



# Broadbridge Heath Parish Council

## FLAG FLYING POLICY

Adopted by Full Council – March 2024

Minute ref: 041/24

For review - May 2026

- Broadbridge Heath Parish Council has a Flagpole situated on the site of the War Memorial and a mounted flagpole at the Parish Office.
- Flags are traditionally flown by the Parish Council for a variety of 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 the Parish Council is free to fly the Union Flag at its discretion, it will as far as is appropriate follow national guidance.

From June 2021, Government guidance suggests the Union Flag should be flown every day except on certain occasions when other flags may wish to be flown, including local flags and other flags which may promote civic pride. Deemed consent will be granted for NHS flags, allowing them to be flown alongside the Union flag without the need for planning permission.

The below refers to Flags flown at the War Memorial.

### The Union Flag

The Parish Council intend to always fly the Union Flag unless when other flags are flown, at the discretion and or agreement of the Parish Council/Clerk, in accordance with guidance from the Department for Culture, Media and Sport.

### Other Flags

The Sussex Flag will be flown on Sussex Day annually, and on any significant dates/occasions within the District/County at the Discretion of the Clerk/Chairman.

The "Thank You" Flag will be flown on the NHS, Social Care and Workers Day and on any significant dates/occasions within the District/County at the Discretion of the Clerk/Chairman. (dates may vary each year).

On St George's Day, 23rd April, the Flag of St George will be flown.

The Armed Forces flag will be flown on Armed Forces Day annually (last Saturday in June, celebrations normally commence the previous Monday when the flag is raised), and on any significant dates/occasions within the District/County at the Discretion of the Clerk/Chairman.

Flags to mark annual events may vary and these will be flown to mark occasions agreed by Council, and on any significant dates/occasions within the District/County at the Discretion of the officers.

Flags flown at the Parish Office will be flown at the discretion of the Officers/ members of the Council.

### **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. Likewise, before it is lowered, it should first be hoisted right up and then lowered back down.

Flags should be flown at half-mast on the following occasions and at the discretion of the Clerk/Chairman:

- 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.
- 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.
- The funerals of foreign rulers, subject to special commands from His Majesty in each case.
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from His Majesty in each case.
- The Department for Culture, Media and Sport will inform of any other occasions where His Majesty has given a special command.