



Cyngor Dinas Llanellwy St Asaph City Council

Flag Flying Protocol

1. INTRODUCTION

- 1.1 Government and Local Authority buildings in the United Kingdom are encouraged to fly national flags every day of the year.
- 1.2 The National Flags of the United Kingdom, i.e. the Union Flag and the flags of England, Scotland and Wales, should be displayed only in a manner befitting the national emblems; they should not be subject to indignity and should not normally be displayed in a position inferior to any other flags or ensign.
- 1.3 National flags should never be flown in a dilapidated or damaged condition, or when soiled. To do so would show disrespect for the nations they represent. Any reports of damaged flags should be forwarded to the Clerk, who will arrange for them to be replaced.
- 1.4 St Asaph City Council is committed to displaying Royal, National, International, Local and Ceremonial Flags in the correct manner and thus follows National Protocol guidelines produced by the Flag Institute – A Guide to Flag Protocol in the United Kingdom.
- 1.5 St Asaph City Council has three flagpoles, situated adjacent to the Elwy bridge at Roe Plas. This is the location where the national flags will be flown on a daily basis, as a matter of course.
- 1.6 St Asaph City Council shall not allow the use of flags for political purposes or for the purposes of commercial advertising.

2. POSITION OF HONOUR

- 2.1 The order of precedence of flags in the United Kingdom is: Royal Standards, the Union Flag, the flag of the host Country (in St Asaph's case, the Welsh flag), flags of other nations (in alphabetical order), the Commonwealth Flag, County flags, flags of cities or towns, banners of arms and house flags.
- 2.2 When British national flags are flown with the flags of other nations, each flag should be the same size or have the same width – (the measurement from top to bottom) and should fly from a separate flagpole of the same height. The UK's flag shape of 3:5 works well with nearly all other nations' flags, and it is recommended to use these proportions if a standard size is required for all the flags on display.

- 2.3 The senior British national flag, i.e. the Union Flag, should be raised first and lowered last, unless all the flags can be raised and lowered simultaneously. The procedure would continue for the next most senior flag, and so on. Flags should be raised and lowered ceremoniously in a dignified manner.
- 2.4 The senior National Flag should be the first flag on the left of an observer facing the main entrance of the building.
- 2.5 Where there is an uneven number of flagpoles, the senior National Flag should be flown from the centre flagpoleⁱ when the remaining flagpoles are empty.
- 2.6 The remaining flags then appear in order of precedence from left to right.

Important: The Union flag has a correct way up – in the half of the flag nearest the flagpole, the wider diagonal white stripe must be above the red diagonal stripe. It is considered improper to fly the flag upside down.



3. SCOPE

- 3.1 This Protocol applies to all buildings and land under the control of St Asaph City Council where flagpoles are sited. It outlines the position of the Council as to the correct manner in which flags should be displayed, under what circumstances flags may be substituted and instances when their display may be altered, e.g. flown at half-mast.

4. ROLES AND RESPONSIBILITY

- 4.1 It is the duty of the Council to ensure that it is compliant with commands of the Sovereign and that flags are displayed correctly. Any enquiries regarding the flying of flags on Council Buildings should be addressed to the Clerk (please see Section 7 for contact details)

5. PROCEDURE – FLYING DIFFERENT FLAGS

- 5.1 The location in St Asaph where the national flags will be flown on a daily basis, as a matter of course, is Roe Plas, where two flagpoles are situated. The flags flown at this location are therefore:

The Union Flag and the Welsh Flag

5.2 During the year, the Mayor and Council will mark national annual events.

These events are listed below:

<i>St David's Day</i>	-	<i>March (no ceremony but flag flown)</i>
<i>Owain Glyndwr Day</i>	-	<i>September (no ceremony but flag flown)</i>
<i>Remembrance Sunday</i>	-	<i>November (Royal British Legion flag Flown) full-mast</i>

5.3 All flags for the above ceremonies are held at the Council's Meeting Room, Roe Plas.

5.4 In the event of one of the above 'ceremonial' flags being flown, the 'ceremonial' flag replaces the city flag. All 'ceremonial' flags are flown for one day only.

5.5 The Royal British Legion flag shall be raised on Armistice Day or Remembrance Sunday, whichever occurs first until 21st November.

5.6 The Clerk and flag officers are responsible for making the arrangements for the raising and lowering of the various flags, in conjunction with the Flagmaster. (The Clerk is also responsible for providing/replacing Union and Welsh flags.)

6. PROCEDURE – FLYING FLAGS AT HALF-MAST

6.1 Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead. Currently, the City Council only has vertical flagpoles.

6.2 When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

6.3 The Order in which the flags should be lowered/raised etc is:

- 1st - Union Flag**
- 2nd - Welsh Flag**
- 3rd - Any other flag being flown at that time.**

6.4 When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

6.5 Flags should only be flown at half-mast on the following occasions:

- i. From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full-mast following the proclamation.
- ii. 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.
- iii. 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.
- iv. The day of the funeral of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
- v. The day of the funeral of First Ministers and ex-First Ministers of Scotland, Wales and Northern Ireland, subject to special commands from the Sovereign in each case. Unless otherwise commanded by the Sovereign, this only applies to flags in their respective countries.
- vi. Any other occasions where the Sovereign has given a special command.
- vii. There may, on occasion, be exceptional circumstances particular to Wales which may result in a national period of mourning when it may be considered appropriate for flags to be flown at half-mast e.g. marking 50 years since the Aberfan Disaster (2016). **This will be at the discretion of the Council.** The Council may delegate this to the Clerk in consultation with the Mayor and/or Deputy Mayor.
- viii. Flags will generally be flown at half-mast for one day only, before being raised to full mast during the following working day. (Apart from death of a senior national figure, as mentioned in first point above.)

7. CONTACT DETAILS/HELP AND INFORMATION

7.1 For further information or guidance on Flag Protocols, please contact:

Mrs Jill Ellison, City Clerk

Tel: 07521 641756 email: clerk@stasaphcitycouncil.gov.uk

<i>Adopted</i>	<i>November 2021</i>
<i>Last Review</i>	<i>May 2025</i>
<i>Next Review</i>	<i>May 2030</i>

ⁱ <https://www.gov.uk/guidance/designated-days-for-union-flag-flying>