



ජාතික ගොඩනැගිලි පර්යේෂණ සංවිධානය
 தேசிய கட்டிட ஆராய்ச்சி நிறுவனம்
 NATIONAL BUILDING RESEARCH ORGANISATION

Issue No: 01

Issue Date: 01/01/2022

**Inspection Request Form for
 Landslide Risk Assessment for Building
 (NBRO/LRRMD/IB/FM/IR-LRAB)**

Revision No: 02

Revision Date: 01/03/2023

* Please write clearly or type

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. Particulars of the applicant and land owner

Person	Name with initials	National Identity Card Number (Please attach a copy)	Telephone Numbers	
			Land	Mobile
Applicant				
Land Owner				
Postal & Email Addresses of the applicant				
Postal & Email Addresses of the land owner				

*If applicant is not the land owner, a letter of consent from owner with the copy of National Identity Card/Passport should be attached


2. Particulars of the land where the construction is proposed:

District		Divisional Secretariat Division	
Local Government Authority		Grama Niladhari Division Name & No.	
Address			
Deed No			
Survey Plan	No.	Lot No.	
	Date	Name of Surveyor	
Extent of land	Acres	Roods	Perches
Present usage of land (Tick appropriate cage with ✓ mark)	With buildings		Bare land
	Agricultural land; crop		
	Other (briefly describe)		

Approved By: Director	Issued by: Technical Manager/Quality Manager	Page 1 of 2
-----------------------	--	-------------



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

 CONTROLLED	ජාතික ගොඩනැගිලි පර්යේෂණ සංවිධානය தேசிய கட்டிட ஆராய்ச்சி நிறுவனம் NATIONAL BUILDING RESEARCH ORGANISATION		Issue No: 01
			Issue Date: 01/01/2022
	Inspection Request Form for Landslide Risk Assessment for Building (NBRO/LRRMD/IB/FM/IR-LRAB)		Revision No: 02
			Revision Date: 01/03/2023

3. Details of the proposed construction:

Building Plan	No.		Date							
	Name & qualifications of the professional responsible for the building plan									
Details of the Building										
Intended usage of Building	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Institutional	<input type="checkbox"/>	Other
Details if the proposed is an associated structure to a building	Type of structure									
	Dimensions of associated structure :									

4. Access route to the proposed land:



Briefly describe the access route to the site from the nearest principal town or from an easily identifiable landmark (supporting the description with a clear diagram is advisable).

Contact person and phone number for land inspection : _____

5. Any other related or special information or remarks:

6. Signature of the applicant: _____ **Date:** _____

Please refer instruction sheet for list of documents to be submitted with this request form and additional information

Approved By: Director 	Issued by: Technical Manager/Quality Manager 	Page 2 of 2
---	--	-------------



Please note that 2 weeks-time from the date of job acceptance will be taken for issuance of the risk assessment certificates/recommendations for a normal inspection and this duration might exceed in special cases. Please note that the job acceptance date will be considered as the date on which the duly completed request form with essential documents annexed and payment receipt obtained after making the full payment is submitted to the NBRO.

	<p>ජාතික ගොඩනැගිලි පර්යේෂණ සංවිධානය தேசிய கட்டிட ஆராய்ச்சி நிறுவனம் NATIONAL BUILDING RESEARCH ORGANISATION</p>	Issue No: 01
		Issue Date: 01/01/2022
	<p>Inspection Request Form for Landslide Risk Assessment for Building (NBRO/LRRMD/IB/FM/IR-LRAB)</p>	Revision No: 02
		Revision Date: 01/03/2023

Instructions Sheet

i. This request form can be obtained from any local government authority (date stamped) or any NBRO district office or official website of the NBRO.

ii. This request form should be used only for obtaining approval for the construction of buildings and associated structures.

iii. Follow the below guidelines in marking the intended usage of the proposed building under section 3 of the request form.

Residential :- All houses to be constructed for personal residing.

Commercial :- Houses to be constructed for renting or leasing and buildings to be constructed for commercial purposes including hotels, shops etc.

Industrial :- All buildings to be constructed for small, medium or large scale industrial purposes.

Institutional :- Buildings and other associated and infrastructural constructions for public purposes to be constructed by the state or other organizations approved by the state.

Other :- Buildings not coming under any of the aforementioned categories

“Associated structure to a building” refers to any structure pertinent to the building such as boundary walls, retaining walls, stairs, drainage systems, building extensions, internal and external alterations, dug wells, tube wells, drill holes etc.

iv. Duly completed request form should be handed over to the respective NBRO district office or local government authority office along with the following annexures.

Clear copies of national identity cards of the land owner and the applicant.

If applicant is not the land owner, a letter of consent from the owner.

Copy of the deed.

Two Copies of the survey plan prepared by a licensed surveyor (in original scale without any upsizing or downsizing).

Copy of the building plan designed, drawn and certified as indicated below by a qualified professional accepted by the building construction approving agency.

“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” - should be certified with name, designation, registration number, signature, date and official stamp.

When requested, any other relevant plans or documents; contour plan (scale not less than 1:1000) and copies of each relevant investigation report or other documents as deemed necessary.

Payment receipt (bank deposit slip or receipt issued by local government authority).

	ජාතික ගොඩනැගිලි පර්යේෂණ සංවිධානය தேசிய கட்டிட ஆராய்ச்சி நிறுவனம் NATIONAL BUILDING RESEARCH ORGANISATION	Issue No: 01
		Issue Date: 01/01/2022
	Inspection Request Form for Landslide Risk Assessment for Building (NBRO/LRRMD/IB/FM/IR-LRAB)	Revision No: 02
		Revision Date: 01/03/2023

Charges for inspections

- If the request is submitted through the local government authority, the applicable application fee will be charged by the local authority.
- For only residential constructions of Samurdhi beneficiaries and low-income recipients, a land investigation charge of Rs. 100.00 would be charged. To be eligible for this concessionary rate, a photocopy of the Samurdhi card or income/salary particulars should be attached.
- Applicable approved fees are charged for land inspections relevant to residential, institutional or commercial and industrial buildings based on the type of building and the land extent (District Office, Web Site).
- If requesting through the local authority, duly completed request form should be submitted and specified charges should be paid to the local authority. Otherwise, the completed request form should be submitted to the relevant NBRO district office and using the cash deposit slip given from there, the stipulated charges should be credited to the account in name of the relevant NBRO district office in **Thimbirigasyaya branch of People's Bank**. Copy of the deposit slip attached with 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.
- Field inspection will only be carried out by NBRO after the request form has been duly handed over and the 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@sltnet.lk
	Web Site :	www.nbro.gov.lk

Approved By: Director 	Issued by: Technical Manager/Quality Manager 	Instructions- page ii
---	--	-----------------------