**Tenants and Residents Association registration form**

To register your Tenants and Residents Association (TRA) with the Council you will need to complete this registration form and return it to tp@camden.gov.uk

Please include copies of the associated documents required to complete your registration;

1. Constitution, code of conduct, equalities statement
2. Annual accounts
3. Inagrual or Annual General Meeting (AGM) attendance form
4. Independent Observor (IO) form
5. AGM attendance record

When we receive your completed registration form and associated documents, we will register your TRA and update you details on our register. We will write to you and confirm your registration. If we need any further information we will contact you for clarification and offer you support

NB: registration with the Council gives TRAs automatic membership to the District Management Committees (DMC). Please complete the DMC membership form included in your registration pack.

**Registration details:**

Name of your TRA ……………………………………………………………………………………

How many properties does your TRA cover? ………………………………………………….

Name of bocks/properties covered by your TRA ………………………………………………..

………………………………………………………………………………………………………….

## Date of your AGM (If your TRA is a new group then please use the date of the meeting held to set the TRA up ……………………………………..

 Correspondence from the Council will normally be sent to the ‘secretary for correspondence unless you nominate another committee member as your contact.

Name (if not the secretary) …………………………………………….

Address: ………………………………………………………………………

Email address: …………………………………………..contact number ………………………..

# **Data Protection Act 1998:**

The information on this form will be used by the London Borough of Camden for registration and to support the work of your association. The Council may, from time to time, send you further information which it believes will be of benefit to your association. If you would prefer not to receive any further information please tick the box below.

**Note:** Please you may lose out on important information and funding opportunities if you decide not to receive any further information.

I do not wish to receive any further information from the London Borough of Camden

**Note:** the committee should reflect the profile of your membership e.g. majority Council tenants where applicable. This is also a requirement for DMC voting rights in Gospel Oak and Kentish Town

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Committee member*** | ***name*** | address | **contact details** | **tenant****leaseholder** |
| **Chair** |  |  | phone:email |  |
| **Vice Chair (optional)** |  |  | phone:email: |  |
| **Secretary** |  |  | phone:email: |  |
| **Treasurer** |  |  | phone:email: |  |
| **1st DMC representative** |  |  | phone:email: |  |
| **2nd DMC representative (if more than 300 properties )** |  |  | phone:email: |  |
| **1 DMC substitute**  |  |  | phone:email: |  |
| **2 DMC substitute ( if more than 300 properties )** |  |  | phone:email: |  |
| **TRA hall co-ordinator** |  |  | phone:email: |  |
| Committee member |  |  | phone:email: |  |
| Committee member |  |  | phone:email: |  |
| Committee member |  |  | phone:email: |  |
| Committee member |  |  | phone:email: |  |

Next, you will need to give us information on your TRA bank account if you wish to access funds from the Council This information will support any requests you submit to us for grant funding which are supported by the Council.

**Your TRA bank account details**

When your TRA receives confirmation of registration from us, can apply for DMC and TRA grant funding to support your TRA activities .

For New groups a Start - Up Grant is available immediately after the registration.

For groups who are re-registering Revenue Grant and Special Projects Grant forms can be requested.

To access Funds from Camden Council immediately, we need to know:

* The account name
* The account address including post code
* The account number and sort code
* The names of the committee members approved to sign cheques for the account.

At least 2 committee members should be approved to sign cheques. It is best practice to have the Treasurer as an approved signature and another committee member ( not from the same household). The Treasurer should always be one of the signatures on cheques.

**Please complete the details below:**

## Your TRA name: …………………………………………………………………

TRA Account name: …….…………………………………………………...

Account address: …………………………………………………….…..

Post code: …………………………………………………….…..

Account number: ………………………………………………………..

Sort Code: ………………………………………………………..

Please return this form with your registration documents to tp@camden.gov.uk

