

# NORTHALLERTON TOWN COUNCIL



## Flag-Flying Policy

Adopted 21.12.2025  
Review date 01.06.2028

### 1. Introduction

This policy sets out the principles and procedures for flying flags on the flagpoles owned or managed by Northallerton Town Council.

The Council recognises the importance of flag flying as a means of expressing civic pride, marking national occasions, and supporting community identity.

### 2. Purpose

- To ensure that flags are flown respectfully, safely and consistently.
- To outline which flags may be flown and on which occasions.
- To confirm the days on which the Union Flag will be flown as a matter of routine.

### 3. General Principles

- Only flags that are in good condition will be flown. Worn, torn or faded flags must be removed or replaced.
- The Union Flag must always be flown the correct way up.
- Where only one flagpole is available, the Union Flag takes precedence on designated official days unless the Council authorises an alternative.

### 4. Designated Union Flag Flying Days

The Union Flag shall be flown on the following official days each year (or the nearest working day where relevant):

| Date                      | Occasion                                  |
|---------------------------|-------------------------------------------|
| Second Monday in March    | Commonwealth Day                          |
| 23 April                  | St George's Day                           |
| 14 June                   | Official Birthday of His Majesty The King |
| 21 June                   | Birthday of HRH The Prince of Wales       |
| 17 July                   | Birthday of Her Majesty The Queen         |
| Second Sunday in November | Remembrance Day / Remembrance Sunday      |
| 14 November               | Birthday of His Majesty The King          |

## **5. Additional Civic and Community Occasions**

The Council may also fly alternative flags for locally significant or commemorative events, including but not limited to:

- Yorkshire Day
- Pride from 1st June for one week
- Armed Forces Week
- Remembrance-related events

On such occasions, the chosen flag will replace the Union Flag for the duration approved by the Council or delegated officers.

## **6. Half-Mast Protocol**

- The Council will comply with national guidance during official periods of mourning or when instructed by the Crown or UK Government.
- When placing the flag at half-mast, it should first be raised to full height and then lowered to two-thirds of the way down the pole.
- At the end of the mourning period, the flag must again be raised to full height before being lowered for the day.
- If a designated Union Flag flying day occurs during a period of mourning, Council officers will follow any formal direction regarding whether the flag should be flown at full-mast or half-mast.

## **7. Responsibilities**

- The Town Clerk (or a delegated officer) is responsible for:
  - Maintaining the flag-flying schedule.
  - Ensuring all flags are in suitable condition.
  - Raising and lowering flags at the appropriate times.
- Requests for additional or exceptional flag-flying will be considered by the Council or delegated committee and recorded accordingly. In the event of a time critical decision being required, this will be taken by the Clerk. Councillors will be advised of the decision at the next available opportunity.

## **8. Policy Review**

This policy will be reviewed every three to five years or sooner, should national guidance change or operational needs require amendment.