

# Flag Flying Policy

February 2025



**Adopted:** April 2025

**Review:** April 2028

Flags are traditionally flown by the Town Council for a variety of reasons: to show allegiance, support, or respect or to celebrate. The Town Council is inclusive and will never use flags for political purposes.

The Town Council maintains three flag poles at the following locations:

1. Town Hall
2. Market Square War Memorial North
3. Market Square War Memorial South

## THE UNION FLAG

The Town Council shall fly the Union Flag daily (24 hours), at locations (1) and (2).

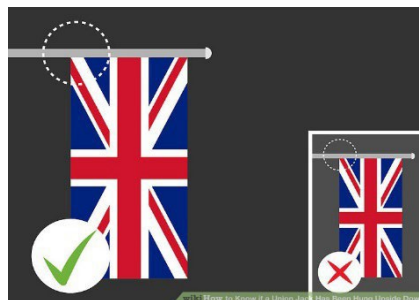
### Correctly Flying the Union Flag from a Vertical Flagpole

The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole:



### Correctly Flying the Union Flag from a Horizontal Flagpole

The Union Flag must be flown the correct way up as shown in the picture below. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider diagonal white stripe should be above the red diagonal stripe at the top left-hand side of the Flag nearest the flagpole.



### The Union Flag flown at half-mast

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. If more than one flag is flown, they should all be flown at half-mast or not flown at all. 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.

Under the following circumstances the Town Council will fly the Union Flags at locations (1) and (2) at half-mast:

- When advised to do so by the Department of Culture, Media, and Sport.
- From the announcement of the death of the Sovereign until the funeral – as advised by the Department of Culture, Media, and Sport. As an exception, the flag is flown at full mast on Proclamation Day between 11.00am and sunset.
- On the death/funerals of members of the Royal Family, the Prime Ministers and ex-Prime Ministers of the United Kingdom, or other dignitary, subject to special commands from the Sovereign in each case. The Department for Culture, Media and Sport will advise of any other occasions where the Sovereign has given a special command.
- The death/funerals of foreign rulers, subject to special commands from the Sovereign in each case. The Department for Culture, Media and Sport will advise of any other occasions where the Sovereign has given a special command.
- On the death/funeral of a serving member of the Armed Forces from the Town.
- On Holocaust Memorial Day of 27 January.
- On the death/funeral of a serving Town Councillor, local Unitary councillor, or local Member of Parliament.
- At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

## OTHER FLAGS

The Town Council shall fly the following flags at location (3). In the event the Union Flag is flown at half-mast, any flag at location (3) shall also be flown at half-mast.

- The Flag of England shall be flown on Saint George's Day of 23 April.
- The Flag of Erlensee (Germany) which is twinned with Biggleswade shall be flown on the anniversary of the Twinning agreement of 30 April.
- The Armed Forces Day Flag on and before Armed Forces Day in accordance with advice from the Chief of the Defence Staff. Date varies but is usually the last week in June.
- The UK Merchant Navy Red Ensign shall be flown on Merchant Navy Day of 3 September.
- The Royal British Legion Flag shall be flown on Armistice Day of 11 November.
- The Royal British Legion Flag shall be flown on Remembrance Sunday. The date varies but is the second Sunday in November.
- The County Flag of Bedfordshire shall be flown on the Bedfordshire County Day of 28 November. To ensure the correct orientation, when flying, the top corner, nearest the flagpole, is gold.

- The Biggleswade Town Council flag shall be flown on all days, other than those listed above.