

# Harlow Council Flag Protocol

## Procedure for flying a flag

1.0 Harlow Council has three flag poles positioned outside Harlow Civic Centre which can accommodate the Union flag, the Harlow Council flag and one other flag which may be flown in addition to the flags mentioned, but not in a superior position.

The following procedure provides guidance on how and when flags are raised.



- a) The Union flag will be flown at full mast, every day 365 days a year except for (b) below.
- b) The Union flag will be lowered to half mast (this means that the flag is flown two-thirds up the flagstaff) on occasions as below:
  - from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
  - the funerals of members of the ceremonial response to a death, subject to special commands in each case;
  - the funerals of foreign rulers, subject to special commands in each case;
  - the funerals of serving and previous Prime Ministers of the United Kingdom, subject to special commands in each case.

1.1 It is important to note that once the Union flag is lowered all other flags must be lowered as no flag must fly higher than the Union flag.

1.2 There is one flag pole situated in the Town Park and the Museum and the Green Flag is flown here.

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## St George flag

### 2.0 St George Flag



The St George flag will be flown on the 2<sup>nd</sup> flag pole (middle position) 365 days a year at full mast unless the union flag is at half-mast.

2.1 The St George flag should be flown half-mast on the death of the Chair of the Council from the day of death until sunset on the day of the funeral.

2.2 The St George flag will be flown half-mast at the Civic Centre on the death of a Member of the Council on the day of the announcement of the death and the day of the funeral until sunset.

2.3 The St George flag will also be flown half-mast on the death of the following on the day of the funeral only until sunset:

- an Ex-Chair of The Council;
  - an Honorary Freeman;
  - an Honorary Alderman;
  - serving and previous Member of Parliament of the District
- Or as directed by the Cabinet Office

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## Harlow Council flag

### 3.0 The Harlow Council Flag



The Harlow Council flag will be flown on the 3<sup>rd</sup> flag pole 365 days a year at full mast unless the union flag is at half-mast.

3.1 The Council flag should be flown half-mast on the death of the Chair of the Council from the day of death until sunset on the day of the funeral.

3.2 The Council flag will be flown half-mast at the Civic Centre on the death of a Member of the Council on the day of the announcement of the death and the day of the funeral until sunset.

3.3 The Council flag will also be flown half-mast on the death of the following on the day of the funeral only until sunset:

- an Ex-Chair of The Council;
  - an Honorary Freeman;
  - an Honorary Alderman;
  - serving and previous Member of Parliament of the District
- Or as directed by the Cabinet Office

### 4.0 Other flags to be flown

4.1 The protocol is for the Leader and/or Portfolio Holder for Corporate Services and Transformation to agree to requests to fly alternative/additional flags for specific occasions.

4.2 If the national day is on a weekend, the flag may be erected on the Friday (Thursday if Friday is a Bank-Holiday) and taken down on the Monday (Tuesday if Monday is a Bank Holiday).

4.3 The flag will be raised at 7.30am by the Stewards and the flag must be lowered by 7.30am the following day excluding the arrangement set out in.