

## Form to Register Key Holder Details for Premises Alarm

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**

I confirm that I am 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 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>

.....  
.....  
.....  
..... Post Code.....  
Phone .....  
Mobile .....  
Email .....

Business Address:<sup>1</sup>

.....  
.....  
.....  
..... Post Code.....  
Phone .....  
Mobile .....  
Email .....

**4**

Alarm Maintenance Contractor:

.....  
.....  
.....  
..... Post Code.....  
Phone .....  
Mobile .....  
Email .....

Alarm Installer (if different)

.....  
.....  
.....  
..... Post Code.....  
Phone .....  
Mobile .....  
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.

Name: .....

Address: .....

.....

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

Phone (hm): .....

Phone (wk): .....

Mobile: .....

Second choice.

Name: .....

Address: .....

.....

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

Phone (hm): .....

Phone (wk): .....

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.

*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 .....

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.*

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.

Please return the completed form to:

Dartford and Sevenoaks Environmental Health Partnership, Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR.

## NOTES.

- a) 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 following the guidance given on our website will help you to achieve this.
- b) It is best practice to inform the Environmental Protection Team of the Alarm Holder's details and log the details of two Keyholders. Changes to Keyholders should be notified to the Local Authority within 24 hours of such a change.
- 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) In the event of your alarm sounding, the Council will normally endeavour to contact you and your keyholders (using the details provided on this form). However, in certain circumstances this may not be possible. Where the Council has been unable to contact your keyholders we may forcibly disable the alarm and you will be liable for any costs incurred.
- e) Registering your details with the Environmental Protection Team does not fetter the ability of the Council to take formal action if required and to reclaim costs incurred in doing so.
- f) **Do not put yourself as a Keyholder if you are the occupier.** 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 other 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.**

- g) You will be asked to renew the details provided. 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 this Directorate and a new form will be sent to you for completion.

### **DATA PROTECTION ACT 1998**

**All or part of the information provided may be disclosed or supplied to external organisations or bodies such as Courts, Bailiffs, Benefits Agency, any other charging authority and to the Council's external auditors for the following purposes:**

- the prevention or detection of crime;
- the apprehension or prosecution of offenders;
- the assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;
- data matching initiatives with other statutory bodies for the purpose of fraud prevention and detection.

**All or part of the information provided may also be used by other Departments of the Council for purposes connected with the collection of Council debts or to assist in other statutory functions.**

**The Council may check information provided by you or information about you provided by a third party against other information held by the Council. The Council may also obtain information from third parties or provide information to them to check the accuracy of information supplied by you to the Council.**