

Referral Process for Managing Authorities to follow to request a new authorisation for a Deprivation of Liberty Safeguard (DoLS)

Step 1 Complete Form 1

- Ensure you are using the combined Form 1 available from the ADASS website <https://www.adass.org.uk/mental-health-drugs-and-alcohol/public-content/new-dols-forms> and not an old Form 1 & 4.
- Ensure that you are sending the form to the correct Supervisory Body (the Local Authority who fund services for the individual and where the individual was resident before moving into your care). Forms relating to anyone not funded by Sandwell will be returned.
- Ensure that the appropriate box at the top of page 1 is ticked.
- Ensure that you have completed the purpose and restrictions boxes on page 2
- Ensure that page 4 is signed and dated with the date the form will be received by Sandwell Enquiry which is not necessarily the date it is sent.
- Ensure that pages 6 and 7 are completed (including the extension box) if the request is urgent. Ensure that all ten boxes are ticked and that this page is signed and dated.

Step 2 Send Form 1 to Sandwell Enquiry

By e-mail sandwell_enquiry@sandwell.gov.uk

By fax 0121 569 5789

Sandwell Enquiry is open Monday – Friday between 9am and 5pm

(Forms received after 5pm cannot be considered “received” until the next working day and should be dated with that date and not the date sent).

Step 3 Decision

Sandwell Supervisory Body will inform you of their decision by telephone. A copy of the Form 5 (if the authorisation is approved) or Form 6 (if the authorisation is not approved) will be provided in due course.

Continuation of a current DoLS

A completed Form 2, available from the ADASS website <https://www.adass.org.uk/mental-health-drugs-and-alcohol/public-content/new-dols-forms>, should be sent directly to the DoLS Team at dols_administrators@sandwell.gov.uk. You will be notified of the decision in the same way.