

**FORM RNA/C3**

**APPLICATION FOR ANNUAL PERMIT FOR A REGISTERED ROYAL NAVAL ASSOCIATION CLUB**

(To be submitted to RNA Headquarters by 31<sup>st</sup> October each year – see notes overleaf)

**PART 1**

**Notes**

1. Name of Club in Full:..... (a)
2. Registered Office Address.....  
.....
3. Tel:.....Post Code.....
4. Premises owned by : Club/Branch/Other..... (c)
5. Membership as at 31<sup>st</sup> October : (a) FULL and LIFE Members ..... (e-1)  
(b) ASSOCIATE Members.....

**ANNUAL PERMIT 20.....**

6. The Club Committee hereby applies for the Renewal of the Annual permit and undertakes to comply with all the conditions therein. (e)

Date.....Signature of Hon Secretary.....

Signature of Chairman.....

**PART 11**

The Committee of the .....Branch of the Royal Naval Association has examined the above application and supports it. (b)

The present paid up membership of the Branch is : (a) FULL and LIFE Members .....

(b) ASSOCIATE Members.....

Date.....Signature of Hon Secretary.....

**PART 111**

Number .....Area in which the .....Branch is situated recommends National Council approval of this application. (b)

Date.....Signature of Area Secretary.....

**PART IV**

This application is approved by National Council

.....signed on their behalf

## **FORM RNA/C3A**

### **Notes**

- (a) Under Association Rule 16 the National Council requires all Branches forming a Club to register it and its name with the appropriate authority through RNA Headquarters, and thereafter to apply for an Annual Permit.
- (b) The application for the annual permit should be submitted by the Club through the Branch and Area for their endorsement and onward transmission to RNA Headquarters by 31<sup>st</sup> October each year. If either the Branch or the Area cannot support the application, it should endeavour to resolve the reasons with the Club, but failing this should report full details to the General Secretary with a copy to the National Council Member for the Area.
- (c) RNA Headquarters will issue the permit dated 1<sup>st</sup> January of the following year as soon as practicable. The administrative charge is £3 which will automatically be debited to the Branch account for the quarter ending 31<sup>st</sup> December. If premises are not owned by the Branch it is a condition that adequate facilities be provided by the owner for the conduct of Branch business.
- (d) If the Honorary Secretary's address for correspondence is not the same as the Registered Office this should be shown after his signature.
- (e) The Conditions specified on the permit as being accepted by the Club include the following :
1. All members of the Club shall be members of the Association with not less than 20 being Full and/or Life Members as defined by clause 9(a) of the Royal Charter.
  2. The Club will, in general, do all possible to further the objects of the Association and will support and encourage the work of the Branch with which it is associated.
  3. The Club will abide strictly by its registered rules which shall not be amended without prior consent of the National Council.
  4. Two copies of the audited accounts of the Club shall be forwarded to the General Secretary each year.
  5. The National Council shall be entitled to appoint a representative to inspect all documents, accounts and books of the Club on giving seven days notice.
  6. The National Council and the appropriate Area Committee may from time to time pay a visit of inspection to the Club.
  7. The National Council can give seven days written notice of cancellation of the permit and the Club shall thereupon cease to use the words "Royal Naval Association" in the title of the Club.