

7. Extension to an urgent authorisation

- 7.1 If there are exceptional reasons why the request for a Standard Authorisation cannot be dealt with within the seven day period of the Urgent Authorisation, the Managing Authority may ask the supervisory body to extend the duration of the urgent authorisation **for a maximum of a further seven days**. The managing authority should not assume that an extension will be granted.
- 7.2 2 Working days in advance of the expiry of an urgent authorisation, the managing authority should telephone the Service Administrator, 01223 715581, to check how the assessment process is progressing. The Service Administrator will take the details and inform them the allocated BIA will call them back.
- 7.3 The Service Administrator will inform the appropriate BIA by telephone, or e-mail.
- 7.4 The BIA will contact the managing authority within 4 working hours, to update them of the progress of the authorisation, and decide whether or not an extension is required. If an extension is required the BIA should alert the County MCA Co-ordinator by telephone or e-mail
- 7.5 If an extension is required the written application should preferably be made by the Managing Authority using the standard form DOLS form 2, at least 1 working day before the urgent authorisation expires.
- 7.6 When completed the form is sent, preferably by fax, to the Cambridgeshire DOLS Office:

Fax: 01223 699700

E-mail: Mca.Dols@cambridgeshire.gov.uk

Telephone: 01223 715581
- 7.7 The managing authority must telephone the DOLS Office, 01223 715581, to notify an extension to an urgent authorisation has been requested. Out of office hours an answer phone will be in operation.
- 7.8 The managing authority must keep a written record of the reason for making the request and must notify the relevant person and any section 39A IMCA, in writing, that they have made the request.