



SUBJECT: Alarm System Permit Application

The City of Lethbridge has had an Alarm System Bylaw in place since 2000. The purpose of the Lethbridge Alarm System Bylaw is to promote the responsible use of alarm systems by both companies and individuals. The intent of the bylaw is to reduce the number of false alarms that police attend. Lethbridge Bylaw No. 5078 requires all alarm system users to have a valid alarm system permit. Police may not attend your alarm if you do not have a valid alarm system permit. The alarm system permit application can be obtained at the police station, online on the LPS website or from alarm service providers.

ALARM PERMIT APPLICATION Information:

1. There is no fee to apply for an alarm permit.
2. Alarm permit numbers are not transferable from one address to another or from one owner to another. A change in address or owner will require a new application.
3. The permit applicant must be the person responsible for the alarm system. If it is for a commercial property, a contact person is required.
4. Secondary keyholders must not reside at the property where the permit has been issued. The keyholder must be able to attend within 30 minutes of being contacted.
5. The permit will be renewed automatically every year unless cancelled.
6. Return all completed applications to:

Lethbridge Police Service
135 1 Avenue South
Lethbridge, Alberta T1J 0A1
ATTENTION: Alarm System Permit Coordinator

Completed applications can also be emailed to alarms@lethbridgepolice.ca or dropped off at the police station during business hours



Lethbridge Police Service Alarm System Registration

Lethbridge Police Service
 135 1 Avenue South
 Lethbridge, Alberta
 T1J 0A1

The alarm permit will automatically renew annually unless it is cancelled.

<input type="checkbox"/> New Business
<input type="checkbox"/> New Ownership
<input type="checkbox"/> Update Only

PROTECTED PREMISES INFORMATION

RESIDENTIAL OCCUPANT (Surname, First Name) 1.	Date of Birth / Gender	Home Phone	Work	Cell
2.	Date of Birth / Gender	Home Phone	Work	Cell
	COMMERCIAL PREMISES (Name)			
Contact Name (Surname, First Name)	Date of Birth / Gender	Business Phone		
	Business Hours SUN: MON: TUE: WED: THUR: FRI: SAT:			
	ADDRESS OF PROTECTED PREMISES			POSTAL CODE
	Mailing/Billing Address (if different from above)			POSTAL CODE

ALARM INFORMATION

Effective Date YYYY / MM / DD	PREMISES TYPE <input type="checkbox"/> Commercial <input type="checkbox"/> Residential	PURPOSE <input type="checkbox"/> Intrusion <input type="checkbox"/> Distress/Hold Up
Name of MONITORING ALARM COMPANY OR <input type="checkbox"/> SELF-MONITORING		Phone

SECONDARY KEYHOLDER INFORMATION – Required information ****

Must not reside in premises address.

Name (Surname, First Name) 1.	Date of Birth / Gender	Home Phone	Work	Cell
Name (Surname, First Name) 2.	Date of Birth / Gender	Home Phone	Work	Cell
Name (Surname, First Name) 3.	Date of Birth / Gender	Home Phone	Work	Cell

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature (Applicant)

_____|_____|_____
YYYY DD MM

OFFICE USE ONLY

LPS Registration No.	DATE
APPROVED (Signature)	(Print Name)
Data Entry (Signature)	(Date)

Note:

Once the form is completed it can be submitted to the Lethbridge Police Service via email at alarms@lethbridgepolice.ca, by mail to 135 1 Avenue South, Lethbridge, Alberta T1J 0A1, or by dropping it off at the police station during business hours. Once the form is processed a permit number will be designated and the form returned to you.

Please return the processed permit number via:

Email: _____ (Provide email address)

Mail to my mailing address

Personal information on this form is collected and used in accordance with the City of Lethbridge Bylaw No. 5078 and the Freedom of Information and Protection of Privacy Act. Personal information shall be shared for the purposes outlined in Sections 37 to 41 of the Freedom of Information and Protection of Privacy Act (FOIP Act), and for other legal requirements where they are consistent with the FOIP Act. If you have any questions regarding the collection and use of information on this form, contact the Lethbridge Police Service’s Records Manage Unit at 403-327-2210, or 135 1 Avenue S Lethbridge, AB T1J 0A1.

Please be advised that under the bylaw, if an alarm system generates three (3) or more false alarms during the duration of the alarm permit (within one year), inclusive of any periods of suspension, the permit holder shall pay the City of Lethbridge a fee of \$75 per false alarm (starting at the third false alarm) for residential properties, and \$150 per false alarm (starting at the third false alarm) for commercial properties. Should the fine not be paid within 45 days of the receipt of the notice, the alarm system permit may be suspended.

Should the alarm company continue to convey alarms to LPS on a suspended or revoked permit, they may be charged a \$150 fee.