



Opening Hours

Monday to Friday

9.00am - 8.00pm

Saturday and Sunday

10.00am - 3.00pm

Licence Conditions

What does being 'on licence' mean?

Some prisoners are released from prison 'on licence'. This means that although they are not serving their sentence in prison they are still required to adhere to certain conditions whilst serving the remaining part of their sentence in the community. Time spent 'on licence' in the community is supervised by the Probation Service. Licence conditions should be preventative rather than punitive, and must be proportionate and necessary.

What are the conditions?

There are six standard conditions whilst on licence for prisoners serving determinate sentences i.e. a custodial sentence with a fixed length. The prisoner should:

- Behave appropriately and not commit further offences or undertake any activity that may undermine their attempts to resettle in the community.
- Maintain contact with their supervising probation officer and do what is asked of them.
- Allow their supervising probation officer to visit them at home if they need to.
- Live at an address approved by their probation officer and keep them informed of any changes of address (even if only for one night).
- Only do work, paid or unpaid, that has been approved by their probation officer and keep them notified of any changes in employment.
- Not travel outside of the United Kingdom. (Travel outside of the United Kingdom will only be granted in certain circumstances and then only very rarely).
- Additional licence conditions can include exclusion zones and non-contact requirements. The Offender Manager must decide if the request for additional licence conditions are both necessary and proportionate. Additional requirements may be used for extremist prisoners held under the Terrorist Act Legislation.
- There have been some changes made to additional licence conditions, including those related to access to the internet, and conditions related to checking of equipment has been added to allow for the installation of monitoring software. New conditions have also been added that relate to passports and notifying Offender Managers of new relationships (specific to where children are present).

- Internet related licence conditions have been recently changed to;
- Not to use or access any computer or device linked to the internet without the prior approval of your supervising officer; and only at a public location, as specified by that officer.
- Not to delete the usage history on any internet device or computer used and to allow such items to be inspected as required by the police or your supervising officer. Such inspection may include removal of the device for inspection and the installation of monitoring software.
- It is the responsibility of the Governor or the Parole Board to approve additional licence conditions.
- All court recommended licence conditions must be included in the final draft of the release licence several weeks before release.

Prisoners serving an indeterminate sentence (Life/IPP) have an additional condition placed on their licence as standard where the licence was issued after 16 May, 2005. This is as follows:

- He/she shall be well behaved and not do anything which could undermine the purposes of supervision on licence which are to protect the public, by ensuring that their safety would not be placed at risk, and to secure his/her successful reintegration into the community.

There are also several additional conditions that may be imposed upon the prisoner. These include:

- Contact requirement
- Prohibited contact requirement
- Prohibited activity requirement
- Residency requirement

- Prohibited residency requirement
- Curfew requirement
- Exclusion requirement
- Supervision requirement
- Programme requirement
- Non-association requirement
- Drug testing requirement.

How will the prisoner know what their licence conditions are?

The prisoner will get a copy of their licence before they leave the prison. Additional copies of the licence conditions will be sent to the Offender Manager, one will be kept on file, one sent to Scotland Yard and one to the chief constable of the area the prisoner will be released to. The licence will tell them of all the conditions they must meet and will inform them of when they should report to the probation office managing their licence.

New Licence templates have been introduced in 2012. All previous licence templates have been reviewed and have been reduced to five separate templates. These templates must be used to replace all existing templates (with the Exception of those for indeterminate sentence prisoners which PPCS will continue to produce).



The new licence templates are:

All Purpose Licence- sentences of 12 months plus

All Purpose HDC- sentences of 12 months plus

HDC Licence- Less than 12 month sentence.

Youth Notice of Supervision

Youth HDC Licence.

No changes will be made to Detention and Training order Notices or licences issued to Indeterminate sentenced prisoners.

The use of electronic monitoring related licence conditions is limited to Critical Public protection cases, managed at MAPPA Level 3 or those released on HDC.

The victim's thoughts can be taken into consideration in regards to the licence conditions that may affect them and must be informed about relevant conditions included in the licence to prevent any distress caused to the victim on release.

What happens if the prisoner breaks the terms of their licence?

If a prisoner breaks the terms and conditions of their licence then they may be recalled to prison immediately, or depending on the circumstances, the prisoner might get a warning the first or second time they break the conditions of their licence. If the prisoner breaches their licence for a third time they will be recalled to prison.

How long will they be on licence for?

- Determinate sentenced prisoners, serving sentences of between 12 months and 4 years, where the offence was committed prior to 4 April 2005, will be on licence until the three quarters point of their sentence.

- Determinate sentenced prisoners, serving sentences of 4 years or more, where the offence was committed prior to 4 April, 2005, will be on licence until the three quarters point of their sentence.
- Determinate sentenced prisoners, serving sentences of 12 months or more, where the offence was committed after 4 April, 2005 will be on licence from release until the end of their sentence.
- Life sentenced prisoners will be on licence for the rest of their life.
- IPP sentenced prisoners will be on licence for a minimum of 10 consecutive years after which they can apply to the Parole Board (annually) for the licence to be terminated.
- Young prisoners, aged under 21, who are serving 12 months or less will be subject to licence for 3 months.
- Young prisoners, aged under 21, who are serving sentences of 12 months or more will be subject to the same time periods as adults.

