



For office use only.

Ref. No. : .....	
Ward Name : .....	Ward No. : .....
Date Received : .....	
Registration Fee (Rs.) : .....	VAT (Rs.) : .....
Checked by : .....	.....
<i>(Name)</i>	<i>(Signature)</i>
Cash Bill No. : .....	Paid on : .....
	..... <i>(Cash Bill Clerk)</i>

**COLOMBO MUNICIPAL COUNCIL**

**APPLICATION FOR AN EXISTING LOT**

This application shall be filled in Block letters and signed by the owner / s.

I / We as the owner / s hereby apply for a lot conformation letter for the Lot ..... in Survey Plan No. .... Dated ..... in respect of the premises mentioned below.

1. Assessment No. : .....
2. Street Name : .....
3. Postal Zone : .....

**A) DETAILS OF SURVEY PLAN**

- (i) Lot No. : ..... (ii) Extent of the lot : .....
- (iii) Survey Plan No. : ..... (iv) Date of Survey Plan : .....
- (v) Date of Surveyed : .....
- (vi) Name of the Licensed Surveyor : .....

**B) DETAIL OF OWNER / S**

1. Name of the owner / s : i. ....
- ii. ....
- iii. ....
- iv. ....

- |                  |                    |           |
|------------------|--------------------|-----------|
| 2. NIC No. / s : | 3. Signature / s : | 4. Date : |
| i. ....          | i. ....            | i. ....   |
| ii. ....         | ii. ....           | ii. ....  |
| iii. ....        | iii. ....          | iii. .... |
| iv. ....         | iv. ....           | iv. ....  |

5. Postal Address : .....

.....

.....

6. Telephone No. : .....

**C) DETAIL OF AUTHORIZED PERSON :**

1. Name of the Authorized Person : .....
2. Postal Address : .....
- .....
3. NIC No. : .....
4. Tel. No. : .....      5. Signature : .....
- .....
6. Date : .....

**D) DOCUMENTS TO BE ATTACHED :**

1. True Hard copy of Survey Plan (Recently Surveyed)
2. Copy of Previous/ relevant Survey Plans referred in the recent survey plan.
3. Registered certified copy of the ownership Deed.
4. Owner's NIC copy.
5. Authorized Letter from the Owner (If owner is not available).
6. Authorized Person's NIC copy.
7. If owner is a company ; copy of Form 20 & Form 41.