

Registered Tenant Organisations Application Form

Once received, your application will be acknowledged within 10 working days. It will then be considered by the Housing Committee which meets once a month and you will be notified in writing of the outcome.

Registration and Re-registration is valid for a period of 3 years.

On completion, this form should be returned to:

Tenant Participation Team, Quality and Performance Unit, Floor 1, 3 City Square, Dundee, DD1 3BA.

Name of Group:

Description of area of operation:

Please note that the contact details below will be publicly available on our RTO Register, so you may wish to use your Secretary's details.

Contact Address for Group:

Post Code:

Position in Group:

Contact Phone Number:

Contact E-mail Address:

Please detail below any **other information** you wish to be included on the public register. This information could include a web site, if you have one, or details of regular meetings, e.g. the first Thursday of every month. The Register is available for inspection at the District Housing Offices and on the City Council's Website at www.dundee.gov.uk. Please state here if you are Re-registering.

Signature of Chairperson

Signature of Secretary

Date of Application

Committee Members

Please list your office bearers first, identify any co-optees and state whether or not members are tenants. These details will not be publicly available.

Name	Address	Post Code	Position	Tenant (Y/N)	Co-optee (Y/N)

Please enclose the following documents in support of your application (not required for re-registration):

- a copy of your written constitution
- a statement setting out how your organisation plans to engage with City Council tenants within its area of operation and how your organisation will represent the views of those tenants
- details of any other landlords with whom your organisation has registered or is intending to register

Guidance Notes for RTO Registration & Re-Registration

Background

Under the Housing (Scotland) Act 2001, local tenant groups can be formally recognised by their landlords. Provided they satisfy certain conditions, groups are entitled to be registered as tenant organisations (RTOs) and have the right to be provided with a wide range of information as well as the right to be consulted on aspects of housing policy which might affect them as tenants.

We give the highest possible priority to Tenant Participation and we have used the opportunity provided by the Act to ensure it forms a more effective role in the Housing Service.

For this reason, we urge all tenant groups to apply for registration.

Advice on how to Apply

The Quality and Performance Unit helps tenants and tenant groups to take a full and active part in influencing the way the Housing Department operates. We are available to help tenants to start up new groups where none exist. We will be pleased to provide advice and assistance to both new and existing tenant groups in submitting an application for registration. You may also wish to refer to the guidance notes issued by the Scottish Executive, copies of which are available from any Area Housing Office or the Quality and Performance Unit.

If you require any further assistance, please call the Tenant Participation Officer on: 307330

Criteria for Registration

1. Your organisation must have a publicly available written constitution that sets out:
 - its objectives and area of operation.
 - how people can become members.
 - the way the Committee will operate.
 - how people can become Committee members/office bearers.
 - how the business of the organisation will be conducted.
 - how decisions will be reached democratically.
 - how funds will be managed.
 - arrangements for public meetings.
 - arrangements for annual general meetings (AGM).
 - how changes can be made to the constitution.
 - its commitment to the promotion of equal opportunities.
 - its commitment to the promotion of the housing and housing related interests of tenants.
2. Your organisation must have a Committee that:
 - (after the first year) is elected at an AGM.
 - has at least three tenant members.
 - can co-opt others onto the Committee during the course of the year.
 - has elected office bearers.
 - can demonstrate that decisions are reached democratically.
 - promotes equal opportunities.
 - stands down after a specified period.
3. Your organisation must operate within a defined geographical area which consists of all or part of Dundee City; or an area which includes housing stock owned and managed by Dundee City Council.
4. Membership of your organisation and participation in its activities must be open to all City Council tenants within its area of operation.
5. Your organisation must have appropriate accounting records and present an audited annual financial statement to the AGM.
6. Your organisation must demonstrate that it will represent the views and interests of its members who are tenants of Dundee City Council.

Removal from the Register

A Registered Tenant Organisation can be removed from the register in any of the following circumstances:

- the tenant organisation no longer meets the registration criteria
- the tenant organisation ceases to exist or does not operate
- there is a mutual agreement between the City Council and the tenant organisation

Appeals Procedure

A tenant organisation may appeal against the City Council's decision to:

- not register the organisation;
- remove the organisation from the Register
- not remove the organisation from the Register

Appeals should be made in writing and lodged with the Quality and Performance Manager, Quality and Performance Unit, Dundee House, Housing Department, Floor 1, 50 North Lindsay Street, Dundee.

Your letter of appeal will be acknowledged within 10 working days from the date of receipt.

If you are not satisfied with the outcome of the appeal, you may appeal to the Scottish Ministers. In this instance, the formal appeals process will be considered by the Regulation & Inspection Division of Communities Scotland on behalf of Scottish Ministers.