

# Challenge a parole decision

## Prisoner application form

---

The reconsideration mechanism gives parties the right to ask for a parole decision to be looked at again by the Parole Board.

### Who can make an application?

Only parties to the parole proceedings can apply to have a decision reconsidered (i.e. the prisoner or the Secretary of State for Justice).

The reconsideration mechanism applies to decisions relating to release for prisoners serving;

- Indeterminate sentences (Life or IPP),
- Extended sentences,
- Certain determinate sentences where the initial release is at the discretion of the Parole Board (Discretionary Conditional Release (DCR) cases and Sentences for Offenders of Particular Concern (SOPC)).

The reconsideration mechanism also applies to:

- Recalled prisoners serving these sentences; and
- Decisions about applications to terminate IPP licences made on or after 21 July 2022.

### When can you make an application?

Your application must be received by the Parole Board within 21 days of the date that your parole decision was issued, otherwise the decision will become final. Please ensure that you send the form as quickly as possible to allow for delays with post.

For more information, please speak to your representative, who can complete this form on your behalf.

### What will the Parole Board be assessing?

A member of the Parole Board will assess your application and will be looking for evidence that:

- there was an **error of law** – the Parole Board acted outside of its powers or applied the wrong legal tests

- the process was **procedurally unfair** - the correct process was not followed - for example, important evidence was not shared
- the decision is **irrational** - the decision makes no sense based on the evidence of risk that was considered and that no other panel could come to the same conclusion.

Being unhappy with the decision is not grounds for reconsideration.

---

## Submitting your form

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

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

Parole Board Reconsideration Team  
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.

## What happens next?

The Reconsideration Team will contact you after your application has been considered. They will tell you whether the Parole Board has decided to reconsider the decision or not.

## If the application is accepted:

The case will be sent for another parole review, which will be arranged as a priority. This new review will be made on papers or at an oral hearing. Depending on the facts of the case, the review will either be managed by the panel who made the original decision, or a new panel of members.

Even when a case has been reconsidered, it does not mean the final decision will change.

**If the application is rejected:**

The original decision will be made final and the Parole Board will give written reasons why the decision should not be reconsidered.

## Application form

**Your Name**

**Prison Number**

**Date of Birth**

**Name of Prison**

If you are a representative completing this on behalf of the prisoner, please include your contact details.

**Representative Name**

**Phone Number**

**Email address**

**Address**

**Postcode**

## **Your reasons**

Use this section to explain the reasons why you think that your parole decision should be reconsidered.

There are three sections and you can fill in one or more of these boxes, depending on your reasons for applying for reconsideration.

Include extra pages if you need to. You can also submit copies of evidence with your form.

### **1. There is an error in law**

Give details in this section if you believe the panel acted outside of its powers or applied the wrong legal test.

**2. The incorrect process was followed**

Give details in this section if you believe the parole process was procedurally unfair.

**3. The decision was irrational**

Give details in this section if you believe the decision was irrational, based on the evidence considered.

## Additional comments

Include any other information you would like to add.

**Your signature**

**Date**