

Tenants and Residents Association registration criteria

Camden Council

To register your Tenants and Residents Association (TRA) with the Council you will need to provide evidence that you meet our criteria for registration.

TRA registration criteria

1. TRA constitution, Equalities statement, and Code of conduct
2. Financial statement (annual accounts)
3. Inaugural / Annual General Meeting (AGM)
4. Independent Observer to oversee your elections (Ward Councillor, Council officer, or DMC Chair)
5. Copy of Inaugural / AGM minutes

Please complete the registration form after your tenants' & residents' association (TRA) has held its inaugural or annual general meeting (AGM), and send it to the tenant and leaseholder engagement team at the Council. Return the forms within ten days from the date of the AGM. You can send them electronically to email address: tp@camden.gov.uk

You will also need to send us a copy of:

- **your TRA constitution** (including any amendments agreed at your latest AGM). If you cannot locate your constitution, please let us know in advance of the AGM so we can send you a copy of our model constitution. Your Constitution is a set of rules agreed to by the TRA members. It is the document your group should use to guide TRA activities and to help you plan your AGM each year. The Independent Observer must also attend to confirm that the AGM was held following your TRA's rules. A copy must be sent with the registration documents to the team. We are interested to see how up to date it is, and suggest that it is reviewed yearly to reflect current best practice in tenant participation. We have a model constitution that you can use for your TRA.
- **your Code of Conduct** - This code sets out the behaviors we expect of all tenants and leaseholders involved in our formal and informal engagement activities
- **Independent observer checklist form** – this is to be completed by the person acting as your observer. The checklist confirms that the AGM was run following your Constitution and the Council's criteria for registration
- **minutes from the TRA's Inaugural or AGM** - recording the adoption of constitution, code of conduct, election of the new Committee and annual accounts (please note we do not need minutes of general meetings, only the minutes of the AGM itself), these can be sent in draft form
- **A copy of the attendance list of the AGM** signed and dated by everyone at the AGM.

Please keep a copy of your registration papers for your TRA records