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 தேசிய கட்டிட ஆராய்ச்சி நிறுவனம்
 NATIONAL BUILDING RESEARCH ORGANISATION

Issue No: 01
 Issue Date: 01/01/2022
 Revision No: 02
 Revision Date: 01/03/2023

Inspection Request Form for
 Landslide Investigation
 (NBRO/LRRMD/IB/FM/IR-LI)

* Please write clearly or type

Your number :

Office Use Only

Request number (Busy Serial No.): _____
 Estimate number (Busy): _____
 Request form received by (Name): _____
 Request form received date: _____
 Invoice number (Busy): _____
 Request form acceptance date : _____
 Report number (LIMS): _____

1.Reasons for requesting investigation (Tick appropriate cage with ✓ mark):

- (a) **Site Inspection for resettlement** (only fill in sections 1, 2, 5, 6 & 7 of the form)
 Common site proposed by government or other agency
 Individual site proposed by beneficiary
- (b) **Site Inspection of ground instability** (only fill in sections 2, 3, 4, 5, 6 & 7 of the form)

If the reason is (a) above, provide the following information

Name of beneficiary	National Identity Card Number	Reason for resettlement (ground instability risk/flood risk/ if other please specify)	If the resettlement is based on NBRO recommendations, the report number

2. Details of the site to be inspected:

District		Divisional Secretariat Division	
Local Government Authority		Grama Niladhari Division and Number	
Address of the Location			
Access route to the site to be inspected: Briefly describe the access route to the site from the nearest principal town or from an easily identifiable landmark (description with a clear diagram is advisable)			

3. Details about the risk and damages:

Date & time of occurrence or observation of the incident				
Type of incident as per your or your officers' observations : (Tick appropriate cage with ✓ mark)	<input type="checkbox"/>	Landslide	<input type="checkbox"/>	Earth Cut Failure
	<input type="checkbox"/>	Subsidence	<input type="checkbox"/>	Rock fall
	<input type="checkbox"/>	Other (briefly specify)		
Reason for the instability				
Number of endangered houses/buildings/infrastructures				


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Request form acceptance receipt	Request number (Busy Serial No.)			
	Request form acceptance date			
Request form received by	Name		Signature	
	Designation		Date	
* Estimation No.		* Fee (Rs.)		* Paid (✓)
* Payment receipt received by	Name		Signature	
	Designation		Date	

* Only for private applicants

CONTROLLED

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4. Details of endangered houses/buildings (If necessary, use a separate annexure)

House owner's name	National Identity Card Number	House address	Contact Numbers	Nature of the Damage				If temporarily evacuated yes/no
				Fully	Partially	Minor	None	

5. Information of the Government officials/ community representatives/ persons who can be contacted for field inspection :

Name	Designation & Institution	Contact Number

6. Additional remarks

Has the place/houses been investigated by NBRO previously? If yes, details of NBRO reports with report number and date	Yes	No	Unknown
Additional remarks: Please attach supportive documents (Eg. relevant photographs, reports, letters) if available	Details:		

7. Requester's Details (requests made by government institutions should be certified by District/Divisional Secretary):


<u>Only for public (estate sector) requests</u>	<u>Only for private requests</u>
Signature: _____ District/Divisional Secretary (Should be certified with official stamp)	National Identity Card Number : Postal/E-mail Address: Telephone Numbers (Land/Mobile): Signature:
Date:	Date:

Refer the instructions sheet

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Please kindly note that in emergency disaster situations, Emergency Response Reports will be issued as soon as possible, while 4 weeks-time from the date of job acceptance may be taken for issuance of the detailed landslide investigation report and, under special circumstances this duration may exceed depending on the nature of the investigation. Please note that the job acceptance date will be considered as the date on which the duly completed request form with essential documents annexed, is submitted to the NBRO. For private applicants, the payment receipt obtained after making the full payment should also be annexed.

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Instructions Sheet


- i. This request form can be obtained from any district office or official website of the NBRO.
- ii. This request form should only be used for obtaining preliminary landslide investigation reports for risk sites and resettlement sites
- iii. Duly completed request form should be submitted to the respective NBRO district office with the following annexures.

- For all resettlement sites, copy of the deed of the land and a copy of the survey plan of the land prepared by a licensed surveyor.
- If the individual resettlement site proposed by the beneficiary is a land with a built house, a copy of the building plan.
- In case the beneficiary is proposing a house plan prepared by an external party, a copy of the particular building plan that is designed, drawn by a qualified professional accepted by the approving institution, and certified as indicated below with name, designation, registration number, signature, date and official stamp;
 "I certify that these plans of buildings and associated structures were designed to suit morphology and ground stability conditions of the particular land, drawn and checked by me"
 If paying privately for an investigation, the payment receipt

Inspection charges (only for private applicants)

- i. Charges will be calculated in accordance with the approved rates based on nature of the site and investigation (District office, Web Site).
- ii. Amount specified in the cost estimate prepared upon presenting the completed request form to the NBRO, should be credited to the account in the name of the relevant NBRO district office in **Peoples Bank-Thimbirigasyaya branch** and the receipt for payment attached to the duly completed request form should be handed back to the respective NBRO district office. A clear image of the receipt could be accepted via Email, WhatsApp with the condition of submitting the original upon collecting the report.
- iii. Field inspection will only be carried out by NBRO after the request form has been duly handed over and stipulated charges have been paid in full.

NBRO District Offices	Account Number
Badulla	086-1-001-7-0021157
Nuwra Eliya	086-1-001-1-0021155
Kandy	086-1-001-5-0021158
Matale	086-1-001-8-0021147
Kegalle	086-1-001-6-0021148
Ratnapura	086-1-001-7-0021162
Kalutara	086-1-001-1-0021160
Galle	086-1-001-4-0021149
Matara	086-1-001-2-0021150
Kurunegala	086-1-001-8-0021152
Colombo	086-1-001-2-1189756

INQUIRIES 	Head Office	:	Landslide Research & Risk Management Division, National Building Research Organisation, 99/1, Jawatta Road, Colombo 05.
	Tel	:	(011) 2588946, 2503826, 2500354, 2503431 (Ext:625 / 626)
	Fax	:	(011) 2589943, 2502611
	Email	:	nbro.lrrmd@yahoo.com, nbro@slt.net.lk
	Web Site	:	www.nbro.gov.lk

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