

3. Application process for standard authorisation

- 3.1 Managing Authorities need their own procedure in place that identifies: MA
- Whether deprivation of liberty is or may be necessary in a particular case.
 - What steps they should take to assess whether to seek authorisation.
 - Whether they have taken all practical and reasonable steps to avoid a deprivation of liberty from occurring
 - What action they should take if they do need to request an authorisation.
 - How they should review cases where authorisation is or may be necessary
 - Who should take the necessary action
 - Whether the relevant person needs an IMCA
- 3.2 When they have taken all practical and reasonable steps to avoid a deprivation of liberty, if a Managing Authority feels an application for deprivation of liberty is necessary they must make a written application. MA
- 3.3 The written application should be made using the standard application form DOLS Form 4 (Application Form for a Standard Authorisation) MA
- 3.4 The written application must also include any relevant care plans and risk assessments. MA
- 3.5 When completed, the forms and relevant information are sent preferably by fax to the Cambridgeshire DOLS Team MA
- Fax: 01223 699700
- E-mail: Mca.Dols@cambridgeshire.gov.uk
- Telephone: 01223 715581
- 3.6 The Managing Authority should tell the relevant person, their family, friends and carers, and any IMCA already involved in the relevant person's case that it has applied for an authorisation of deprivation of liberty, unless it is impractical or impossible to do so or undesirable in terms of the interests of the relevant person's health or safety. MA
- 3.7 The Managing Authority must keep a written record of each request made for standard authorisation and the reasons for making the request MA