APPLICATION NUMBER

CITY OF VANCOUVER

Security Alarm System By-Law No.7111 - Alarm Permit Application

The City Council of Vancouver has declared "that excessive false alarm incidents originating from home and business security systems constitute a nuisance to the citizens of Vancouver and the Police department." The Security Alarm By-Law and Vancouver Police Department's False Alarm Reduction Program are intended to promote the responsible use of security alarm systems and to produce benefits for the public, alarm system users, the alarm industry, and for the City of Vancouver.

ALARM PERMIT APPLICATION INSTRUCTIONS

PLEASE REMOVE THIS INSTRUCTION PAGE FROM THE APPLICATION AND RETAIN THIS PAGE UNTIL YOU RECEIVE YOUR ALARM PERMIT. WHEN YOU RECEIVE YOUR ALARM PERMIT CONTACT YOUR ALARM COMPANY AND PROVIDE THEM WITH YOUR PERMIT NUMBER. SEE OVER FOR INFORMATION REGARDING THE SECURITY ALARM BYLAW.

APPLICATION NUMBER - This number is your record of the application for an alarm permit. If you have any inquiries regarding your alarm permit application (prior to receiving your alarm permit) please quote this number.

NEW SYSTEM - EXISTING SYSTEM - For new Alarm Systems installed within the last 12 months the section ALARM INSTALLATION DETAILS must be completed. An alarm system Inspection Report may be required for any application where there is a false alarm history for the permit applicant

PERMIT APPLICANT - The permit applicant must be the person or business entity in actual occupation of the premises that the alarm system is protecting. If the permit applicant is a business entity, a contact person is required.

ADDRESS OF THE PROTECTED PREMISES - Please be complete as possible with your address. Indicate: apartment number/basement suite/unit number etc., street number, street direction (West, East, North, etc.), and street name.

ALARM SYSTEM DETAILS

Alarm permit fees. - There are three classifications of alarm permits:

Residential	$17.55
Small business/commercial - less than 140 sq. metres of protected area (<1500 sq.ft.)	$29.25
Large business/commercial - 140 or more sq. metres of protected area (≥1500 sq.ft.)	$58.50

Alarm Company currently responsible for your alarm system: Name and details of the alarm company that is by contract associated to your alarm system to provide service, maintenance, etc.

ALARM INSTALLATION DETAILS: MANDATORY FOR NEW SYSTEMS - Your installing alarm company will be required to purchase a City of Vancouver Electrical Permit if the system contains fixed wiring. A single family dwelling homeowner wishing to install their own alarm system may qualify to obtain the required electrical permit. Your alarm installer will be required to provide the following information:
Company: Name of the alarm company who installed the security alarm system.
City of Vancouver Electrical Permit: This permit is required for combination wireless/hardwire and hardwire alarm systems. Electrical permits may be obtained at the Permits and Licenses Department, Electrical Inspection Branch, East Wing, 2nd floor, at City Hall, 453 West 12th Avenue.
City of Vancouver Business Licence File No.: All alarm installers must possess a Security Employee Licences and a Security Employee Identification Card issued by the Ministry of Attorney General. Ask the installer to produce their security identification. The Security Employee Licence File No. of the installer is required to be recorded on the form

KEY HOLDERS: In order to acquire an alarm permit and operate an alarm system within the City of Vancouver, you are required to supply the name of a guard service and/or three individuals who are able to meet the conditions of Section 16 of the Security Alarm By-law. If requested, your key holder references may be required to: receive telephone calls from alarm company or the police department, attend the address of the alarm within 60 minutes, provide the police access to the premises, operate the alarm system and safeguard the premises (on your behalf). You are required by law to update information to the police department and/or alarm company regarding your key holders **As alarm companies will only be permitted to contact the police only after actually making contact with one of your key holders, it is essential that you notify your alarm company of any instructions and/or changes regarding your guard service and/or key holder references. Only by supplying accurate and up-to-date information will your alarm company be able to contact your key holder references and request police attendance at your alarm incident.** Typically police will only request the attendance of a key holder reference in the event of damage or a criminal act being discovered on your property. For non-monitored systems, you must notify the police department in writing of the changes to your guard service/key holder references. Mail or deliver the information to the: (Manager), Vancouver Police Department, False Alarm Reduction Program, Unit 165-555 West 12th Avenue, Vancouver, B.C. V5Z 3X7

SIGNATURE OF APPLICANT: MANDATORY - Signed by the Permit Applicant or Contact Person (if the permit applicant is a business/commercial entity) that acknowledges and accepts that the cancellation of an alarm permit by the Chief Constable may mean the cancellation of police attendance to reports of alarm incidents originating from the alarm system associated to the permit applicant's address.

TO RECEIVE YOUR ALARM PERMIT, PLEASE MAIL OR DELIVER THE PERMIT APPLICATION FORM TO:
FALSE ALARM REDUCTION PROGRAM, UNIT 165-555 WEST 12TH AVENUE, VANCOUVER, B.C. V5Z 3X7
AFTER PROCESSING AND VALIDATION THE PERMIT WILL BE MAILED TO YOU.

Please make cheques payable to the City of Vancouver

CITY OF VANCOUVER

Security Alarm System By-Law No.7111

The City Council of Vancouver passed the Security Alarm System By-Law on May 18, 1993. The by-law requires that security alarm system users within the City of Vancouver purchase a security alarm system permit. There are 3 classifications of alarm permits:

a) Residential $17.55

b) Commercial - small $29.25
(less than 140 sq. metres of protected area <1500 sq.ft.)

c) Commercial - large $58.50
(140 or more sq. metres of protected area ≥ 1500 sq.ft.)

Permits must be renewed annually.

EXCESSIVE FALSE ALARMS means the reporting to the Police Department of 3 or more false alarms within a 12 month period.

"ALARM INCIDENT" means the activation of a security alarm system and the direct or indirect reporting of the activation to the Police Department.

Alarm Company Notification
Before notifying the Police Department of an alarm incident originating from a monitored alarm system, an alarm company must contact, by telephone or other electronic means, in order to establish whether the incident is a false alarm:

a) the permit holder at the alarmed building, structure, or premises, or

b) if the permit holder is not available, one of the three key holder references.

Police Department Notification
When the alarm company notifies the Police Department of an alarm incident originating from a monitored alarm system, the alarm company must provide to the Police Department the name and telephone number of the permit holder or key holder reference contacted.
"FALSE ALARM" means an alarm incident where there is no evidence that an unauthorized entry or unlawful act has been attempted or made into, on or respecting a building, structure or premises and includes, but is not limited to:
(a) the activation of an security alarm system during its testing;
(b) a security alarm system activated by mechanical failure, malfunction, or faulty equipment;
(c) a security alarm system activated by atmospheric conditions, vibrations or power failure;
(d) a security alarm system activated by user error.

If you discover evidence of a crime that was not detected a the time of the alarm you must contact the police and report the incident. Under this definition once police have been dispatched and no crime or unlawful act has taken place, the alarm incident is considered false even if police are cancelled prior to arrival. Contact your alarm company to ensure that you have provided them with current up-to-date instructions and key holder reference information before an alarm occurs at your premises.

If an alarm system generates 3 or more false alarms, or if the alarm user contravenes a provision of the by-law, the Chief Constable may cancel the alarm permit associated to the alarm system The fees for the reinstatement of a cancelled alarm permit are as follows:

REINSTATEMENT FEE

	1st	2nd and subsequent
a. Residential	$75.00	$150.00
b. Large Business or Commercial	$125.00	$250.00
c. Large Business or Commercial	$250.00	$500.00

IF AN ALARM PERMIT IS CANCELLED the Chief Constable may refuse to provide police service to the address of a cancelled alarm permit for alarm related incidents. This will be done only after written notification is received by the alarm user.

It is an offence under the By-law to:
1) install, possess or use an alarm system without a valid alarm permit;
2) use an alarm system that sounds for more than 5 minutes after each activation;
3) use an alarm system that activates 3 or more false alarms in a 24 hour period
4) use an alarm system that automatically calls the police.

In addition alarm users must provide the police department or alarm company the name, address, and telephone numbers of: 1) a guard service; 2) at least 3 persons (key holder references); who may be contacted at any time in the event of an alarm incident and who will be able to meet a number of requirements set out in the By-law. This person(s) must be able to respond and attend to an alarm within 60 minutes of being requested by the police department to attend.

For complete information regarding the Security Alarm System By-law, contact your alarm company or the Vancouver Police Department False Alarm Reduction Program at 604-871-6150 (604-871-6152 fax). Copies of the By-law may be obtained on request at the False Alarm Reduction Program Office. The False Alarm Reduction Program Office is located at City Square, 12th and Cambie, #165 - 555 W. 12 Ave., Vancouver, B.C. V5Z 3X7

HAVE YOU HAD YOUR ALARM SYSTEM SERVICED RECENTLY? BATTERIES SHOULD BE CHECKED FREQUENTLY AND THE POWER SUPPLY BACK-UP BATTERY SHOULD BE REPLACED EVERY 3 YEARS TO ENSURE OPTIMUM PERFORMANCE. IT IS ALSO HIGHLY RECOMMENDED TO MAINTAIN A SERVICE AGREEMENT WITH AN ALARM COMPANY IN CASE OF EQUIPMENT PROBLEMS OR EMERGENCY SERVICE.

APPLICATION NUMBER

PERMIT NUMBER

CITY OF VANCOUVER

Security Alarm System By-Law No.7111 - Alarm Permit Application

☐ NEW SYSTEM (INSTALLED WITHIN THE LAST 12 MONTHS) ☐ EXISTING SYSTEM APPLICATION DATE ____ / ____ / ____ (YEAR MONTH DAY)

PERMIT APPLICANT AND ADDRESS OF PROTECTED PREMISES

PERMIT APPLICANT: _____ (PRINT: SURNAME FIRST NAME) CELL PHONE: (____) _____ EXT. ____

ADDRESS: _____ (WHERE ALARM SYSTEM IS LOCATED) WORK PHONE: (____) _____ EXT. ____

VANCOUVER, B.C. POSTAL CODE: _____ HOME PHONE: (____) _____ EXT. ____

DOING BUSINESS AS: _____ (COMPANY NAME IF APPLICABLE) PHONE: (____) _____ EXT. ____

MAILING ADDRESS: _____ (IF DIFFERENT THAN ABOVE) PHONE: (____) _____ EXT. ____

ALARM SYSTEM DETAILS

$17.55 ☐ RESIDENTIAL

$29.25 ☐ SMALL BUSINESS/COMMERCIAL (UNDER 140 SQ. METERS)

$58.50 ☐ LARGE BUSINESS/COMMERCIAL (OVER 140 SQ. METERS)

PAYMENT TYPE ☐ CASH ☐ CHEQUE

ALARM COMPANY CURRENTLY RESPONSIBLE FOR YOUR ALARM SYSTEM: _____

COMPANY NAME: _____ CITY OF VANCOUVER BUSINESS LICENCE NO.: _____

ADDRESS: _____ PHONE: (____) _____

CITY: _____ POSTAL CODE: _____ FAX: (____) _____

ALARM TYPE (CHECK ONE): ☐ SILENT/MONITORED ☐ AUDIBLE/MONITORED ☐ AUDIBLE/NON-MONITORED

SYSTEM TYPE (CHECK ONE): ☐ WIRELESS ☐ COMBINATION WIRELESS/HARDWARE ☐ HARDWIRE

ALARM SYSTEM MONITORED BY: _____

PHONE: (____) _____ FAX: (____) _____

ALARM PURPOSE: ☐ INTRUSION ☐ HOLDUP ☐ EMERGENCY

ALARM SYSTEM INSTALLATION DETAILS. MANDATORY FOR NEW SYSTEMS.

INSTALLED ON: ____ / ____ / ____ (YEAR MONTH DAY) CITY OF VANCOUVER ELECTRICAL PERMIT NO.: _____

BY: ☐ HOMEOWNER ☐ ALARM COMPANY

COMPANY: _____ CITY OF VANCOUVER BUSINESS LICENCE NO.: _____

INSTALLER: _____ SECURITY EMPLOYEE LICENCE FILE NO.: _____

KEY HOLDER REFERENCES

NAME: _____ CELLULAR: (____) _____

ADDRESS: _____ WORK PHONE: (____) _____

CITY: _____ (TOWN OR MUNICIPALITY ONLY) HOME PHONE: (____) _____

NAME: _____ CELLULAR: (____) _____

ADDRESS: _____ WORK PHONE: (____) _____

CITY: _____ (TOWN OR MUNICIPALITY ONLY) HOME PHONE: (____) _____

NAME: _____ CELLULAR: (____) _____

ADDRESS: _____ WORK PHONE: (____) _____

CITY: _____ (TOWN OR MUNICIPALITY ONLY) HOME PHONE: (____) _____

THIS SECTION MUST BE COMPLETED IN FULL IN ORDER TO BE PROCESSED

I certify that all the information contained in this application is correct. I also understand and accept that the cancellation of the Alarm Permit to the above address may also mean the cancellation of Police attendance to the reports of alarm incidents originating from the alarm system associated with this address.

Alarm Permit Applicant _____

M33/2004