



**AUDIBLE INTRUDER ALARMS  
NOTIFICATION TO POLICE OF NOMINATED KEYHOLDERS  
FORM A - THIS SHOULD BE COMPLETED AND SENT TO YOUR LOCAL POLICE OFFICE**

**Notes**

- i 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 ring unnecessarily action may be taken against you under Section 80 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 authority that the alarm has been newly installed or that he has taken over responsibility for the 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 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 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 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).

To the Officer in charge at ..... Police Station.

As the person responsible for the audible alarm system installed at the premises 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 time 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 the 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 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) and Tel No.	Business Address (inc. Postcode) and Tel No.
	Telephone	Telephone

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

Name	Home Address (inc. Postcode) and Tel No.	Business Address (incl postcode) and Tel No.
a.	Telephone	Telephone
b.	Telephone	Telephone

Details of any additional key-holders should be added at the end of the form

---

**5. Alarm owner** (if different from 3. e.,g. Security company)

Name.....

Address (including postcode) .....

---

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

Name .....

Address (including postcode) .....

---

**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 v)

i) I have asked Renfrewshire 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 .....



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

**Form B: This should be completed and sent to Renfrewshire Council, Environmental Services Department, South Building,  
Cotton Street, Paisley PA1 1UG**

**Notes**

- i 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 ring unnecessarily action may be taken against you under Section 80 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. The code also states that the alarm-holder should **at the same time, notify the local environmental health authority that the alarm has been newly installed or that he has taken over responsibility for an existing system** and that he should tell the local authority the address of the police station to which notification of the key-holders has been made.
- iii This form may be used to notify the local environmental health authority of an existing installation or that a new installation has been made or an existing one taken over. Form A may 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 paragraphs 6.2 and 6.3 of the code of practice).

---

**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) and Tel No.	Business Address (inc. Postcode) and Tel No.
	Telephone	Telephone

**4. Alarm owner (if different from 3. e.g.)**

Name

.....

Address

.....

.....

.....

**5. Alarm maintenance contractor (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 to a response time of ..... minutes. My reasons for wishing to 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 Renfrewshire Council

Date .....