

Licence Conditions Policy Framework

ANNEX A: Additional Licence Condition Criteria and Table

Any additional conditions must be necessary and proportionate. Use of EPF2 to prompt professional judgement is required. All conditions are up to date on the Create and Vary a Licence digital platform.

Licence conditions are not updated on PNOMIS, the bespoke licence field must be used on that system to insert any additional licence conditions as set out below. This does not make the conditions below bespoke, and approval as bespoke conditions are not required for the conditions below.

Information on the Four Pillars approach and Risk of Harm can be found here: [HMPPS risk of serious harm guidance \(GOV.UK\)](#).

CATEGORIES	PILLAR	LICENCE CONDITIONS	ADVICE
1. Residence at a specific place	Monitoring / Control	(a) You must reside overnight within [REGION] probation region while of no fixed abode, unless otherwise approved by your supervising officer.	<p>This condition is to ensure that offenders who are NFA (no fixed abode), whereby they are transient and will not have a permanent address, continue to reside in the probation region in which they are being managed for the purpose of ensuring that they can be rehabilitated into the community through access to local support on licence as signposted by their Probation Practitioner.</p> <p>This does not amount to an inclusion zone, as it is only overnight residency being restricted by this condition. This condition must not be applied to those who identify as Gypsy, Roma or Travellers without making clear that permission can be sought by the offender to request permission to transfer to another area and the length of notice this would require.</p> <p>This condition may be relevant for case subject to electronic monitoring as a compulsory condition to ensure they remain within an in-scope region.</p>

			Should an offender request a transfer to another probation region permanently, then this condition must be varied and updated to reflect the new location should that offender continue to be NFA.
2. Restriction of residency.	Monitoring / Control	(a) Not to reside (not even to stay for one night) in the same household as [ANY / ANY FEMALE / ANY MALE] child under the age of [INSERT AGE] without the prior approval of your supervising officer.	A maximum age limit of 18 may be placed in the free text box. This upper limit will be set based on the risks and issues in the individual case.
3. Making or maintaining contact with a person.	Supervision	(a) Attend all appointments arranged for you with a [PSYCHIATRIST / PSYCHOLOGIST / MEDICAL PRACTITIONER] unless otherwise approved by your supervising officer.	These conditions do not require the offender to undergo treatment but do require them to attend scheduled appointments.
	Supervision	(b) Receive home visits from a Mental Health Worker.	
	Supervision	(d) Should you return to the UK and Islands before the expiry date of your licence then your licence conditions will be in force and you must report within two working days to your supervising officer.	<p>This condition should be applied where permission has been granted to permanently travel outside of the UK and Islands under the Travel Outside England and Wales on Licence Policy Framework.</p> <p>It is not typically necessary to apply this to a licence for an FNO awaiting deportation, as if they were to return to the UK following deportation, then they would be in automatic breach of their deportation order. However, where it is known that the deportation order is shorter than the licence period, this condition should be considered so that it may activate after the end of the deportation order.</p>

Victim safety planning	(e) Not to seek to approach or communicate with [INSERT NAME OF VICTIM AND / OR FAMILY MEMBERS] without the prior approval of your supervising officer and / or [INSERT NAME OF APPROPRIATE SOCIAL SERVICES DEPARTMENT].	Guidance on non-contact conditions is available here .
Victim safety planning	(f) Not to have unsupervised contact with [ANY / ANY FEMALE / ANY MALE] children under the age of [INSERT AGE] without the prior approval of your supervising officer and / or [INSERT NAME OF APPROPRIATE SOCIAL SERVICES DEPARTMENT] except where that contact is inadvertent and not reasonably avoidable in the course of lawful daily life.	A maximum age limit of 18 may be placed in the free text box. This upper limit will be set based on the risks and issues in the individual case. There is no longer a “position of trust” test to be applied when setting the limit at 18, this is now simply incorporated into the necessary and proportionate test.
Monitoring / Control	(g) Not to contact or associate with [NAMED OFFENDER(S) / NAMED INDIVIDUAL(S)] without the prior approval of your supervising officer.	Guidance on non-contact conditions is available here .
Monitoring / Control	(h) Not to contact or associate with a known sex offender, other than when compelled by attendance at a Treatment Programme or when residing at Approved Premises, without the prior approval of your supervising officer.	This condition should only be applied where a specific issue has been identified where association with known sex offenders would increase risks, and not as standard due to the offence profile or the residency in an Approved Premises.
Monitoring / Control	(i) Not to contact directly or indirectly any person who is a serving or remand prisoner or detained in State custody, without the prior approval of your supervising officer	This condition only applies to contact with prisoners in custody, not those on licence. Where the offenders are in the community, contact should be managed through the use of other non-contact conditions.

	Monitoring / Control	(j) Not to associate with any person currently or formerly associated with [NAME OF SPECIFIC GROUPS OR ORGANISATIONS] without the prior approval of your supervising officer.	Guidance on non-contact conditions is available here .
	Monitoring / Control	(k) Not to engage with or attempt to engage with commercial sexual services. This includes companionship/friendship style services, and all services whether sexual or not.	
	Victim safety planning	(l) Not to approach or communicate with any victims of your offences without the prior approval of your supervising officer.	Guidance on non-contact conditions is available here .
	Monitoring / Control	(m) Not to approach, contact or undertake any type of relationship with any employee, contractor or volunteer working on behalf of HM Prison and Probation Service directly or indirectly outside of supervision in appointments/reporting requirements without the prior permission of your supervising officer.	These conditions are for the purpose of preventing harassment of officials and/or counter corruption issues. The reference to any relationship in 3(m) means anything other than supervision at appointments etc. This includes, but is not exclusive to, friendships and/or romantic/sexual relationships.
	Monitoring / Control	(n) Not to attempt to bribe, blackmail or coerce any employee, contractor or volunteer working on behalf of HM Prison and Probation Service directly or indirectly to undertake actions on your behalf.	
4. Participation in, or co-operation with, a programme	Interventions / Treatment	(a) To comply with any requirements specified by your supervising officer for the purpose of ensuring that you address your [SEXUAL OFFENDING / VIOLENT OFFENDING / GAMBLING / PROLIFIC OFFENDING / OFFENDING BEHAVIOUR].	The “offending behaviour” option is intended to be a catch all field where the other options do not apply.

or set of activities.	Monitoring / Control	(b) Not to undertake work or other organised activity which will involve a person under the age of [INSERT AGE], either on a paid or unpaid basis without the prior approval of your supervising officer.	A maximum age limit of 18 may be placed in the free text box. This upper limit will be set based on the risks and issues in the individual case.
	Interventions / Treatment	(c) To engage with the Integrated Offender Management Team, and follow their instructions.	ADULT ESTATE ONLY This condition is intended to require an offender to follow the requirements of any IOM and cover requirements such as appointments with probation and police representatives, drug and alcohol workers etc.
	Supervision	(d) To comply with any requirements specified by your supervising officer to register and engage with [HOUSING / BENEFITS / EARLY HELP / CHILDREN'S SERVICES / YOUR SUPPORT NETWORKS / AN EDUCATION PROVIDER].	During pre-release planning, the Probation Practitioner should ensure elements which are proven to reduce reoffending and support effective resettlement are in place for when an offender leaves prison, wherever possible. This may include making sure someone has a home, family links where appropriate, access to healthcare, a job or further education, and/or access to benefits.
	Supervision	(e) To attend and engage with any appointments with staff at Job Centre Plus, unless otherwise approved by your supervising officer.	To support resettlement the Probation Practitioner should encourage offenders to engage with appropriate services in the community. For example, engaging and attending appointments with staff and Job Centre Plus, which may be facilitated through these conditions. Probation Practitioners may request information on attendance at Job Centre Plus appointments on NDelius linked to condition 4(e) on that system. The list of Job Centre Plus contact points by area is included as an Annex on that form.

5. Possession, ownership, control or inspection of specified items or documents.	Monitoring / Control	(a) Not to own or possess more than one mobile phone or SIM card without the prior approval of your supervising officer and to provide your supervising officer with details of that mobile telephone or one you have regular use of, including the IMEI number and the SIM card that you possess.	This condition now includes an additional provision to report the details of a mobile phone/SIM to which the offender has use of. Should the owner of that phone be unwilling to allow the offender to provide that information, then the Probation Practitioner should advise the offender that they should no longer use that phone and any usage of it could be considered to be a breach of licence.
	Monitoring / Control	(e) To surrender your passport(s) to your supervising officer and to notify your supervising officer of any intention to apply for a new passport.	Guidance on passport licence conditions is available here .
	Monitoring / Control	(f) Not to use or access any computer or device which is internet enabled without the prior approval of your supervising officer; and only for a purpose, and only at a specific location, as specified by that officer.	This condition has now changed from a “public location” to a “specific location”, which allows a COM to designate a home location. When using this condition, COMs must be mindful of any police enforcement and should discuss this prior to designating a public location as the only location that the offender may use.
	Monitoring / Control	(g) Not to delete the usage history on any [INTERNET ENABLED DEVICE / COMPUTER / MOBILE PHONE / DIGITAL CAMERA] used and to allow such items to be inspected as requested. Such inspection may include removal of the device for inspection and the installation of monitoring software.	<p>Before requesting the condition, practitioners must have a clear logistical plan for how the condition will be used, and for what purpose. This must be outlined in the risk management plan. It may be more realistic, for example, where there is also a licence condition to only own one internet enabled device.</p> <p>Where it is expected that local Police will undertake checks on behalf of Probation, Probation Practitioners must confirm with them that they are able to undertake checks, and have this plan agreed by their SPO.</p> <p>If, on inspecting a device, a Probation Practitioner see something indicating criminal activity, they should stop the</p>

			inspection immediately and contact the police as soon as is possible to do so safely.
	Monitoring / Control	(h) Not to own or possess a [SPECIFIED ITEM] without the prior approval of your supervising officer.	The Probation Practitioner can specify that the offender is not permitted to own/possess certain items. The specificity of the described item should be as required to manage the risk/issue but no greater than that to ensure this condition remains necessary and proportionate. Where there needs to be a restriction on animal ownership for an offender, this can be used for that purpose.
6. Disclosure of information	Monitoring / Control	(a) Provide your supervising officer with details (such as make, model, colour, registration) of any vehicle you own, hire for more than a short journey or have regular use of, prior to any journey taking place.	<p>The designation of how this condition operates must be set out by the Probation Practitioner to the offender when explaining the condition and will vary from case to case depending on the risks and issues posed. This will include what a “short journey” is or how they define “regular use of”.</p> <p>It should not be used to restrict access to public transport, or taxi/cabs, as the offender will not have the ability to know these details prior to the journey taking place.</p>
	Monitoring / Control	(b) Notify your supervising officer of any developing relationships, including status changes such as engagement, marriage, pregnancies or the ending of any relationships, and disclose the details of the person you are in a relationship with.	<p>Paragraph 3.49 contains details of how these conditions must be managed.</p> <p>Further information on the management of domestic abuse cases can be found in the <u>Domestic Abuse Policy Framework</u>.</p>
	Monitoring / Control	(c) Notify your supervising officer of any developing personal relationships, whether intimate or not, with any person you know or believe to be resident in a household containing children under the age of 18. This includes persons known to you prior to your time in custody with whom you are renewing or developing a personal relationship with.	

	Monitoring / Control	(d) To notify your supervising officer of the details of any passport that you possess (including passport number), and of any intention to apply for a new passport.	Guidance on passport licence conditions is available here .
	Monitoring / Control	(e) Provide your supervising officer with the details of any [BANK ACCOUNTS / CREDIT CARDS / CRYPTO CURRENCY ACCOUNTS OR WALLETS] to which you have access or control over, including those held by a third party. You must also notify your supervising officer when you have access or control over any new accounts/wallets, and provide the details.	<p>This condition has been modified in this version of the policy to bring it in line with a version used in Serious Organised Crimes.</p> <p>It is appropriate to use where there are relevant risks posed by an offender related to financial crime, such as organised crime, money laundering, or such as financial control of a vulnerable adult or a victim subject to Domestic Abuse.</p>
7.Curfew arrangement	Monitoring / Control	(a) Confine yourself to an address approved by your supervising officer between the hours of [TIME] and [TIME] daily unless otherwise authorised by your supervising officer. This condition will be reviewed by your supervising officer on a [WEEKLY / MONTHLY / ETC] basis and may be amended or removed if it is felt that the level of risk that you present has reduced appropriately.	<p>Where an offender is subject to a standard curfew in an Approved Premises (AP) under the AP rules, this does not need to be added to the licence. It only where the curfew differs from the standard curfew that this will need to be specified as a licence condition for an AP resident.</p> <p>The details of when curfew licence conditions may need to be reviewed by PPCs are contained in paragraph 3.24.</p> <p>Where a curfew is to be electronically monitored, the processes set out in 3.40 must be followed.</p> <p>The second curfew condition (formerly 7(b)) has now been removed, as the appropriate way to indicate an electronically monitored curfew is to use a combination of 14(a) with the curfew indicated and 7(a) from this section.</p>

8. Freedom of movement	Monitoring / Control	(a) Not to enter the area as defined by the attached map without the prior approval of your supervising officer.	The free text box which previously appeared in this condition has now been removed.
	Monitoring / Control	(b) Not to enter [NAME/TYPE OF PREMISES / ADDRESS / ROAD] without the prior approval of your supervising officer.	This condition can be applied to any type of offender where they are to be excluded from a specific type of premises. Examples could be for someone with a history of robbery, and a restriction could be put in place for a type of shop. It can further be restricted by including a geographical limit in the free text box – i.e. “branches of Tesco’s within Kent”.
	Monitoring / Control	(c) Not to enter or remain in sight of any [CHILDREN’S PLAY AREA, SWIMMING BATHS, SCHOOL ETC] without the prior approval of your supervising officer.	This condition is not restricted to offenders convicted of sexual offences against children, as the text included in the square brackets are purely examples. There may be other uses which are also appropriate, such as where stalking has taken place (but where locations cannot be easily defined through an exclusion zone map).
	Monitoring / Control	(e) To only attend places of worship which have been previously agreed with your supervising officer.	Guidance on the interaction between licence conditions and religious worship is available here .
	Monitoring / Control	(f) Not to enter the area as defined by the attached map, during the period that [NAME OF EVENT] takes place, including all occasions that the event takes place, without the prior permission of your supervising officer.	This condition allows for an exclusion from a specific event or series of events.
	Monitoring / Control	(g) Notify your supervising officer of any travel outside of your home county, including on public transport, prior to any such journey taking place unless otherwise specified by your supervising officer.	This condition is specifically for use for those offenders involved in county lines supply related offences. It is not an inclusion zone, only a requirement to notify. Such notifications by the person on licence must be for a specific date. The Probation Practitioner may grant blanket permission for accessing an adjacent county where the offender

			resides close to the border and cross county travel would be inadvertent and frequent.
9. Supervision in the community by the supervising officer, or other responsible officer, or organisation	Supervision	(a) Report to staff at [THE APPROVED PREMISES WHERE YOU RESIDE / NAME OF APPROVED PREMISES] at [TIME / DAILY / OTHER], unless otherwise authorised by your supervising officer. This condition will be reviewed by your supervising officer on a [WEEKLY / MONTHLY / ETC] basis and may be amended or removed if it is felt that the level of risk you present has reduced appropriately.	The details of when reporting requirements may need to be reviewed by PPCS are contained in the bespoke approval section. Further modification has been made to 9(a) to allow for the condition to be placed on the licence prior to the exact Approved Premises being known. The option to name a specific Approved Premises has been retained, as the offender may be required to report to an AP when they are not resident there.
	Supervision	(b) Report to staff at [NAME OF POLICE STATION] at [TIME / DAILY / OTHER], unless otherwise authorised by your supervising officer. This condition will be reviewed by your supervising officer on a [WEEKLY / MONTHLY / ETC] basis and may be amended or removed if it is felt that the level of risk you present has reduced appropriately.	
10. Restriction of specified conduct or specified acts	Monitoring / Control	(a) Not to participate directly or indirectly in organising and/or contributing to any demonstration, meeting, gathering or website without the prior approval of your supervising officer. This condition will be reviewed on a monthly basis and may be amended or removed if your risk is assessed as having changed.	This condition has been moved from the extremism category, as it may be appropriate for gang related offenders to prevent them from attending related meetings or contributing to websites related to those groups such as appearing in online videos promoting violence.
	Monitoring / Control	(b) Not to partake in gambling or making payments for other games of chance without the prior permission of your supervising officer.	This is a mirror of the standard licence condition which is applied to all Release on Temporary Licence (RoTL) licences.
	Monitoring / Control	(c) [NOTIFY YOUR SUPERVISING OFFICER IF YOU / REQUEST PERMISSION FROM YOUR SUPERVISING OFFICER BEFORE YOU] upload, add, modify or stream any material on any site or app	This condition may be used either to require an offender to notify the Probation Practitioner if this activity is taking place, or to require permission to be granted before such activity takes place.

		related to [SOCIAL NETWORKING / VIDEO SHARING / ONLINE CHAT-ROOMS / PODCASTS].	
	Monitoring / Control	(d) Not to access any site or app related to [TYPE OF WEBSITE/APP] on any devices without the permission of your supervising officer.	<p>Registered sex offenders can be reported to have online access removed here:</p> <p>Facebook via: https://www.facebook.com/help/contact/207005222725325.</p> <p>Dating applications via: https://theodda.org/for-consumers/report-a-convicted-sex-offender/</p> <p>Where these are used, only provide information in the public domain, do not upload any internal HMPPS documents.</p>
	Monitoring / Control	(e) Not to use or install software or permit installation of software on any of your approved devices related to [VIRTUAL PRIVATE NETWORKS (VPNs) / CLOUD STORAGE / VIRTUAL DESKTOPS / AUTOMATIC DELETION OF CONTENT], without the prior permission of your supervising officer.	<p>Automatic deletion of content for the purpose of this licence condition does not include software which removes temporary system files in the background, as this is a partial function of all software.</p> <p>It is specifically where information of interest to a Practitioner would be removed i.e. temporary messages/photos such as with software similar to Snapchat.</p>
11. Extremism	Monitoring / Control	(a) Not to contact directly or indirectly any person whom you know or believe to have been charged or convicted of any extremist related offence, without the prior approval of your supervising officer.	A list of specific persons should not be provided to the offender, as if the intention was to not to have contact with a specific list of persons, then this should be managed through a non-contact condition.
	Monitoring / Control	(b) Not to attend or organise any meetings or gatherings other than those convened solely for the	What constitutes a meeting or gathering can be defined by the Probation Practitioner when explaining this licence

		purposes of worship without the prior approval of your supervising officer.	condition to an offender and can be tailored to the individual circumstances of the case.
	Monitoring / Control	(c) Not to give or engage in the delivery of any lecture, talk, or sermon whether part of an act of worship or not, without the prior approval of your supervising officer.	
	Monitoring / Control	(d) Not to engage in any discussion or act to promote grooming or influencing of an individual or a group for the purpose of extremism or radicalisation.	
	Monitoring / Control	(e) Not to have in your possession any printed or electronically recorded material or handwritten notes which contain encoded information or that promote the destruction of or hatred for any religious or ethnic group or that celebrates, justifies or promotes acts of violence, or that contain information about military or paramilitary technology, weapons, techniques or tactics without the prior approval of your supervising officer.	
12. Polygraph Condition	Supervision	(a) To comply with any instruction given by your supervising officer requiring you to attend polygraph testing. To participate in polygraph sessions and examinations as instructed by or under the authority of your supervising officer and to comply with any instruction given to you during a polygraph session by the person conducting the polygraph.	<p>ADULT ESTATE ONLY</p> <p>The criteria and cohorts under which this condition can be applied are described in the <u>Polygraph Examinations Policy Framework</u>.</p>

13. Drug, alcohol and solvent abuse	Interventions / Treatment	(a) Attend a location as required by your supervising officer, to give a sample of oral fluid / urine in order to test whether you have any specified Class A and specified Class B drugs in your body, for the purpose of ensuring that you are complying with the condition of your licence requiring you to be of good behaviour. Do not take any action that could hamper or frustrate the drug testing process.	The criteria under which these conditions are applied are described in PI 32/2014 – Drug Appointment and Drug Testing For Licence Conditions and Post Sentence Supervision Requirements. This condition must not be applied outside of the criteria set out in that policy. Guidance on the interaction between licence conditions and religious worship is available here .
	Interventions / Treatment	(c) Attend a location, as directed by your supervising officer, to address your dependency on, or propensity to misuse, [A CONTROLLED DRUG / ALCOHOL / SOLVENTS].	This condition was formerly 3(c) but has been expanded with the options of alcohol and solvent abuse which previously sat in 4(a).
14. Electronic Monitoring Conditions	Supervision	(a) Allow person(s) as designated by your supervising officer to install an electronic monitoring tag on you and access to install any associated equipment in your property, and for the purpose of ensuring that equipment is functioning correctly. You must not damage or tamper with these devices and ensure that the tag is charged, and report to your supervising officer and the EM provider immediately if the tag or the associated equipment are not working correctly. This will be for the purpose of monitoring your [INSERT TYPES OF CONDITIONS TO BE ELECTRONICALLY MONITORED HERE] licence condition(s) unless otherwise authorised by your supervising officer.	This condition must be applied in order to enable the electronic monitoring of any other licence conditions. Should 14(a) not be added to the licence, then the EM contractor will not install nor monitor any conditions on the licence. When requesting this condition, Probation Practitioners must ensure that they have planned which of the other licence conditions will be electronically monitored and state those conditions in the free text box at the end of this condition.
	Monitoring / Control	(b) You will be subject to trail monitoring. Your whereabouts will be electronically monitored by GPS Satellite Tagging, ending on [INSERT END DATE], and you must cooperate with the monitoring as	The cohorts that this condition may be applied to are listed in a separate document alongside this PF on EQUIP, and built into EPF2. Refer to the relevant guidance for the specific cohorts for details of the appropriate timeframes to place in EM

		directed by your supervising officer unless otherwise authorised by your supervising officer.	conditions. For example, the acquisitive crime cohort end date will be the licence end date if less than a 365-day licence, or 365 days for any longer licence.
	Monitoring / Control	(c) You must stay at [approved address] between 5pm and midnight every day until your electronic tag is installed unless otherwise authorised by your supervising officer.	This condition is to allow for the installation of an electronic monitoring device on an offender who is not being released on HDC. The EM provider is contracted to conduct the installation within two days but this may be longer exceptionally. A temporary curfew to allow for installation of equipment is only required where there is no other curfew between 5pm and midnight already in place.
	Monitoring / Control	(d) You must not drink any alcohol until [END DATE]. You will need to wear an electronic tag all the time so we can check this.	ADULT ESTATE ONLY The cohorts that this condition may be applied to will be listed in a separate document alongside this PF on EQUIP and built into EPF2. The previous version of this policy combined conditions (d) and (e) into a single condition. In order to make it easier to understand for those on licence, this condition has been split in two and has had the reading level reduced. Conditions (d) and (e) must not be included on the same licence.
	Monitoring / Control	(e) You will need to wear an electronic tag all the time until [END DATE] so we can check how much alcohol you are drinking, and if you are drinking alcohol when you have been told you must not. To help you drink less alcohol you must take part in any activities, like treatment programmes, your probation officer asks you to.	
15. Terrorist Personal Search	Supervision	(a) You must let the police search you if they ask. You must also let them search a vehicle you are with, like a car or a motorbike.	Mandatory actions related to the application of this condition are contacted in 3.51. Where the offender is travelling with a vehicle, a search may take place whether or not they are the driver. Expected exceptions would be where they are travelling by public transport, private hire car, or commercial airliner.

16. Serious Organised Crime	Monitoring / Control	(a) Not to have cash in your possession in excess of the value of [VALUE IN £] without the prior approval of your supervising officer.	<p>The conditions contained within this subsection are for offenders who have been identified as having links to Serious Organised Crime (SOC). There is no specific qualifying list of offences, but in addition to the necessary and proportionate test, there must be an identified link to this type of offending.</p> <p>In certain circumstances, it is not permissible to disclose the exact nature of that link to the offender due the nature of the intelligence involved.</p> <p>Prior to using these conditions, a Probation Practitioner must contact a local specialist SOC lead within the Probation Service. This does not apply when the case is being managed by that specialist team, or National Security.</p> <p>Further conditions which will be relevant to SOC cases are in other parts of this list as they may also be relevant to non-SOC cases. This includes 5(h), which could be used for ownership of drones, or equipment used for financial forgery, for example.</p>
	Monitoring / Control	(b) Provide your supervising officer with details of any assets, property or possessions worth over [VALUE IN £].	
	Monitoring / Control	(c) Provide your supervising officer with copies of your [PAYSLIPS / BANK STATEMENTS / DETAILS OF ALL FORMS OF INCOME] upon their request and no less than once a month.	
	Monitoring / Control	(d) Provide your supervising officer with details of any money transfers which you initiate or receive.	
	Monitoring / Control	(e) Provide your supervising officer with the details of the full postal addresses of all premises and storage facilities, including business addresses, to which you have a right of access.	

