

# **WEST MOORS TOWN COUNCIL**



## **MARKING THE DEATH OF A MEMBER OF THE ROYAL FAMILY PROTOCOL**

**Adopted by the Council on 26.01.2017  
Reviewed: 9<sup>th</sup> January 2024  
11<sup>th</sup> July 2019**

# PROTOCOL FOR MARKING THE DEATH OF A MEMBER OF THE ROYAL FAMILY

This protocol sets out the action to be taken in the event of the death of:

- H.M. The King
- H.R.H. The Queen
- H.R.H. The Prince of Wales
- H.R.H. The Princess of Wales
- H.R.H. Prince George of Wales
- H.R.H. Princess Charlotte of Wales
- H.R.H Prince Louis of Wales
- H.R.H. The Duke of Edinburgh
- H.R.H. The Duchess of Edinburgh
- H.R.H. The Princess Royal
- H.R.H. The Duke of York

The Union Flag to be flown for the preceding (flag half-mast till end of day of funeral)

## Flag flying

Action required	Implemented by	Other Notes
<b>Immediately</b> Union Flag will be lowered to half-mast at the Petwyn.	Town Clerk/Assistant to the Town Clerk or the Councillor responsible for the flag.	If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.
<b>Applicable only following the death of the Sovereign:</b>  <b>On Proclamation Day</b> (the day following the death of the Sovereign, when the new Sovereign is proclaimed), flags will - at 11.00 hrs - be raised to full mast and flown throughout the day at full mast  <b>On the Day Following Proclamation Day</b> the flag will be returned to half-mast at 13.00 hrs	Town Clerk to organise.	
<b>On Subsequent Days:</b>  Following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half-mast until 08.00 hrs on the day following the funeral.	Town Clerk to organise.	The funeral of the Sovereign will take place ten days after the day of death. For other senior members of the Royal Family the number of days will be fewer.

## **Flying flags at half mast**

Full details of the correct way to fly flags at half-mast is given on the website of the Flag Institute ([www.flaginstitute.org](http://www.flaginstitute.org)). It is important that the guidance given by the Flag Institute is adhered to strictly.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

### **Review**

As and when required