

Keyholder Form

This form is used to notify MR Fire & Security Group of keyholder details for the Intruder Alarm System.

Contract Number:

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Customer name (in full) (Mr/Mrs/Ms/Miss/Other) _____
 Address where the system is installed ("the property") _____
 _____ Postcode: _____ E-mail: _____
 Tel No. for contact at the Property (not Mobile) _____ Tel No. Work (not Mobile) _____ Mobile: _____

1. The nearest Road Junction or Landmark _____
 2. The property is located in a rural/urban area (delete as applicable)
 3. Additional Information _____
 (max 5 words, e.g. large pets, guns etc.) _____

Name of the local authority (County Council, District Borough) in which your property is situated.

PLEASE ENTER BELOW DETAILS OF AT LEAST TWO KEYHOLDERS, BUT PREFERABLY MORE

<p>1. Surname: _____ Title: _____ Initials: _____ Address: _____ _____ _____ _____ Postcode: _____ Tel Home: _____ Tel Work: _____ Tel Mobile: _____ Password/Pin _____</p>	<p>2. Surname: _____ Title: _____ Initials: _____ Address: _____ _____ _____ _____ Postcode: _____ Tel Home: _____ Tel Work: _____ Tel Mobile: _____ Password/Pin _____</p>
<p>3. Surname: _____ Title: _____ Initials: _____ Address: _____ _____ _____ _____ Postcode: _____ Tel Home: _____ Tel Work: _____ Tel Mobile: _____ Password/Pin _____</p>	<p>4. Surname: _____ Title: _____ Initials: _____ Address: _____ _____ _____ _____ Postcode: _____ Tel Home: _____ Tel Work: _____ Tel Mobile: _____ Password/Pin _____</p>

You should:

1. Complete all sections of the form in full.
2. Check that all details are correct.
3. Sign and date this form.
4. Please e-mail or send this form to: maintenance@mrfsgroup.com or send to: MR Fire & Security Group, Number Eight, Canbury Business Park, Elm Crescent, Kingston upon Thames, Surrey KT2 6HJ

We will:

E-mail you confirmation when we have actioned this form.

Notes:

1. The Customer undertakes that the keyholder will take responsibility for silencing the alarm system within 20 minutes from receiving notification that the alarm is ringing.
2. Systems that are connected to the Alarm Receiving Centre will also require the Customer to advise MR Fire & Security Group of the chosen password/pin codes (maximum 6 digits/10 letters) for liaison with Alarm Receiving Centre Staff.
3. 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 incidents of nuisance caused by the ringing of alarms. If you permit your alarm to ring unnecessarily, action maybe taken against you under section 80 or 82 of the Environment Protection Act 1990 or under section article 38 or 39 of the Pollution Control and Local Government (Northern Ireland) Order 1978. 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.
4. Paragraph 5 of the Code of practice states that the alarm-holder should, within 48 hours of installing a new system or of taking over an existing one, must notify the Local Environment Health Authority that the alarm has been newly installed or that he/she has taken over responsibility for an existing alarm system.

Customer Signature. _____ Print Name. _____ Date. _____

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