section 149 of Pradeshiya Sabhas Act, No. 15 of 1987, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run annoying business, dangerous business and annoying and dangerous business.
- Delegation of powers. (23) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Manmunai South Eruvilpattu Pradeshiya Sabha.
- Valid period of license or permit. (24) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.
- Procedure of inspection and powers (25-27). (25) It shall be duty of the licensee who have received license under the provisions to cooperate for inspection and shall not make obstacle to stop such inspection to the Chairman or any authorized officer.
- (26) Any licensee, who receives such notice mentioned in the By- Law No. 19, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (27) The Chairman has the legal power to cancel the license issued for the place when any licensee who received such notice mentioned By-law No. 26 in these By-Laws fails to act as stipulated in the notice on or before the specified date.
- Complaints and resolving mechanism. (28) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized Officer and proper inquiry shall be carried out and the solution shall be provided by these officers.
- Violation of By-laws. (29) Contravention of one or more than one or all of the provisions included in these By-Laws is an offence.

(30) Contravention or breach of any of these By-Laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Manmunai South Eruvilpattu Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2).

Fines and penalties.

(31) In these By-Laws unless the context otherwise requires,

Interpretation and Definition.

“The Chairman” means who has been elected as Manmunai South Eruvilpattu Pradeshiya Sabha Chairman by the provisions of the Local Authorities Elections Act;

“Secretary” means the Secretary of the Manmunai South Eruvilpattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary;

“Pradeshiya Sabha” means, the Pradeshiya Sabha constituted under the Act of Manmunai South Eruvilpattu Pradeshiya Sabhas;

“Authorized officer” means any officer given authority in written by the Chairman to carry out particular duty;

“The power to inspect within the specified period” means opportunity for take measures to make business or product at the specified place;

“Licensee” means any person whosoever obtained a license under provisions of these By laws and person who is responsible for management, is employed by the person in-charge or Manager of the management of this place;”

“Licensed premise” means, specific range of place for which is issued license to take all measures under these provisions.

## First Schedule

### Annoying Businesses

- (1) Clearing and Storing Graphite.
- (2) Keeping for selling the fertilizer or chemical fertilizer.
- (3) Tanning of Leather.
- (4) Leather for selling.
- (5) Carrying on a places of animal husbandry (Meat, milk or egg).
- (6) Producing of Maldives fish or storing more than 50 Kg.
- (7) Producing rubber and keeping rubber sheet.
- (8) Maintaining a veterinary hospital.
- (9) Keeping wholesale of perishable foods for selling.
- (10) Taking fish, dry fish and salted fish more than 100 Kg.
- (11) Icing, drying and salting meats or fish.
- (12) Producing coconut charcoal or wood charcoal.
- (13) Drying tobacco.
- (14) Producing animal feed.
- (15) Producing Poonac.
- (16) Boiling meats with blood.
- (17) Producing soap.
- (18) Keeping and grinding animal's bones.
- (19) Making trunk boxes.
- (20) Keeping new and old metals.
- (21) Keeping ruined metals.
- (22) Making housing furniture.
- (23) Making cane products.
- (24) Maintaining carpeting industry.
- (25) Making syrup or fruit juice.
- (26) Making sweets.
- (27) Dunking coconut husks.
- (28) Producing brushes. (except tooth brushes)
- (29) Producing tooth brushes.
- (30) Collecting toddy.
- (31) Producing vinegar.
- (32) Cleaving timber.
- (33) Producing painting paint, varnish and distempers.
- (34) Producing soda.

- (35) Painting fibers.
- (36) Producing leather instruments.
- (37) Tin fish, fruits and other foods.
- (38) Powdering coffee and grains.
- (39) Producing baking powder.
- (40) Making gas mantels.
- (41) Producing putty.
- (42) Making camphor.
- (43) Making candle.
- (44) Producing stencil ink, writing ink and printing ink.
- (45) Producing blue of cloth washing.
- (46) Producing sealing wax.
- (47) Producing perfumes.
- (48) Producing shocks.
- (49) Producing tires or tubes.
- (50) Refill tires.
- (51) Vulcanizing tires.
- (52) Manufacturing cement.
- (53) Manufacturing cement product or asbestos.
- (54) Manufacturing sand papers.
- (55) Manufacturing plastic products.
- (56) Kilning bricks.
- (57) Weaving clothes by machines.
- (58) Manufacturing or re storing of acids.
- (59) Manufacturing of roofing tiles.
- (60) Cleaning empty gunny bags used for packing fertilizer, lime or flour.
- (61) Manufacturing cement blocks by machines.
- (62) Manufacturing garments products.
- (63) Running a poultry farm.
- (64) Manufacturing disinfectants.
- (65) Repairing and renovation of tires and tubes.
- (66) Manufacturing shoes/leather and bags.
- (67) Manufacturing cigarettes and cigarettes with tobacco.

## Second Schedule

### Dangerous Businesses

- (1) Quarrying metal.
- (2) Making cool drinks (aerated water).
- (3) Making ice.
- (4) Manufacturing vegetable oils.
- (5) Manufacturing coconut oils.
- (6) Manufacturing or storing matches.
- (7) Manufacturing of mutilated spirit.
- (8) Manufacturing tea boxes.
- (9) Manufacturing coir or other fibers.
- (10) Manufacturing products by coir or other fiber.
- (11) Storing hay.
- (12) Storing used garments.
- (13) Manufacturing and repairing jewelleryes.
- (14) Sawing timber by machines.
- (15) Quarrying lime stone.
- (16) Running a business using machines.
- (17) Storing empty gunny bags and empty bottles.
- (18) Repairing bicycles and motor bikes.
- (19) Storing used papers and newspapers.
- (20) Spray Painting.
- (21) Storing fire working or crackers.
- (22) Manufacturing metal products (machineries tools)
- (23) Running a welding work shop.
- (24) Manufacturing filling and repairing batteries.
- (25) Printers.
- (26) Blasting and gunpowder stores.
- (27) Displaying advertisement

## Third Schedule

### Annoying and Dangerous Businesses

- (1) Clearing mica.
- (2) Processing cinnamon, cloves, cardamom and fibers using chemicals.
- (3) dry clean or dyeing.
- (4) Fabric painting dyeing or batik painting.
- (5) Electro planting metals.
- (6) Manufacture of oil or animal oil.
- (7) Kilning lime stones.
- (8) Manufacturing of the fireworks or crackers.
- (9) Processing cod-liver oil.
- (10) Building boats.
- (11) Recharge or repairing batteries.

- (12) Welding metals.
- (13) Repairing motor vehicles.
- (14) Servicing motor vehicles.
- (15) Grinding metals with machines.
- (16) Running a casting shop.
- (17) Running a tin workshop.
- (18) Making bodies for motor vehicles.
- (19) Manufacturing or refilling of insecticides or fungicides, weedicides, pesticides.
- (20) Manufacturing disinfectors.
- (21) Manufacturing of mosquito coils.
- (22) Manufacturing timber protects.
- (23) Manufacturing gal tar.
- (24) Manufacturing glass products.
- (25) Making glass mirrors.
- (26) Galvanize metals.
- (27) Manufacturing welding lead.
- (28) Manufacturing aluminum products.
- (29) Manufacturing barbed wire.
- (30) Manufacturing wire nails.
- (31) Manufacturing carbon papers and typing ribbons.
- (32) Manufacturing tin, steel pipe and carbon tanks.
- (33) Manufacturing P.I buckets.
- (34) Manufacturing air conditioners and refrigerators.
- (35) Repairing air conditioners and refrigerators.
- (36) Manufacturing break liner and touch liner.
- (37) Manufacturing machineries.
- (38) Manufacturing electrical products.
- (39) Manufacturing fibers mixed with rubber.
- (40) Manufacturing storage batteries.
- (41) Assembling tractors.
- (42) Manufacturing radiator.
- (43) Manufacturing and repairing electrical products.
- (44) Manufacturing Battery.
- (45) Paddy mills.
- (46) Making coffin.
- (47) Manufacturing and repairing telephones.
- (48) Assembling and repairing electrical products.
- (49) Assembling and repairing computers and information technical instruments
- (50) Funeral service supply center (Funeral home)

**Application for Business tax / License 20..... For annoying business, dangerous business,  
and annoying and dangerous business carrying within the area of authority of  
Pradeshiya Sabha**

1. Name of the Business Centre:\_\_\_\_\_.
  
2. Place of the Business Centre:\_\_\_\_\_.

  - (i) Ward No.:\_\_\_\_\_.
  - (ii) Assessment No.:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.

3. Name of the Applicant:\_\_\_\_\_.

  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No. & Name:\_\_\_\_\_.
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.

4. (i) Date of Beginning the Business:\_\_\_\_\_.
- (ii) Name of the manager of the meat Stall:\_\_\_\_\_.
- (iii) Previous Business:\_\_\_\_\_.
  
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:\_\_\_\_\_.
  
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.

If last year license was obtained,  
License No.: \_\_\_\_\_.  
Date:\_\_\_\_\_.

I do hereby certify that the above particulars are true and accurate. I agree to comply with the provisions in the By Law. I apply for the license for the year 20..... to run the Industry/Business under the By Law.

.....

Date

.....

Signature of Applicant.

**For office use**

For report as follows:

.....  
Chairman / secretary/ Authorized officer

**For the report of Assessment Section**

Ward:..... Assessment No.:.....  
Name of Street:.....  
Name of the Owner:.....  
Detail of Assessment:.....  
Annual Value:..... Arrears of the assessment tax:.....

.....  
Date Administrative Officer

**For the report of Revenue department,**

(i) Type of business:.....  
(ii) Fees to be paid:..... Under A/B/C  
(iii) Remarks:.....

.....  
Date Revenue Inspector

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....  
Date Public Health Inspector

**Report of Medical Officer of Health:**

.....  
.....  
Date Medical Officer of Health

**For the report of Chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
.....  
Date Chief Revenue Inspector

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license.....

.....  
Date

.....  
Secretary

Approved/Not Approved

.....  
Date

.....  
Pradeshiya Sabha Chairman/Authorized Officer

**For the report of Revenue Branch**

Receipt No.:..... Date of the Receipt:.....

License No.:..... Date of the License:.....

Recommended to issue License

.....  
Sectional head (Revenue)

**Submit for signature of Pradeshiya Sabha Chairman**

.....  
Date

.....  
Secretary

Signed

.....  
Date

.....  
Chairman/Authorized Officer.

**By- Laws in relating to formulate, regularize, supervise and control of Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of authority of the Manmunai South Eruvilpattu Pradeshiya Sabha**

- |   |  |
|---|--|
| (1) By-Laws in this part may be cited as in relating to formulate, regularize, control and supervise of Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of authority of the Manmunai South Eruvilpattu Pradeshiya Sabha.      | Name of By-Laws                          |
| (2) By-Laws in this part are made of the purpose of protecting sanitation and health of public residing within the Manmunai South Eruvilpattu Pradeshiya Sabha limit as per the section 3 of the Pradeshiya Sabha Act, No. 15 of 1987.              | Objective                                |
| (3) The By-Laws are made by virtue of the power vested in Pradeshiya Sabha by the sub section 126 (XXIII) of Pradeshiya Sabha Act, No. 15 of 1987, read with section 122 (1) of Pradeshiya Sabhas Act, No. 15 of 1987.                              | Legislative enactment for making By-Laws |
| (4) Obtaining the annual license by submitting the application form in schedule 01 is the duty and obligation of the licensee.  | Tasks to be executed (4-25)              |
| (5) The license shall be issued to any Hair Dressing Saloon, Barber shop or Beauty Center by the Chairman or Authorized officer of Manmunai South Eruvilpattu Pradeshiya Sabha, if only the following specified conditions are duly fulfilled.      |  |
| (i) The licensed premises shall be kept in clean and renewed condition.   |  |
| (ii) Walls of each room of the licensed place shall not be less than 3 metres in height.  |  |
| (iii) These walls shall be built with bricks, block stones or limestone or any other approved stones and plastered and painted in both sides.   |  |
| (iv) Each room of the licensed place shall be ceiled in height not less than 3 metres from floor level.   |  |
| (v) Windows which are capable being opened outward or sideways shall be installed to each room. The area of the window shall not be less than 1/15th of the floor area. However, if the room is air-conditioned, this rule shall not be applicable. |  |
| (vi) The roof shall be made of some permanent solid material. Eaves of the roof shall be at least 2.5 metres from the ground level and the width of the eaves should be at least 1 meter.   |  |
| (vii) The floor of the rooms 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.   |  |
| (viii) Provide sufficient sitting space at least 1.5 square meter to each customer arriving at the premises expecting service.  |  |
| (ix) There shall be wash basins fixed and sufficient pipes fixed to drain waste water if water is used in providing services to customers.  |  |
| (x) In the event of the Manmunai South Eruvilpattu Pradeshiya Sabha maintaining a waste water drainage system arrangement may be made to divert waste water formed at the   |  |

premises to the said drainage system in the manner prescribed by the Pradeshiya Sabha. Otherwise, action shall be taken to divert such waste water to a soakage pit or waste water shall be treated and released to the public drainage. Further, soakage pit shall be covered without mixing with air and it shall be constructed at least fifteen meters away from the constructed well.

- (xi) Lavatories shall be constructed for the use of customers and employees separately for males and females, at the ratio of one lavatory for every ten persons.
  - (xii) The licensed premises shall not be used as a residence and it shall be separated from the buildings used as a residence.
  - (xiii) At the licensed premises, general fire extinguishing equipment shall be maintained in working condition, and if electricity supply has been provided to the place, electrical fire-fighting appliances shall be provided in addition.
  - (xiv) Sufficient light shall be provided to the inside of building.
- (6) It is the duty of the licensee to ensure that every space where paints need to be applied as set out under By-Law No. 5 shall be applied with paints at least once a year.
  - (7) The floor of the licensed premises shall wash with disinfectants at least once a month.
  - (8) During the period of providing service to customers there shall be sufficient and continuous water supply to the premises.
  - (9) It shall be enough facilities to boil water or a sterilization mechanism and a sufficient number of utensils used in sterilization in order to sterilize instruments and utensils.
  - (10) It shall be sufficient wash basins, soap or liquid soap for the use of employees when they are providing services at the licensed premises.
  - (11) Sufficient number of towels and aprons in light colors (not in dark colors) shall be provided for the use of the customers at the premises.
  - (12) At the licensed premises, a movable receptacle shall be kept with a tight lid to collect cut hair and other waste.
  - (13) At the licensed premises, at least one safety plug shall be fixed to each table in the event of electrically controlled instruments are used.
  - (14) At the licensed premises, a first aid box shall be kept containing sufficient amount of first aid instruments and drugs as prescribed by the Medical Officer of Health.
  - (15) At the licensed premises, a sufficient number of spittoons shall be kept in such manner as to be readily available to customers and employees.
  - (16) It is the duty of the licensee to ensure that all employees of the licensed center —
    - (i) Having bath or body wash before providing services
    - (ii) Maintain their clothes in a clean and healthy condition
    - (iii) Keep their nails cut and without any dirt
    - (iv) Wash their hands with soap before serving each customer

(17) The licensee shall ensure that the,

- (i) instruments used in the licensed center are sterilized after each use
- (ii) brushes and combs are sterilized after washing well before use on each day
- (iii) Receptacles, cups, soap brushes and combs are washed in hot water after each use

(18) The licensee shall ensure

- (i) that cut hair and other waste material removed after cutting hair and beard of each customer are put into a receptacle having being collected by sweeping or through electrically operated mechanism ; and
- (ii) that the blade of the barber's knife containing changeable blade is changed, after use of each customer.

(19) 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.

(20) 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. 19 action shall be taken to hand over such waste to the Manmunai South Eruvilpattu Pradeshiya Sabha scavenging vehicle in the manner prescribed under the waste management program of the Pradeshiya Sabha.

(21) 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 center.

(22) List of charges to be recovered shall be displayed at legible place within the shop.

(23) Every licensee shall maintain a register with names and address of the employees who are working at the licensed premise, it shall be the duty of the licensee to allow inspection of that register when it is so requested by the Chairman or Authorize officer.

(24) Every licensee of a Hair Dressing Saloon, Baber Shop and Beauty Centre shall keep affixed a board with his name and the words "Licensed Hair Dressing Saloon, Baber Shop and Beauty Centre" legibly painted thereon in Tamil, Sinhala and English in a conspicuous position on the outside of his premises.

(25) It shall be the duty of the licensee to refer all employed at the licensed place to a medical test at least once a year.

(26) No person shall run a Hair Dressing Saloon, Baber Shop and Beauty Centre within the authority of the Manmunai South Eruvilpattu Pradeshiya Sabha area, unless he or she has a valid license for the purpose of that, issued by the Chairman

Tasks not to  
be carried out  
(26 -34)

(27) (i) Any person at the licensed Hair Dressing Saloon, Baber Shop and Beauty Centre shall not keep or causes to keep any pet.  
(ii) No permit holder shall use any kind of unauthorized chemicals or allergic item for washing clothes.

(28) (i) Any person suffering from any contagious disease or a skin disease, or a person who has recently suffered from such disease, or any person who has been recently nursing

anybody who is suffering from such disease or any person not completed the period mentioned on the medical report, shall not be engaged in any work of the licensed place, or allowed be an assistant to a person employed in the place, unless the incubation period of the disease has lapsed ;

(ii) No person or persons shall be engaged or allowed to be engaged at the licensed place, unless they are dressed in clean clothes ;

(29) The interior of a licensed premises shall not be used in the night or in the day time as a place for sleeping or eating meals and nobody else shall be allowed to do so.

(30) The use of,

(i) any type of blood clotting pencil or any other substance, or

(ii) 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 at licensed premises.

(31) The licensee in any licensed center 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.

(32) 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 license issued under the provisions of the by-laws in this part.

(33) No person shall expectorate within any hairdresser's or barber's shop or saloon except in to a spittoon provided for that purpose.

(34) No licensee shall use any articles banned by Sri Lankan Law or Medical Officer of Health of Manmunai South Eruvilpattu Pradeshiya Sabha at licensed premises.

Function of the Local Authority.

(35) In the event of the premises where any hair dressing saloon, Baber Shop and beauty center is maintained under a license issued under the By-Laws any license contravenes any section of these 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.

Charges and fees.

(36) (i) Under the sub section 149 of Pradeshiya Sabha Act, the Secretary has the authority to charge for license fees not exceeded the maximum amount stated to run any Hair Dressing Saloons, Baber Shops and Beauty Centers.

(ii) Publishing of notice in Government *Gazette* regarding the license fees for Hair Dressing Saloons, Baber Shops and Beauty Centers shall be the duty of Manmunai South Eruvilpattu Pradeshiya Sabha Chairman as specified in above sub section (i)

Delegation of power.

(37) It shall be lawful to the Chairman to delegate any of the powers, duties and functions converted or imposed upon or vested in the Chairman by these By-Laws to any other officer of Manmunai South Eruvilpattu Pradeshiya Sabha.

Valid period of license or permit.

(38) The validity of every license issued under the provision of these By-Laws shall expire on 31st December of each year for which the license has been issued, unless its validity is cancelled earlier.

- (39) (i) The Chairman or any Authorized Officer has the power to inspect the standards of these By-Laws within the specified period at licensed premises. Procedure of inspection and Powers(39-41).  
 (ii) It shall be duty to co-operate the licensee who have received license under the provisions, to the Pradeshiya Sabha Chairman or any Authorized officer for inspection, and shall not make obstacle to stop such inspection.
- (40) Any licensee who receives such notice mentioned in By-Law No. 35 in these By- Laws, shall act as stipulated in the notice, before the specified date. If any acceptable request in written is received, the Chairman has the power to extend the specified date. However, the period of extension shall not be exceeded 14 days.
- (41) It shall be lawful for the Chairman to cancel the license issued for the place when any licensee who received such notice mentioned in By-Law No. 40 in these By-Laws fails to act as stipulated in the notice on or before the specified date.
- (42) Licensee or any person may submit any written or verbal complaint to the Chairman or Authorized officer and proper inquiry shall be carried out and the solution shall be provided by these officers. Complaints and resolving mechanism.
- (43) Contravention of one or more than one or all of the provisions included in these By-Laws shall be an offence. Violation of By laws.
- (44) Contravention or breach of any of these by-laws shall be punishable offence and if convicted after a prosecution before a court of law, which has jurisdiction within the Manmunai South Eruvilpattu Pradeshiya Sabha limits liable to the penalties in terms of Section 122(2) in the Pradeshiya Sabhas Act, No. 15 of 1987. Further in case of continued contravention of these By-Laws after convicted before a court of law which has the jurisdiction, shall be liable to additional fine in terms of Section 122(2). Fines and Penalties.
- (45) In these By-Laws unless the context otherwise requires – Interpretation and definition.
- "The Chairman" means who has been elected as Chairman by the provisions of the Local Authorities Elections Act.
- "Secretary" means the Secretary of the Manmunai South Eruvilpattu Pradeshiya Sabha or any other officer delegated to carry out the powers, functions and duties of the Secretary.
- "Pradeshiya Sabha" means, the Pradeshiya Sabha constituted under the Act of Pradeshiya Sabha.
- "Authorized officer" means any officer given authority in written by the Chairman to carry out particular duty.
- "Licensee" means any person whosoever obtained a license under provision of these by laws of the hair dressing saloon, Baber Shop and beauty center and person who is responsible for management, is employed by the person in-charge or Manager of the management of this place.
- "Licensed premise" means place for which is issued license to take all measure under this provision.
- "The appropriate time" means any occasion when service is being provided to the customers at the premises.
- "Apron" means any cloth used for covering the upper part of the body of a customer obtaining service from the licensed center.

SCHEDULE – 01

**Application for Business tax / License 20..... For Hair Dressing Saloons, Baber Shops and Beauty Centers within the area of authority of Manmunai South Eruvilpattu Pradeshiya Sabha**

1. Name of the Business Centre:\_\_\_\_\_.
2. Place of the Business Centre:\_\_\_\_\_.
  - (i) Ward No.:\_\_\_\_\_.
  - (ii) Assessment No.:\_\_\_\_\_.
  - (iii) Name of the Road/Street:\_\_\_\_\_.
  - (iv) GN Division No. & Name:\_\_\_\_\_.
3. Name of the Applicant:\_\_\_\_\_.
  - (i) Full Name:\_\_\_\_\_.
  - (ii) Permanent Address:\_\_\_\_\_.
  - (iii) GN Division No & Name:\_\_\_\_\_.
  - (iv) NIC No.:\_\_\_\_\_.
  - (v) Telephone No.:\_\_\_\_\_.
  - (vi) E-mail Address:\_\_\_\_\_.
4.
  - (i) Date of Beginning the Business:\_\_\_\_\_.
  - (ii) Type of the Business:\_\_\_\_\_.
  - (iii) Previous Business:\_\_\_\_\_.
5. If it is rented building,
  - (i) Name of the Owner:\_\_\_\_\_.
  - (ii) Address:-
6. Whether last year license was obtained:- Yes: No:\_\_\_\_\_.

If last year license was obtained,  
License No.:\_\_\_\_\_  
Date:\_\_\_\_\_.

I do hereby certify that the above particulars are true and accurate. I agree to comply with the Provisions in the By Law. I apply for the license for the year 20..... To run the Industry/Business under the By Law.

.....  
Date

.....  
Signature of Applicant.

**For office use**

For report as follows

.....  
Chairman / Secretary/ Authorized Officer

**For the report of Assessment Section**

Ward:..... Assessment No.:.....  
Name of Street:.....  
Name of the Owner:.....  
Detail of Assessment:.....

Annual Value:..... Arrears of the assessment tax:.....

.....  
Date Sectional Head.

**For the report of Revenue Department,**

- (i) Type of business:.....
- (ii) Fees to be paid:.....
- (iii) Under A/B/C
- (iv) Remarks:.....

.....  
Date Revenue Inspector.

**For the report of the Medical Officer of Health,  
Public Health Inspector's Report:**

.....  
.....  
Date Public Health Inspector.

**Report of Medical Officer of Health:**

.....  
.....  
Date Medical Officer of Health.

**For the report of chief Revenue Inspector,**

Rent Agreement:..... Nature:.....  
Environmental License:..... M.O.H report:.....  
C.O.C.:..... Excise License:.....

Application is recommended/not recommended for the following reasons:.....  
.....

.....  
Date Chief Revenue Inspector.

**Secretary's Recommendation**

Recommended for approval to issue license/not issue license .....

.....  
Date Secretary

Approved/Not Approved

.....  
Date Pradeshiya Sabha Chairman/Authorized Officer.

**For the report of Revenue Branch**

Receipt No:..... Date of the Receipt:.....  
License No:..... Date of the License:.....

Recommended to issue License. ....  
Sectional head (Revenue)

**Submit for signature of Pradeshiya Sabha Chairman**

.....  
Date Secretary

Signed

.....  
Date Pradeshiya Sabha Chairman/Authorized Officer.