

## Sandwell Supervisory Body

### Managing Authorities Referral Process

Please call the following number to request a **new** Authorisation for a deprivation of liberty.

8am – 8pm Monday - Friday		Evenings and Weekends	
<b>Tel. no:</b>	0845 352 2266	<b>Tel. no:</b>	0121 569 2355
<b>Fax:</b>	0121 569 5789	<b>Fax:</b>	Call to obtain
<b>Email:</b>	sandwell_assist@sandwell.gov.uk	<b>Email:</b>	N/A

**Call** the Supervisory Body  
Contact number above

Fax/email the **Form 1**  
(this form requests a standard or urgent authorisation)  
please fax to the relevant fax number above

If an extension to the Urgent Authorisation timescale is required – fax Form 1 again (completing the information in page 7) to the fax number above

**The Sandwell Supervisory Body** will make a decision and will inform you of their decision through a telephone call and by **Form 5** (if the Authorisation is given) or **Form 6** (if the Authorisation is not approved).

Please note:  
The administrative office for the DoLS Team is:

**First Floor**  
**Jack Judge House**  
**PO Box 15888**  
**Oldbury**  
**West Midlands**  
**B69 9EN**  
dols\_administrators@sandwell.gov.uk

If you would like to request a continuation of a current DoLS, send the completed Form 2 directly to the DoLS Team