

Application for remission (restoration) of added days

Prisoner's No.

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Prisoner's full name

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Date of offence

D	D	/	M	M	/	Y	Y	Y	Y
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When can I apply to have some of my added days restored?

If you have received a punishment of additional days you may, subject to conditions, apply to have some of them given back to you. You can make this application six months since the date of the offence (not the date of your adjudication), or four months if you are a young offender, whatever the punishment was. You may also apply again if your last application for restoration of additional days was over six months ago, or four months if you are a young offender.

How do I apply?

You must complete this form, writing a statement supporting your application on the back if you wish to, then signing it and handing it to a wing officer. You can see the Governor or Director who is considering your application and say why you think that you should get your days back - it is usually a good idea to do this.

How does the Governor or Director decide about my application?

When thinking about whether or not to give you any days back, the governor or director will be given a report about you by an officer on your wing. It will have comments about you from other staff you see regularly and from your previous prisons if you have moved recently.

The governor or director will consider what you have done since you received your last punishment; for example work, education, PE or any other activity which is available to you as well as any home leave or temporary release you may have had.

The way you deal with life in prison, your attitude, whether you have stayed out of serious trouble and have tried to make the most of the opportunities available to you are considered but most importantly whether the last offence you received additional days for was a serious one. Normally no more than 50% of the additional days you have received in total during your sentence will be returned to you. The Governor or Director will take account of each of these factors when deciding whether to give you back some, all or none of the days you have requested.

1. Prisoner’s statement

How many days are you applying to have restored?

If you wish you can write the reasons here why you think that you should get back the days you have asked for

Do you want to be present when your application is considered? ☐ Yes ☐ No

Signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Form issued by

Date of offence

D	D	/	M	M	/	Y	Y	Y	Y
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Officer's report

2. Details of applicant's additional days record

Date of offence	Details of charge and punishment	Additional days given
1. <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>		
2. <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>		
3. <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>		
4. <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>		
5. <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>		
6. <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>		
7. <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>		
8. <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>		
Total number of additional days given		

3. Details of previous applications

Is this the first time an application has been made for restoration of additional days? ☐ Yes ☐ No

If Yes, enter details of previous applications below:

(If more than two reviews have been carried out, provide details on a separate sheet)

1. Date

D

D

 /

M

M

 /

Y

Y

Y

Y

Number of days restored

2. Date

D

D

 /

M

M

 /

Y

Y

Y

Y

Number of days restored

Number of days eligible for restoration

4. Prisoner's current release date:

Automatic release date

D

D

 /

M

M

 /

Y

Y

Y

Y

Conditional release date

D

D

 /

M

M

 /

Y

Y

Y

Y

Parole eligibility date

D

D

 /

M

M

 /

Y

Y

Y

Y

Non parole date

D

D

 /

M

M

 /

Y

Y

Y

Y

5. Wing Officer's Report -

(Refer to PSI 05/2018 Prisoner Discipline Procedures Annex A paragraph 3.20-3.31 before completing)

The report should be written on this form under the headings below

- a) Evidence of a constructive attitude towards imprisonment, including any involvement in work, education, PE and other activities

- b) Whether the prisoner has responded well to trust placed in him or her, e.g. temporary release or home leave

- c) A summary of relationships with other prisoners and staff during the period

6. Prisoner became eligible for restoration of additional days on

D	D	/	M	M	/	Y	Y	Y	Y
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Signed

Name (BLOCK CAPITALS)

7. Consideration by the Governor or Director

Officer's report considered ☐ Yes ☐ No

Prisoner's statement considered ☐ Yes ☐ No

Prisoner's oral representations heard ☐ Yes ☐ No ☐ None made

Governor's remarks:

Signature

Name (BLOCK CAPITALS)

Date

D	D
---	---

 /

M	M
---	---

 /

Y	Y	Y	Y
---	---	---	---

8. Governor's/Director's decision

You applied for restoration of additional days on

D	D
---	---

 /

M	M
---	---

 /

Y	Y	Y	Y
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I have now considered your application and have decided as follows:

Application granted ☐

Application refused ☐

Number of days restored

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9. Prisoner’s revised release date

Automatic release date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Conditional release date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Parole eligibility date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Non parole date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Additional days remaining

Provided that you have not been found guilty of any further disciplinary offences, the date on which you will next be able to apply for the restoration of additional days is:

D	D	/	M	M	/	Y	Y	Y	Y
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