The information held on this form will be used for the purposes of compliance with the Environmental Protection Act 1990 and will not be disclosed outside Birmingham City Council and the Police.

Please note that any information relating to persons included on this form is accepted on the understanding that they agree to the use of the information in this way.

BIRMINGHAM CITY COUNCIL
Licensing Section

AUDIBLE INTRUDER ALARMS
NOTIFICATION TO POLICE OF NOMINATED KEYHOLDERS **FORM A**

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 Sections 80 and 82 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 that alarm-holder should, within 48 hours of installing a new alarm system, or of 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, notify the local environmental health authority that the alarm has been newly installed or that he has taken over responsibility for an existing alarm system. The code also states that alarm-holders should notify changes in nominated key-holders to the police within 24 hours.

iii. This form should 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 should be used to notify the local environmental health authority 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 7 (i) of the form should only be completed if you have asked the local authority to agree a response time of more than 20 minutes (see paragraphs 6.2 and 6.3 of the code of practice).

To the SENIOR OFFICER,…….Police Station

As the person responsible for the audible intruder alarm installed at the premises indicated at (2) below, I wish to notify you that the names 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 time as may be agreed with the local authority in writing, from receiving notification that the alarm is ringing.*

1. Nature of installation (please tick the 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) Business Address (inc. postcode)

Tel. Tel.

4. Nominated key-holders (one of whom may be the alarm-holder)

Name	Home Address (inc. postcode)	Business Address (inc. postcode)
1.		
	Tel.	Tel.
2.		
	Tel.	Tel.

unless otherwise requested, key-holder 1 will normally be contacted first. Details of any additional key-holders should be added at the end of the form.

5. Alarm owner (if different from 3; eg a security company)

Name……...

Address (including postcode)…….

……Tel No…….

6. Alarm maintenance contract (if different from 5)

Name……...

Address (including postcode)…….

…….Tel No……

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.

(i) I have asked Birmingham City Council to agree a response time of …… minutes.

Signed…….(Alarm Holder)

<u>For Police Use Only</u>

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

Signed…… Date……

<u>NOTE: SEND COMPLETED FORM TO YOUR LOCAL POLICE STATION</u>

The information held on this form will be used for the purposes of compliance with the Environmental Protection Act 1990 and will not be disclosed outside Birmingham City Council and the Police.

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BIRMINGHAM CITY COUNCIL
Licensing Section

AUDIBLE INTRUDER ALARMS
NOTIFICATION TO LOCAL ENVIRONMENTAL HEALTH AUTHORITY
OF INSTALLATION OF A NEW ALARM SYSTEM OR A CHANGE OF ALARM-HOLDER FORM B

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 Sections 80 and 82 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 of 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 the local environmental health department that the alarm has been newly installed or that he has taken over responsibility for an existing alarm system. The code also states that alarm-holders should notify changes in nominated key-holders to the police within 24 hours.

iii. This form should be used to notify Birmingham City Council of an existing installation or that a new installation has been made or an existing one taken over. Form A should be used to give the police details of key-holder arrangements.

iv. Section 6 of this form should only be completed if you wish to ask the local authority to agree to a response time of more than 20 minutes (see paragraph 6.2 and 6.3 of the code of practice).

To Birmingham City Council, The Licensing Section, Crystal Court, Aston Cross Business Village, 50 Rocky Lane, Aston, Birmingham B6 5RQ

As the person responsible for the audible intruder alarm 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:

…….police station and that I have signed an undertaking that one or other of my nominated key-holders will always turn out and will take responsibility for silencing the alarm within 20 minutes, or such longer period as may be agreed with you in writing, from receiving notification that the alarm is ringing.

Signed…… Date…….

1. Nature of Installation (please tick the 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)	Business Address (inc. postcode)
	Tel.	Tel.

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

Name……...

Address……...

……

……. Telephone…….

5. Alarm maintenance contract (if different from 4)

Name……...

Address……

……

……. Telephone……

6. Response time (see Note iv.)

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 that 20 minutes are attached.

Signed …… Alarm Holder

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

…….. should be …….. minutes.

Signed…….Alarm Holder

Signed……. for Birmingham City Council

Date…….

Return form to: The Licensing Section
Crystal Court
Aston Cross Business Village
50 Rocky Lane, Aston
Birmingham B6 5RQ

Telephone calls to: 0121 303 9896