

MULTI-AGENCY REVIEW ARRANGEMENTS [MARA]

INFORMATION LEAFLET

This guide provides details on licence supervision and the process for submission and assessment of applications to:

- travel within Northern Ireland where residence at a temporary address is required; or
- travel outside Northern Ireland to other parts of the United Kingdom; or
- travel outside the United Kingdom; or
- change approved address; or
- transfer licence supervision to other parts of the United Kingdom; or
- permanently reside outside Northern Ireland (and any subsequent applications to travel to UK).

Introduction

Your licence period is an integral component of the sentence you received at court following conviction. The purpose of the licence period is to:

- i) protect the public;
- ii) reduce re-offending; and
- iii) Support your rehabilitation.

Licence Supervision

On release from prison custody, you will be subject to mandatory post release licence supervision. You will be assigned a supervising officer who will be responsible for monitoring your adherence to your licence conditions, and importantly working with you to support your rehabilitation. You will be required to attend appointments with your supervising officer as instructed - either by the Chairperson of the Multi-Agency Risk Assessment Panel or your supervising officer.

These supervision sessions will provide an opportunity for you to engage with your supervising officer to discuss licence conditions, frequency and mode of contact, and to request advice and support relating to rehabilitation/resettlement matters.

Please note, non-attendance at appointments as instructed without an acceptable explanation will be viewed as a failure to meaningfully engage in licence supervision. This may lead to your licence being revoked, resulting in your recall to prison custody.

Applications

As part of your licence conditions you **must** receive prior approval to:

- travel within Northern Ireland where residence at a temporary address is required; or
- travel outside Northern Ireland to other parts of the United Kingdom;
- travel outside the United Kingdom; or
- change approved address; or
- transfer licence supervision to other parts of the United Kingdom; or
- permanently reside outside Northern Ireland (and any subsequent applications to travel to UK).

You are encouraged to engage with your supervising officer at the earliest opportunity to discuss potential applications.

Applications to travel

You must submit any application to travel to mara@licencesupervision.org.uk a minimum of 5 working days before the proposed start date of your travel. All applications to travel must provide accurate and detailed information, including:

- Name;
- Date of birth;
- Current address;
- Purpose of travel (provide details of planned activities);
- Start date for proposed travel;
- Time the individual proposes to leave the approved address;
- Return date to Northern Ireland;
- Time the individual will return to the approved address;

- Mode/s of transport (including vehicle details for non-air travel);
- Booking references/Travel agent details;
- Ports of departure and entry back into the United Kingdom;
- If applicable, the address(es) and dates where the individuals will be residing
- If applicable, details of anyone travelling and/or residing with the individual during the proposed trip; and
- If applicable, frequency of travel – in cases where regular travel is being sought for employment or domestic reasons.

The above list is not exhaustive. Where relevant, individuals may be asked to provide further information.

You are reminded that you must seek and obtain prior permission to travel outside Northern Ireland and you must reside at an approved address. Any failure to adhere to these conditions may result in your licence being revoked and you being recalled to prison custody.

What should you do if you have a need for regular travel outside NI?

Where you have commitments that require regular travel outside Northern Ireland (e.g. for the purpose of employment), you are still required to submit an application. As indicated above, your application should include details of the frequency of travel. If approved, you are likely to receive permission to travel on a frequent basis to meet specific work or family commitments, subject to regular review of the arrangements. Again, you are encouraged to discuss these matters at the earliest opportunity with your supervising officer.

Applications to change address

You must submit any application to change approved address within Northern Ireland or other jurisdictions within the United Kingdom to mara@licencesupervision.org.uk a minimum of 30 working days before the proposed change of address. You must provide the following information:

- Name;
- Date of birth;
- Current approved address;
- Proposed new address;
- Reason for proposed change of address;
- Start date for proposed residence at new address;
- Names and dates of births of all occupants who will reside with the individual at the proposed new address (and their relationship to the offender);
- Names, age and contact information for owner of the property [if different from the offender]
- Confirmation in writing from the owner property [if different from the offender] that permission is granted for the offender to reside at the proposed new address (the occupant/owner should be aware that the offender is subject to licence conditions and consent to the installation of Electronic Monitoring equipment, if required).

The above list is not exhaustive. Where relevant, individuals may be asked to provide further information. Failure to provide additional information may result in an application being refused.

You are reminded that you must reside at an approved address. Any failure to adhere to this condition may result in your licence being revoked and you being recalled to prison custody.

Applications for licence transfer to other jurisdictions within the United Kingdom

You must submit any application to permanently reside outside the United Kingdom to mara@licencesupervision.org.uk a minimum of 30 working days before the proposed start date of resettlement. You must provide the following information:

- Name;
- Date of birth;
- Current approved address;
- Proposed new address;
- Reason for proposed change of address;
- Start date for proposed residence at new address;
- Names and dates of births of all persons who it is intended will reside with the individual at the proposed new address (and their relationship to the individual);
- Names, age and contact information for owner of the property [if different from the individual]
- Details of immediate family or residential ties in the proposed country of residence
- Details of any current ongoing criminal proceedings, extant orders or notification requirements e.g. Violent Offences Prevention Order, Sex Individual Registration Requirement, Foreign Travel Order
- Details of any known immigration/travel restrictions
- Details of any citizenship held for the proposed country of residence
- Details of any offers of support from criminal justice organisations in the proposed country of residence

The above list is not exhaustive. Where relevant, individuals may be asked to provide further information. Failure to provide additional information may result in an application being refused. You are reminded that you must reside at an approved address. Any failure to adhere to this condition may result in your licence being revoked and you being recalled to prison custody.

Applications to permanently resettle outside of the United Kingdom

You must submit any application to permanently reside outside the United Kingdom to mara@licencesupervision.org.uk a minimum of working 30 days before the proposed start date of resettlement. You must provide the following information to support your application:

- Name;
- Date of birth;
- Current approved address;
- Proposed new address;
- Reason for proposed change of address;
- Start date for proposed residence at new address;
- Names and dates of births of all persons who it is intended will reside with the individual at the proposed new address (and their relationship to the individual);
- Names, age and contact information for owner of the property [if different from the individual];
- Details of immediate family or residential ties in the country in the proposed country of residence;
- Details of any current ongoing criminal proceedings, extant orders or notification requirements e.g. Violent Offences Prevention Order, Sex Individual Registration Requirement, Foreign Travel Order;
- Details of any known immigration/travel restrictions;
- Details of any citizenship held for the proposed country of residence;
- Details of any previous application for repatriation to another country; and
- Details of any offers of support from criminal justice organisations in the proposed country of residence.

The above list is not exhaustive. Where relevant, individuals may be asked to provide further information. Failure to provide additional information may result in an application being refused.

You are reminded that you must reside at an approved address. Any failure to adhere to this condition may result in your licence being revoked and you being recalled to prison custody.

Applications to travel to United Kingdom (including Northern Ireland)

Individuals who have received approval to reside permanently outside the United Kingdom who wish to travel to the UK, must submit any application to return to the UK to mara@licencesupervision.org.uk a minimum of 5 working days before the proposed start date of your travel. All applications to travel must provide accurate and detailed information, including:

- Name;
- Date of birth;
- Current address;
- Purpose of travel (provide details of planned activities);
- Return date to Northern Ireland;
- Proposed date the individual will return to their permanent address;
- Mode/s of transport (including vehicle details for non-air travel);
- Booking references/Travel agent details;
- Ports of entry and departure from the United Kingdom;
- If applicable, the address(es) and dates where the individuals will be residing
- If applicable, details of anyone travelling and/or residing with the individual during the proposed trip; and
- If applicable, frequency of travel – in cases where regular travel is being sought for employment or domestic reasons.

The above list is not exhaustive. Where relevant, individuals may be asked to provide further information.

You are reminded that you must seek and obtain prior permission to travel to the United Kingdom and you must reside at an approved address during your time within the UK.. Any failure to adhere to these conditions may result in your licence being revoked and you being recalled to prison custody.

What happens if I do not submit an application on time?

Applications not submitted in accordance with the timeframes set out in policy/guidance documents will normally be refused. Applications made on compassionate or exceptional grounds will be considered; in these circumstances the application must be supported by a full explanation setting out why the application required on compassionate or exceptional grounds.

Who will consider my application?

Upon receipt of the required information your **Supervising Officer** will consider if the application supports, or adversely impacts on the purposes of a licence. The supervising officer will submit a recommendation to approve or refuse the application for consideration by the Multi-Agency Risk Assessment Panel (MARAP).

Within MARAP, the following individuals/ organisations will contribute, where appropriate, in discussions and the decision making to determine by consensus if an application should be approved or refused:

- **Supervising officer** – to speak to their recommendation to approve or refuse the application;
- **Northern Ireland Prison Service** – will provide any relevant information to inform the assessment process;
- **Police Service for Northern Ireland** – will consider an application from public safety perspective; and
- **Department of Justice** – will consider if an application supports, or adversely impacts on, the purposes of a licence, having due regard for the inputs provided by partners;

Following assessment of the application, you will receive written notification to confirm if the application has been:

- a) Approved without conditions – the notification will outline reasons for this decision; or
- b) Approved with conditions – the notification will outline reasons for this decision and confirm details of any specific conditional requirements; or
- c) Refused – the notification will outline reasons for this decision.

Is there a right to appeal?

There is no automatic right to appeal the decision. However, you can submit any new information they consider would support their application. Additional material should be submitted to mara@licencesupervision.org.uk together with an explanation as to why the information was not provided with the original application. Where time permits, any new information will be considered.

Additional Information

For further information about applications, please refer to the relevant policy and guidance documents (attached).

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