

KENT COUNTY COUNCIL

PROTOCOL FOR FLAG FLYING AT COUNTY COUNCIL BUILDINGS

(As approved by the Selection & Members Services Committee, 15 May 2013)

Kent County Council's flag-flying protocol follows guidance issued by the Department for Culture, Media and Sports (DCMS) and its predecessor Government Departments. The Union Flag and Kentish Flag are shown at full mast all year round at County Hall and this protocol also applies to any civic building owned by the County Council which has flag poles. Where only one flag pole exists, the Union Flag will always take precedence unless (exceptionally) otherwise directed by the Chairman of the County Council.

Commemorative dates

Kent County Council may for any reason lower the Union Flag. If it chooses to do so, the Union Flag will nevertheless be displayed on dates recommended by the College of Arms. These dates are:

9 January	Birthday of the Duchess of Cambridge
20 January	Birthday of the Countess of Wessex
6 February	Her Majesty's Accession
19 February	Birthday of the Duke of York
10 March	Birthday of the Earl of Wessex
Second Monday in March	Commonwealth Day
21 April	Birthday of Her Majesty the Queen
23 April	St George's Day (together with the Cross of St George)
9 May	Europe Day (<i>the Union Flag should fly alongside the European Flag</i>).
2 June	Coronation Day
10 June	Birthday of the Duke of Edinburgh
15 June	Official celebration of Her Majesty's birthday
21 June	Birthday of the Duke of Cambridge
17 July	Birthday of the Duchess of Cornwall
15 August	Birthday of the Princess Royal
11 November	Remembrance Day
14 November	Birthday of the Prince of Wales
20 November	Her Majesty's Wedding Day

Death and Funeral Commemoration

The Union Flag and Kentish Flag will be flown at half mast (from 8am until sunset) on the following occasions unless stated otherwise:

- (a) From the announcement of the death until the day of the funeral of the Sovereign, except on Proclamation Day when the flag will be hoisted to full mast from 11am until sunset.
- (b) From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', subject to special commands from the Sovereign in each case.
- (c) On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case.
- (d) The funerals of foreign Rulers, subject to special commands from the Sovereign in each case.
- (e) The death of the Lord Lieutenant or Deputy Lord Lieutenant of Kent to the day of the funeral.
- (e) The funerals of Prime Ministers and former Prime Ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
- (f) Death of a serving Member of Kent County Council – Day of death and day of funeral.
- (g) Death of a former Member of Kent County Council – Day of funeral.
- (h) Death of an Honorary Freeman or Honorary Alderman of Kent – Day of death and day of funeral.
- (i) Death of a serving or retired Chief Officer of Kent County Council – Day of funeral.
- (j) Any other occasions where the Sovereign has given a special command.
- (k) On other occasions at the discretion of the Chairman of Kent County Council.

Special Flag Flying Days and Civic Occasions

- (a) Formal visits by other authorities or royal visitors – the Union and Kentish Flag to be displayed at full mast together with the flag of the visiting authority and/or the royal visitor (if appropriate).
- (b) St George's Day (23 April) – The Cross of St George to be flown at full mast from 8am until sunset.

On special flag flying days or civic occasions such as St George's Day, when the flying of flags coincides with the days for flying flags at half mast, the following rules are observed:

Flags are flown at full mast

- (a) although a member of the royal family, or a near relative of the royal family, may be lying dead, unless special commands are received from the Sovereign to the contrary.
- (b) although it may be the day of the funeral of a foreign ruler.

Other Occasions

The Union Flag may be flown at full mast or half mast on other occasions at the discretion of the Chairman of the Council.

Miscellaneous Provision

Whenever the Union Flag is flown at half mast, no other flag will be flown at full mast.