



JUSTICE BEHIND BARS



Parole application process

This fact sheet sets out the laws and procedures that must be followed when you apply for parole.

When can you apply?

First time?

- You can submit a parole application 6 months before your parole eligibility date.

Previously refused?

- If you have previously had an application refused, you can reapply when advised by the Parole Board.
- The maximum time you will have to wait after a parole refusal is 6 months or 12 months if you are serving a life sentence.

Cancelled?

- If your parole has been cancelled, you can submit a new application straight away.

How do you apply?

To apply for parole, you should give the following two documents to sentence management:

- Form 29 – Parole Application
- Form 176 – Accommodation Risk Assessment Request

You do not need to provide any further documents with your application. However, you can do so if you wish. The Parole Board will read all documents provided with your parole application very carefully.

Prisoners' Legal Service Inc.

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A free service providing assistance to prisoners with parole, prison law matters and financial counselling

PLS respectfully acknowledges the Aboriginal and Torres Strait Islander peoples as the traditional owners and custodians of this land and acknowledges their Elders, past, present and emerging

What happens next?

Accommodation Risk Assessment (ARA)

- An assessment will be done about whether your nominated address is suitable.
- A report will be written by Probation and Parole about this address for the Parole Board.

Parole Interview

- You will be interviewed by Corrective Services about your parole plans.
- You can prepare for the interview by completing a Form 308 – Prisoner Submission for Parole.
- This form is to help you prepare for the questions you will be asked in the interview. The form is not provided to the Parole Board, unless they ask for it.
- After your interview, Corrective Services will write a report about you that is provided to the Parole Board to help them a decision about your parole. This report is called a Parole Board Assessment Report.

Once the Parole Board have received the ARA and the Parole Board Assessment Report, they will consider your application. If they consider that you need to provide them with more information, such as a relapse prevention plan, they will write to you explaining what they need.

Consider not to grant letter

- If the Parole Board are considering not granting you parole, they will write to you explaining their concerns about releasing you.
- This is your chance to be heard about why they should give you parole.
- You will have 14 days to make submissions to the Parole Board from when you receive this letter. You can ask for an extension if you need more time.
- If you receive a consider not to grant letter, it is very important that you write back to the parole board addressing each of the concerns they raise.
- PLS can provide free, independent legal advice to prisoners about how to respond to a consider not to grant letter.

When will a decision be made?

- Generally, the Parole Board must decide whether to grant parole within 4 months (120 days) of receiving a parole application.
- The Parole Board may decide within 5 months (150 days) if they need more information. For example, if they request a psychiatric opinion about your risk to the community.

What if my parole is refused?

- If the Parole Board refuses your parole application, they must give you written notice of the refusal and set a date when you can reapply.
- If you don't understand why your parole was refused or you want legal advice, you can request a statement of reasons from the parole board within 28 days from when you receive notice of the refusal.
- PLS can provide free, independent legal advice to prisoners about parole refusals.

Need advice?

- If you need legal advice about parole, you can call PLS for free on the prison Arunta telephone system on **Tuesdays and Thursdays from 9am to 1pm**.
- Prisoners can also write to us at:
Prisoners' Legal Service, GPO Box 257, Brisbane, QLD, 4001.
- If you write to us, please send us copies of documents you have received from the Parole Board.