

SCHEDULE I

APPLICATION FORM FOR PLANNING CLEARANCE / DEVELOPMENT PERMIT

01.	Reference Number	
02.	Details of the Applicant	
	Name of the Applicant	
	National Identity Card Number or, Passport Number or, Company Registration Number	
	Contact Information	Mailing Address
		Telephone Number (Fixed)
		Telephone Number (Mobile)
		Email Address
03.	Details of the Landowner (If the Applicant is not the Owner of the land)	
	Name of the Landowner	
	National Identity Card Number or, Passport Number or, Company Registration Number	
	Contact Information	Mailing Address
		Telephone Number (Fixed)
		Telephone Number (Mobile)
		Email Address



COLOMBO PORT CITY
ECONOMIC COMMISSION

04. Details of the land	
Plot Number	
Please attach an extract of the approved Survey Plan	
Please attach a copy of the Lease Agreement	

The Application shall be accompanied by the following documents to obtain the Planning Clearance.

- i) A copy of the payment slip or bank transfer reference number evidencing the payment of the processing fee to the Colombo Port City Economic Commission (*Please refer to Schedule V of these regulations*)
- ii) If the Applicant is not the Owner of the land plot a Power of Attorney to permit the Applicant to act on behalf of the Owner (*DCR Supplementary Form 01*).
- iii) Declaration signed by the Applicant, on the appointment of a Relevant Qualified Person who designed and prepared the plans and drawings of the building works (*DCR Supplementary Form 02*).
- iv) Declaration signed by the Relevant Qualified Person (*DCR Supplementary Form 03*).
- v) The conceptual development plan prepared by the Relevant Qualified Person for the land plot with the following details (*DCR Supplementary Form 04*):
 - a. illustrative details of massing,
 - b. landscape drawings,
 - c. internal roads,
 - d. proposed use and parameters of the land plot(s),
 - e. infrastructure,
 - f. open spaces,
 - g. elevations,
 - h. sections,
 - i. floor area by use at each floor with relevant calculations, and indication of those areas that are exempted from GFA,
 - j. any other necessary information as the Commission may require which describes the conceptual development plan and its associated improvements including the development parameters.

Upon obtaining the Planning Clearance from the Commission, the Applicant shall submit the following documents to the Commission to obtain the Development Permit.

- i) A copy of the payment slip or bank transfer reference number evidencing the payment of the processing fee to the Commission (*Please refer to Schedule V of these regulations*).
- ii) Landscape plans, building plans, detail structural drawings, geotechnical drawings and mechanical, electrical and plumbing (MEP) drawings prepared by the Relevant Qualified Person/s along with the review report from a third party accepted to the Commission on Structural, Geotechnical and MEP designs.
- iii) Any additional sets of plans or enlarged details, specifications and other information or documents relating to the development as required by the Commission.
- iv) A declaration signed by the Applicant on the appointment of a Relevant Qualified Person/s who designed and prepared the plans and drawings of the building works (*DCR Supplementary Form 05*)
- v) Declaration signed by the Relevant Qualified Person (*DCR Supplementary Form 06*)

(Above supplementary forms to Schedule I are for the applicant's convenience.)