



## AUDIBLE SECURITY ALARM SYSTEMS

### NOTIFICATION TO LOCAL AUTHORITY OF INSTALLATION OF ALARM SYSTEM OR A CHANGE OF ALARM KEYHOLDER

Notes:

a. The 'Control of Noise (Code of Practice on Noise from Audible Intruder Alarms) Order 1981' (Statutory Instrument 1981 1829) gives guidance on methods for reducing the incidence of nuisance caused by the ringing of alarms. If you permit your alarm to sound unnecessarily, action may be taken against you under section 80 of the Environmental Protection Act 1990. It is therefore in the owner/occupier's interest to adhere to the procedures set out in the code of practice, a copy of which can be purchased at Government bookshops, or through booksellers.

b. The code of practice states that the premises owner/occupier should, within 48 hours of installing a new security alarm system, or taking over an existing one, notify the relevant local authority with information stating that the security alarm has been newly installed, or that responsibility has changed for an existing security alarm system.

c. ACPO (The Association of Chief Police Officers) has also issued national guidelines for Local Police Authority adoption. (ACPO Security Systems Policy, effective from April 2004). The document relates to a graded Police response towards remote signalling security systems (Type A), or in the case of a basic Type B (an audible bell only scare alarm) no response unless an informant states or indicates suspicious activity or a crime in progress at the protected premises.

d. ACPO and national insurers also recommend that the security alarm system be serviced inside and outside of warranty by an independent inspectorate approved maintenance contractor at least once a year. Details of the provision of a service contract should be requested from the alarm installer upon installation.

e. The Code also states that within 48 hours of installation, the alarm holder should notify the Police of the names, addresses and telephone contact numbers of delegate keyholders. In Surrey, this service is provided by Surpol, PO Box 779, Shalford, Guildford, Surrey GU4 8ZJ. [www.surpol.co.uk](http://www.surpol.co.uk).

Note: Keyholder details may be sent to the Local Authority, but the Council does not operate a 24 hour keyholder register.

f. Section 6 of the form should be fully completed if you wish the Local Authority to agree to a response time of more than 20 minutes. Your reasons for requesting an extended time should be fully documented.

To the Environmental Health Department of Woking Borough Council

As the person responsible for the audible alarm system installed at the premises indicated at (2) below, I wish to notify you that I have given the names and addresses of my nominated key-holders to Surpol and that I have signed an undertaking that one or other of them will always turn out and will take responsibility for silencing the alarm within 20 minutes, or such longer time as may be agreed with you in writing, from receiving notification that the alarm is ringing.

Signature..... Date.....

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) & tel no	Business address (inc postcode) & tel no
	Telephone:	Telephone:

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

Name.....

Address (including postcode).....  
.....  
..... Telephone .....

5. Alarm maintenance contractor (if different from 4)

Name.....

Address.....  
.....  
..... Telephone .....

6. Response time (see Note f)

a) I should like to discuss with you the possibility of agreeing a response time of ..... minutes. My reasons for wishing an agreed response time of more than 20 minutes are attached.

Signed..... Alarm holder

b) We agree that the response time to be adhered to in silencing the audible alarm installed at..... should be..... minutes.

Signed..... Alarm holder

Signed.....for..... Woking Borough Council

Date.....