**Date of Request:** Click or tap to enter a date.

**Prisoner Name:** Insert Name Here

**Prisoner Number:** Insert Prison Number Here

**Prison:** Insert Prison Name Here

**Panel Date (if listed):** Not applicable

**Urgent:** Choose an item.

**Part A**

*This form is issued by either the Secretary of State, the Prisoner or Legal Representative. This form can be used following a referral by Secretary of State for a case to be reviewed by the Parole Board.*

*As a party to the proceedings the Board invites your comments on the issues or points of focus in relation to requesting, varying or revoking directions, licence variations, observer requests, requests to amend panel logistics or requests to prioritise/expedite or defer a hearing.*

**Completed by:** Choose an item. **Name:** Please type your name here.

**Application/Issue:** Choose an item.

|  |
| --- |
| Click here and start typing reasons |

**Part B**

**The other party’s representations:** (either PPCS or Legal Reps/Prisoner)

**Completed by:** Please type your name here. **Name:** Choose an item.

**Date:** Click or tap to enter a date.

|  |
| --- |
| Type representations here.  |

*The applicant must ensure the other party has had the opportunity to provide their representation. Your completed form must be sent to the Parole Board. The Parole Board will consider all comments and requests; parties are reminded that the final decision will rest with the Parole Board member.*

**Part C – Response from The Parole Board**

**THIS DOCUMENT IN ITS ENTIRETY**

**WILL BE DISCLOSED TO ALL PARTIES**

 **(subject to a non-disclosure application)**

**Date:** Click or tap to enter a date.

**Prisoner Name:** Insert Name Here

**Prisoner Number:** Insert Prison Number Here

**Prison:** Insert Prison Name Here

**Panel Date (if listed):** Not applicable

**Form completed by:** Choose an item.

*The following is an official response completed by or on behalf of a Parole Board member, and as such should be treated as a judicial direction.*

|  |
| --- |
| Insert reasons here... |

**Parole Board Member**

Distribution: Ministry of Justice Public Protection Casework Section

 Prisoner/Prisoner Representative

 Prison Service

 Probation Service

*The completed version of this form should be added to the dossier*