



Keyholders details information form

Use this form to add, amend or re-confirm keyholder details for premises in Essex.

Type of information

New
(initial application)

Amended
(change of details)

Re-confirmed
(confirmation of existing details after 1 year)

Your address

Name or Company Name

Industrial Estate or Business Park

Premises Name

(if your premises is in an office block or has a separate unit number)

Number

Street

District

Town

Postcode

Keyholders details Please give details in order of call-out preference:

	Keyholder name	Telephone number 1	Telephone number 2
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

The above information is, to the best of my knowledge correct and up to date. All persons listed know that this information is to be recorded on computer for police use and agree to this.

I am aware that I am required to confirm or update these details in writing every 12 months for them to remain on record.

Name _____

Signed _____

Date _____



Boarding up consent form

Use this form to grant permission for the police to have your premises boarded up in the event of a keyholder not being available

If we can't contact the Keyholder . . .

By using the details in page 1 of this form, the police make every reasonable effort to contact a keyholder for any premises attended. Sometimes when attending a call-out to a premises, the police cannot contact the Keyholder(s).

If the premises is insecure or vulnerable due to broken locks or windows, we would prefer to arrange a boarding-up service on your behalf until you or your Keyholder can be contacted and a permanent repair can be undertaken. You will be liable for the costs of this boarding-up service so we require you to declare your liability and consent to settling the costs directly with the tradespersons employed.

Failure to agree may prevent the police from ensuring that your premises are left in a secure condition.

Please tick your preferred option

- I agree that in the circumstances outlined above **I would require** the police to request a boarding-up service to act on my behalf and secure my premises. I realise that I will be liable for any costs involved.*
- In the circumstances outlined above **I do not** wish the police to arrange boarding-up of my premises. I realise that the police may not take liability for boarding-up my premises in this instance.*

Please note that it is incumbent upon you to provide updated information to Essex Police on an annual basis. Essex Police will not be held responsible for any loss or damage caused to properties where the records held are out of date or incomplete as a result of non-provision of current keyholder information.

Name _____

Signed _____

Date _____

Ensure you have completed pages 1 and 2 of this form and then send it to your nearest police station. A complete list of stations in Essex can be found in the 'Your Area' section of the Essex Police web site

www.essex.police.uk