

**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 Wrexham County Borough 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.**

**WREXHAM COUNTY BOROUGH 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. Under the Clean Neighbourhoods and Environment Act 2005, the local authority has the power to enter premises in order to silence alarms where key-holders cannot be reached. These provisions apply to audible intruder alarms sounding for twenty minutes continuously or one hour intermittently and which are likely to give persons living or working in the vicinity of the premises reasonable cause for annoyance.
- 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.

**AIA 1/5**

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 Wrexham County Borough Council to agree a response time of ..... minutes.

Signed.....(Alarm Holder)

**For Police Use Only**

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

Signed..... Date.....

**NOTE: SEND COMPLETED FORM TO YOUR LOCAL POLICE STATION**