

## Request Permission to Install CCTV/Security Camera/ Camera Door Bell

**When applying to request permission to install CCTV/ security camera/ camera door bell, permission will usually be granted subject to the following conditions:**

### Compliance

- All work is to be carried out by a suitably competent person to an acceptable standard.
- If the system is to be hard wired into the mains electricity supply, the installation will need to be undertaken by a qualified electrician, who is a member of the approved contractor scheme (e.g.NICEIC, ECA etc), and a copy of the certificate provided to us upon completion.
- You must be aware of possible asbestos content to walls, floors, ceilings, aertex, soffits and if the work is likely to disturb or damage any materials know or suspected to contain asbestos you must contact us to arrange for a test to be carried out prior to any work starting. The testing and removal of any asbestos must be done using our licenced contractor.

### Your Responsibilities

- Any re-decoration works must be done to an acceptable standard.
- It is your responsibility to obtain planning permission and to comply with building regulations and obtain a Building Regulation Notice (where required).
- Care must be taken to avoid damage to the structure of the property, and any damage resulting from the work will be the responsibility of the tenant to make good.
- All work will be carried out at your own expense.

**No work should be undertaken until you have received written permission from us.**

**Cannock Chase Council take no responsibility for any images and Sound you may capture. Please see below for guidance on the use of CCTV/security cameras/ camera door bells together with links on where to obtain further advice:**

- The camera(s) should only cover areas within the boundary of your property. If the camera(s) capture any part of a public space or property owned or resided in by others then the use of your CCTV/security system/ camera door bell is subject to the data protection law together with any other relevant laws/acts, (you should have a clear and justifiable reason for doing this).
- If the CCTV/Security system/camera door bell has an independent sound recording facility it should be disabled if possible, if you are unable to disable this facility you will be subject to the data protection law together with any other relevant laws/acts.
- You should inform people that they are in an area where they are being recorded. Prominently placed signs of an appropriate size must be put at the entrance to the CCTV/ Security camera/camera door bell zone, together with a further sign inside the area.
- It would be courteous to inform your neighbours that you are installing CCTV/Security cameras/ camera door bell.
- If the camera(s) records images or sound they must be solely used for the purpose of home security, they need to be stored securely, ensuring that nobody can watch them without good reason.
- Any recorded images must not be up loaded or shared or streamed online.
- Any recorded images must be deleted regularly.
- It is your sole responsibility to ensure that the CCTV/Security equipment/ camera door bell is only operated for the purpose of home security, and it is not misused.
- If a wireless transmission system is installed it must be suitably secure.
- Individuals who have been recorded on the CCTV/Security Camera/ camera door bell have the right to be provided with the information held on them or view the information.

**Further advice can be found at:**

- *Information Commissioners Office*  
<https://ico.org.uk/your-data-matters/domestic-cctv-systems-guidance-for-people-using-cctv/>  
helpline 0303 123 1113 (for queries on data protection)
- *Surveillance Camera Commissioner*  
<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>
- *Gov.UK*  
<https://www.gov.uk/government/publications/domestic-cctv-using-cctv-systems-on-your-property/domestic-cctv-using-cctv-systems-on-your-property>