



JUSTICE BEHIND BARS



Applying for Parole

Prisoners with parole eligibility dates or who have had their court ordered parole cancelled will need to make an application to the Parole Board be considered for release on parole. This factsheet sets out the laws and procedures that relate to applying 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.



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What happens next?

Accommodation Risk Assessment (ARA)

- An assessment will be done about whether your nominated address is suitable.
- A report will be written 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 (PBAR).

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

Preliminary refusal

- If the Parole Board are considering not granting you parole, they will write to you explaining their concerns about releasing you. **This is not a final decision.**
- Generally, you will have 14 days to make submissions to the Parole Board from when you receive this letter. This is your chance to be heard about why they should give you parole. You can ask for an extension if you need more time to make submissions.
- If you receive a preliminary refusal, it is very important that you write back to the Parole Board addressing each of the concerns they raise.

This factsheet is intended to provide legal information only and is not a substitute for legal advice.



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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.

How to contact PLS



Telephone

If you need legal advice about your parole application you can call PLS for free on the prison Arunta telephone system on **Tuesdays and Thursdays from 9am to 1pm**.



Mail

You can write a letter to us to us at: **GPO Box 257, Brisbane, QLD, 4001**.

If you write to us, please send us copies of the documents you have received from the Parole Board.

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