

# Requesting a standard authorisation

The managing authority requests a standard authorisation by completing Form 4 and giving or sending it to the supervisory body.

Form 4	Managing authority request for a standard authorisation
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## Assessments

Once a standard authorisation is requested, the person concerned will be assessed by assessors appointed by the supervisory body.

Each assessor will decide whether or not the person satisfies the particular qualifying requirement(s).

If a managing authority gives itself an urgent authorisation, all of the assessments required for a standard authorisation must be completed during the period the urgent authorisation is in force.

Where no urgent authorisation is in force, all assessments required for a standard authorisation must be completed within 21 days from the date the supervisory body receives a request for such an authorisation.

## Assessment forms

A standard authorisation may only be given if the person being assessed meets all of the six qualifying requirements that must be satisfied before a standard authorisation may be given.

Because there are six qualifying requirements, there are six assessments to be carried out, and six assessment forms.

Form 5	Age assessment form for completion by assessor
Form 6	Mental health assessment form for completion by assessor
Form 7	Mental capacity assessment form for completion by assessor
Form 8	No refusals assessment form for completion by assessor
Form 9	Eligibility assessment form for completion by assessor
Form 10	Best interests assessment form for completion by assessor

In many cases, all of the assessment forms will need to be completed before a standard authorisation can be given.

There are two main exceptions to this rule.

The first exception relates to Form 5 (the age assessment). Form 5 is not required if the best interests assessor does the required age assessment and records it on Form 10.

The second exception is where a previous equivalent assessment is used in place of one of the assessment forms usually required.

For example, the Mental Capacity Act 2005 provides that a fresh age assessment is not required for a standard authorisation if the supervisory body has a copy of an earlier age assessment that it has no reason to believe is not accurate. The previous age assessment can be reused.

However, where an equivalent assessment is used in place of one usually required under the Mental Capacity Act 2005, Form 11 should be completed and the equivalent assessment attached to it.

Form 11	Record by supervisory body that an equivalent assessment is being used
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Once the supervisory body has all of the required assessments (including any equivalent assessments), it will either give or refuse the requested standard authorisation.

A standard authorisation must be given if the person meets all of the qualifying requirements. It is given by completing and signing Form 12.

If the person does not meet all of the qualifying requirements then a standard authorisation may not be given. The decision to refuse the managing authority's request for a standard authorisation is given by completing and signing Form 13.

Form 12	Supervisory body gives a standard authorisation
Form 13	Supervisory body declines a request for a standard authorisation