



## Wells City Council

### **FLAG POLICY**

### **Document No.18**

<b>Purpose</b>	Guidance to both Councillors and Staff in the management of the Council Flag Policy
<b>Additional Papers</b>	This document should be read in conjunction with: Document 1 Standing Orders
<b>Reviewed by</b>	Finance
<b>Adopted</b>	February 2017
<b>Review Date</b>	

**FLAG POLICY**  
**FEBRUARY 2017**

Wells City Council policy for flying of flags on flag poles at Wells Town Hall.

*It should be noted in relation to the 2012 legislation:*

- i. *That the flag poles at Wells Town Hall project at an angle from the front of the building.*
- ii. *That Wells Town Hall lies within the Conservation Area and is a Grade II listed building.*

**1. THE CITY FLAG**

*The Council's Civic Review. 2014. P.6 states:*

The City flag is flown according to the national guidelines given – i.e. the day of the Annual Meeting of the City Council, Mayor's Day, whenever the Mayor holds an official reception and on other occasions according to government rules.

The City flag should also be flown at half mast on the death of a Mayor or a Freeman of the City, from the day of the death until sunset on the day of the funeral. It is also flown at half mast on the death of a member of the Council or an ex-Mayor on the day of the funeral until sunset.

*Council's practice in regard to national and 'A' list flags is:*

**2. THE UNION FLAG**

The Union Flag ('Union Jack') is flown in accordance with national legislation and guidance as issued by the DCLG.

The Union Flag and other 'A' list flags, (ref: The Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2012), are flown at appropriate times in accordance with national guidance issued from time to time, or at the discretion of the Town Clerk in consultation with the Mayor.

**3. OTHER FLAGS (The 2012 'B' list flags)**

*Policy and procedure:*

The Town Hall flag poles project from the front of the building, which lies within the Conservation Area; for these reasons 'B' list flags are subject to planning permission when flown at Wells Town Hall.

Persons wishing to fly one of these flags should first contact the Town Clerk to seek permission from the Council as owner of the premises; the initial request will be taken to the Finance and General Purposes Committee in the first instance, as the Council's policy committee\*. If the City Council agrees to a flag being flown, it will then be necessary for the applicant to submit a planning application to Mendip District Council under the Control of Advertisements Regulations 2012.

**\* Procedure for applying to the City Council to fly a 'B' List Flag at Wells Town Hall**

- A minimum of 30 days notice must be given
- Flag application must comply with government guidelines
- In considering an application it is important for councillors to appreciate the impact on the wider community of Wells
- Notice of flag flying applications will be placed on council noticeboards to give the public the opportunity to comment before a decision is made

- Any organisation wishing to fly an event flag more than once will have to submit a new application and no organisation should expect future approval based on previous approval
- Organisations must provide their own flags; it is not the council's responsibility to fund these proposals

**NOTES:**

*Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2012:*

**List 'A'**

- (a) Any country's national flag, civil ensign or civil air ensign
- (b) The flag of the Commonwealth, the European Union, the United Nations or any other international organisation of which the United Kingdom is a member
- (c) A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom
- (d) The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom
- (e) The flag of Saint David
- (f) The flag of Saint Patrick
- (g) The flag of any administrative area within any country outside the United Kingdom;
- (h) Any flag of Her Majesty's forces
- (i) The Armed Forces Day flag

**List 'B'**

- House flag - flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown
- Any sports club (but cannot include sponsorship logos)
- The horizontal striped rainbow flag, such as the "Pride" Flag
- Specified award schemes - Eco-Schools, Queens Awards for Enterprise and Investors in People

[www.legislation.gov.uk/uksi/2012/2372/contents/made](http://www.legislation.gov.uk/uksi/2012/2372/contents/made)