

<b>Keyholder 1</b>	
Name:	
Address:	
Tel. no:	Mobile:
<b>Keyholder 2</b>	
Name:	
Address:	
Tel. no:	Mobile:
<b>Keyholder 3</b>	
Name:	
Address:	
Tel. no:	Mobile:
<b>Any other information, e.g. potential hazards</b>	
If handed in at a Hampshire Police Station please forward to Security Systems Admin at Vickery Building, Netley	

Return the completed form by post to:

Security Systems Administration Office  
Hampshire Constabulary  
Vickery Building  
Hamble Lane, Netley  
Southampton SO31 4TS

or take into any Hampshire police station.

You can notify us of changes to your registered details by email at:

[keyholder.database@hampshire.pnn.police.uk](mailto:keyholder.database@hampshire.pnn.police.uk)

or by telephone on 023 80 745381

Please quote your reference number when updating an existing record.

Please note that we are currently unable to accept new registrations via email or telephone.

Hampshire Constabulary  
Police Headquarters  
West Hill  
Winchester  
Hampshire  
SO22 5DB

Tel 0845 045 4545  
[www.hampshire.police.uk](http://www.hampshire.police.uk)



V1.0 H Fiske Oct 2006

Hampshire  
Constabulary

## Free Keyholder Registration Scheme

For all premises fitted with an audible alarm, plus any non-alarmed commercial premises



Working for Safer Communities

For many years Hampshire Constabulary has provided a service to business and domestic residents by recording keyholder details relating to audible alarms. We are now in the process of developing a new and improved process and are inviting new or existing record holders to register their details.

### **Who should register?**

The scheme is designed to apply only to domestic premises fitted with an audible-only alarm (known as Type B) and to any commercial premises with or without an audible alarm. Those premises whose alarms are linked to a monitoring station (known as Type A) have their keyholders recorded by the monitoring company and should not register on this scheme.

### **Police attendance policy**

It should be noted that the police do not automatically attend Type B alarm activations unless there are indications from the scene that there is suspicious activity or that a criminal offence has taken place. Details of this policy can be found on the web site of the Association of Chief Police Officers at [www.acpo.police.uk](http://www.acpo.police.uk).

### **What we undertake to do**

On being told of an alarm sounding or an insecurity at your premises we will attempt to contact one of your nominated keyholders, starting with number 1 and making up to three phone calls in total.

Should suspicious activity be reported in conjunction with the alarm / insecurity then we will send a police officer in accordance with the previously stated policy.

Your rights and our obligations to you under the Data Protection Act 1998 are set out in a leaflet which is available for download from our website at [www.hampshire.police.uk](http://www.hampshire.police.uk), alternatively one will be posted to you on request. Please contact the Security Systems Administration office (address on the back of this leaflet) to arrange this or to obtain further details of the scheme.

### **What we ask you to do**

Please select keyholders who will be able to attend promptly if called, preferably within 20 minutes. They should have knowledge of how to operate any security systems you have installed and of any potential hazards.

Once you have registered with us we ask that you tell about any changes to the details you supplied that may affect our ability to call out a keyholder. We also require you to contact us every 2 years, if only to confirm that nothing has changed. If we do not hear from you within 2 years, in order to keep our database as accurate and up-to-date as possible we will unfortunately have to delete your record.

### **Property Details**

Address inc postcode:

Name of owner/occupier:

Home phone:

Mobile phone:

Email address:

### **For residential property**

Please indicate the type of premises:  
house / bungalow / flat / mobile home  
semi-detached / detached / terraced  
(delete as applicable)

### **For commercial premises**

Business name, if appropriate:

Please specify what type of premises this is,  
e.g. shop / office / factory / school / warehouse /  
farm / lockup etc:

Phone number at premises:

Is the premises alarmed? Y / N