

Evesham Town Council
Flagpole Protocol

1. General

- 1.1. As far as possible, a flag must fly at all times. The flagpole should not be empty other than for necessary maintenance, to facilitate the exchange of one flag for another, or when severe weather would risk damage to the flagpole or a flag being flown.
- 1.2. The Union Flag will be flown unless another flag is being flown.
- 1.3. No flag other than the Union Flag may be flown for more than seven consecutive days.
- 1.4. No flag other than the Union Flag may be flown more than once in any calendar month unless necessary in order to meet the requirements of Designated Flag Days.
- 1.5. The flying of any flag other than the Union Flag, or the flying of any flag at half mast, should be announced via a statement on the Town Council's website and, where practical, via a press release and social media.
- 1.6. Other than when necessary to lower a flag to half-mast immediately following an announcement of a period of national mourning, a flag should not be raised or lowered during the hours of darkness.
- 1.7. Any flag to be flown must be of suitable size and construction, and be in good condition. A flag which is visibly frayed or faded should not be flown.

2. Precedence

- 2.1. As the Town Council only has a single flagpole, there may be occasions when it is necessary to choose between two or more different flags. The following order of precedence applies:
 - 1) Periods of National Mourning
 - 2) Mandatory Designated Flag Days
 - 3) Periods of Local Mourning
 - 4) Discretionary Designated Flag Days
 - 5) Any other flag

3. Periods of National Mourning

- 3.1. On the death of a senior public figure or member of the Royal Family, a period of National Mourning will be announced from Downing Street or Buckingham Palace.
- 3.2. Evesham Town Council will follow the protocol set out in the official announcement and guidance.
- 3.3. The flag to be flown at half-mast during a period of National Mourning shall be the Union Flag unless otherwise specified in the official guidance.

3.4. A period of national mourning takes precedence over all other policies set out in this document.

4. Designated Flag Days

4.1. The Union Flag shall be flown on the following days:

- a) Accession Day
- b) Birthday of His Majesty the King
- c) VE Day
- d) Coronation Day
- e) Official Celebration of His Majesty's Birthday
- f) VJ Day
- g) Battle of Britain Day
- h) Armistice Day
- i) Remembrance Sunday

4.2. The Flag of St George shall be flown on St George's Day.

4.3. The Flag of St George shall be flown on any occasion when the English national team reaches the final of a major sporting competition.

4.4. The Commonwealth Flag shall be flown on Commonwealth Day.

4.5. The Armed Forces Day Flag shall be flown from the prior Monday to the end of Armed Forces Day.

4.6. The Civil Ensign ("Red Ensign") shall be flown on Merchant Navy Day.

4.7. The Horizontal Striped Rainbow Flag (otherwise known as the Diversity Flag or Pride Flag) shall be flown for one week during Pride Month.

4.8. The Designated Flag Days stated in 4.1 and 4.2 are mandatory and may not be altered unless necessary to comply with a period of national mourning.

4.9. All other Designated Flag Days are discretionary, and may be altered if necessary to accommodate local circumstances or a period of local mourning.

5. Periods of Local Mourning

5.1. A flag shall fly at half-mast for one day to commemorate the following:

- a) The death/funeral of a serving officer in the Armed Forces from the town.
- b) The death/funeral of a serving Evesham Town Councillor, District Councillor representing an Evesham ward or a County Councillor representing an Evesham division.
- c) The death/funeral of a former Mayor of Evesham.
- d) The death/funeral of a current or former Member of Parliament for a constituency covering Evesham.
- e) At the discretion of the Mayor, the death/funeral of any other notable local public figure.

5.2. The flag to be flown at half-mast during a period of Local Mourning shall normally be the Union Flag. Exceptionally, where the deceased has a strong connection to another flag, that flag may, at the discretion of the Mayor, instead be flown at half-mast.

6. Other Generally Permitted Flags

- 6.1. Generally Permitted Flags are those which are always exempt from any requirement for Planning Permission. See Appendix A for a current list of these flags.
- 6.2. The Town Council may, at any time, resolve to fly a Generally Permitted Flag.
- 6.3. A Generally Permitted Flag may also be flown at the request of a local organisation following the procedure set out in section 8.
- 6.4. Where a decision to fly a particular Generally Permitted Flag needs to be made urgently, the decision can be made by the Town Clerk in consultation with the Mayor.

7. Community Flags

- 7.1. A Community Flag is one which carries the name, emblem or logo of a local event, sporting club or non-profit organisation.
- 7.2. Community Flags may be flown at the request of local organisations (subject to the restrictions in 1.4, 1.5 and 9.1 and there being no other flag which has greater precedence on that day).
- 7.3. A Community Flag must be approved by the Town Council before being flown.
- 7.4. Community Flags may be subject to Planning Permission (Advertising Consent). If there is any doubt as to whether Planning Permission is required, the organisation requesting the flag to be flown should make the necessary enquiries with the local planning authority before making the request to the Town Council.

8. Procedure to Request a Flag to be Flown

- 8.1. A request to fly a Community Flag, or any Generally Permitted Flag, must be made in writing, stating the date on which the flag is requested to be flown, a description of the flag and the reasons for flying the flag.
- 8.2. The Town Council will consider the request at the next practical Full Council Meeting.
- 8.3. The person or organisation making the request will normally need to supply the flag to be flown, unless the Town Council already has a flag of that design.
- 8.4. A flag supplied by an outside body must be of suitable size and construction materials, and be in good condition.

9. Prohibited Flags

- 9.1. The following flags are not permitted at any time on the Town Council flagpole:
 - a) A flag bearing the name, emblem or logo of a commercial organisation
 - b) The flag of a political party or an organisation which engages in political lobbying or campaigning
 - c) The flag of any proscribed organisation
 - d) Any flag bearing an offensive design or wording

Appendix A

The list of flags which are always exempt from planning permission is set out in legislation. As of the date of adoption of this policy, the relevant legislation is The Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2012. This includes all flags for which there is a Designated Flag Day, as well as the following flags:

- a) Any country's national flag, civil ensign or civil air ensign
- b) The flag of any of the Channel Islands, the Isle of Man and any British Overseas Territory
- c) The flag of the Commonwealth, the United Nations or any international organisation of which the United Kingdom is a member
- d) A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom
- e) 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
- f) The flag of Saint Andrew, Saint Patrick and Saint David
- g) The Baner Cymru (Welsh Dragon Flag)
- h) The NHS flag
- i) The flag of any sports club (but cannot include sponsorship logos)

In any case of doubt, reference should be made to legislation and current government guidance rather than this appendix.