

GREAT YARMOUTH BOROUGH COUNCIL

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/occupiers 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 the 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) have 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 with 48 hours of installation, the alarm holder should notify the Police of the names, addresses and telephone contact numbers of delegate keyholders. In Norfolk, this service is provided by Boing (UK) Limited. Contact details below. **Note: Keyholder details may be sent to the Local Authority, but the Council does not operate a 24 hour keyholder register.**
- f. Section 8 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.

1. Nature and Type of Installation: (please tick appropriate boxes)

New Installation: or Existing Installation:

ACPO Type A (Remote Signalling) A maintained security alarm system, with activations monitored by the installer's 24 hour alarm receiving centre or	<input type="checkbox"/>
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ACPO Type B (Audible Bell Only Scare Alarm) A private security alarm system with nominated keyholders only, as shown below	<input type="checkbox"/>
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2. Details of the Protected Premises, at which the security alarm system has been installed:

Address:

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..... Postcode:

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Trading Name or Occupier's Name:

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3. If different from the above, details of the person responsible for these protected premises:

Name:	Home Address: (including postcode)	Business Address: (including postcode)
	Telephone: Mobile:	Telephone:

4. Nominated Key-Holders: (one of whom may be the owner/occupier or another person residing within premises)
(Use Capital Letters)

<ul style="list-style-type: none"> Place a tick in the box to confirm that all nominated and delegated keyholders are fully briefed on entering the protected property and disabling the security alarm system: 	<input type="checkbox"/>
<ul style="list-style-type: none"> Unless otherwise requested, Key-Holder A will normally be contacted first. 	

Name:	Home Address: (including postcode)	Business Address: (including postcode)
a.		
	Telephone: (Home) Mobile:	Telephone:
b.		
	Telephone: (Home) Mobile:	Telephone:



5. Delegate Key-Holders: (Details of additional key-holders where possible should be detailed whom would be able to provide assistance subject to the temporary unavailability of Key-holder A or B.)
(Use Capital Letters)

Name:	Home Address: (including postcode)	Business Address: (including postcode)
c.		
	Telephone: (Home) Mobile:	Telephone:
d.		
	Telephone: (Home) Mobile:	Telephone:

6. Details of Security Alarm System Maintenance Contractor

Name:

Address:

Telephone: How often is the system inspected/maintained?:

7. Automatic Cut-Out Device

<ul style="list-style-type: none"> An automatic cut-out device has been fitted to the system, and is timed to stop the sounding of both internal and external audible bell box sounders after a maximum of 20 minutes duration. 	<input type="checkbox"/>
<ul style="list-style-type: none"> There is no automatic cut-out device. 	<input type="checkbox"/>

8. Response Time

i) Where found necessary, I declare that the nominated and delegate key-holder(s) as shown above, are able to attend most alarm incidents at the protected premises within an average of 20 minutes.	<input type="checkbox"/>
ii) 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 (please attach details).	<input type="checkbox"/>

Signed:

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Date:

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Upon completion please return this form to:-

Great Yarmouth Borough Council
Maltings House
Malthouse Lane
Gorleston
Great Yarmouth
Norfolk
NR31 0GY

or e-mail to: health@great-yarmouth.gov.uk

Contact details for Boing (UK) Limited

Tel: 08450 678999

E-mail: info@boinguk.com

Web: www.boinguk.com/keyholding