

How to use the **Create and vary** **a licence** digital service



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What is Create and vary a licence?

Create and vary a licence is a new digital service that replaces the PD1 process for some types of licence. It does not change the way you determine which additional conditions someone needs. You must continue to use EPF to do this.

The service allows:

- probation practitioners to produce licences themselves, without the need for prison case administrators to send a PD1 form
- probation practitioners to vary licences in the service after someone is released without involvement from the prison. Only licences created in the service can be varied using it. An NDelius variation form will still need to be used for others
- senior prison staff to approve new licences with a digital signature
- PDU heads to approve variations to existing licences with a digital signature
- case administrators to print copies of the licence

At the moment, you can **only** use the service for standard determinate (all purpose) licences and post sentence supervision orders, as well as standard determinate (all purpose) licences with a post sentence supervision order.

Licences for re-release after standard recall and time-served or on-the-day releases are not yet available in the service.

You cannot use Create and vary a licence for the licences below. You should continue to work on them as you would normally:

- Home Detention Curfew (HDC)
- Life licences
- Licences for indeterminate sentences
- Detention and Training Order (DTO) licences
- Release on Temporary Licence (ROTL)
- Licences requiring Parole Board approval, including extended determinate sentences and special custodial sentences

Licences for Home Detention Curfew

There is a separate digital service that covers licences for people who have been approved for Home Detention Curfew (HDC).

You must continue to use the Home Detention Curfew service and not Create and vary a licence for HDC licences. HDC licences must also be varied in the Home Detention Curfew service.

You can access the Home Detention Curfew service through [HMPPS Digital Services](#) using the tile shown below.

For support with the Home Detention Curfew service, contact the helpdesk by calling 0800 917 5148, or #6598 from inside a prison. If you need help with the HDC process, check [EQuIP](#).

The screenshot shows the HMPPS Digital Services interface. At the top left is the HMPPS logo and the text 'HMPPS Digital Services'. At the top right is a 'Sign out' link. The main heading is 'Select service'. Below this are five service tiles:

- Create and vary a licence**: Create and vary standard determinate licences and post sentence supervision orders.
- Home Detention Curfew**: Service for HDC Creation and Approval. A purple callout bubble points to this tile with the text 'Home Detention Curfew tile for HDC licences'.
- Manage your account details**
- nDelius**: Service to manage offenders in the community.
- Refer and monitor an intervention**: Find, refer and monitor interventions.

When you can access the service

Create and vary a licence (CVL) is being introduced into prisons and probation offices in England and Wales over the next few months. Use the timeline on pages 4 to 6 to find out when you will be able to access the service.

Licences can be created for people with a release date 2 weeks after the introduction of the service in your region. For example, if you get access to the service on October 24, you can use it for people being released from November 7. This is to give you some extra time to familiarise yourself with the service.

Until the service is being used everywhere, you will continue to receive PD1 forms from prisons that do not have access to it yet. These cases will be labelled "outside pilot".

BETA This is a new service – your [feedback](#) will help us to improve it.

< [Back](#)

Select a person to create licences and supervision orders

[My cases](#) [Team cases](#) [Search](#)

Name ↑	Licence type	Probation practitioner	↓ Release date	▲ Status ↑
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	Standard determinate	CVL.COM	25 Apr 2023	Outside pilot
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

Outside pilot - continue to use PD1 process

CVL Go Live
24 October 2022



Prisons A-R

Altcourse (HMP)
Berwyn (HMP)
Birmingham (HMP)
Brinsford (HMP)
Deerbolt (HMYOI)
Dovegate (HMP)
Drake Hall (HMP)
Durham (HMP)
Garth (HMP)
Featherstone (HMP)
Frankland (HMP)
Haverigg (HMP)
Hewell (HMP)
Holme House (HMP)
Kirkham (HMP)
Kirklevington Grange (HMP)
Lancaster Farms (HMP)
Liverpool (HMP)
Long Lartin (HMP)
Low Newton (HMP)
Northumberland (HMP)
Oakwood (HMP)
Onley (HMP)
Preston (HMP)
Risley (HMP)
Rye Hill (HMP)

Prisons S-Z

Stafford (HMP)
Stoke Heath (HMP)
Styal (HMP)
Swinfen Hall (HMP)
Thorn Cross (HMP)
Wymott (HMP)

Probation regions

North East
North West
Wales
West Midlands

Custody releases from
7 November 2022
onwards are on CVL



CVL Go Live
7 November 2022



Prisons A-Z

Ashfield (HMP)
Askham Grange (HMP)
Bristol (HMP)
Buckley Hall (HMP)
Channings Wood (HMP)
Dartmoor (HMP)
Doncaster (HMP)
Eastwood Park (HMP, Female)
Erlestoke (HMP)
Exeter (HMP)
Forest Bank (HMP)
Full Sutton (HMP)
Guys Marsh (HMP)
Hatfield (HMP/YOI)
Hindley (HMP)
Hull (HMP/YOI)
Humber (HMP)
Leeds (HMP)
Leyhill (HMP)
Lindholme (HMP)
Manchester (HMP)
Moorland (HMP/YOI)
New Hall (HMP)
Portland (HMP)
The Verne (HMP)
Wakefield (HMP)
Wealstun (HMP)

Probation regions

Greater Manchester
South West
Yorkshire and Humber

Custody releases from
21 November 2022
onwards are on CVL



CVL Go Live
21 November 2022



Prisons A-L

Aylesbury (HMP/YOI)
Bedford (HMP)
Belmarsh (HMP)
Brixton (HMP)
Bronzefield (HMP)
Bullingdon (HMP)
Bure (HMP)
Chelmsford (HMP)
Coldingley (HMP)
Cookham Wood (HMP)
Downview (HMP)
East Sutton Park (HMP)
Elmley (HMP)
Feltham (HMP/YOI)
Five Wells (HMP)
Ford (HMP)
Grendon (HMP)
Highpoint (HMP)
Highdown (HMP)
Hollisley Bay (HMP)
Huntercombe (HMP)
Isis (HMP/YOI)
Isle of Wight (HMP)
Lewes (HMP)
Littlehey (HMP)

Prisons M-Z

Maidstone (HMP)
Norwich (HMP)
Pentonville (HMP)
Peterborough (HMP)
Peterborough (HMP, Female)
Rochester (HMP)
Send (HMP)
Springhill (HMP)
Standford Hill (HMP)
Swaleside (HMP)
Thameside (HMP)
The Mount (HMP)
Wandsworth (HMP)
Warren Hill (HMP)
Wayland (HMP)
Whitemoor (HMP)
Winchester (HMP)
Woodhill (HMP)
Wormwood Scrubs (HMP)

Probation regions

East of England
Kent, Surrey and Sussex
London
South Central

Custody releases from
5 December 2022
onwards are on CVL

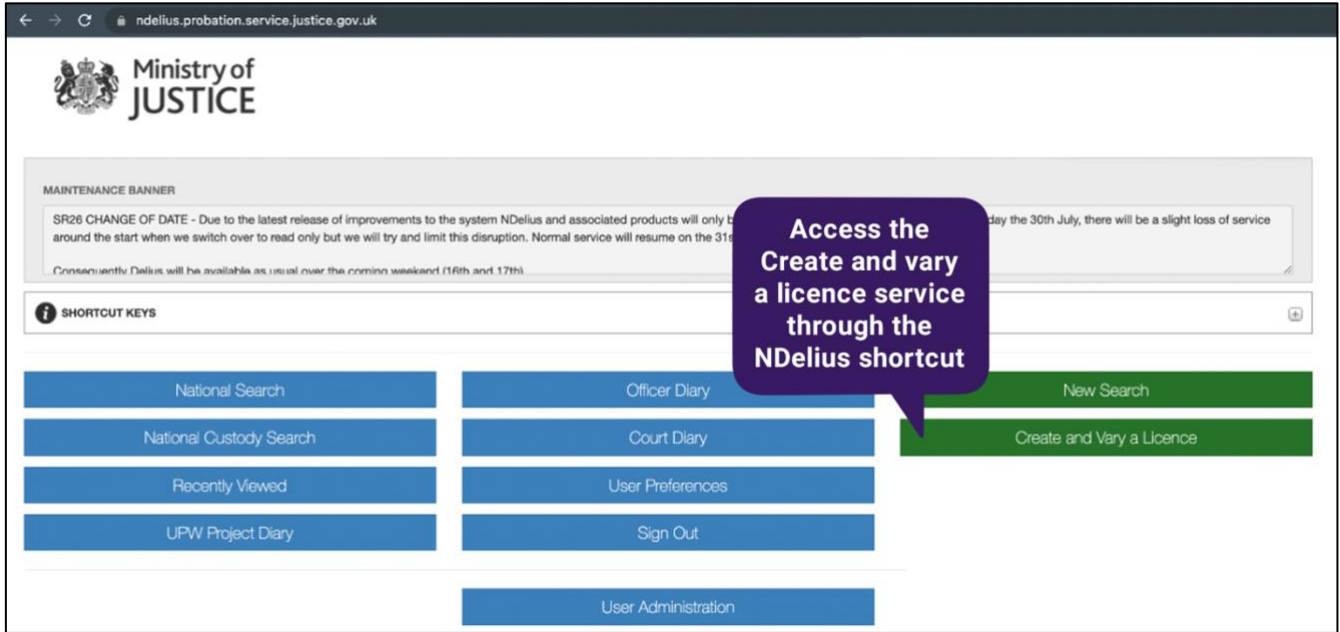


CVL is live **nationally** now

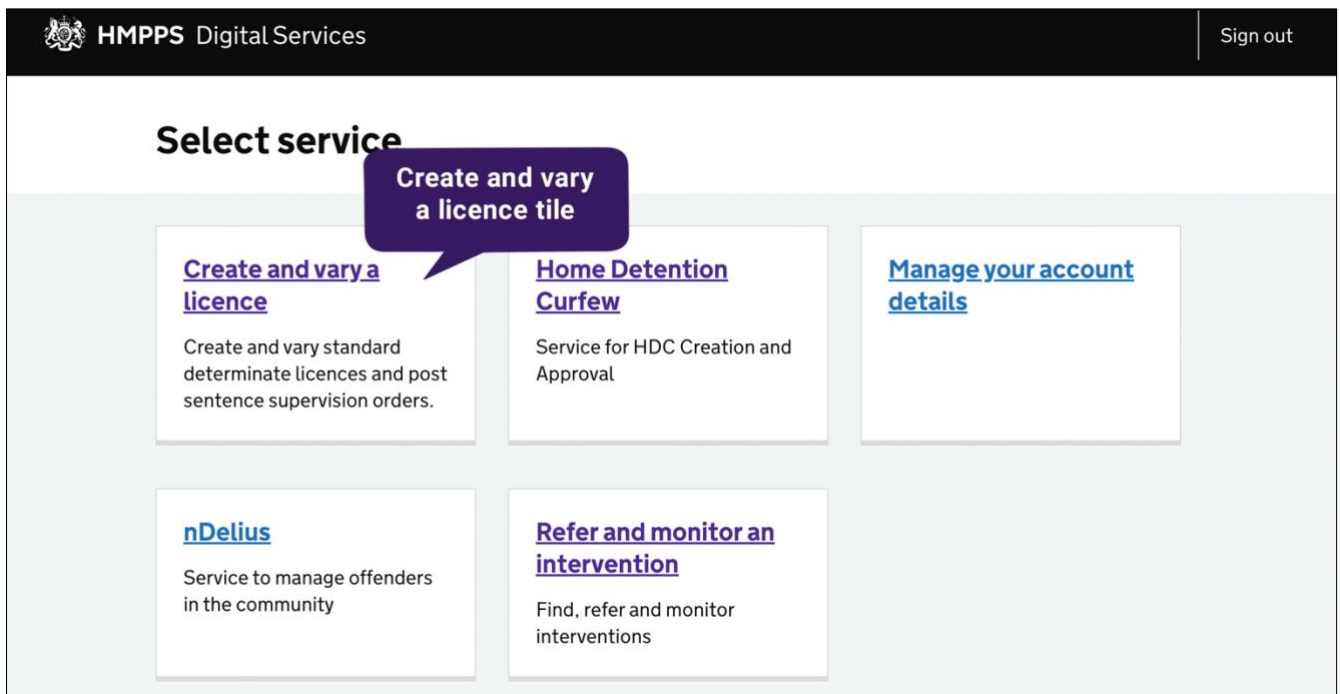


How to access the service

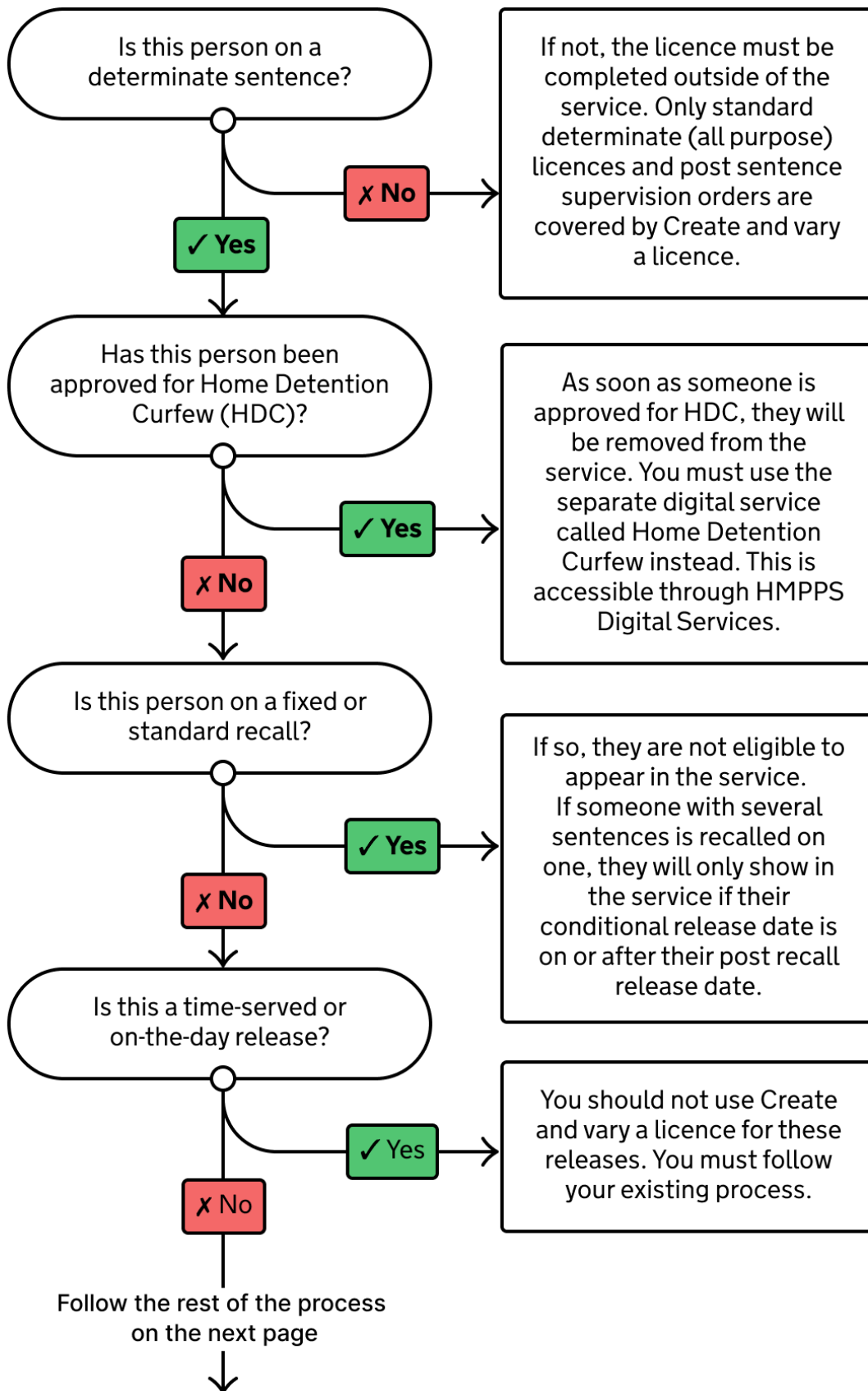
You can log into the service using your NDelius username and password through [HMPPS Digital Services](#). There is also the following shortcut on NDelius:

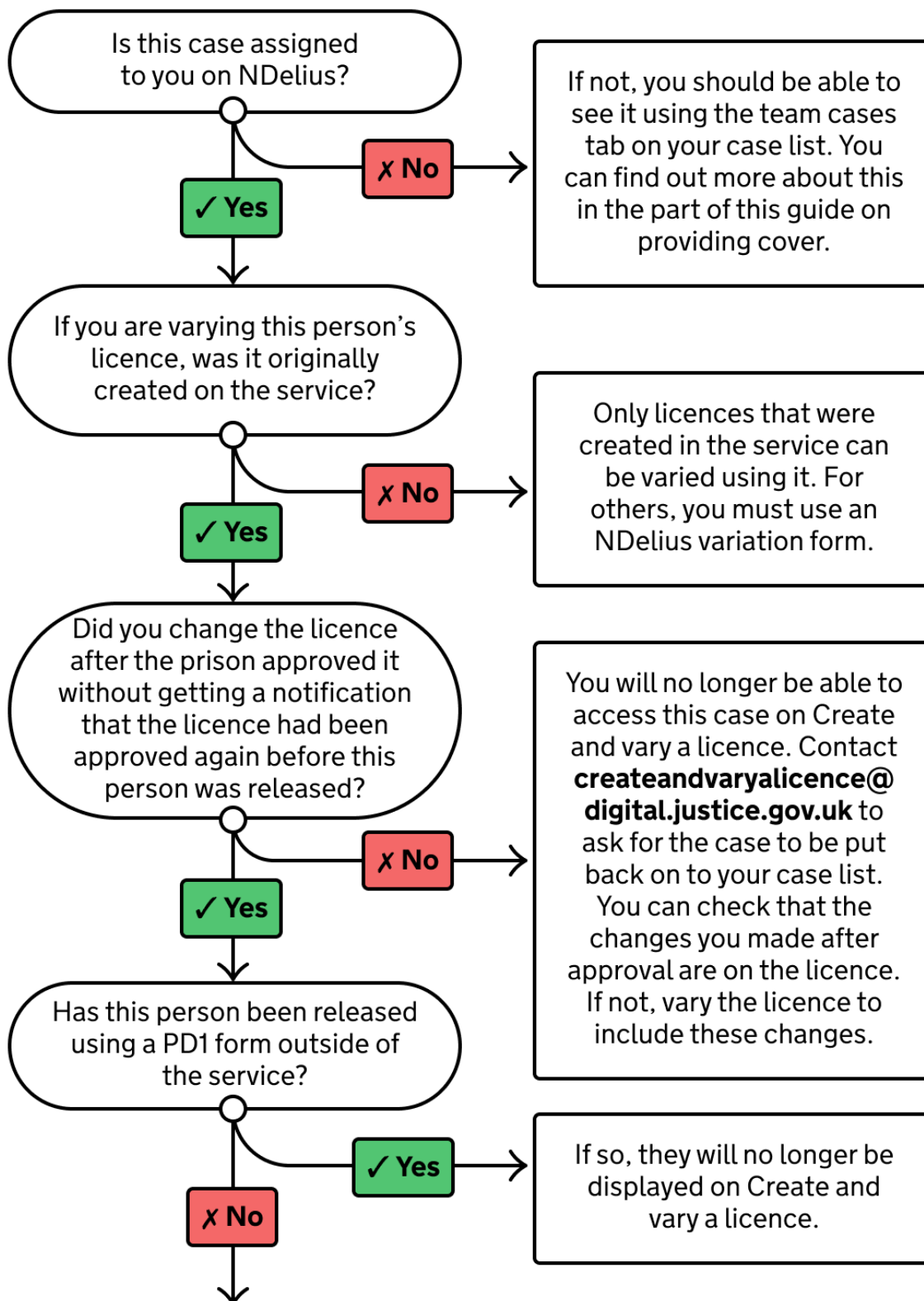


Once you have signed in, select the Create and vary a licence tile to start using the service.



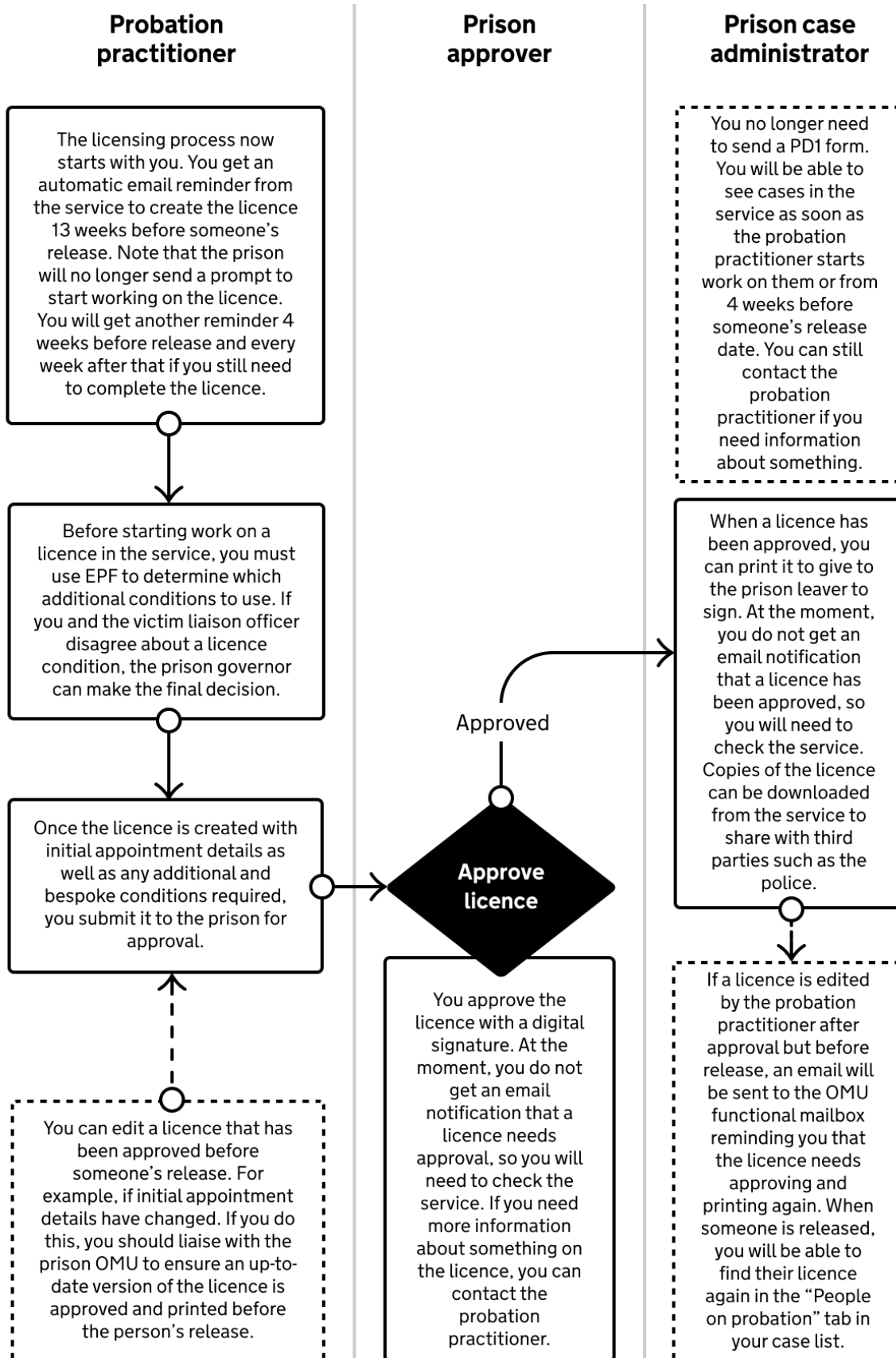
Check if a case is eligible



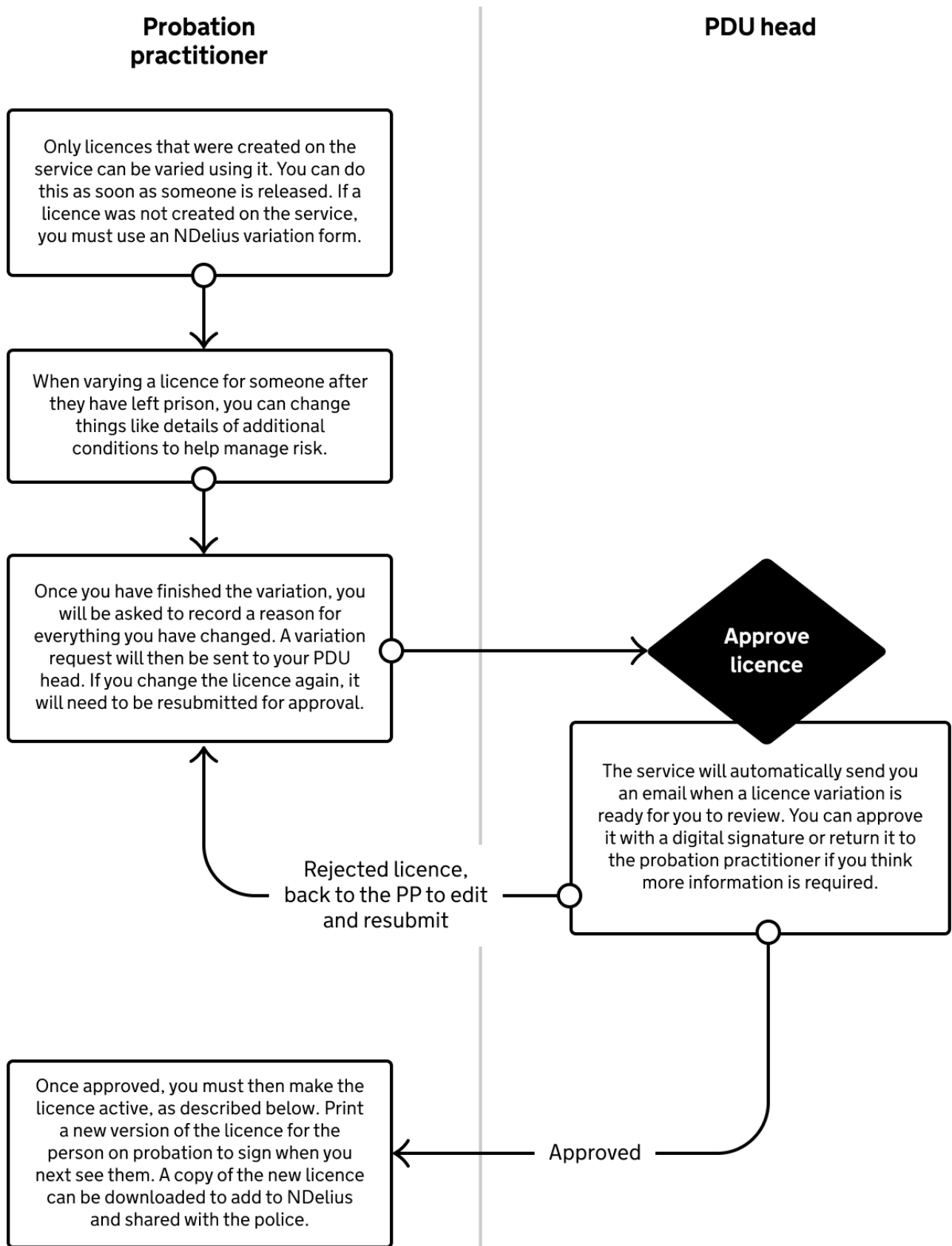


If you still think you should be able to see the case on Create and vary a licence, you can contact createandvarylicence@digital.justice.gov.uk

Creating and approving a licence before release



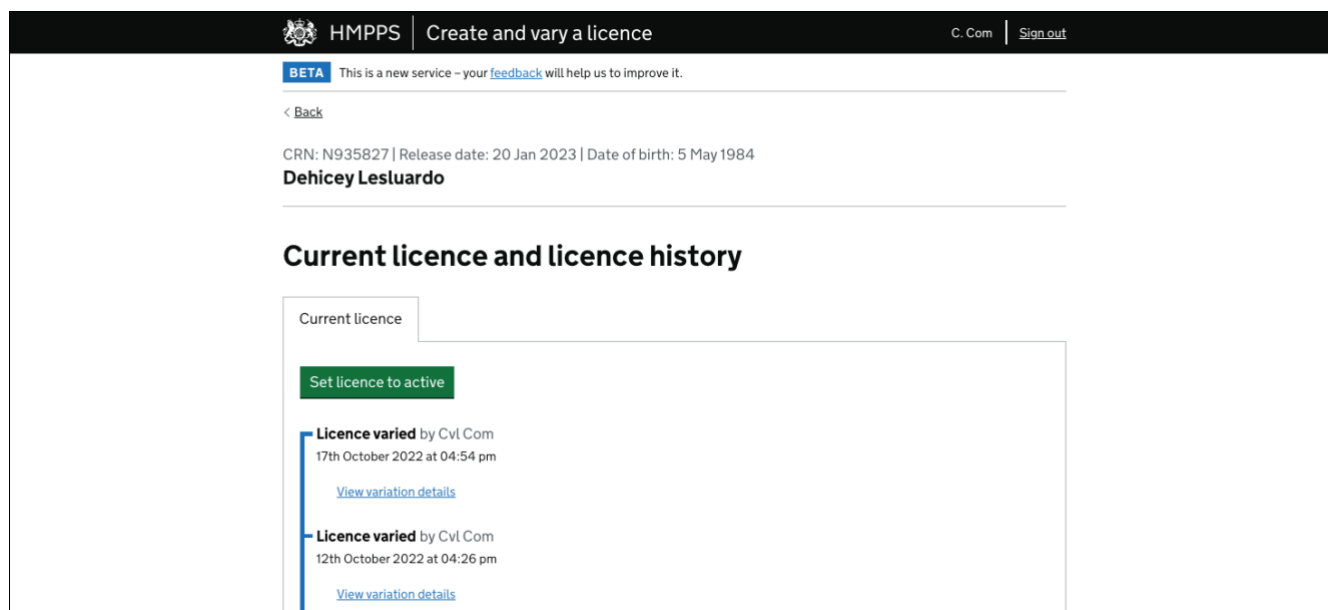
Varying and approving a licence after release



Making a licence you have varied active

Once a licence variation you have requested has been approved, you must make the new licence active.

To do this, select the person's licence from your case list. Then, choose to set licence to active, as shown in the screenshot below.



Sharing licences with third parties such as the police

The service does not automatically upload licences to NDelius. You must download licences from the service and then add them to NDelius yourself.

You will also need to share licences with third parties such as the police yourself as you would do normally.

Providing cover and support

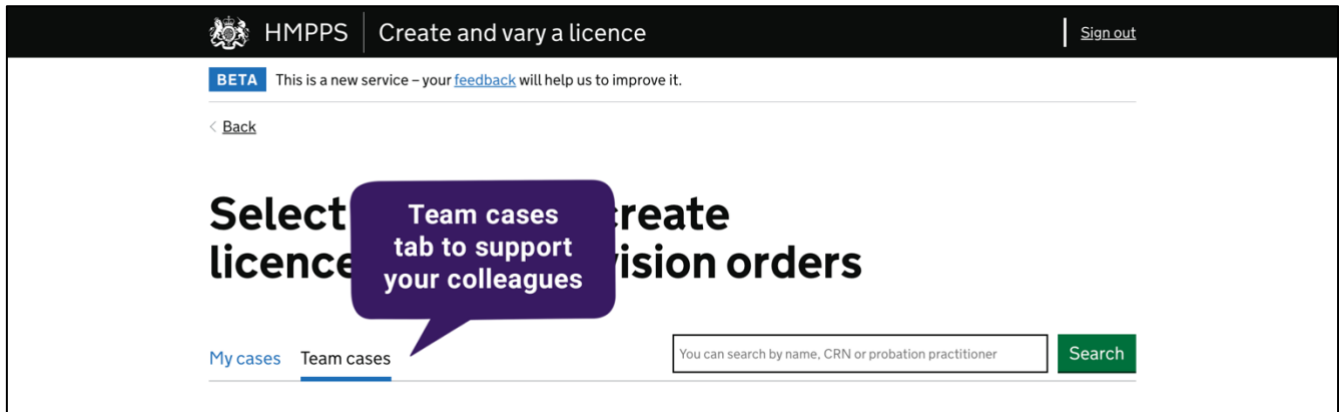
Probation practitioners

You can use the service to work on licences for people allocated to others on the same teams as you on NDelius. For example, you might need to do this to resolve an urgent issue while someone is away from work or when you are on duty.

To do this, select the "Team cases" tab from the case list page, as shown in the image below.

Senior probation officers and case administrators

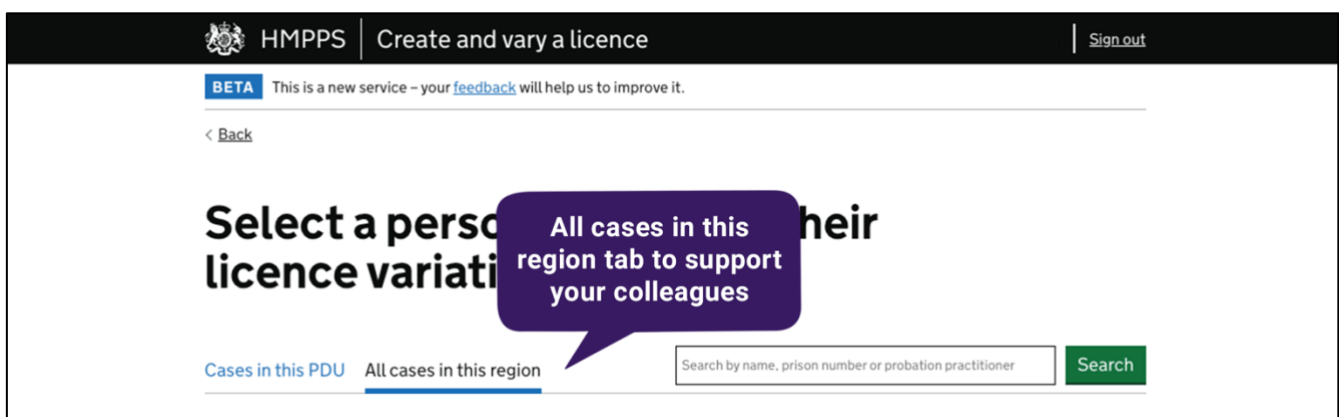
You can see licences being worked on by people in the same teams as you on NDelius. Choose the "Team cases" tab below to view this.



Approving variations for other PDU heads

PDU heads in the same region can approve licence variation requests for each other using the "All cases in this region" tab shown below.

People in other roles in your area can also cover licence variations while PDU heads are absent. This will need to be decided locally in each region. These people must have the right grade and role on NDelius. For support with this, contact the helpdesk on 0800 917 5148 or #6598 from inside a prison.



Videos: Step-by-step guide

Use these videos to see how each part of the service works in more detail.

How to access the service

Use the shortcut on NDelius to get into the service.

[Watch now \(1 min 18 sec\)](#)

Moving between different parts of the service

How to navigate the service, sort tables and search for someone.

[Watch now \(2 min 24 sec\)](#)

Creating a licence before release – probation practitioners

This includes setting initial appointment details, choosing additional conditions and submitting to prison for approval.

[Watch now \(5 min 44 sec\)](#)

Approving a licence created before release – senior prison staff

Find out how people like duty governors and heads of offender management services approve licences submitted by probation practitioners.

[Watch now \(1 min 03 sec\)](#)

Finding a licence to print – prison case administrators

Access and print the PDF of a licence that has been approved.

[Watch now \(1 min 01 sec\)](#)

Editing a licence before release – probation practitioners

Probation practitioners can still edit a licence that has been submitted or approved before someone's release.

[Watch now \(1 min 49 sec\)](#)

Varying a licence after release – probation practitioners

Probation practitioners can follow these steps to vary the licence of someone in the community.

[Watch now \(3 min 31 sec\)](#)

Approving licence variations – senior probation staff

How senior probation staff use the service to approve and reject variations.

[Watch now \(2 min 36 sec\)](#)

If you have problems accessing the service

Problems with the service can be caused if your NDelius details are not up to date. Contact the helpdesk on 0800 917 5148 or #6598 from inside a prison for support with this.

To ensure you see the right cases when you start using the service, the following information must be up to date on NDelius:

- Team or teams if you work with more than one
- Region
- Grade
- PDU

If you cannot get into the service, you might not have been given the right permissions to use the service. Helpdesk can check this for you.

Tell us what you think

Your feedback is extremely valuable. It will help us make changes and improve this service.

If you would like to get involved in our user research, email **createandvarylicence@digital.justice.gov.uk**.

If you prefer to share your opinion anonymously, use the feedback links inside the service or **[go to our feedback survey](#)**.