



Flag Flying Policy

Introduction

Flags are traditionally flown by Caister-On-Sea Parish Council for various reasons: to show allegiance, support, respect or to celebrate. The Parish Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.

Although it is free to fly the Union Flag at Council's discretion, national guidance will be followed where possible.

Flag categories

There are three categories of flag:

- Flags which can be flown without consent of the local planning authority;
- Flags which do not need consent provided they comply with further restrictions;
- Flags which require consent.

Caister-On-Sea Parish Council will generally only fly flags that can be flown without consent of the local planning authority. The full list of flags that do not require consent is as follows:

1. Any country's national flag, civil ensign or civil air ensign;
2. The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member;
3. A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom;
4. The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom;
5. The flag of Saint David;
6. The flag of Saint Patrick;
7. The flag of any administrative area within any country outside the United Kingdom;
8. Any flag of Her Majesty's forces;
9. The Armed Forces Day flag.

The above flags or their flagpoles must not display any advertisement or subject matter additional to the design of the flag, but the Regulations now highlight that you can attach a black mourning ribbon to either the flag or flagpole where the flag cannot be flown at half mast, for example, when flying a flag on a flagpole projecting at an angle from the side of a building.

The use of the word “country” in (1) and (7) of the list above, includes any of the Channel Islands, the Isle of Man and any British Overseas Territory. The flags of St George and St Andrew are recognised as the national flags of England and Scotland, but the flags of St David and St Patrick are listed separately as they do not necessarily fall into the category of a country’s national flag.

Two flags can also be flown from the same flagpole without the need for consent if:

- both flags are within the list above; or
- one flag is within the list above and the other is within the categories of flag set out under (b) below.

In either case, if one of the flags is the Union Flag, it must be flown in the superior position.

Following the UK’s departure from the European Union, the flag of the European Union is no longer included in the list of flags that do not require consent.

Flags which do not need consent provided they comply with further restrictions

A number of categories of flag may be flown without consent, subject to certain restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags.

Categories of flag that can now be flown:

- 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 Rainbow flag (6 horizontal equal stripes of red, orange, yellow, green, blue and violet).
- specified award schemes – Eco-Schools, Queen’s Awards for Enterprise and Investors in People
- the NHS flag
- certain environmental awards (see below)

The restrictions on flying this second category of flag relate to where the flagpole is located on a building or within the grounds of a building.

Flying a flag on a vertical flagpole from the roof of a building

Two flags on the same vertical flagpole on the roof of a building are permitted provided one of the flags is from category (a) (flags which do not need consent such as a national flag) and that flag is flown in the superior position.

Otherwise only one flag on a vertical flagpole on the roof of a building is permitted.

There are no restrictions on the size of flag.

No restrictions on the size of any character or symbol displayed on the flag, except where a flag is flown within an area of outstanding natural beauty, area of special control, the Broads, conservation area or a National Park (referred to elsewhere as “controlled areas”) where the

characters may be no more than 0.75 metre in height (0.3 metre in height in an area of special control).

It is permitted to fly one flag (or two if one is from category (a) (flags which do not need consent) on a vertical flagpole on the roof of a building and one flag (or two if one is from category (a) (flags which do not need consent) on a flagpole within the grounds of the building without consent (subject to restrictions below). However, it is not permitted to fly a flag on a projecting flagpole and on a vertical roof top flagpole without consent.

Flying a flag on a flagpole projecting from any part of a building other than the roof (eg projecting from the side of the building)

Two flags on the same flagpole projecting from any part of a building are permitted provided one of the flags is from category (a) (flags which do not need consent) such as a national flag and that flag is flown in the superior position.

Otherwise, only one flag on a projecting flagpole on a building is permitted.

The flag may not exceed 2 square metres in size.

No restrictions on the size of characters.

Consent is required if the flagpole is in a controlled area.

It is permitted to fly one flag (or two if one is from category (a) (flags which do not need consent) on a vertical flagpole on the roof of a building and one flag (or two if one is from category (a) (flags which do not need consent) on a flagpole within the grounds of the building without consent (subject to restrictions below). However, it is not permitted to fly a flag on a vertical flagpole on the roof and a projecting flagpole without consent.

Flying one or two flags within the grounds of a building

You can fly two flags on the same flagpole within the grounds of a building (the regulations refer to 'curtilage') provided one of the flags is from category (a) (flags which do not need consent) and that flag is flown in the superior position.

You can fly flags on two separate flagpoles within the grounds (the regulations refer to "curtilage") of a building at the same time subject to the conditions listed below:

- there are no restrictions on the size of the flag, but any flagpole may not exceed 4.6 metres above ground level.
- consent is required if the flag is to be flown in a controlled area.
- only one flag (or two if one is from category (a) (flags which do not need consent) can be flown on a flagpole within the grounds of a building if one flag (or two if one is from category (a) (flags which do not need consent) is either being flown from the roof, or is projecting from the building.

The Union flag

The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole.



The Union Flag will be flown on the flagpoles situated at the Council Hall.

The Union flag, in accordance with guidance from the Department for Culture, Media and Sport, flies as follows:

- **1 March:** St David's Day (in Wales)
- **2nd Monday in March:** Commonwealth Day
- **17 March:** St Patrick's Day (in Northern Ireland)
- **9 April:** His Majesty The King's Wedding Anniversary
- **23 April:** St George's Day (in England)
- **6 May:** Coronation Day
- **8 May:** VE Day
- **15 June:** Official Birthday of His Majesty The King
- **21 June:** Birthday of HRH The Prince of Wales
- **28 June:** Armed Forces Day
- **17 July:** Birthday of Her Majesty The Queen
- **27 July:** Norfolk Day
- **15 August:** VJ Day
- **8 September:** His Majesty The King's Accession
- **2nd Sunday in November:** Remembrance Day
- **14 November:** Birthday of His Majesty The King
- **30 November:** St Andrew's Day (in Scotland)

When and how should flags be flown at half mast?

When flags are to be flown at half-mast, they should be two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flagpole. When raising the flag, it should always be hoisted right up and then lowered back down to half-mast.

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

- From the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day (the Day of the announcement of the Accession of the new Sovereign), when the flags are hoisted right up from 11:00am to sunset
- In the event of the death of a member of the Royal Family, flags should be lowered from the day of death to the day of the funeral, subject to special commands from His Majesty in each case,
- On the death/funeral of a serving officer in the Armed Forces from the Parish
- On the death/funeral of a serving Parish Councillor, District Councillor, County Councillor or local Member of Parliament
- On the death/funeral of a past/long serving Councillor, District Councillor, County Councillor or local Member of Parliament.
- At the discretion of the Chairman, to commemorate local civic and community dignitaries who have recently passed away

Other considerations

Flags should not be flown during severe weather warnings or during planned maintenance.

Flags will only be erected by named guardians and members of the Parish Council in order to comply with Health & Safety and insurance requirements.

Flags will be kept at the Parish Office together with keys to the flagpole.

When a flag becomes tattered or faded and is no longer in a suitable condition for use, it should be destroyed in a dignified way, for example by burning, tearing or cutting into strips that no longer resemble the original flag. The flag will then be immediately replaced.

Review

Within 3 years, or as appropriate, the Council will review and update this policy.

Date of Policy	March 2025
Approving Committee	Full Council
Date of Committee Meeting	31 March 2025
Date of Adoption by Full Council	31 March 2025
Policy Version Number	2
Date of Next Review	March 2028

Signed: _____ Chair, Caister-On-Sea Parish Council

Date: _____