

# **Carmarthenshire County Council**

## **Flag and Illumination Protocol**

### **1. Purpose**

This protocol outlines Carmarthenshire County Council's approach to the flying of flags on Council premises and illumination of buildings. It sets out to provide certainty in respect of which flags are to be flown and when. The protocol also makes clear what the appropriate occasions are and which alternative flags are to be flown additional to the Welsh National Flag and Union Flag, and on which buildings.

The Leader of the Council has the discretion to fly flags/illuminate buildings not specified in this protocol as is deemed appropriate.

### **2. Which premises does this protocol apply to**

This protocol for flag flying and illumination of buildings applies to three civic buildings in Carmarthenshire:

- Ammanford Town Hall – three flag staffs
- County Hall, Carmarthen – four flag staffs
- Llanelli Town Hall – three flag staffs

It should be noted that flags are not currently flown at 3 Spilman Street on safety grounds.

Town and Community Councils, individuals and other organisations may fly the Welsh National Flag and Union Flag on their own buildings, at their discretion, on the proviso they comply with Local Planning requirements. They are necessarily beyond the scope of this protocol.

### **3. Illumination requests**

Requests to illuminate Council buildings (as noted above in Section 2) should be submitted in writing at least 28 days in advance of the occasion and referred to the Leader's Office for consideration. The protocol is for the Leader of the Council to sanction such requests. Subject to agreement, any equipment and relevant associated costs must be provided by the relevant organisation/community association/group of residents. The Council reserves the right to reject any request to illuminate buildings.

**Leader's Office**

Carmarthenshire County Council, County Hall, Carmarthen, SA31 1JP

✉ EDole@carmarthenshire.gov.uk

**4. Designated Days for Flag flying**

In accordance with guidance from the Department for Digital, Culture, Media and Sport, the Union Flag is required to be flown at full mast on designated days; a list of which is contained within *Appendix A*. During such occasions, the Union Flag, Welsh National Flag and County Flag (bearing the Council's insignia) will be flown at all three civic buildings. The Council has taken the decision to fly flags on designated days only, recognising that continuous display devalues the significance of flag flying on appointed days.

The Council has an Equality Promotion Calendar which identifies a number of key events to commemorate during the year. Flag flying and illumination requirements related to these events will not require a further application through this protocol. This calendar will be updated annually to recognise changes of dates and any additions to the calendar will be agreed by the Leader of the Council and Executive Board Member for Equalities. The Leader of the Council will decide upon the number of days flags will fly/buildings are illuminated when commemorating events that span more than a day i.e. weekly or monthly events.

The Leader of the Council has discretion to fly flags/illuminate buildings as appropriate at other times, subject to consulting with all Group Leaders, including but not limited to:

- In recognition of a royal visit or formal visit by another significant dignitary
- A special significant event or success in the County
- Armed Forces Day
- Any additions to the Council's Equality Promotion Calendar
- To celebrate and support cultural and sporting events of significance, such as the Eisteddfod or World Cup
- Any other reasonable grounds.

Additionally, a fourth flag may be flown at County Hall in recognition of the following occasions:

- Commonwealth Day – flag of the Commonwealth of Nations
- Other flags (see Section 5 below)

The Welsh National Flag, the Union Flag and County Flag, will be flown at half mast:

- On the death/funeral of the Sovereign, another member of the Royal Family, the Prime Minister or other dignitary – as advised by the Department of Culture, Media and Sport.

In the event of the passing of the Sovereign, flags should be flown at half-mast from the day of death to the day of the funeral, except on Proclamation Day when the flags are hoisted right up from 11:00am to sunset. Flags should be lowered on the day of the funeral of another member of the Royal Family, unless HM the Queen instructs otherwise.

The County Flag may also be flown at half-mast on the death/funeral of a serving or former local Member of Parliament, Welsh Government Assembly Minister, local Councillor or employee. The Leader of the Council will decide when the County Flag is to be flown at half-mast.

## **5. Other flags**

Ad hoc requests to fly flags other than those stipulated in Section 4 above should be submitted in writing at least 28 days in advance of the occasion and referred to the Leader's Office for consideration. The protocol is for the Leader of the Council to sanction such requests. Subject to agreement, flags must be provided by the relevant organisations/community associations/groups of residents and any associated relevant costs covered. The Council reserves the right to reject any request to fly a flag.

### ***Leader's Office***

Carmarthenshire County Council, County Hall, Carmarthen, SA31 1JP

✉ [EDole@carmarthenshire.gov.uk](mailto:EDole@carmarthenshire.gov.uk)

## **6. How flags will be flown**

Flags for events listed in Appendix A will only usually be flown during hours of operation – hoisted at 8:00am and lowered at Sunset, Monday to Friday – with the exception of County Hall, which, as the principal civic centre, will also fly flags on a Saturday and Sunday, should they be designated flag flying days.

Requests to fly flags outside of these usual hours at all locations will be considered and agreed by the Leader of the Council on a case by case basis.

If the celebration / designated date falls on a weekend the flags should also be flown on either the Friday prior or Monday after the event so that they are flown during a usual working day.

Flags may not be flown during severe weather conditions and planned maintenance. Furthermore, the condition of the flags will be monitored to ensure that wind damaged flags will be replaced when needed.

Where a building has two or more flagpoles, the Welsh flag will be displayed in a position superior to any other flag. 'Superior position' is taken to mean: (i) the highest flag staff; (ii) the centre flag staff where there is an odd number of staffs of the same height: and (iii) the left centre flag staff viewed from the front of the building, where there is an even number of flag staffs of the same height. In the event that only one flag staff is functional, the Welsh Flag should take precedence.

The Leader of the Council has the right to adjust arrangements for any pre-determined arrangements as they see appropriate.

## **7. Flying flags at half mast**

When flags are to be flown at half-mast, they should all be two-thirds up between the top and bottom of the flag staff with at least the height of the flag between the top of the flag and the top of the flagpole.

## **8. When days for flying coincide with days for flying at half mast**

During the aforementioned event, flags should be flown at full mast all day, unless special commands are issued by HM the Queen to the contrary.

## **9. Review of Protocol**

The protocol will be reviewed periodically to ensure fitness for purpose.

**Appendix A** – Designated dates for flying the Union Flag on UK government buildings, Department for Digital, Culture, Media & Sport (updated 22 January 2020)

<b>Event</b>	<b>Date</b>
Birthday of the Duchess of Cambridge	9 <sup>th</sup> January
Birthday of the Countess of Wessex	20 <sup>th</sup> January
Her Majesty's Accession	6 <sup>th</sup> February
Birthday of the Duke of York	19 <sup>th</sup> February
St David's Day	1 <sup>st</sup> March
Birthday of the Earl of Wessex	10 <sup>th</sup> March
Commonwealth Day	second Monday in March
Birthday of Her Majesty the Queen	21 <sup>st</sup> April
Coronation Day	2 <sup>nd</sup> June
Birthday of the Duke of Edinburgh	10 <sup>th</sup> June
Official celebration of Her Majesty's birthday	13 <sup>th</sup> June
Birthday of the Duke of Cambridge	21 <sup>st</sup> June
Birthday of the Duchess of Cornwall	17 <sup>th</sup> July
Birthday of the Princess Royal	15 <sup>th</sup> August
Remembrance Day	second Sunday in November
Birthday of the Prince of Wales	14 <sup>th</sup> November
Her Majesty's Wedding Day	20 <sup>th</sup> November