

# Application for a public Parole review

## Application form

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The new Parole Board rules make it possible for public parole hearings to be held in some cases where it is in the interests of justice.

### Who can make an application?

The prisoner, victim, the media or the wider public may now make an application requesting that a case be heard in public on or after 21 July 2022.

### What happens with an application:

Your application will be reviewed by the Chair of the Parole Board.

The Chair will assess each application taking into consideration the points in the below section.

Once an application is received, the Chair of the Parole Board will invite representations from parties involved in the case including the prisoner, the Secretary of State and victims.

Once the Chair has made a decision, the Parole Board will publish its decision.

Please be aware that if a case is already listed for a hearing, there may be time constraints on receiving representations from parties involved in the case that preclude the case for consideration.

Any application for an oral hearing to be held in public may not be made later than 12 weeks before the date allocated for the oral hearing.

### What will the Parole Board be considering?

The following are a non-exhaustive list of factors that may be relevant to the decision about the interest of justice. The list is not indicative of the order of importance which will depend upon an assessment of the particular case:

- (i) whether there are any particular special features in the case (which set it apart from other cases) which may add to proper public understanding of the Parole system and public debate about it and which particularly warrant a public hearing.
- (ii) the wishes of the victim (s).

- (iii) any risks of undue emotional stress and/or re-traumatisation of the victims including an adverse effect upon the mental health of the victim or the victim's family in the short or long term.
- (iv) the victim's right to attend parts of the hearing in any event.
- (v) the (informed) wishes of the prisoner.
- (vi) any particular vulnerability of the prisoner by reason of age and/or mental disorder.
- (vii) any risks to the safety of the prisoner.
- (viii) any risks of undue emotional stress to the prisoner.
- (ix) the Parole Board's power to exclude witnesses from the hearing and/or hold part of the proceedings in private where evidence is especially personal, confidential or sensitive.
- (x) any difficulties in confining personal, confidential or sensitive to a private part of the hearing.
- (xi) any proper concerns about the quality of evidence including the importance of witnesses (including the prisoner) having the ability to give their best evidence
- (xii) any significant risks of inhibiting open and honest discussion during the hearing.
- (xiii) the availability of summaries to the public in any event.
- (xiv) the ability to make practical arrangements for a public hearing without a disproportionate burden upon the Parole Board.

Any decision as to whether to hold a hearing in public can be varied if there is a material change in the relevant circumstances.

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## Submitting your form

Once you've filled in the attached form, you need to send it to the Parole Board Chair by email or post:

- Email: [public.hearings@paroleboard.gov.uk](mailto:public.hearings@paroleboard.gov.uk)
- By Post:

Parole Board Chair  
3<sup>rd</sup> Floor  
10 South Colonnade  
London  
E14 4PU

It is recommended that you send the form by email (through your representative) because it is quicker.

**If the application is accepted:**

The parties to the case and the applicant will be made aware of the decision. Once this decision has been shared with parties involved, it will be published on the Parole Board website that the hearing will be held in public.

Those who wish to attend will be sent a form explaining the process for attending a public hearing.

Please note that to attend public hearings, individuals will need to attend the Parole Board office in London to observe the hearing via remote link.

**If the application is rejected:**

The Parole Board will publish the reasons for rejecting an application.

## Application form

**Your Name**

**Your email**

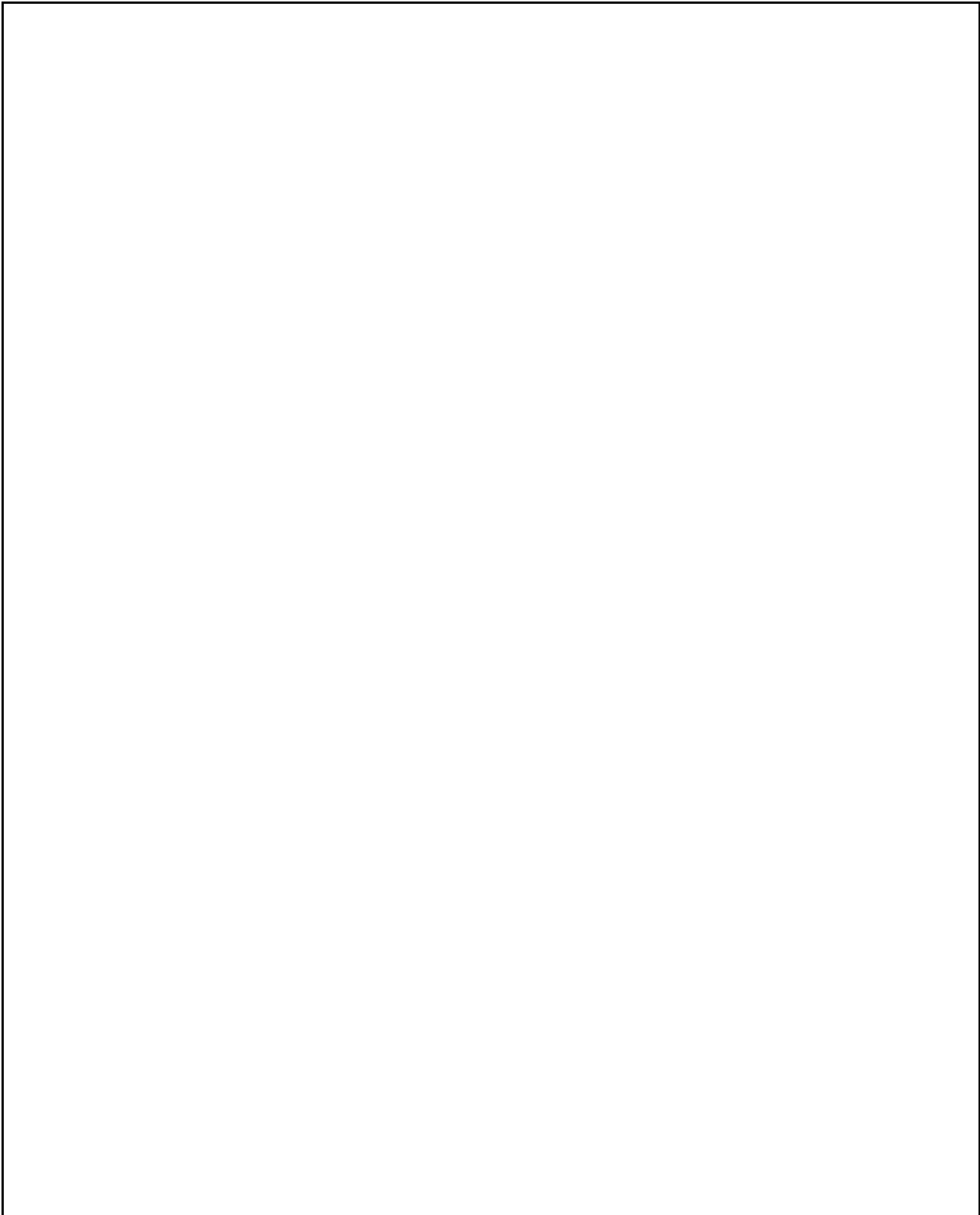
**Prisoner name**

**Prison number (if known)**

**Any information about the date of Sentencing etc that will help identify the case**

**Your role in the case**

**Reasons why you propose the case should be held in public.**



## Additional comments

Include any other information you would like to add.

**Your signature**

**Date**