

Circular letter No: 1/2023

2023-08-24

To all Registered Surveyors

Applications for Annual Practising Licence for 2024

1. Applications are hereby invited from qualified registered surveyors not in public service for annual practice Licences for 2024 from 01st September 2023. Please follow one of the options below to make your applications.

Only for Licence Renewal applicants

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|--|----------------------------------|
| 1.1. Deadline for applications receivable by LSC | : 31 st October, 2023 |
| Total of Licence fee and taxes | : 6,000/- |
| 1.2. Deadline for applications with late fees | : 31 st March, 2024 |
| Late fee per month or part there of | : 1,000/- |
| 1.3. Additional Gazette Fee of Rs. 5,000/- will be charged in addition to the above fee if submit the application after 15th March 2024 | |

2. Method of obtaining applications

2.1. Option I

- 2.1.1. This facility is now available ONLINE. Kindly follow the under mentioned guidelines. You should, by this time have made your payments to the bank and possess the payment slip with you. Your application cannot be downloaded until payment details are entered to the system (Refer para 3 for payment).

- Open web → www.landsurveycouncil.org
- Click "**Login**" → select "**Surveyor**" in drop down menu
- Type → **User ID** (your Registration No) + **Password** (NIC or the password changed by you)
- Click → **Login**
- Check → details in your personal page
- Click → **Licence Application – Year 2024**
- Answer → All the questions and fill blank cages to get the application
- Click → on the button "**Download the Application**"

- 2.1.2. After clicking the button, your completed application form is downloaded into the '**download folder**' of your computer. Get the print-outs of the covering letter and completed Application Form duly signed by you together with the bank payment slips and the other required annexures those have to be sent to Land Survey Council under registered post on or before 31st October, 2023. (Please follow the instructions mentioned beneath before posting your application)

2.2. Option II

- 2.2.1. Those who are interested to get the assistance of LSC staff to complete and submit the application can visit LSC on office days from 09.00 am to 03.00 pm and get the service after paying 1,000/-.

3. Method of paying Licence Fee

- 3.1. The fees should be credited to Account Number of Land Survey Council in Bank of Ceylon, Narahenpita Branch – 0001658239 using a Cash Deposit Slip. **Any other method of payment is not accepted.**
- 3.2. Normally, late fees and other charges should be payable corresponding to the date of physically submission of the application to LSC.
- 3.3. The name & Registration number of RLS should be printed on its body.
- 3.4. Reference Number/s of the pay in slip/s should be entered in the application form.

[illegible]

4. Annexures

- 4.1. When forwarding applications for the licence, uniformity in all documents to be forwarded together with the application is to be adhered without using their own interpretations by the RLSS. The completed application should accompany only the documents you need to provide from the following attachments (It is mentioned under “Annexures” in your application).
- 4.2. A clear copy/copies of bank paid slip/s.

Only for Licence renewal applicants

- 4.3. **Certified photo copy of the Plan Issue Register (see below 'd')** provided by LSC or maintained according the format in book form for the period from September 15th previous year to September 14th of the current year. *For further instructions in maintaining PIR vide LSC circular No. 1/2015 and 1/2016.*
- a. Plan Numbers should be continuous without any prefixes or suffixes categorized on yearly basis. However statutory plans prepared by Registered Licensed Surveyors should carry out the plan numbers given by Survey Department entered in the PIR accordingly.
 - b. There should be no gaps between plan numbers. Explanations such as "Plan No. not used; Plan No. not issued" should be avoided by assigning Plan numbers at the time of issue NOT at the commencement of the survey.
 - c. If the name of land is too long to accommodate the space provided it may be abbreviated to understand the content.
 - d. Copies from the PIR must be certified as "True Copy" and signed by the RLS under his seal on each page.
 - e. In the event of further clarification is required in the application, PIR or other submitted documents, RLS may be required to be present before the LSC with necessary documents for clarification.

- 4.4. For those RLSS employed or on contract with local institutions or companies, in the absence of PIR, it should be reflected in their application preferably with proof documents from employer.
- 4.5. **Participation of Continuous Professional Development (CPD) programs** conducted by LSC or District Associations or institutions approved by LSC followed during the past year will only be considered.
- a. According to section 41(2) and 54 of the survey Act, the regulations published in the general gazette No 1420/20 of 23.11.2005, para 'g' of LSC Circular No 1/2015 dated 17-12-2015 and para 07 of LSC Circular No 1/2016 dated 10-06-2016, RLSS should follow **at least two (02)** CPD programs every year to update their professional knowledge and skill.
 - b. Due to non-fulfillment of this requirement, the Land Survey Council has the power to temporarily suspend the Licence or refuse to renew the Licence in terms of section 54.2.(a) of the Survey Act No. 17 of 2002.
 - c. So that, by applicants other than in the exceptional cases mentioned in paragraph 4.5.e must have completed **at least two** prescribed CPD programs approved by the Council during the period from September 15th of the previous year to September 14th of the current year.
 - d. Applicants who participated in CPD courses during above period to be eligible for obtaining the 2023 Licence, should not consider them for the 2024 Licence.
 - e. Retirees from the Sri Lanka Survey Service applying for the first time after retirement are not required to participate in CPDD for the current year.
 - f. The requirement to attend CPDD cannot be waived on the basis of age if they are in active practice. Those RSS who are unable to engage in active practice due to ageing or physical impairment can request for a Conditional Licence only to issue copies of plans or to appear in Courts where they can be exempted from attending CPDD.
 - g. RLSS who are working abroad should produce proof documents of his employment in addition to participation of at least one CPD.

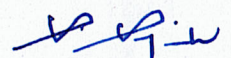
Only for first time applicants and surveyors who changed their previous records

- 4.6. **Two colour photographs** to the size of 4 cm X 3 cm. One photograph should be pasted on a blank A4 white paper and should be certified by a Justice of Peace as follows "I certify that the photograph above is that of Mr./Ms. (Full name)".
- 4.7. A **certified copy of your National Identity Card** (both sides) - You could get them certified by Senior Officer in the Survey Department who is not below the rank of Snr. SS or Secretary of Land Survey Council. Certified copies of your professional certificates. (You could get them certified by a Justice of Peace or Senior Officer in the Survey Department who is not below the rank of Snr. SS or Secretary of Land Survey Council.

5. Procedure for sending applications

- 5.1. **Surveyors in the public service and First time applicants** should reach their applications through Surveyor General.
- 5.2. **Surveyors not engaged in the public service and applying for Licence renewal**, should reach their applications directly to 'Secretary, Land Survey Council, No.150, Bernard Soyza Mawatha, Narahenpita Colombo 05' before the closing date. "Application for the Licence -2024" should be stated on the top left hand corner of the envelope.

For further particulars please call LSC office via Telephone Number 011-2504286.



S. Sivanantharajah
Chairman
Land Survey Council