

## TRA Registration Form

To register your Tenants and Residents Association (TRA) with Newham Council you will need to complete this registration form and return it to the Resident Involvement Team at [getinvolved.housing@newham.gov.uk](mailto:getinvolved.housing@newham.gov.uk) or Direct House, Bridge Road Depot, Abbey Road, London, E15 3LX.

### Registration details:

TRA Name:

Date of AGM  
or inaugural  
meeting:

Details of  
properties in  
TRA area and  
total number:

What were the total number of attendees and did it meet your quorum?

What is the current balance of your TRA bank account?

Which of your elected committee members will be your main contact for correspondence? (This should usually be your Secretary)

How many public meetings have you held in the last year?

## Committee members' details

*Note – One or more members should agree to receive communications in relation to TRA support or the TRA could miss vital updates including those about grant funding.*

### Chair

Name:
Address:
Email:
Telephone number:
Tenant/Leaseholder/Other _____ (please delete as appropriate)
I would like to:
<input type="radio"/> Receive information in relation to TRA support
<input type="radio"/> Receive information on wider resident engagement activities
Signed _____

### Vice Chair

Name:
Address:
Email:
Telephone number:
Tenant/Leaseholder/Other _____ (please delete as appropriate)
I would like to:
<input type="radio"/> Receive information in relation to TRA support
<input type="radio"/> Receive information on wider resident engagement activities
Signed _____

**Secretary**

Name:

Address:

Email:

Telephone number:

Tenant/Leaseholder/Other \_\_\_\_\_ (please delete as appropriate)

I would like to:

- Receive information in relation to TRA support
- Receive information on wider resident engagement activities

Signed \_\_\_\_\_

**Treasurer**

Name:

Address:

Email:

Telephone number:

Tenant/Leaseholder/Other \_\_\_\_\_ (please delete as appropriate)

I would like to:

- Receive information in relation to TRA support
- Receive information on wider resident engagement activities

Signed \_\_\_\_\_

**Ordinary committee members**

*(If more than two please use additional copies of this page)*

Name:
Address:
Email:
Telephone number:
Tenant/Leaseholder/Other _____ (please delete as appropriate)
I would like to:
<input type="radio"/> Receive information in relation to TRA support
<input type="radio"/> Receive information on wider resident engagement activities
Signed _____

Name:
Address:
Email:
Telephone number:
Tenant/Leaseholder/Other _____ (please delete as appropriate)
I would like to:
<input type="radio"/> Receive information in relation to TRA support
<input type="radio"/> Receive information on wider resident engagement activities
Signed _____

## Your TRA bank account details

If your TRA has been registered with London Borough of Newham in the last 12 months you can apply for TRA grant funding to support your TRA activities. When a new group is registered, you will be entitled to the TRA start-up grant. You can register without a bank account but you will be unable to access our grant funding.

The Treasurer and 2 other committee members should be approved to sign cheques. The Treasurer should always be one of the signatures on cheques. When signatories leave the committee, then they must be replaced and bank account details updated.

Please provide the TRA bank account details below:

TRA Name:
TRA Account Name:
Account Address (including postcode):
Account Number:
Sort Code:

## Registration documents

Please enclose the following documents

- Constitution and code of conduct
- Annual accounts (unless first year, and independently verified if over £5k turnover)
- Inaugural or Annual General Meeting (AGM) minutes
- AGM attendance record

Declaration:

We confirm that the meeting that took place was in accordance with the constitution, with fair and open elections, that the minutes are an accurate record of the meeting and that the accounts were presented and agreed;

TRA Chair (signed) \_\_\_\_\_

TRA Secretary (signed) \_\_\_\_\_

Independent observer (signed) \_\_\_\_\_

**Please return this form with your registration documents to [getinvolved.housing@newham.gov.uk](mailto:getinvolved.housing@newham.gov.uk) or Resident Involvement Team, Direct House, Bridge Road Depot, Abbey Road, London, E15 3LX. Please send us copies of documents, as we will not be able to return originals to you.**

London Borough of Newham ('the Council' or 'we' or 'us' or 'our') gather and process your personal information in accordance with our privacy notice and in compliance with the relevant data protection law. You can find out more information about our privacy notice, and how we collect and process your data by visiting <https://www.newham.gov.uk/contact-information/processing-personal-data-privacy-notice>