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 New Section
 for association
 with other people
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DAYS FOR HOISTING FLAGS ON GOVERNMENT BUILDINGS

From 8 am till sunset

6 February	Her Majesty's Accession
19 February	Birth of the Duke of York
1 March	St David's Day (<i>in Wales only, see note 1</i>)
10 March	Birthday of The Earl Of Wessex
March	Commonwealth day (<i>second Monday</i>)
21 April	Birthday of Her Majesty the Queen
23 April	St George's Day (<i>in England only, see note 1</i>)
9 May	Europe Day (<i>see note 5</i>)
2 June	Coronation Day
June	Official Celebration of Her Majesty's Birthday (<i>see note 2</i>)
10 June	Birthday of The Duke of Edinburgh
4 August	Birthday of Her Majesty Queen Elizabeth The Queen Mother
15 August	Birthday of The Princess Royal
21 August	Birthday of the Princess Margaret
November	Remembrance Day (<i>second Sunday, see note 3</i>)
14 November	Birthday of The Prince of Wales
20 November	Her Majesty's Wedding Day
30 November	St Andrew's Day (<i>in Scotland only, see note 1</i>)
Also	The day of the opening of a Session of the Houses of Parliament by Her Majesty (<i>see note 4</i>)
Also	The day of the prorogation of a Session of the Houses of Parliament by Her Majesty (<i>see note 4</i>)

- Notes**
1. Where a building has two or more flagstaffs the appropriate National flag may be flown in addition to the Union Flag but not in a superior position.
 2. Date to be notified
 3. Flags should be flown right up all day.
 4. Flags should be flown on this day even if Her Majesty does not perform the ceremony in person. Flags should only be flown in the Greater London area.
 5. The Union Flag should fly alongside the European Flag. On Government Buildings that only have one flagpole, the Union flag should take precedence.
 6. The Royal Standard is never hoisted when Her Majesty is passing in procession. If the Queen is to be present in a building, you should get in touch with the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London SW1Y 5DH. (Telephone 020 7211 2115 - Facsimile 020 7211 2040).

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RULES FOR HOISTING FLAGS ON GOVERNMENT BUILDINGS

**The Following Regulations are Circulated by
Her Majesty's Command
to the Government Offices Concerned**

How the Union flag shown be flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Dates on which flags are to be flown

The dates named on the accompanying Schedule.

The Department for Culture, Media and Sport will inform you of any other occasions where Her Majesty has given a special command.

Provincial buildings

The Schedule applies to Provincial as well as to London Buildings (please see notes 1 and 4). Where it has been the practice to fly the flag daily, as in the case of some Custom Houses, this may continue.

Occasions on which flags are to be flown at half mast (Half mast means the flag is flown two-thirds up between the top and bottom of the flagstaff)

- (a) From the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11 am to sunset.
- (b) The funerals of members of the Royal Family, subject to special commands from Her Majesty in each case.
- (c) The funerals of foreign Rulers, subject to special commands from Her Majesty in each case.
- (d) The funerals of Prime Ministers and Ex-Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case.
- (e) The Department for Culture, Media and Sport will inform you of any other occasions where Her Majesty has given a special command.

Rules when days for flying coincide with days for flying flags at half mast

To be flown

- (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 Her Majesty to the contrary;
- (b) although it may be the day of the funeral of a Foreign Ruler.

If the body of a very distinguished subject is lying at a Government Office the flag may fly at half-mast on that office until the body has left (provided it is a day on which the flag would fly) and then the flag is to be hoisted right up. On all other Public Buildings the flag will fly as usual.

Department for Culture, Media and Sport, Buildings, Monument and Sites Division.
2-4 Cockspur Street, London SW1Y 5DH. (Telephone 020 7211 2115 - Facsimile 020 7211 2040).

FLAG FLYING ON GOVERNMENT BUILDINGS

Rules for hoisting flags on Government Buildings are issued by this Department in consultation with the Lord Chamberlain's Office as the instructions to fly flags are a Command of Her Majesty the Queen. Under that Command flags can only be flown on certain appointed days (see DOE form AM32) and the flag to be flown must be the Union flag. There are currently 20 appointed flag flying days but flags may be flown additionally by Special Command of Her Majesty, for Royal Births and State Visits and at half mast for State Funerals or for the death of a Head of State of a Commonwealth country.

These rules only apply to Government Buildings and although there is no definition of a Government Building for this purpose it is generally accepted to mean a building owned or used by the Crown and predominantly occupied or used by Civil Servants or Her Majesty's Armed Forces; in other words buildings directly within the control of Central Government. Local Authorities, other public bodies, private companies and individuals are at liberty to fly whatever flags they wish on whichever day they wish as long as the flags do not carry an advertising slogan in which case they would be subject to Advertisement Control Regulations. Most organisations however choose to follow the Government line.

The rules for flag flying are very strict and the Lord Chamberlain's Office are always very reluctant to an increase in flag flying because they feel that flags should only be flown on very special and usually Royal occasions. Any increase, notwithstanding the kind of flags, reduces the impact and importance of these very special occasions. In addition to these notes see also DOE form AM33, "Rules for Hoisting Flags on Government Buildings" (attached) and Administration Circular 21/68 which even though old contains the basic guidelines for flag flying and acts as a good reference point (attached). See also Accommodation Managers Guide Section AQ607 Ceremonial Procedures and the District Works Office Code DW548.

General enquiries on flag flying protocol and policy are received from private companies and individuals in addition to other Government Departments. In the main these can be dealt with without reference to the Lord Chamberlain's Office for advice.

DOE form AM32 "Days for Hoisting Flags on Government Buildings" is issued on request but should already be in the possession of all Government Departments. It is for the individual Department to ensure that flags are flown on those buildings for which they are responsible, on these 20 appointed days, without separate instructions being issued by the Department. When Her Majesty issues a Special Command to fly flags the Lord Chamberlain passes the details to the Department. Letters are then forwarded to all those on the "Flag letter distribution list" (attached). Stick address labels are attached. For nationwide flag flying 125 letters need despatching but this is reduced by about 15 when it is limited to the London Metropolitan Area only. Despatches of this nature which can be anticipated each year are as follows:-

On the occasion of each State Visit - 2 or 3 times per year April and/or June and July and/or November, 2 London only plus one possibly London and Windsor.

The Queen's Official Birthday - June - Nationwide.

Prorogation and State Opening of Parliament - Usually November - London only.

Other occasions obviously cannot be predicted.

When the Command to fly flags falls outside normal working hours the Lord Chamberlain's Office will telephone one of the DOE Officers on the "Silent Hours flag flying List" (attached). That officer will then contact the Duty Clerk at Marsham Street and the Control Engineer at the Palace of Westminster to ensure they have advanced warning. The first

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duty the following morning will be to arrange a telephone exercise letting all the contacts on the Flag Flying Emergency Telephone List of the arrangements to fly flags. The list is split into three, one section each being taken by the HEO, EO and AO - this is to speed up the dissemination of the information. Each Government department contact will transmit the instructions to their own network of contacts.

The Flag Flying Emergency Telephone List is updated as notified but letters requesting any changes in details are sent out to all those on the list on an annual basis.

As a matter of courtesy we have continued to pass on information about flag flying dates to certain private companies and non Governmental bodies who were on our original notification list.

Lord Chamberlain's Office :-

Mr Parker Hantley
Buckingham Palace
London SW1

071 230 4532.