

**You may nominate a total of three keyholders**

**Keyholder 1**

Name: .....

Address: .....

Home phone number: .....

Mobile phone number: .....

**Keyholder 2**

Name: .....

Address: .....

Home phone number: .....

Mobile phone number: .....

**Keyholder 3**

Name: .....

Address: .....

Home phone number: .....


Mobile phone number: .....

**Potential hazards**

*(eg ponds, dogs, razor wire, inspection pits)*

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.....  
.....  
.....

**Return the completed form by post to:**

 **Security Systems & Business Support,  
Hampshire Constabulary,  
Vickery Building,  
Hamble Lane, Hamble,  
Southampton SO31 4TS**

**or take into any Hampshire Constabulary  
police station.**

Please notify us of changes to your  
registered details by emailing:

 **keyholder.database  
@hampshire.pnn.police.uk**

or by telephone on  **023 8042 6046**

Please quote your reference number  
when updating an existing record.

If this form is handed in at a Hampshire  
Constabulary police station please forward it to:

**Security Systems & Business  
Support at Vickery House, Support  
Headquarters, Hamble Lane, Netley.**



For more information call **101**  
or visit **www.hampshire.police.uk**  
In an emergency always call **999**  
Deaf? Non-emergency text  
**07781 480999**



Protect your home or business  
today by calling us on **101**, visit  
**www.hampshire.police.uk**  
or complete the enclosed form.



# Keyholder Registration Scheme

Who holds the keys  
to your property?

## Welcome to Hampshire Constabulary's keyholder registration scheme

By registering with Hampshire Constabulary's keyholder scheme you can feel safe and assured that a keyholder will be called promptly in the event of an activation.

## How does it work?

If you have an audible alarm on your property, this scheme allows you to designate three keyholders to access your property if the alarm is sounding. On being informed of an alarm sounding at your property we will attempt to contact you or one of your nominated keyholders.

## Police attendance policy

It should be noted that the police do not automatically attend audible activations unless there are indicators from the scene that there is suspicious activity or that a criminal offence has taken place. Details of the policy can be found on the National Police Chiefs' Council website at [www.npcc.police.uk](http://www.npcc.police.uk).

## What do I need to do?

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

## How do I register?

You can register in a number of ways:

- › Complete the attached form and return it to the address provided or return it to your local police station
- › To register and pay by card please call us on **023 8042 6046**
- › Visit [www.hampshire.police.uk](http://www.hampshire.police.uk)

Once you have registered with us, we ask you to keep us updated with any changes to the details you have supplied which may affect our ability to call out a keyholder.

If you would like to nominate your own glaziers, plumbers or other emergency contacts, then please note them on the registration form.

## Cost

There are two membership options, residential and commercial, for which there is a different fee.

### The current annual cost for membership is:

- **\*£24 for residential premises**  
(That's peace of mind for only £2 a month)
- **\*£50 for commercial premises**

A donation is made to the Blue Lamp Trust from every subscription to go back to helping your local community

Both are payable on an annual basis.

*\*Please note, there is a 12 month minimum contract for both residential and commercial.*

## How to pay

We can accept payment by cheque or by telephone. If you wish to make a secure payment over the telephone then please call **023 8042 6046** and follow the instructions provided. Alternatively please enclose a cheque when returning the completed form.

## What happens next?

Once your registration has been received and processed you will receive a confirmation letter.

All the information you provide to us will be stored by Hampshire Constabulary in accordance with the Data Protection Act 1998 and will only be made available to the Emergency Services.

## Property registration details

Please complete the following sections, including the keyholder details (overleaf).

Address:

.....  
.....  
.....

Full name of owner/occupier:

.....  
.....

Home phone number: .....

Mobile phone number: .....

Email address:

*(Important to include an email address if you have one to enable us to email renewals.)*

.....

## For commercial premises

Business name, if appropriate: .....

.....  
.....

Please specify what type of premises this is:

*(eg shop, office, factory, school, warehouse, farm, lockup, etc)*

.....

Phone number at premises: .....

.....

Is the premises alarmed? Yes  No