



BRACKLEY TOWN COUNCIL

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# Flag Flying Protocol

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## **1. Introduction**

- 1.1 Flags are traditionally flown by the 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 sections of our community and will never use flags for political purposes.

## **2. Background**

- 2.1 The Council has one flag pole located on the Town Hall.
- 2.2 This Protocol has been drawn up to assist the Council in understanding the rules and law appertaining to flag flying and acknowledges guidance provided by the Department for Communities and Local Government – Plain English Guide to Flying Flags – and guidance issued by the Flags and Heraldry Committee and Flag Institute.
- 2.3 The Council is free to fly the Union Flag at its discretion. However, it will, as far as is appropriate, follow national guidance.
- 2.4 Flags are treated as advertisements for the purpose of the planning regime and some require formal consent (permission) from the planning authority, whereas others do not.
- 2.5 All flag flying is subject to standard conditions.
- 2.6 All flags must:
- Be maintained in a condition that does not impair the overall visual appearance of the site.
  - Be kept in a safe condition.
  - Have the permission of the owner if the site on which they are displayed (this includes the Highway Authority of the sign is to be placed on highway land).
  - Not obscure, or hinder the interpretation of official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport.
  - Be removed carefully where so required by the planning authority.

2.7 Subject to compliance with standard conditions, there are three categories of flag:

**Flags that can be flown without consent of the local planning authority**

- Any country's national flag.
- The flag of the Commonwealth, 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 St David.
- The flag of St Patrick.
- The flag of any administrative area within any country outside of the United Kingdom.
- Any flag of Her Majesty's forces.
- The Armed Forces Day flag.

**Flags which do not need consent provided they comply with further restrictions (deemed consent)**

- 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, Queen's Award for Enterprise and Investors in People.

**Flags which require consent (express consent)**

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

### **3. Flag Flying**

3.1 Town Hall, flag pole is rated for single flag use only.

3.2 The Union Flag will be flown in accordance with the dates for flying of the Union Flag, as designated by the Department for Culture, Media and Sport, as follows:

- **11 March:** Commonwealth Day (second Monday in March)
- **9 April:** His Majesty the King's Wedding Anniversary
- **6 May:** Coronation Day
- **15 June:** Official celebration of His Majesty's birthday
- **21 June:** Birthday of the HRH The Prince of Wales
- **17 July:** Birthday of Her Majesty the Queen
- **8 September:** His Majesty the King's Accession
- **10 November:** Remembrance Day (second Sunday in November)
- **14 November:** Birthday of His Majesty the King
- **Other dates:** At the Town Council's discretion.

3.3 Dates will be checked annually against the list issued by the DCMS.

3.4 The Union Flag will be flown as required, at half-mast throughout periods of mourning following an official announcement from Buckingham Palace.

### 3.5 Other Flags

- **March:** Commonwealth Day Second Monday in March (Commonwealth Flag)
- **23 April:** St George's Day (England only)
- **1-7 June:** Pride Flag
- **29 June:** Armed Forces

### Town Flag

Will be hoisted full mast to commemorate the following occasions:

- Mayor-making and Annual Meeting of the Council

The Town Flag will be flown at half-mast on the death of the Mayor from the day of the announcement of the death until sunset on the day of the funeral.

The Town Flag will also be flown half-mast at the Town Council on the death of a member of the Town Council on the day of the funeral until sunset.

The Town Flag will also be flown half-mast on the death of the following in the day of the funeral only, until sunset.

- An ex-Mayor of the town

## **Pride Flag (LGBTQ+) Community**

The Council will fly the Pride (rainbow) flag annually for a fixed and defined period of one week commencing 1 June in recognition of Pride Month and to demonstrate support for equality, inclusion and respect for all members of the community.

This arrangement forms part of the Council's commitment to community cohesion and is applied consistently in line with this protocol. The Pride flag is flown as a symbol of inclusion and not for political purposes.

## **Twinning Flags**

At the Town Council's discretion.

## **4. Request for additional flags to be flown**

Requests to fly any other flags, will be considered at a meeting of the Council, with a resolution stating how long the agreed flag will be flown for.