

# ALARM NOTIFICATION FORM

Please read the Comments at the foot of page 2 and the Notes on page 3 **before** completing this form, making sure to answer all questions fully using BLOCK CAPITALS.

**1** As the person responsible for the Audible Intruder Alarm system installed at<sup>1</sup>

.....

..... I would notify you of the names and addresses of one/two nominated keyholders. I have enclosed their details in Section 6. I have agreed with these people that one of them will always turn out and be responsible for silencing the alarm within 20 minutes (or such longer period as agreed with you) of being asked by either the Police or the Local Authority. I give my permission for the details that I have entered, which I have checked and found to be correct, to be held on computer.

**R** Signed ..... Dated .....

**2** Is the installation: A new installation [ ]

An existing installation [ ]

**3** The person responsible for the alarm (the Alarm Holder) is: .....

Home Address: <sup>1</sup>	Business Address: <sup>1</sup>
.....	.....
.....	.....
.....	.....
..... Post Code.....	..... Post Code.....
Phone .....	Phone .....
Mobile .....	Mobile .....
Email .....	Email .....

**4**

Alarm Maintenance Contractor:	Alarm Installer (if different)
.....	.....
.....	.....
.....	.....
..... Post Code.....	..... Post Code.....
Phone .....	Phone .....
Mobile .....	Mobile .....
Email .....	Email .....

**5**

Request for Variation on response Time (delete if not applicable)

I wish to request an extension to the Response Time from 20 minutes to ..... minutes (please insert your requested time, up to a maximum of 45 minutes). My reasons for this requested extension are as follows (please include details of which keyholder(s) the extension is requested for).<sup>2</sup>

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

Signed ..... Dated .....

**6**

**IMPORTANT. Please read the NOTES on Page 3 before completing this Section.**

Keyholder Details.

First choice.

Second choice.

Name: .....

Name: .....

Address: .....

Address: .....

..... Post Code .....

..... Post Code .....

Phone (hm): .....

Phone (hm): .....

Phone (wk): .....

Phone (wk): .....

Mobile: .....

Mobile: .....

**7**

The Keyholders named in Section 6 above **MUST** read and sign this declaration to enable their details to be held on computer database - **DO NOT SIGN IT ON THEIR BEHALF.**

First Choice.

Second Choice.

*I give my permission for the above details (in Section 6), which I have checked and found to be correct, to be held on computer. I understand that it is my responsibility to ensure that this record is accurate.*

*I give my permission for the above details (in Section 6), which I have checked and found to be correct, to be held on computer. I understand that it is my responsibility to ensure that this record is accurate.*

Signed ..... Dated .....

Signed ..... Dated .....

**Comments.**

<sup>1</sup> Please insert the FULL address of the relevant premises, including the Post Code, and the telephone number at the address.

<sup>2</sup> Only complete this Section if you wish to request an extension to the 20 minutes Response Time for yourself or one of your Keyholders when responding from place of work or home address. If this is from their place of work, please provide this address too for each relevant keyholder.

## NOTES.

- a) BS EN50131 requires a cut-off time of 15 minutes for all modern intruder alarms. There is also a British Standard used by approved firms and British Security Industry Association (BSIA) accredited installers that mandates maintenance twice a year for alarms that cause a Police response (PD6662:2010) and recommends maintenance at least once a year for all audible intruder alarms (BSI DD 263).
- b) If your alarm is found to be sounding for unnecessarily long periods of time, you may be liable to service of formal Notice under Section 80 of the Environmental Protection Act 1990 for a Statutory Nuisance. Your alarm may then be forcibly disabled and you will be liable for any costs incurred. It is in your own best interests to ensure that such Nuisance does not occur, and notifying your details will help you to achieve this.
- c) Please note that details will be maintained on a computer database and in signing the declarations you will be giving permission for those details to be so held. Please ensure that you have checked the details and that they are correct.
- d) **Do not put yourself or other family members as a Keyholder if you/they are occupiers of the property concerned.** Occupier's details will automatically be entered as the person responsible for the alarm and will usually be the first point of contact.  
**REMEMBER Keyholders must be able to attend when you cannot be contacted, for example, when you're on holiday. For this reason occupiers of the property are, generally speaking, not suitable as Keyholders. Each Keyholder must reside at different addresses and, if appropriate, have access to their own transport to get to your property.**
- e) You may be asked to renew the details provided every five years. This will generally involve the completion of another form like this one. Alternatively, you may wish to write in at that time and confirm that the originally submitted details on this form have not changed in the intervening time (if this is indeed the case). It may therefore be useful to keep a copy of this form for your own records. Please note, that you will not be able to confirm details by telephone – a signed letter will be needed. If, in the meantime, the details that you have provided do change (for example, a new Keyholder), please contact Environmental Health and a new form will be sent to you for completion.
- f) **Data Protection Statement:** Your personal information will be held and used in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). The Council will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services. The Council may also use this data in connection with the prevention or detection of fraud or other crime.”

**When completed, please return this form to your Council's Environmental Health Dept. In Tonbridge and Malling Borough this is:**

**Planning, Housing & Environmental Health  
Tonbridge and Malling Borough Council  
Gibson Building  
Gibson Drive  
Kings Hill  
West Malling  
Kent  
ME19 4LZ  
Tel 01732 844522**