

Introduction/Summary

The Local Government (Municipalities) Act 2009 defines the role and main responsibilities of the Municipality (Part Three, Chapter Two, Section 50). It is mentioned here that the main duties and functions of the Municipality are to provide all types of civic amenities to the citizens of the area under its jurisdiction in accordance with the provisions established by this Act and other laws, among which sanitation and sewage management are one of them. The ‘Sewage Management Institutional and Legal Framework 2017’ published by the Local Government Department specifies the responsibilities of the Municipality in the matter of sewage management. In order to fulfill its objectives, the said Act empowers the Municipality to make by-laws on any or all the matters mentioned in the Eighth Schedule and on all relevant and supplementary matters (Part Five, Chapter Two, Section 122).

Currently, there are no rules issued by the government under the Local Government (Municipalities) Act 2009 regarding sanitation and sewage management. However, the Local Government Department has issued various circulars or guidelines from time to time for the implementation of sanitation system under this Act, including the Municipal Model Tax Schedule, 2014, Guidelines on Approval of Design of Buildings/Establishments in Areas Under the Jurisdiction of Municipalities Outside the Scope of Development Authorities and Ensuring Quality of Buildings, 2017; Circular on Protection of Life and Property of Workers Engaged in Septic Tank Cleaning and Management by Preventing Unwanted Accidents, 2017, and Institutional and Legal Framework for Sewage Management, 2017. Although the Municipal Water Supply Model By-Law, 1999 was published by the Local Government Department, there is no model by-law related to sanitation.

According to the needs of the country, the Sanitation Bye-Law 2024 was formulated under the Local Government (Municipality) Act 2009 and the circulars and guidelines issued by the government from time to time. In this case, assistance has been taken from the draft of the Sanitation Bye-Law prepared by Kushtia Municipality.

Municipality Sanitation Bye-Laws
----- Municipality, -----
Notification
Date: ----- 2024

By virtue of the powers conferred by section 122 of the Local Government (Municipalities) Act, (Act No. 58 of 2009), the Municipality of ----- hereby makes the following Bye-Laws, namely:

1. Short title and Chapter One Commencement. — (1) This Bye-Law may be called the ----- Municipality Sanitation Bye-Laws, 2024.

(2) It shall come into force on such date as the Municipality may by notification appoint.

2. Definitions— In this Bye-Law, unless the subject or context otherwise requires,-

(a) ‘Municipality’ means the ----- Municipality;

(b) ‘Authorised Officer’ means any officer of the Municipality empowered by the Municipality to perform any function under this Bye-Law;

(c) ‘Desludging’ means the process by which the waste or sludge/septage accumulated in a septic tank, pit latrines or sewage treatment plant is removed or transferred or disposed of by a trained sanitation worker or registered operator of the municipality from the sanitation system of a building to a place designated by the municipality;

(d) ‘Liquid waste’ means the separated liquid waste from an on-site sanitation system or septage which flows in the form of a stream;

(e) ‘Faecal sludge’ means any material associated with the accumulated waste or faecal waste that is removable from an on-site sanitation system, and for this purpose shall include septage;

(f) ‘Person’ shall also include any individual, company, firm, agency, association or institution;

(g) ‘Operator’ means any person or institution engaged in the removal, transportation or treatment of sewage;

(h) ‘Septage’ means liquid sewage capable of being removed from a septic tank or pit;

(i) ‘Transport’ means the transportation of sewage to a place designated by the Municipality by a vacutag or any other sewage transport vehicle approved by the Municipality or the operator;

(j) ‘Licensed operator’ means a licensed person or operator engaged in the removal, transportation and disposal of sewage by the Municipality to a designated place;

(k) ‘License’ means a license issued by the Municipality or any officer of the Municipality authorized by it to provide any type of service related to sewage and septage management;

(l) ‘Fecundity Management Service’ means the service provided for the collection, removal, transportation of fecal waste in the Municipality area and the removal, transfer or disposal of fecal waste at a place designated by the Municipality:

(m) ‘Slum’ means a cluster of five (5) or more houses scattered in an unsanitary environment on vacant land owned by the Government, semi-Government or private sector.

(n) ‘Onsite Sanitation System’ means the sanitation infrastructure constructed for the collection, storage and disposal of human excreta from such holding premises and which includes various types of pit latrines including septic tank system.

Chapter II

Onsite Sanitation System

3. Onsite Sanitation System— For the purpose of this Bye-Law, every holding or building situated within the Municipality area shall have an ‘onsite sanitation system’.

4. Design, construction and repair of on-site sanitation system, etc.— (1) The on-site sanitation system shall have separate septic tanks with sump pits along with the toilets of the building and the size of each septic tank and sump pit shall be based on the number of users determined by the Municipality, and for that purpose, the design of on-site sanitation system with septic tank shall be prepared in each building and it shall be constructed and repaired by the registered masons and plumbers of the Municipality in accordance with the provisions of the Bangladesh National Building Code or the engineering practices recognized by the Municipality. (2) In the case of semi-paca or raw building of common houses, on-site sanitation system facilities with at least twin-pit latrine technology shall be constructed as per the design approved by the Municipality.

5. Registration of designers, masons and plumbers involved in the design, construction and repair of on-site sanitation systems, etc.— (1) The Municipality shall, in the manner prescribed, register the designers, masons and plumbers involved in the construction and repair of on-site sanitation systems and the Municipality shall, from time to time, make arrangements for the wide dissemination of the said list by publishing it in the local media for the information of all concerned.

(2) The Municipality may take appropriate training arrangements for the masons and plumbers registered under sub-section (1).

6. Maintenance of on-site sanitation— (1) It shall be the responsibility of the owner, caretaker or occupier of every holding or building having on-site sanitation system to maintain the said system properly and to ensure that the environment is not polluted by the discharge of sewage from the said on-site sanitation system into any open space or drain due to any defect in the prescribed construction or failure of the sanitation system in its normal operation.

(2) Waste water used for cleaning or cooking, washing and bathing of a household or house or building or any kind of solid waste shall not be discharged into any septic tank or any place where sewage is collected; provided that in cases where a DEWATS system is in place, the waste water used for cleaning or cooking, washing and bathing of a household or house or building may be discharged into the septic tank or such system.

7. Sanitation system in private residential projects— (1) In the case of private residential projects, there should be a layout plan of the required amount of land for the construction of Water & Sewerage Treatment Plant, Compost Plant etc. in the project area which-

- (a) The municipal authority shall construct the above plant by taking it on the basis of purchase or negotiation as per the prevailing rules and regulations:
- (b) If the concerned authority is not interested in implementing the said plant, the entrepreneur may transfer the said land reserved for the implementation of the plants to any other local, foreign, individual/institution,
- (c) However, if it is not possible to construct the plant in that form also, in that case, the entrepreneur shall complete the construction of Water & Sewerage Treatment Plant, Compost Plant, etc. in accordance with the government policy at his own expense through BOT (Build-Operate-Transfer) method and hand it over to the concerned local government, flat owners association or municipal authority.

8. Inspection of sanitation system— (1) An officer authorized by the Municipality or any other person, institution or outsourcing institution designated by the Municipality may, at any time during the repair of any building or construction of a new building specified in the area under the jurisdiction of the Municipality, inspect and test the on-site sanitation systems constructed or to be constructed in the said holding or building or its courtyard, in the manner prescribed by the Municipality, to ascertain whether they have been constructed or are being constructed in accordance with the Bangladesh National Building Code, the relevant laws and rules and regulations issued from time to time, or the standards prescribed by the Municipality.

(2) During the inspection and examination under sub-section (1), if it appears to the authorized officer or any other person, institution or outsourcing institution nominated by the Municipality that the sanitation facilities constructed or to be constructed in the premises of the building inspected or the building have not been constructed or are not being constructed as per the standards mentioned in the said sub-section, then the said officer may, in the manner prescribed by the Municipality, issue an order to the owner, caretaker or occupier of the said holding or building to reconstruct or repair it in a revised form at his own expense as per the approved design.

(3) The provisions mentioned in sub-sections (1) and (2) shall be equally applicable to the sanitation facilities constructed or to be constructed in various government and private institutions, slums and public places.

(4) If any order is issued under sub-section (2), the said order shall mention the period within which the said work shall be completed.

(5) If during the inspection under this article it is found that there is no sanitation system in any building or its courtyard within a holding or even if such system exists, it is inadequate or it has not been properly constructed, then the Municipality may issue a notice to the owner in the manner prescribed by the Municipality to construct or reconstruct the house or building or its courtyard at an appropriate place in accordance with the standards mentioned in sub-article (2).

(6) If any direction is given under this article, the owner, caretaker or occupier of the holding or building concerned shall be bound to comply with such direction.

(7) In the light of the direction under this article, the Municipality may, at its own discretion, provide technical advice along with necessary assistance in the reconstruction of any sanitation system or in taking alternative measures in this regard in view of the application of the owner, caretaker or occupier concerned.

Chapter III
Collection, Transportation and Removal of Sewage, etc.

9. Responsibility of building owners, caretakers and occupiers for emptying sewage from on-site sanitation system— (1) The owner, caretaker or occupier of every holding or building having an on-site sanitation system shall be responsible for the safe and regular emptying and removal of sewage from the said sanitation system and it shall be their responsibility to-

- (a) Empty or remove sewage from the sanitation system within the specified time.
- (b) Empty or remove sewage from the sanitation system only by the Municipality or a private institution or licensed operator engaged by the Municipality or a registered and trained sewage disposal worker of the Municipality and subject to payment of the fee and other expenses prescribed by the Municipality.
- (c) To assist the workers engaged in the work of removing sewage waste to enter the holding and, if necessary, the building and to remove sewage waste safely.
- (d) To follow the health and safety instructions issued by the Municipality in the case of emptying or removing sewage waste.

10. Fees for collection, emptying, transportation, removal, etc. of sewage waste— (1) The fees/rates payable by the owner, caretaker or occupier of the holding or building for the collection, removal of sewage waste from the on-site sanitation system and its transportation to the place specified by the Municipality shall be determined by the Municipality from time to time. In determining the fees/rates in this regard, the Model Tax Schedule shall be followed. If the fees/rates are not determined in the Model Tax Schedule, the fees/rates shall be determined subject to the approval of the Municipal Council.

- (2) In determining the fee under sub-section (1), the cost of all stages from collection of sewage from septic tanks, pit latrines or on-site sanitation systems to treatment shall be taken into consideration.
- (3) For the purpose of sewage removal work in slum areas, the Municipality or a private institution engaged by the Municipality or an operator engaged by a licensed operator shall take measures for cleaning septic tanks and pits at a comparatively low cost by means of special vacuum tags.
- (4) Every holding or building owner, caretaker or occupier shall pay the sewage collection, removal and transportation fee to the Municipality from time to time in the manner prescribed.
- (5) The Municipality or a private institution or licensed operator engaged by the Municipality shall not demand any amount from any holding or building owner, caretaker or occupier for the collection, removal or transportation of sewage from the on-site sanitation system, in addition to the fee fixed by the Municipality.

11. Database— (1) The Municipality shall prepare a database containing a list of all buildings under its jurisdiction, including the overall management of the on-site sanitation system for the proper, timely and regular collection and removal of sewage, information on how often it should be emptied, and information on the management services provided and received.

- (2) The said database shall be used by the Municipality or a private organization or licensed operator engaged by the Municipality for the effective emptying or collection and removal of sewage from all on-site sanitation systems under the jurisdiction of the Municipality.

12. Vehicles used for collection and transportation of sewage— (1) For the purpose of this by-law, sewage shall not be transported in any vehicle other than the sewage collection and transportation vehicle specified or approved by the Municipality, and in this regard, the rules and regulations issued by the Government shall prevail.

(2) The transport vehicle under sub-section (1) shall be of the specification and standard prescribed by the Municipality and shall be registered with the Bangladesh Road Transport Authority.

(3) The transport vehicle under sub-section (1) shall necessarily have proper arrangements for vacuum suction and discharge of sewage.

(4) For the safe transportation of sewage, the vacuum truck or sewage transport vehicle shall be allowed to ply only on the route and time prescribed by the Municipality from time to time.

(5) Every vacutag or sewage transport vehicle engaged in the removal and transportation of sewage shall conspicuously display-

- (a) A copy of the license of the transporter or operator concerned or, as the case may be, a copy of the approval letter of the Municipality; and
- (b) The information titled 'Engaged in sewage transport' shall be inscribed in red ink on a yellow background.

13. Precautions in the case of transportation— (1) The Municipality or the private institution or licensed operator engaged by the Municipality in the collection, removal or transportation of sewage shall ensure that no liquid waste is discharged or spilled during the transportation of sewage from the place of collection to the place designated by the Municipality.

(2) In implementing sub-section (1), the relevant protocol formulated by the Municipality based on the instructions issued by the Government from time to time shall be followed.

(3) In order to prevent environmental pollution, every vacutag or sewage transport vehicle shall be equipped with the equipment specified by the Municipality during the transportation of sewage.

14. Responsibility of the person concerned or licensed operator in case of accident— (1) If any person, vehicle, property or environment is damaged due to an accident occurring during the collection, removal or transportation of sewage from the on-site sanitation system, the operator or responsible person engaged in the collection, removal or transportation of sewage shall be directly responsible for such damage.

(2) The compensation and settlement of the accident may be settled by the Municipal Council through the designated committee, the concerned standing committee or special committee.

(3) The operator or responsible person engaged in the collection, removal and transportation of sewage shall immediately inform the responsible officer of the Municipality of the accident occurring during the collection, removal or transportation of sewage.

15. Responsibilities of Licensed Operator— For the purpose of carrying out the purposes of this Bye-Law, the Municipality may engage a private institution or a licensed operator for the collection, removal and transportation of sewage in accordance with the provisions of Chapter V, and the private institution or licensed operator so engaged shall, among other things, discharge the following responsibilities, namely:-

- (a) To collect, remove and transport sewage safely in accordance with the procedure prescribed by the Municipality and using transport vehicles of specified quality and to dispose of sewage at a place prescribed by the Municipality;
- (b) To adopt the fees prescribed by the Municipality in determining the price of sewage collection, removal and transportation;
- (c) To ensure the occupational health and safety of the workers engaged in sewage collection, transport and removal and to arrange for regular health check-ups of such workers and to arrange for insurance.

Chapter IV
Sewage treatment and reuse, etc.

16. Identification of places for sewage treatment and disposal, construction of infrastructure, etc. -

(1) For the purpose of removing, treating or reusing sewage, the municipality or a private institution engaged by the municipality or a licensed operator or a sanitation worker trained by the municipality or licensed as the case may be, shall determine the place where sewage is to be disposed of.

(2) For the purpose of providing facilities for sewage treatment, treatment or, as the case may be, reusing sewage, the municipality shall make arrangements to construct the necessary infrastructure at the place mentioned in sub-section (1) maintaining the standards prescribed by the Government and to install the necessary equipment there.

(3) Until the sewage treatment system or infrastructure is constructed under sub-section (2), the collected and transported sewage shall be disposed of in a pit or trench at a place specified by the Municipality and when the pit or trench is filled, it shall be properly covered with soil.

17. Removal of sewage at a place specified by the Municipality— (1) The Municipality or a private institution or licensed operator engaged by the Municipality shall remove sewage only at a place and at a time specified by the Municipality for the disposal of sewage.

(2) No sewage other than sewage or any other waste or any mixture of waste shall be discharged or disposed of at a place specified by the Municipality for the disposal of sewage.

(3) For the purpose of collecting sewage at the place designated by the Municipality, the Municipality or the non-governmental organization or the licensed operator shall arrange to deploy the required number of workers at the sewage disposal or disposal site.

(4) The Municipality or the non-governmental organization or the licensed operator shall maintain information related to sewage disposal at the place designated by the Municipality for sewage disposal in the form or online platform prescribed by the Municipality and shall submit it to the responsible officer at the time and in the manner prescribed by the Municipality.

18. Sewage Treatment— (1) The Municipality may receive technical and financial assistance from the relevant government, private and international development cooperation organizations for sewage treatment.

(2) The Municipality may determine the method of granting lease for the operation of the treatment facilities required for the treatment of sewage and the Municipality may formulate the necessary standard operating procedures for that purpose.

19. Reuse of sewage— (1) The Municipality or a private institution or person engaged by the Municipality may take necessary measures for the re-use of sewage by treating it in a scientific manner and in accordance with the standards prescribed by the Government or may supply it to any institution or person at a prescribed price or free of charge.

(2) If it is not possible to reuse the treated sewage mentioned in sub-section (1), the Municipality or a private institution or person engaged by the Municipality may remove it in the manner prescribed by the Government.

(3) In the case of direct use and reuse of untreated sewage in agricultural work, all concerned including officials shall be warned about the health and environmental risks and, if necessary, the use of treated sewage may be encouraged.

(4) In order to market the treated by-products or compost that can be reused in agricultural work, a license shall be obtained from the appropriate authority of the government or an agreement shall be entered into for marketing through an institution that has such a license.

Chapter V
License, Registration, etc.

20. License for carrying out sewage collection and transportation work— (1) If any person or institution wants to carry out sewage removal and transportation work from the on-site sanitation system, that person or institution shall obtain a license as an operator from the Municipality.

(2) Every person or institution desire of obtaining a license under sub-section (1) shall apply to the Mayor/Executive Officer of the Municipality or the Executive Engineer, Secretary or senior officer of the Municipality authorized by the Municipality, subject to payment of a fee in the manner prescribed by the Municipality.

(3) If the Mayor/Executive Officer or the Executive Engineer, Secretary or senior officer of the Municipality, authorized by the Municipality, is satisfied that the applicant is eligible for a license under this Bye-Law and that the applicant person or institution is capable of complying with the conditions or criteria specified in Article 19, then he shall, on the recommendation of the concerned Solid Waste Management Standing Committee, approve the application and issue a license to the applicant and the applicant person or institution shall be deemed to have obtained an operator license.

(4) In granting a license, the Municipality may obtain a performance guarantee of an amount determined by the Municipality from the licensed operator.

(5) The validity of the license issued under sub-section (3) shall be 1 year from the date of issue or such period as may be determined by the Municipality and the license shall be renewable on payment of the fee determined by the Municipality.

(6) Notwithstanding anything contained in this section, nothing in this section shall apply to the operation of sewage collection and transportation services directly by the Municipality.

21. Conditions for issue of license for sewage collection and transportation services— (1) The applicant for a license shall be a legal entity.

(2) Every applicant for a license shall have a vacutag or any other similar transport vehicle of the standard specified by the Municipality under the ownership or approved rental agreement.

(3) The transport vehicle under sub-section (2) shall necessarily be of the standard specified in section 9 of this by-law.

(4) The applicant shall provide an assurance that,

(a) the provisions mentioned in Article 8 of this Bye-Law shall be followed in determining the fee for collection and transportation of waste;

(b) the provisions mentioned in Articles 10, 11, 12, 13 and 15 of this Bye-Law shall be followed in transporting and removing the collected waste;

(c) every worker engaged in collection and transportation of waste shall be properly trained and shall follow the conditions mentioned in Article 25 of this Bye-Law;

(d) the information related to collection and transportation of waste shall be provided within the stipulated time by following the schedule or online platform prescribed by the Municipality.

22. Call for applications for licenses— The municipality may publish a notice on its website and in a widely circulated newspaper, specifying the time and form of the call for applications from the persons or institutions concerned for the removal and transportation of sewage waste.

23. Cancellation or temporary suspension of the license for the operation of sewage waste collection and transportation— (1) An officer authorized by the municipality may inspect and examine the activities of the licensed operator and the vehicles for the transportation of sewage waste in accordance with the appropriate rules.

(2) If, after the inspection and examination under sub-section (1), it appears to the municipality that the licensed operator is not capable of complying with the provisions mentioned in sections 10, 11, 12, 13 and 15 and that the public health and safety of the municipal area may be disturbed by such activities, the municipality may issue a notice to the operator and warn him.

(3) If the operator fails to comply with the conditions specified in sub-section (2) despite the warning given, the Municipality may cancel or temporarily suspend the said license or impose a ban on the use of one or more specific transport vehicles operated under it.

Chapter VI

Installation, management, etc. of public toilets, community toilets and ground toilets

24. Establishment, management and maintenance of public toilets— (1) The Municipality shall, in the area under its jurisdiction, establish separate and adequate number of toilets for men and women with on-site sanitation facilities at public places, in accordance with the provisions of the Bangladesh National Building Code and the engineering standards recognized by the Municipality; and in the case of establishing such public toilets, the Municipality may, if necessary, take assistance from the Government or any other development cooperation agency or may construct the facilities through public-private partnership.

Explanation: For the purposes of this section, (a) “Public place” means any open space, market, public building, government road, footpath, avenue or square, open space, bus terminal, public park, garden, market-place used by the public in the municipality area;

(b) “Public toilet” means a toilet fixed or movable by the municipality or any person at a public place for the use of the public, on payment of a fee fixed by the municipality or without payment of a fee.

(2) For the establishment or construction of a public toilet under sub-section (1), the relevant laws and rules, if any, shall be followed.

(3) If a public toilet is established under sub-section (1), the Municipality or the private institution engaged by the Municipality shall maintain, manage and operate the said toilet and shall arrange for the removal of sewage from the on-site sanitation system.

(4) For the management and maintenance of the public toilet established by the Municipality, the Municipality may, in accordance with the procedure prescribed by the Government or by it and in accordance with the guidelines issued from time to time,

(a) lease one or more public toilets to any private institution or person for a maximum period of five years, or

(b) operate and maintain them through a committee formed for this purpose.

(5) Every public toilet installed at a public place shall:

- (a) have running water, soap for washing hands, sandals, racks, buckets, shelves;
- (b) have suitable equipment to ensure easy use by women and disabled persons;
- (c) have separate bathing facilities as required by local needs;
- (d) have appropriate safety conditions for the users;

(6) Every public toilet installed at a public place shall be kept open for use by all during the hours determined by the Municipality and shall be displayed in a conspicuous place.

(7) The Municipality shall, from time to time, determine the usage fee for each public toilet, taking into account the location of the toilet, the number of potential users, the cost of management and other related matters, and the Municipality shall Or the private institution engaged by the municipality shall not collect any amount in excess of the fee determined by the municipality.

(8) The municipality or the managing institution engaged by the municipality shall make arrangements to display the list of fees for the use of public toilets at a place visible to the users.

25. Establishment, management and maintenance of sanitation system for slum dwellers or poor people— (1) The municipality shall, in the areas under its jurisdiction, itself, with the assistance of other development partner organizations if necessary, establish the required number of community toilets with two pits or septic tanks for slum dwellers or poor people on priority basis, following the provisions of the Bangladesh National Building Code and the engineering standards recognized by the municipality.

(2) Community toilets shall be constructed in such a way that they are suitable for use by women, children, olds and the disabled.

(3) The establishment of community toilets established under sub-section (1) shall be based on the financial participation of the user families and shall be managed by a committee formed from among the users for this purpose.

(4) The committee formed under sub-section (3) shall manage and maintain such community toilets in the manner prescribed by the Municipality and from time to time, in accordance with the guidelines issued and shall make arrangements for the removal of sewage in accordance with the rules and regulations of the by-laws.

(5) Subject to the existence of a water supply network, the Municipality shall arrange for the connection of running water to the community toilets established by it, and in this case the fee for the water used shall be paid by the committee formed for this purpose.

(6) It shall be the responsibility of the owner, caretaker and occupant of a slum built on privately owned land to maintain the community toilets located on that land, or to arrange for the management and maintenance of the same through a committee formed from among the users for this purpose.

Explanation— For the purposes of this section, ‘community toilet’ means a toilet with proper sanitation facilities and septic tank for a family of not more than five.

26. Establishment, management and maintenance of sanitation system in educational institutions—

(1) Every educational institution located in the area under the jurisdiction of the Municipality shall have to provide the required number of separate toilets for male and female students in accordance with the guidelines issued by the Government or the Municipality from time to time, and the concerned institution shall make arrangements for the operation and maintenance of the said latrines or toilets and the removal of sewage from the associated septic tanks at its own expense.

(2) Every toilet constructed in an educational institution shall have

(a) a basin for washing hands, with running water at all times, and soap for washing hands;

(b) necessary arrangements shall be made to ensure easy use by differently abled students.

(3) Subject to the existence of a water supply network, the Municipality shall make arrangements for providing running water connection to the toilets constructed in the educational institution, and in this case the fee for the water used shall be paid by the concerned institution.

Chapter VII

Safety of workers engaged in on-site sanitation, etc.

27. Responsibility of the employer to ensure the safety of workers engaged in on-site sanitation system—

(1) The institution or person employing them shall make necessary arrangements to ensure the health and safety of workers engaged in the construction, repair and maintenance of on-site sanitation system and the collection, transportation, removal, etc. of sewage from the on-site sanitation system.

(2) For the purpose of sub-section (1), the institution or person employing the workers engaged in on-site sanitation system or the person responsible for them shall,

(a) Arrange for the use of at least the following equipment and safety equipment for the workers, namely:

1) Gas extinguishers;

2) Gas-proof and surgical face masks;

3) Oxygen masks with oxygen cylinders;

4) First aid equipment;

5) Safety belts;

6) Chemical liquid resistant clothing;

7) Torch light;

8) Heavy chemical resistant gloves;

9) Helmet with head lamp and safety glasses;

10) Waterproof boots and shoes;

11) Air compressor and rower;

12) Apron and raincoat;

13) Other equipment as may be prescribed by the Municipality from time to time.

(b) Arrangements shall be made to inform the workers of health and safety instructions from time to time.

(c) Health and safety instructions issued by the Municipality from time to time shall be followed.

(d) Arrangements shall be made to ensure that precautionary and safety measures are being followed.

(3) If the institution or person employing the worker or workers mentioned under sub-section (2) or the person in charge on their behalf has made arrangements to ensure the necessary machinery and equipment and to inform them of health protection and safety instructions, then the institution or person employing the worker or workers shall not be liable for any accident at work due to the negligence of the worker in charge.

28. Compensation for accidents at work to workers— (1) Compensation for accidents at work to workers engaged in on-site sanitation system shall be provided by the institution or person employing the said workers in accordance with the relevant laws and rules.

Chapter VIII

Planning, Public Awareness, Administrative Matters, etc.

29. Responsibilities of the Municipality, formulation of guidelines and determination of service prices or fees— (1) For the purpose of this by-law, the Municipality shall, among other responsibilities, perform the following responsibilities, namely:

- (a) To formulate an overall plan related to sanitation and sewage management services and supervise its implementation;
- (b) To develop infrastructure related to sanitation and sewage management services;
- (c) To create, preserve and use a database containing comprehensive information on sanitation and sewage management for decision-making;
- (d) To raise awareness among all citizens under the municipal area, including holdings and building owners, about using toilets in a hygienic manner and receiving sewage removal services in a regular and environmentally friendly manner;
- (e) To take special initiatives in the light of the Bangladesh Water and Sanitation Sector Pro-Poor Strategy 2020 to ensure that slum dwellers and low-income groups receive sanitation and waste management services and to determine the price or fee for receiving services.

(2) For the purpose of implementing the provisions of this by-law, the Municipality may formulate and issue the following guidelines, namely:

- (a) Health and safety guidelines for sanitation workers engaged in waste management services;
- (b) Guidelines for operating vacutag or waste transport vehicles;
- (c) Guidelines for operation and maintenance of public toilets;
- (d) Guidelines for operation and maintenance of community toilets established for slum or low-income groups;
- (e) Any other guidelines necessary for the purpose of implementing the provisions of this by-law.

(2) The Municipality may, from time to time, impose or vary the following service charges and fees for the provision of sanitation and sewage management services, namely:

- (a) Application fee for services;
- (b) Collection and transportation fee for sewage from on-site sanitation system;
- (c) Removal fee for sewage collected at sewage treatment plants;

- (d) License and renewal fees for operators engaged in sewage management services;
- (e) Public toilet service usage fees;
- (f) The price or fee for any service provided for the purpose of implementing the provisions of this by-law.

30. Master plan and action plan— (1) The Municipality shall take measures to include the construction of necessary infrastructure including treatment plants in its master plan for the implementation of sewage management services.

(2) The Municipality may take measures to formulate and implement a sanitation action plan for all slum dwellers and poor people in the municipal area.

(3) The Municipality may identify all public places in the municipal area and take measures to formulate and implement an action plan for the construction of the required number of public toilets in all those places.

31. Raising public awareness— (1) The Municipality and, where applicable, the operators engaged in the collection, removal and transportation of sewage, on-site sanitation system, safe and regular collection and removal of sewage, safe transportation and its disposal at the place designated by the Municipality, shall take necessary initiatives to raise public awareness on all matters related to sanitation.

(2) In order to raise public awareness, the Municipality may display notices/cautionary instructions at visible places of the relevant establishments, stating that violation of the provisions of the Local Government (Municipality) Act 2009 shall be considered a punishable offence.

(3) For the purpose of raising awareness, the Municipality may take the assistance of relevant stakeholders including government, private, educational, social, cultural institutions, representatives of civil society.

32. Administration and Implementation— (1) The responsibility for implementing the provisions of this by-law shall be vested in the Mayor/Chief Executive Officer of the Municipality or the Executive Engineer, Secretary or senior officer of the Municipality authorized by the Municipality.

33. Special power of inspection— For the purpose of proper implementation of this by-law, the Municipality or the officer authorized by it may inspect and examine the houses or buildings and their courtyards or premises, vacant sewage transport vehicles and sewage management service facilities under the area of the Municipality on the basis of the checklist prepared by the Municipality.

34. Punishment— If any institution or person or any person appointed on their behalf violates any provision of this by-law, then such violation shall be an offence and he shall be punished as per the provisions of section 109 of the Local Government (Municipality) Act, 2009 (Act No. 58 of 2009).

Schedule-1

Form 1A

(Vide 27 (A) of the Bye-Law)

Application form of the Municipality for cleaning of septic tank/pit.

----- Municipality Office

Price: 20 taka

Application No.-

To:

Mayor

District:

Subject: Application for cleaning of septic tank/pit.

Sir,

This is to inform you that I/my organization has one/more than one building located in your municipality. It is necessary to empty the sewage accumulated in the septic tank/pit of the said building. Detailed information in this regard is as follows:

Name/ Organization Name:

Holding Number: Road:

Para/Area: Ward Number:

Phone: Mobile Number:

Building Use Type: 1. Residential 2. Commercial 3. Industrial 4. Office 5. Education 6. Religious

What you want to clean: Septic tank Pit

| <u>Septic Tank details</u> |
|----------------------------|
| Length: feet |
| Width: feet |
| Depth: feet |

| <u>Pit details</u> |
|---|
| Number of pits: Diameter of pit: feet |
| Depth: feet or number of rings per pit |

How many people regularly use the septic tank or pit: people

When was it previously emptied: Date Month Year.

Don't remember/don't know.

Date:

Signature of applicant

Form 1B
(Vide 27 (A) of Bye-Law)
Septic Tank/Pit Assessment Form

----- Municipality, -----

Application No.:

Name of Applicant:

Holding No.: Road:

Ward No.: Mobile No.:

Type: : Septic tank Pit

What type of Vacutag is accessible: Li: Vacutag is not accessible.

Distance of Septic Tank/Pit from Road: feet

| <u>Septic Tank details</u> |
|----------------------------|
| Length: feet |
| Width: feet |
| Depth: feet |

| <u>Pit details</u> |
|--------------------------------|
| Number of pits: |
| Diameter of pit: feet |
| Depth: feet or |
| Number of rings per pit |

Total Volume: cubic feet

How many trips may be required? times

How much to empty: Trips or rings

Advance: Paid.

Recommended/Not Recommended:

Approved:

Signature

Signature

Date:

Date:

Form 1C
(Vide 27 (A) of the Bye-Law)
Septic Tank/Pit Cleaning Service Recipient Opinion Receiving Form
----- Municipality, -----

Application Form No. :

Applicant Name :

Holding Number : Road :

Para / Area :

Ward Number : Phone :

Cleaning Date :

What size vacuum tag was used? Li;; None

How many trips were cleaned in total? Trips

Did you clean the entire tank/pit? Yes No

If not, why?

How long has it been since the Vacutag arrived? hours

When did it clean? Day/Night to

Wasn't the cleaning time appropriate? Yes No

If not, why not?

Where did you dispose of the collected feces? 1. 2. Don't know

How much money did you pay through receipts? tk.

Your overall assessment of the service received (√ mark):

| Completely dissatisfied | Somewhat dissatisfied | Fairly satisfied | Completely satisfied |
|-------------------------|-----------------------|------------------|----------------------|
| (1) | (2) | (3) | (4) |

If dissatisfied, the reason is

Recommendations (if any)

Signature of the service recipient Date:

Form 2A

(Vide 27 (B) of the Bye-Law)

Checklist with comments on the design to be presented at the meeting of the Building/Establishment

Design Approval Committee:

----- Municipal Office,

-----.

----- Checklist with comments on designs to be presented at the building/installation design approval committee meeting in the area under the jurisdiction of the municipality:

Name of the design submitter:

Address:

Father/Husband's Name:

Ward No.: P.S.: District: NID No.:

Mouza: J. L No.:, Khatian No.: (C.S/M.R.R)

Dag No. (Old/New): Land Area : acre

Docket number and date:

Topics to follow: Details of the submitted design received

| Sl. No | Details | There is | No, it's not | Comment |
|--------|---|----------|--------------|---------|
| 1. | Application in the form prescribed in Schedule-1 of the Building Construction Rules 1996 (issued by the Municipality) | | | |
| 2. | Documents attached with the application | | | |
| | (a) As per BNBC (Bangladesh National Building Code) | | | |
| | (1) Key plan (if applicable) | | | |
| | (2) Site plan | | | |
| | (3) Building plan | | | |
| | (4) Service plan | | | |
| | (5) Specification | | | |
| | (6) Consent letter from the engineer engaged in construction supervision | | | |
| | (b) Seven-dimensional design | | | |
| | (c) To prove ownership of the land | | | |
| | (1) Document (if applicable) | | | |
| | (2) DCR rejection letter | | | |
| | (3) Form | | | |
| | (4) Proof of payment of land development tax for the current year | | | |
| | (5) Receipt of payment of holding tax of the current year of the municipality | | | |
| | (d) Soil Test Report by a qualified engineer | | | |
| | (6) Land use clearance letter for the current year, if applicable | | | |

| Sl. No | Details | There is | No, it's not | Comment |
|--------|--|----------|--------------|---------|
| 3. | Commitment of the plan preparation and supervision engineer and the builder supervision and construction responsibilities (all types) engaged by the building builder | | | |
| 4. | (a) Technical qualification of the designer | | | |
| | (b) Signature of the designer | | | |
| | (c) Identification number given by the professional organization | | | |
| | (d) Trade license number and copy of the municipality | | | |
| | (e) Contact address of the designer | | | |
| | (f) Signature of the owner of the design company | | | |
| | (g) NID copy of the design company | | | |
| 5. | The owner/developer of the building shall submit the Architectural, Structural Electrical, Plumbing & Fire Fighting design to the Chairman/Member-Secretary of the Committee for presentation to the Committee by executing it by an expert architect, engineer or consulting firm. The Committee shall verify the signature and certification of the expert architect, engineer or consulting firm concerned. | | | |
| 6. | The building owner and the supervision engineer shall submit a joint undertaking stating the following matters clearly. | | | |
| | (a) The building owner shall ensure the presence of the supervision engineer at the time of providing the layout of the building after obtaining the building construction permit. | | | |
| | (b) After construction up to the plinth level, a report in the prescribed form shall be sent to the committee under the joint signature of the supervision engineer and the building owner. | | | |
| | (c) After casting the roof of each floor, a performance report shall be sent to the committee under the joint signature of the owner and the supervision engineer. | | | |
| | (d) No damage shall be caused to the surrounding buildings, infrastructure and people during construction. In addition, no construction materials shall be placed on the roads, drains and sidewalks. | | | |
| | (e) After the building is partially or completely constructed, an undertaking to apply for an occupancy or use certificate in the prescribed form and to provide assurance of submitting the following documents and drawings to the municipality. | | | |
| | (1) Completion report by the supervising engineer | | | |
| | (2) Design of the building constructed on the basis of the architectural design approved by the committee | | | |
| | (3) All designs related to building services and | | | |
| | (4) Test reports related to the building such as Cylinder Test Report and MS Rod Test Report. The responsibility for the adequacy of the design mentioned in the report shall lie with the professionals concerned (architects and engineers). | | | |
| | (f) The building shall not be usable before the permission is granted after the inspection by the municipality. | | | |
| | (g) The building shall not be used for any purpose other than the purpose for which the permission to construct the building has been granted. | | | |

Form 2B
(Vide 27 (B) of the Bye-Law)
Plan Form
----- Municipal Office:
Plan Form:

Form of application for approval of construction, reconstruction/boundary wall of building under Section 3 and 3c of the Building Construction Act 1952 (E B.Act II of 1953) as per the rules of the Municipal Ordinance, 1977

| | | | |
|-------------|-------|--------------------|---------|
| Serial No.- | Date- | Money Receipt No.- | Amount- |
|-------------|-------|--------------------|---------|

1. Full name of applicant/applicants:

2. Father/Husband's Name:

3. Full address of the applicant:

(a) Current/Postal Contact Address: Phone/Mobile:

(b) Permanent Address:

4. Details of the plot of land on which the building will be constructed:

(a) Name of Municipality/Village/Mahalla/Developed Area:

(b) Name of Mouza/Block No./Sector No.:

(c) Ward No.: Municipality Holding No.:

(d) Street Name:

(e) Amount of share of the applicant/applicants in the land:

(f) From what source did the applicant/applicants acquire the site land: (Proof of ownership must be submitted):

(g) Is there any litigation related to the land? Yes No

5. Site details-

(a) Site size (area):

(b) Site perimeter (actual size):

North: feet/meters inches/cm., South: feet/meters inches/cm.

East: feet/meters inches/cm., West: feet/meters inches/cm.,

(c) Details of the area of the site covered by the building -

1st floor: sq ft/sq m. 2nd floor: sq ft/sq m.

3rd floor: sq ft/sq m. Other floors: sq ft/sq m.

6. Details of pre-constructed/pre-fabricated buildings (if any) on the site-

(a) Number of pre-constructed buildings and the area covered by them:

(b) Whether any part of the completed building will have to be demolished if the proposed building is approved and if so, the extent of the area covered by it:

7. Details of various services and facilities in the area-

- (a) Whether there is a water supply line: Yes No
- (b) Whether there is a gas supply line: Yes No
- (c) Whether there is a sewage line: Yes No
- (d) Whether there is a septic tank and sump well arrangement in the case of the proposed building:
Yes No

- N.B.**
- (1) At least 4 feet of space shall be kept open for roads, drains, etc. at the places marked in the site plan and the foundation of the construction work shall be at least 5'-0" away from the municipal road or public road. Land or area development tax shall be paid as per the laws of other government agencies for the development of the area.
 - (2) At least 6 (six) sheet blue prints/ammonia prints shall be submitted.
 - (3) The location and design of the proposed septic tank and sock well must be shown.
 - (4) In case of 5 storey or more buildings, for the revised plan, the previous foundation must be tested and certified by the B.S.C. Engineer (Construction) and in case of new and 5 storey and more floors, the certificate shall be attached by the B.S.C. Engineer (Construction).
 - (5) In case of 5 storey or more buildings, the soil test report along with the design certificate by B.Sc. Engineer (Civil) shall be submitted.

I, hereby enclose the necessary drawings for the approval of the construction of the building/excavation of the pond, and declare that the attached design has been prepared in accordance with the Building Construction Policy 1996 and the information stated in this application and all the details of the attached design are true. I further undertake that I will be personally responsible for the defects in the structural design and will not do any construction work outside the design. Therefore, I am applying for permission to start the construction work with the approval of the said design.

Signature of Applicant

Date

Details of attached documents:

- 1.
- 2.
- 3.
- 4.
- 5.

Form 2C

(Vide 27 (B) of the Bye-Law)

Submitted Application for Construction/Approval/Renovation of Proposed Wall/Building

Mayor's Office

----- Municipality

Memorial:

Date:

To

.....
.....
.....
.....

Subject: Application for construction/renovation of your proposed wall building.

Your name is registered with the Municipality as the owner of the holding No. in the blueprint submitted on The blueprint submitted for construction/reconstruction/renovation of the proposed wall/building on the said holding is approved/renewed subject to the conditions stated below-

- 1) The layout plan of the proposed building should be submitted to the Municipality at least 7 (seven) days in advance of the date and time.
- 2) The approved plan (layout) shall be started in the presence of the Executive Engineer of the Municipality or his representative.
- 3) If the building/wall is not constructed as per the approved blueprint, the Municipal Authority reserves the power to withdraw and amend the approval of the design as per the prevailing ordinances, rules and bye-laws. For this purpose, the Municipality reserves the power to suspend the construction work and demolish the illegal construction.
- 4) After the roof of each floor is cast, a performance report shall be submitted to the Municipality under the joint signature of the owner and the supervision engineer.
- 5) No damage shall be caused to the surrounding buildings, infrastructure and the public during the construction.
- 6) The construction work of the proposed building/wall construction/reconstruction shall be completed within from the date of renewal/approval as per the written instructions of the engineer present on site. If the construction work is not completed within the stipulated time, the design will have to be renewed again for an additional period of time for the unfinished work by paying the renewal fee and in case of renewal, the construction will have to be completed within the specified time.
- 7) While carrying out the construction work, the construction work will have to be done by leaving the space as per the municipal rules.
- 8) After completing the construction work within the approved time limit, the municipality must be informed in writing.
- 9) The design has been renewed up to