

Document

FLAG FLYING POLICY

Adopted April 2023

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1. INTRODUCTION

Following the publication of the White Paper, The Governance of Britain: Constitutional Renewal (CM 7342-1), and the Consultation Analysis Document (CM 7342-3) on 25 March 2008, the Government has decided to give UK Government Departments and Local Authorities the freedom to fly the Union Flag on their buildings whenever they choose to. There are designated days when the Union Flag must be flown on UK Government buildings which are listed at www.gov.uk/guidance/designated-days-for-union-flag-flying.

This guidance is aimed at UK Government buildings, however the Government “would encourage local authorities and other local organisations to follow suit where they wish to fly flags. “This guidance was applied from the summer 2021.

Flying the Union Flag

“For Government buildings the Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.”

Sawbridgeworth Town Council will fly the Union Flag on the 8 flag flying days (taken from Government Guidance) as shown below and will consider other dates as appropriate:

8 September	His Majesty's Accession
2 nd Monday in March	Commonwealth Day
14 November	Birthday of His Majesty The King
6 May	Coronation Day

2 nd Saturday on June	Official Celebration of His Majesty's Birthday (Trooping The Colour)
23 April	St George's Day
2 nd Sunday in March	Remembrance Day (second Sunday, see note 1)
21 June	Birthday of The Prince of Wales
Notes:	

2. PROTOCOL FOR FLAG FLYING

2.1 The Union Flag is to be flown at full mast on civic buildings (together with other flags where in accordance with the protocol, for example the Cross of St George being flown on St George's Day).

2.2 Death and Funeral Commemoration

The Union Flag will be shown at half mast (from 8am until sunset) on the following occasions across all buildings unless stated otherwise.

1. Death of The Sovereign – from announcement of death to day of the funeral except on Proclamation Day when the flag will be hoisted to full mast from 11am until sunset. (See separate Protocol)
2. Death of a member or near relative of the Royal Family or the funeral of members of the Royal Family – subject to special command from His Majesty. (See Separate Protocol)
3. The funerals of Prime Ministers and former Prime Minister – subject to special command from His Majesty.
4. The funerals of Foreign Rulers – subject to special command from His Majesty.
5. Death of a Lord Lieutenant or Deputy Lieutenant of Hertfordshire – day of funeral.

6. Death of a serving Mayor, Mayoress, Consort, Deputy Mayor or Deputy Mayoress – day death and day of funeral.
7. Death of a serving Member of Sawbridgeworth Town Council – day of death and day of funeral.
8. Death of a former member of Sawbridgeworth Town Council and former Mayor or Mayoress of Sawbridgeworth – day of death and day of funeral.
9. Death of an Honorary Freeman of the town of Sawbridgeworth – day of death and day of the funeral.
10. Death of a serving Town Clerk of Sawbridgeworth Town Council – day of death and day of funeral.
11. Death of a retired Town Clerk of Sawbridgeworth Town Council or a predecessor council – day of the funeral.
12. Death of a serving or former member of Parliament – day of funeral.
13. Death of armed forces personnel who were residents of the parish killed on active service – day of the announcement of death and on the day of the funeral.
14. Death of a serving Chief Constable of Hertfordshire Constabulary, Hertfordshire Chief Fire Officer or a serving Sawbridgeworth Police Commander – day of funeral.

2.3 On special flag flying days/civic occasions (e.g. St George's Day) when the flying of flags coincide with days for flying flags at half-mast, the following rules are observed.

Flags are flown at full mast:

- Although a member of the royal family, or a new relative of the royal family, may be lying dead, unless special commands are received from the King to the contrary.
- Although it may be the day of the funeral of a foreign ruler.

3. Civic Occasions

1. Twinning exchange visits – Union Flag and National Flag of visiting twin town to be flown (or displayed where suitable vertical poles not available) during the period of the visit.
2. St George's Day (23rd April) – the Cross of St George to be flown from 8am until sunset.
3. Mayor Making Events and other such notable occasions – the Sawbridgeworth Flag to be flown from 8am until sunset.
4. Armed Forces Day – Armed Forces Day flag to be flown from 8am until sunset.

4. Other Occasions

The Union Flag or Sawbridgeworth Town Council Flag may be flown at full or half mast on other occasions at the discretion of the Town Clerk, in consultation with the Mayor of Sawbridgeworth.

There may be other specific national or county occasions where other recognised flags may be flown at full or half mast, at the discretion of the Town Clerk, in consultation with the Mayor of Sawbridgeworth.