

## HMP/YOI LEWES

# Property procedure

**All property must be posted in, no parcels will be accepted on the gate.**

**Please note:**

No camouflage trousers or black trousers.

No white shirts or black T-shirts.

No hoods, offensive slogans, football teams, countries.

- Residents fill out a property/general app listing items to be sent to them.
- Once the resident has received notification that the app has been approved, the items can be sent.

**All parcels must have;**

- The sender's information clearly visible on the outside of the package.
- A full list of all the contents clearly visible on the outside of the package.

**Parcels will be rejected if they arrive at the gate without;**

- An approved application being present
- The sender's information clearly visible on the outside of the package.(Return Address)
- A full list of all the contents clearly visible on the outside of the package.
- If there are items listed on the box which are not approved on the application.
- If there are any items in the parcel that are not listed, the parcel with all its contents will be returned to the sender.

**Only those on remand or who are Enhanced (IEP Status) are able to wear their own clothes.**

**All others can have underwear and shoes sent in (subject to approval)**

**Property must be sent in within the first 28 days of arrival or after 6 months.**