



## **CESHIRE WEST & CHESTER COUNCIL**

### **RESOURCES**

#### **FLAG FLYING PROTOCOL**

##### **1.0 BACKGROUND**

As a result of several requests, consideration has been given to the protocol that should be adopted in relation to the flying of flags from Council premises.

##### **2.0 INTRODUCTION**

There are 3 categories of flag:

- flags which can be flown without consent of the local planning authority
- flags which do not need consent provided they comply with further restrictions
- flags which require consent

##### **2.1 Flags which do not need consent**

- Any country's national flag, civil ensign or civil air ensign
- The flag of the Commonwealth, the European Union, the United Nations or any other international organisation of which the United Kingdom is a member
- A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom
- The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom
- The flag of Saint David (different to the flag of Wales)
- The flag of Saint Patrick (different to the flag of Ireland)
- The flag of any administrative area within any country outside the United Kingdom
- Any flag of Her Majesty's forces
- The Armed Forces Day flag

## **2.2 Flags which do not require consent provided they comply with certain restrictions**

A number of categories of flag may be flown without consent, subject to certain restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags.

- House flag - flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown
- Any sports club (but cannot include sponsorship logos)
- The horizontal striped rainbow flag, such as the "Pride" Flag
- Specified award schemes - Eco-Schools, Queens Awards for Enterprise and Investors in People

## **2.3 Green and blue environmental award scheme flags**

The changes also allow a flag of the Blue Flag award scheme to be flown from a flagpole on part of a beach or marina and a flag of the Green Flag Award scheme or Green Flag Community Award scheme to be flown on part of a park, garden or other green space.

## **2.4 Flags which require consent**

Any flag not identified above requires express consent from the local planning authority before it can be flown.

## **3.0 PURPOSE OF THE PROTOCOL**

To standardise the current procedures and to consult Corporate Management Team to agree the content of the flag flying protocol.

The alternative would be to have no protocol in respect of flying flags. This would continue the uncertainty in respect of which flags could be flown and when. The adoption of the protocol will enable the Chief Executive to determine which the appropriate occasions are and which alternative flags are to be flown additional to the Union flag, and on which buildings.

## **4.0 RISK/IMPLICATIONS**

Financial	None
Staffing	None
Policy	Equality and Diversity
Wards affected	Borough wide

## **5.0 PROPOSALS**

The proposals are set out below

## **6.0 CONCLUSION**

Corporate Management Team has an opportunity to comment on the content of this protocol prior to its adoption.

## **7.0 FLAG FLYING PROTOCOL**

This protocol is set out to give clarity over the occasions on which the Union Flag is flown on public buildings in the borough.

Since 2009 there has been no consistency within Cheshire West and Chester Council as to which flags are flown, on which buildings and on which occasions.

Council buildings with flagpoles where flags are currently being flown:

HQ x1  
Chester Town Hall x 2  
Civic Way Offices x 4  
Neston Town Hall x 1  
Wyvern House x 4

The government is seeking ways to increase the use of the Union Flag as a symbol of national identity and therefore by adopting this practice, Cheshire West and Chester Council fit in with this aspiration.

### **7.1 Which premises does this protocol apply to?**

This protocol applies to the main public buildings, HQ and Chester Town Hall in Chester, Civic Way in Ellesmere Port, Neston Town Hall and Wyvern House in Winsford.

### **7.2 What is the protocol?**

The protocol is that the Union Flag will be flown from the flagpoles listed in the attached spreadsheet, shown in appendix A. The condition of the flags will be monitored to ensure that wind damaged flags will be replaced when needed. National flags should never be flown in a worn or damaged condition, or when soiled. To do so is to show disrespect for the nations they represent.

### **7.3 Other national flags to be flown**

Additional days during the year may justify flying an additional national flag:-

23 April	St George's Day – St George's Cross
9 May	Europe Day – EU flag

This has not been the practice in the borough, but it is recommended that where a building has two or more flag poles the appropriate national flag may be flown in addition to the Union Flag but not in a superior position. On public buildings that only have one flagpole, the Union Flag should take precedence.

### **7.4 Other flags to be flown**

There have also been further requests to fly alternative/additional flags for specific occasions. This protocol is for the Chief Executive to agree such requests as set out in appendix A. The flag will be in place of the Union Flag, as it would be inappropriate to fly such flags under the Union Flag. Should an event requiring the flying of the Union Flag occur during that period, that event shall take precedence.

### **7.5 When should the flag fly at half mast?**

- From the announcement of the death until after the funeral of the Sovereign, except on Proclamation Day when flags are hoisted to full mast
- The funerals of members of the Royal Family, upon command of the Sovereign
- The funerals of foreign rulers upon command of the Sovereign
- The funeral of Prime Minister and ex Prime Ministers of the UK upon command of the Sovereign
- Other occasions upon command of the Sovereign
- On the day of the announcement of the death and the day of the funeral of:-
  - The Mayor or Mayoress
  - A Councillor
  - An Ex-Mayor
  - A Chief Official

