

JANUARY 2004

RULES FOR HOISTING FLAGS ON GOVERNMENT BUILDINGS

The following regulations are circulated by Her Majesty's Command to the Government Offices concerned

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.

How the Union flag should be flown

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

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.

Definition of a Government building

A Government building for the purposes of flag flying is a building that is owned by the Crown or where the majority of occupants are civil servants.

Occasions on which the union flag is 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 of The Sovereign, except on Proclamation Day, when they are flown at full mast from 11am to sunset;
- b) the funeral 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 at full mast

- 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, Architecture and Historic Environment Division,
2-4 Cockspur Street, London SW1Y 5DH. Telephone: 020 7211 2381 Facsimile: 020 7211 2389

DAYS FOR HOISTING FLAGS ON GOVERNMENT BUILDINGS

From 8am till sunset

20 January	Birthday of The Countess of Wessex
6 February	Her Majesty's Accession
19 February	Birthday of the Duke of York
1 March	St David's Day (<i>in Wales only, see note 1</i>)
8 March	Commonwealth Day (second Monday in March)
10 March	Birthday of The Earl of Wessex
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
10 June	Birthday of The Duke of Edinburgh
12 June	Official Celebration of Her Majesty's Birthday
15 August	Birthday of The Princess Royal
14 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>)

AlsoThe day of the opening of a Session of the
Houses of Parliament by Her Majesty (*see note 4*)

AlsoThe day of the prorogation of a Session of the
Houses of Parliament by Her Majesty (*see note 4*)

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 confirmed
3. Flags should be flown at full mast 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. If The Queen is to be present in a building, you should get in touch with the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London SW1Y 5DH. Telephone 020 7211 2381; facsimile 020 7211 2389