Instructions and Guidelines - National Green Building Certification

"Before obtaining National Green Certificate for any building in the public or private sector, the relevant building must first receive **Preliminary Planning Clearance** from the Urban Development Authority's main office or respective sub-offices, confirming that it complies with the Urban Development Authority's planning regulations"

According to the GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA – 08.07.2021 – Clause 44.

"Green Building Certificate issued by the Urban Development Authority shall be obtained in respect of every Development Activity which contains a floor area of **1000 m^2** or more except industrial buildings and factories etc."

01. Registration for Green Building Certification

Along with the preliminary Planning Clearance, registration must be done with the Environment and Landscape Division of the Urban Development Authority in order to obtain the Green Building Certification for the building.

Requirements for registration:

Obtain the registration application form from the Environment and Landscape Division or the respective sub-offices of the Urban Development Authority (application can be received via email by sending a request to greenrating@uda.gov.lk).

- **Filling of the application form:**
  - Clients name and the address to be as per the Preliminary Planning Clearance (PPC) or the development permit application.
  - If a third party is involved in the process on-behalf of the client, a letter confirming that the Client has no objection and has delegated authority must be attached (client's consent letter).
  - The Client's signature and seal must be included at the end of the application.

- The email address of the Client and the third party involved must be provided at the top left corner details of the first page of application.
- Submit the completed application form along with, a
    - copy of the survey plan of the land,
    - a location map,
    - where the approval process is coordinated by a third party (only an allied professional specified in the Gazette Notification) on behalf of the client, a letter of consent issued on the client's official letterhead, duly signed by the client or an authorized representative, shall be submitted.
    - a copy of the Client's National Identity Card,
    - If the Client is a company, copies of the Business Registration Certificate and VAT Registration Certificate must also be attached.

- Along with the duly filled application, approved survey plan copy, Location plan, Client's NIC copies, should be submitted
- If the client is a company, the business registration and the VAT registration documents should be submitting in addition to the duly filled application, approved survey plan copy, Location plan when registering.
- A registration fee of **LKR 5,000.00** plus applicable taxes **SSCL and VAT** (**total is LKR. 6047.50**) must be paid.
- Payment may be made either:

  • In Cash or Cheque (drawn in favor of Chairman, Urban Development Authority) at the UDA Cashier, 6th Floor, Sethsiripaya, or

  • By bank deposit / online Transfer to:

  Urban Development Authority – People's Bank, Account No. 004-1-001-4-0000962

  Please forward the payment slip for our reference.

- Upon registration, a registration number will be issued for the building, and
    - the registration letter,
    - processing fee scale for the next stage of the certification
    - a softcopy of National Green Building Certification - Guideline book
    - a softcopy template of the Design Assessment (DA)

- a softcopy template of the Completion and Verification (CVA) reports will be provided.

02. Design Assessment Stage (DA)

This stage primarily involves the evaluation of the **proposed design** for the building.

- The required calculation and information should be completed along with the attachments (documents / drawings) as per the **given document template**.

The UDA Green Team is available on weekdays from 8.30 a.m. to 4.00 p.m. to provide free guidance on the preparation of the Design Assessment Report. Applicants may obtain assistance via telephone or by visiting the Environment and Landscape Division

- Attach readable layouts preferably **A3 sized**.
- Attachments to be complied **adjoining** each claiming mark.

Submission must be done to the Environment and Landscape Division. Either;

- **A softcopy** (a PDF Version) along with the signed and sealed cover letter via email (greenrating@uda.gov.lk) , or
- **A hardcopy**, sign and seal for each claiming mark by the responsible professional (Charted Engineer, Chartered Architect

- The Client must send an email including the green building registration number and the **Total Floor Area (TFA)** of the building to greenrating@uda.gov.lk Based on this, a letter specifying the processing fee for the National Green Building Certification will be issued by the Environment and Landscape Division of the Urban Development Authority.
- The stated **75% of the total processing fee** for the Design Assessment (DA) plus applicable taxes (SSCL + VAT) must be paid upon submission of the Design Assessment report.
- Payment may be made either:
  - In Cash or Cheque (drawn in favor of Chairman, Urban Development Authority)

    at the UDA Cashier, 6th Floor, Sethsiripaya, or
  - By bank deposit / online Transfer to;

Urban Development Authority – People's Bank, Account No. 004-1-001-4-0000962

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- When the **Submission and Payment is fulfilled**, the submitted Designs Assessment report will be evaluated by the Green Technical Committee.
- The evaluation of the report will take not more than **14 working days.**
- Then the results of the report evaluation will be shared with the client via email. If the report has score the minimum requirement of 40 marks out of 100 marks, the **Score Summary** along with the **Provisional Green Building Certificate** (One of the clearances for the Development Permit) will be issued.
- If the Report has not achieved the **minimum requirement of 40 marks** out of 100, the **Failed Letter for Design Assessment** will be issued to the client along with score summary, requesting additional information or the documentation to reach the minimum requirement.
- The client or the client's representative need to submit the requested additional details for the projects which have not achieved the required 40 marks, then the re-evaluation will be performed to evaluated the submitted additional details and attachments. Upon completing the minimum 40 marks out of 100, **the Score Summary along with the Provisional Green Building Certificate** will be issued.
- After receiving the **Provisional Green Certificate,** the client should officially inform the Environment and Landscape Division when the construction of the building is commenced.
- During the construction process, the Technical Committee of the Urban Development Authority will visit the site at least three times for inspection.
- The client should gather details during the construction phase which are requested for the **Completion and Verification Assessment**.

03. Completion and Verification Assessment (CVA)

For this stage,

- The stated 25% of the processing fee plus applicable taxes (SSCL + VAT) must be paid upon submission of the Completion and Verification assessment report.
- Payment may be made either:
    - □ In Cash or Cheque (drawn in favor of Chairman, Urban Development Authority) at the UDA Cashier, 6th Floor, Sethsiripaya, or
    - □ By bank deposit / online Transfer to;

  Urban Development Authority – People's Bank, Account No. 004-1-001-4-0000962

  Please forward the payment slip for our reference.
- When the Submission and Payment is fulfilled, the submitted design assessment report (which has been prepared according to the Template) will be evaluated by the Green Technical Committee and supervised by the Intellectual Committee.
- The evaluation of the report will take not more than **14 working days.**
- After the completion of the Completion and Verification assessment **a site inspection** will be taken place to verify the given details in the Completion and Verification assessment.
- Then the results of the Completion and Verification assessment report evaluation will be shared with the client via email. If the report has scored the minimum requirement of 40 marks out of 100 marks, the score summary along with the Final Green Building Certificate letter and the Final Green Building Certificate will be issued.
- If the Report and during the inspection the project has not achieved the minimum requirement of 40 marks out of 100 marks, the Completion and Verification assessment failed letter will be issued to the client along with score summary, requesting additional information, site improvements or the documentation to reach the minimum requirement.
- The client needs to submit the requested additional details, then the re-evaluation and/or a re-inspection visit will be performed to evaluate the submitted additional details and attachments. Upon achieving the minimum 40 marks out of 100 marks, the score summary along with the Final Green Building Certificate letter and the Final Green Building Certificate will be issued.

Certification levels: 40–49 points: Certificate Level (Minimum requirement)

50–59 points: Silver Level

60–69 points: Gold Level

70 and above: Platinum Level

Special Notes:

If the client or the client's representative needs instructions or clarifications regarding the Design Assessment Report and the Completion and Verification Assessment report preparation, they can visit the Environment and Landscape Division to refer to the sample reports of the previous projects, which obtained National Green Building Certification.

Payment Method:

- Payment may be made either:
  - In Cash or Cheque (drawn in favor of Chairman, Urban Development Authority) at the UDA Cashier, 6th Floor, Sethsiripaya, or
  - By bank deposit / online Transfer to;

    Urban Development Authority – People's Bank, Account No. 004-1-001-4-0000962

  Please forward the payment slip for our reference.

- The cheques should be written in favor of Chairman, Urban Development Authority.
- Payments are accepted only between **8:30 a.m. – 12:30 p.m.** and **1:00 p.m. – 3:00 p.m.** at the UDA Cashier, 6th Floor, Sethsiripaya
- If you are already a VAT payer and require confirmation related to the VAT percentage paid, please notify Shroff before making the payment.

If you require further information and clarification, do not hesitate to contact:

National Green Building Certification Team

Environment and Landscape Division

7th Floor, Urban Development Authority

"Sethsiripaya Stage I", Battaramulla

Phone: 011-279 7200 | Ext: 2847 |

Direct Line: 011 287 7471

Email: greenrating@uda.gov.lk