

**AUDIBLE INTRUDER ALARMS**

**NOTIFICATION TO POLICE OF NOMINATED KEYHOLDERS**

**Notes**

- i. The 'Control of Noise (Code of Practice on Noise from Audible Intruder Alarms) Order 1981' (Statutory Instrument 1981 No. 1829) gives guidance on methods for reducing the incidence of nuisance caused by the ringing of alarms. If you permit your alarm to ring unnecessarily action may be taken against you under section 79 of the Environmental Protection Act 1990. It is therefore in your own interest to adhere to the procedures set out in the code of practice, which can be purchased at Government bookshops or through booksellers.
- ii. Paragraph 5 of the code of practice states that the alarm-holder should, **within 48 hours of installing a new alarm system or taking over an existing one**, notify the local police of the names, addresses and telephone numbers of at least 2 key-holders and that the alarm-holder should, **at the same time notify West Lancashire District Council that the alarm has been newly installed or that he/she has taken over responsibility for an existing system**. The code also states that alarm-holders should notify changes in nominated key-holders to the police within 24 hours.
- iii. This form may be used to give the police details of key-holder arrangements in the case of an existing installation or a new installation or to notify them of a change of alarm-holder or key-holder in the case of an existing installation. Form B may be used to notify West Lancashire District Council that a new installation has been made or an existing one taken over.
- iv. Section 7 of the form should only be completed if the installation has been fitted with a device which will automatically stop the ringing of the audible alarm some time after it has been activated.
- v. Section 8 of the form should only be completed if you have asked the local authority to agree to a response time of more than 20 minutes (see paragraphs 6.2 and 6.3 of the code of practice).

**Police Station.**

**To the Officer in charge at**  
**As the person responsible for the audible alarm system installed at the premise indicated at (2) below, I wish to notify you that the names and addresses of my nominated key-holders are those shown at (4) below. I undertake that one or other of them will always turn out and will take responsibility for silencing the alarm within 20 minutes, or such longer period as may be agreed with the local authority in writing, from receiving notification that the alarm is ringing.\***

**Signature .....** **Date .....**

*\* This sentence may be deleted if the installation has been fitted with a device which will automatically stop ringing of the audible alarm within 20 minutes of its activation (see paragraph 6.1 of the code of practice).*

1. Nature of installation (*Please tick appropriate box*)

New installation        Existing installation   

2. Premises at which the alarm is installed

Address (including postcode) .....

.....

.....

Occupant's name .....

3. Person responsible for the alarm (*the alarm-holder*)

Name	Home address (inc. postcode) and tel. no.	Business address (inc. postcode) and tel. no.
	Telephone	Telephone

4. Nominated keyholder (one of whom may be the alarm holder)

Name	Home address (inc. postcode) and tel. no.	Business address (inc. postcode) and tel. no.
a.	Telephone	Telephone
b.	Telephone	Telephone

Unless otherwise requested, key holder a. will normally be contacted first.  
 Details of any additional key-holder should be added at the end of the form.

5. **Alarm owner** (if different from 3; e.g. a security company)

Name .....

Address (including postcode) .....

..... Telephone .....

6. **Alarm maintenance contract** (if different from 5)

Name .....

Address .....

..... Telephone .....

7. **Automatic cut-out device** (see Note iv)

An automatic cut-out device has been fitted to the system and is timed to stop the ringing of the audible alarm ..... minutes after it has commenced ringing.

8. **Response time** (see Note iv)

(i) I have asked West Lancashire District Council to agree a response time of ..... minutes.

Signed ..... Alarm-holder

(ii) **For Police use**

Notification received that the local authority has agreed a response time of ..... minutes

Signed ..... Date .....