

HALEWOOD TOWN COUNCIL

Flag Flying Policy and Protocol

Introduction

Flags are traditionally flown by a Town Council for a variety of reasons: to show allegiance, support, respect or to celebrate. The Town Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.

When the Flag Should be Flown

Although it is free to fly the Union Flag at its discretion, it will as far as appropriate, follow national guidance. The Union Flag will therefore be flown on the dates indicated, between 8am and sunset in accordance with guidance from the Department for Culture, Media and Sport:

- September – His Majesty's Accession Day
- March (2nd Monday) – Commonwealth Day
- June (date varies each year) – Armed Forces Day
- November (2nd Sunday) - Remembrance Sunday
- 11 November – Armistice Day
- 14 November - Birthday of His Majesty the King

The Council has discretion to fly the Union Flag at other times:

- To celebrate and support sporting events of significance
- In recognition of a royal visit in consultation with the Lord Lieutenant
- In recognition of a formal visit by another significant dignitary
- A special significant event or success in the parish
- Formal civic occasions

Flying the St. George's Flag



On St George's Day 23 April, the flag of St George should be flown. At the Chairperson's discretion, the Flag of St George may be flown to celebrate support sporting events of significance of an England Team. At the discretion of the Chairperson, the Flag of St. George may be flown to commemorate other local, civic and community occasions.

How to Fly the Flag

The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole. This is illustrated below:



Flying the Flag at Half-Mast

When flags are to be flown at half-mast, they should be two-thirds up between the top and bottom of the flagstaff, with at least the height of the flag between the top of the flag and the top of the flagpole. When raising the flag, it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered at sunset, it should first be hoisted right up and then lowered back down.

Flags should be flown at half-mast on the following occasions:

- From the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day (the Day of the announcement of the Accession of the new Sovereign), when the flags are hoisted right up from 11am to sunset
- In the event of the death of a member of the Royal Family, flags should be lowered from the day of death to the day of the funeral, subject to special commands from Her Majesty in each case
- The funerals of sitting Prime Ministers, subject to special commands from Her Majesty in each case.

The Department for Culture, Media and Sport will inform of any other occasions where Her Majesty has given a special command.

Other Considerations



Flags will not be flown during severe weather warning and planned maintenance. The flying of the Flag will be determined by the staff Flagmaster(s) at their discretion in such circumstances.

Linked Policies

- Staff Code of Conduct
- Members' Code of Conduct

Last Review Date	November 2025
Next Review Date	May 2027
Review Cycle	2-yearly

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