|  |  |  |  |
| --- | --- | --- | --- |
| DIS9  **04/24** | Application for remission of additional days |  |  |
| Charge no. |  |
|  |

|  |  |  |
| --- | --- | --- |
| Prisoner’s first name(s) |  | Prisoner’s surname |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Prisoner’s number |  | Date of offence |
|  |  |  |

# When can I apply for remission of additional days?

You may apply if you have not been found guilty at an adjudication in the past six months (or four months if you are a young offender, or were at the time of your last adjudication), whatever the punishment may have been – added days or anything else. You may also apply again if your last application for remission of added days was over six months (or four months if you are a young offender) ago.

# 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 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 decide about my application?

When thinking about whether or not to give you any days back, the governor 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 will consider what you have done since you received your last punishment – for example, work, education, PE or any other activity that is available to you, as well as any 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 whether you have tried to make the most of the opportunities available to you are considered, but the most important consideration is whether the last offence you received additional days for was serious. Normally no more than 50% of the additional days you have received in total during your sentence will be returned to you. The governor 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. (See the Adjudications Policy Framework paragraphs 6.228-6.239 for further guidance.)

1. Prisoner’s statement

|  |  |
| --- | --- |
| How many days are you applying to have restored? |  |

If you wish, you can write the reasons why you think you should get back the days you have asked for in the box below.

|  |
| --- |
|  |

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

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |
|  |  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Form issued by |  | Date of offence |
|  |  |  |

Officer’s report

# 2. Details of applicant’s additional days record

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date of offence** | **Details of charge and punishment** | **Additional days given** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
|  |  |  |  |

3. Details of previous applications

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

**If no**, enter details of previous applications below.

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

|  |  |  |
| --- | --- | --- |
| 1. Date |  | Number of days restored |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 2. Date |  | Number of days restored |
|  |  |  |

|  |  |
| --- | --- |
| Number of days eligible for remission |  |

4. Prisoner’s current release date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Automatic release date (ARD) |  | Conditional release date (CRD) |  | Parole eligibility date (PED) |
|  |  |  |  |  |

|  |
| --- |
| Non-parole date (NPD) |
|  |

5. Wing officer’s report

(Refer to the Adjudications Policy Framework paragraph 6.234 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, and engagement with rehabilitative and resettlement activity.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

d) If the Prison Offender Manager/Community Offender Manager is aware of the remission application. Any release plans should be considered in addition to recent behaviour.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 6. Prisoner became eligible for remission of additional days on: |  |

|  |  |  |
| --- | --- | --- |
| Signed |  | Name (BLOCK CAPITALS) |
|  |  |  |
|  |  |

7. Consideration by the governor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Officer’s report considered | Yes  No |  | Prisoner’s oral representations heard | Yes  No |

|  |  |  |
| --- | --- | --- |
| Prisoner’s statement considered | Yes  No | None made |

Governor’s remarks

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Signed |  | Name (BLOCK CAPITALS) |
|  |  |  |
|  |  |

|  |
| --- |
| Date |
|  |

8. Governor’s decision

|  |  |
| --- | --- |
| You applied for remission of additional days on |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Application granted |  | Number of days remitted |  |

|  |
| --- |
| Application refused |

9. Prisoner’s revised release date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ARD / CRD / NPD |  | PED |  | 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 remission of additional days is: |  |
|  |