



Flag Protocol

This protocol outlines the procedures and arrangements for the flying of flags at Blackburn with Darwen Borough Council Town Halls.

Blackburn with Darwen Borough Council's Protocol is that the Union Flag and Civic Flag will be flown continuously (the Ministry of Housing, Communities & Local Government wrote to all Leaders and Chief Executives in England in March 2021 and requested that the Union Flag be continuously flown, which was consistent with the Borough's existing Flag Protocol).

All flagpoles can only be operated by Facilities Management under instruction from the Chief Executive's Office, or Democratic Services.

Union Flag

The Union Flag is flown at **FULL MAST**, every day and is flown on the lead flagpole, with the St George's Flag flown on the second flagpole at Blackburn Town Hall. At Darwen Town Hall, the Union Flag will be flown at full mast each day.

The Union Flag has seniority above all flags, with the exception of the Royal Standard which is only to be flown whilst a member of the Royal Family is present.

The Union Flag should be lowered to **HALF MAST** on the day of the death of the following:

- The Sovereign
- Mayor in Office
- MP's representing Blackburn with Darwen

The flag should remain at **HALF MAST** until the day after the funeral (except in the case of the Sovereign when flags are hoisted at the mast head from 11:00hrs on Proclamation Day ('Death Day' + 1) to coincide with the reading of the principal Proclamation until 1300hrs, the following day, ('D' + 2) to allow for the Accession Proclamation to be read in Belfast, Cardiff and Edinburgh. The Union Flag is then to remain at **HALF MAST** until the end of the day, (D+10).

The Council's Death of a Senior National Figure (Operation London Bridge) fully outlines the procedures and arrangements in the event of the death of the Sovereign.

The Union Flag should be flown at full mast on Remembrance Sunday and on Armistice Day on the 11th November.

Terrorist Attacks

Following the event of any national or international Terrorist Attacks and at the special request of the Department for Communities and Local Government, all flags flying can be flown at **HALF MAST** as a mark of respect following consultation with the Chief Executive and Leader of the Council.

Advice should be sought for extended periods for days of mourning from the DCLG and Lord Lieutenants Office.

A minutes silence will be observed by the Council following advice from the DCLG.

Armed Forces

- Army – **18th June** (Waterloo)
- Armed Forces Day – **27th June**
- Merchant Navy – **3rd September** (Red Ensign)
- Royal Air Force – **15th September** (Battle of Britain)
- Royal Navy – **21st October** (Trafalgar)

In 2018 the inaugural **Emergency Services Day** was held, and will be held each year on **9th September** and the Flag will be flown on that day.

These flags to be flown on the second Flag Pole at Blackburn Town Hall, replacing the St George's Flag and on the single Flag Pole at Darwen Town Hall, replacing the Union Flag.

Note: In the Government letter dated 26th March 2021, the Rt Hon Robert Jenrick MP advised that his Department would be amending the Control of Advertisements regulations to permit double flagging (the flying of two flags from the same flagpole) without the need for express consent. This will allow county and other local flags to be flown alongside the Union Flag on the same flagpole, providing the Union flag is in the superior position, without the need to secure consent. In the same letter, it was advised that flags in support of the NHS would be allowed without the need for express consent, and that the current exemption for the flying of the EU flag following the UK's departure from the EU would be removed.

Commonwealth Day

The Commonwealth Flag will be flown on the second Monday in March.

Other Events

Any other requests for the raising and lowering of flags for events not listed in this protocol will only be considered by the Chief Executive in consultation with the Leader of the Council on an exceptional basis.

Maintenance and Operation

The flag poles at Blackburn and Darwen Town Halls are maintained by the Environment Department and operated by the Facilities Services Team. For Military Ceremonies, Facilities Services staff will support military representatives in the raising of flags. The flag poles should be inspected on a regular basis to ensure that there are no issues raising or lowering flags.

NOTE: For further information on flag protocol, refer to the British Flag Protocol produced by the Flag Institute: www.flaginstitute.org
And www.gov.uk

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April 2021