

THE LONDON BOROUGH OF CAMDEN

Council Tenant & Resident Association (TRA) and District Management Committee
(DMC) Representation Registration Form 2008

Data Protection Act 1998:

The information that you give on this form will be used by the London Borough of Camden and the Camden Federation of Tenant and Resident Associations for the purposes of registering and supporting your association. The Council and the Camden Federation 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: 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 or the Camden Federation of Tenant and Resident Associations.

Your Association's Contact Details Listing on CINDEX:

As part of the registration process Camden Council require a postal address for your TRA to include in its Community Information Service 'CINDEX'. This will be available to see on the internet (see www.camden.gov.uk/cindex). The address of the secretary of your association (or of the chair if there is no secretary) will be provided to this. You can decide whether to ALSO publish the name of the Secretary/Chair, their telephone and/or their email address – please add a tick or cross to the boxes below to indicate your preference.

Name of contact person Telephone Email

Please attach the following:

- 1. The Independent Observer Checklist fully completed by that person.**
- 2. A copy of the minutes of your Association's most recent meeting at which your Association's officers were elected.**
If this was more than fifteen months ago your TRA will not be able to register until a meeting is held and the information has been sent in.
- 3. A list of the members of your Association.** It is up to each TRA to decide how it counts members and the easiest method is to keep lists. These can be made by making a record of all residents:
 - attending any meetings of the association, including the Annual General Meeting and other open meetings and
 - taking part in walkabouts, social events and
 - contributing to the association in other ways such as helping produce and distribute leaflets and newsletters.

PLEASE PUT THE DATE OF THE ANNUAL GENERAL MEETING YOU JUST HAD OR, IF A NEW GROUP, THE DATE OF THE MEETING AT WHICH YOU SET UP -

Date of AGM or set-up meeting: -----

Your District Management Committee: -----
(state here which District Housing Area your Association is in)

PLEASE COMPLETE THE FOLLOWING IN **BLOCK CAPITALS**

4. NAME OF YOUR ASSOCIATION

5(a). WHICH AREA/ESTATE DOES YOUR ASSOCIATION REPRESENT
(Please indicate which blocks/streets are covered and how many homes):

Total number of homes: -----

5(b). Does your TRA represent (please circle): / an estate / a group of street properties / a mixture of both / ?

6. HOW MANY MEMBERS HAVE YOU LISTED IN 3.?
(If your association is just setting up, please send in attendance list for that meeting)

7. ARE THE MAJORITY OF YOUR COMMITTEE MEMBERS COUNCIL TENANTS?
YES/ NO (Please delete as appropriate)

8. HOW MUCH NOTICE WAS GIVEN TO YOUR MEMBERS OF THE ANNUAL GENERAL MEETING?

9. PLEASE SAY WHO THE INDEPENDENT OBSERVER WAS AT YOUR AGM

PLEASE REMEMBER- When sending in this form please attach to it:

- A copy of your **CONSTITUTION** (if new Association or amendments only)
- The Independent Observer's Checklist fully completed by that person
- Your **AGM MINUTES**
- **LIST OF ATTENDEES (SEE 3)**

DETAILS OF OFFICERS (PLEASE PRINT USING CAPITAL LETTERS)

It is a requirement of registration that committee members declare whether they were a Tenant or a Leaseholder when they were elected.

a) **Chair**

Name -----Signature-----

Address -----

----- Post Code-----

Telephone No -----email-----

Tenant/Leaseholder (please delete as appropriate)

b) **Secretary**

Name -----Signature-----

Address -----

----- Post Code-----

Telephone No -----email-----

Tenant/Leaseholder (please delete as appropriate)

c) **Treasurer**

Name -----Signature-----

Address -----

----- Post Code-----

Telephone No -----email-----

Tenant/Leaseholder (please delete as appropriate)

d) **DMC Voting Member**, who will attend meetings of the DMC. This person can be one of the officers if you wish.

Name -----

Address -----

----- Post Code-----

Telephone No -----email-----

Tenant/Leaseholder (please delete as appropriate)

- e) **Substitute DMC Member**, who may vote in the absence of the Voting Member

Name -----
Address -----
----- Post Code-----
Telephone No -----email-----
Tenant/Leaseholder (please delete as appropriate)

- f) Details of **Second DMC Voting Member**
(appropriate only for those TRAs representing 300 homes or more)

Name -----
Address -----
----- Post Code-----
Telephone No -----email-----
Tenant/Leaseholder (please delete as appropriate)

- e) Details of **Second DMC Substitute Voting Member** who may vote in the absence of a second voting member (appropriate only to TRAs with 300 or more members).

Name -----
Address -----
----- Post Code-----
Telephone No -----email-----
Tenant/Leaseholder (please delete as appropriate)

Please return this form to:
Business Reply Service
FREEPOST LON 14798
Tenant Participation Team
London Borough of Camden
Room 304 - Bidborough House
20 Mabledon Place
LONDON WC1H 9BF

Please note:

- (i) All correspondence relating to District Management Committees will be sent to the District Management Committee representative elected.
- (ii) District Management Committee agendas will be sent to the voting member(s) and where appointed, the substitute(s).
- (iii) Data Protection Act: Camden Council will not pass information about registered Associations to any bodies other than departments of the London Borough of Camden including CINDEK; and Camden Federation of Tenants and Residents Associations.