



ECCLESFIELD PARISH COUNCIL

Serving the Community since 1894

Draft Flag Protocol

When should flags be flown?

Union Flag

The Union Flag will be flown at full mast on every day at the Council Offices except when it used for another agreed purpose.

It must always be flown in accordance with official guidance and regulations.

Flags at Half Mast/ Mourning Ribbon

The Union Flag will be flown at half-mast or, where this is not possible, the mourning ribbon flown alongside the regular flag, on the following occasions:

- The death of a member of the monarchy; subject to special commands from His Majesty;
- The funeral of a Prime Minister and ex-Prime Minister of the United Kingdom, subject to special commands from His Majesty in each case;
- By His Majesty's special command; or
- The funeral of a Chair or former Chair of Ecclesfield Parish Council.

Other Flags

Other flags will be flown in accordance with official policy and practice (as issued by the College of Arms¹):

- On St George's Day, the Flag of St George should be flown.
- On Armed Forces Day, the Armed Forces Flag should be flown.
- On Yorkshire Day, the Yorkshire Flag should be flown.

¹ The College of Arms is the official heraldic authority for England, Wales, Northern Ireland and the Commonwealth. It advises on all matters relating to national and community symbols including flags see: ([College of Arms - College of Arms](#)).

- Remembrance in November; Royal British Legion Remembrance Flag should be flown from the Launch of the Poppy Appeal until after Armistice Day (Remembrance Day).
- The Rainbow Flag will be flown during the Sheffield Pride Weekend.

Requesting Other Flags

Flags not listed above shall not be flown without first gaining prior approval from Ecclesfield Parish Council ('the Council').

Applications for the flying of other flags should be made in writing to the Council via the Clerk at least two weeks prior to the day it is requested that the flag would be flown.

The Council's Finance, Premises and Staffing Committee will usually consider any request for the flying of another flag.

In an emergency situation, however, the Clerk will consider and determine any such request in consultation with the Chair and Vice-Chair of the Finance, Premises and Staffing Committee and Chair of the Council.

The Council shall not allow the use of flags for political purposes or for the purposes of commercial advertising.

Before approval to fly a guest flag is granted, it will be established whether the proposed date for the guest flag to be flown would conflict with that of other flags.

Approved by Council: XXXX 2025

Review Date: XXXX 2028