



University of
Salford
MANCHESTER

Protocol for flying flags at the University of Salford

Approving Body:

Date of Approval:

Policy owner:

Policy contact:

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Protocol for flying flags at the University of Salford

1. Purpose of this protocol

1. The purpose of this protocol is to:
 - outline the usual arrangements for the displaying of flags.
 - clarify the appropriate procedure should a request for the flying of a specific guest flag or flags be received.
 - clarify the procedure for flying the flags at half-mast.
2. This protocol refers to the publication *Flying Flags in the United Kingdom, A Guide to Britain's Flag Protocol*, a copy of which can be accessed at https://www.flaginstitute.org/pdfs/Flying_Flags_in_the_United_Kingdom.pdf.

2. Usual arrangements

The University has [X] flag poles at [INSERT LOCATION].

3. Variations

1. Annual Days / Events

There are some established arrangements for variance in the flags flown from the University. These are outlined below:

Annual Day / Event	Date	Flag
LGBT+ History Month	February	Pride / Rainbow Flag
Her Majesty the Queen's Birthday	21 st April	Union Flag
Armed Forces Day	Last Saturday of June	Armed Forces Flag

2. Official Visits

Specific flags will be flown from [INSERT LOCATION] when the University is welcoming particular visitors:

1. The Union Flag will be flown from [INSERT LOCATION] when members of the British Royal family or other UK dignitaries visit the University at the request of the Vice-Chancellor (or delegated authority).
2. The national flag of other visiting dignitaries will be flown from the second flag pole at the request of the Vice-Chancellor (or delegated authority). **Eight weeks' notice is required if flags are to be purchased.**

3. Flying flags at half mast

1. In circumstances of national mourning, such as the death of senior members of the British Royal family, the Union Flag will be flown. All flags will be flown at half-mast following the guidance contained in *Flying Flags in the United Kingdom, A Guide to Britain's Flag Protocol*.
2. In the following circumstances, at the Vice Chancellor's (or Deputy Chief Executive in the event of the death of the Vice-Chancellor) discretion, all flags may be flown at half-mast from the two flag poles:
 1. Following the death of a current or former University Officer (Chancellor, Pro-Chancellor, Chair of Council, Deputy Chair of Council, Vice-Chancellor).
 2. Following the death of a current member of University staff or student.
 3. In the event of local mourning as determined by Salford City Council and/or Greater Manchester Combined Authority.
 4. In response to a significant national incident where there are fatalities.
3. Flags at half-mast should be flown approximately two-thirds up between the top and bottom of the flag pole, with at least the height of the flag between the top of the flag and the top of the flagpole.

4. Varying flags procedure

1. Requests to vary the flags flown (where not already provided for in this protocol) should be directed to the Vice Chancellor's Office and ideally be submitted at least two months in advance. All requests should include details of which flag is to be flown, why it is appropriate for the University to fly the guest flag and on which date(s) the guest flag is to be flown. The final decision on whether to fly the flag will rest with the Vice Chancellor.
2. The flag will be supplied by, and costs met by, the Faculty or Department making the request and will be flown from the flag pole at [INSERT LOCATION]. All flags must meet the University's requirements in terms of standard size and quality.

3. All flags will be flown in accordance with the with protocols laid out in *Flying Flags in the United Kingdom, A Guide to Britain's Flag Protocol*, and those responsible for flying flags are to ensure that they are familiar with this guide.
4. All flags displayed by the University must be clean and in good repair. The condition of flags will be monitored by the Security team and replacements bought as necessary to ensure regular commitments are met. All flags must meet the University's requirements in terms of standard size, quality, ethical sourcing and environmentally friendly manufacture.

5. Flags and Planning Permission

In England and Wales, flags are treated as advertisements for the purposes of the planning regime, but express advertisement consent is not required to fly the Union flag from a flagpole. The government has published [a guide on the planning rules in England on flying types of flag](https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide).<https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide>

*Note: The Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2021, which came into force on 24 June 2021, allows for two flags, including at least one national flag, to be flown from the same flagpole.

Schedule of Flag Flying

Designated days for flying the Union Flag on UK government buildings 2021

- 9 January: Birthday of the Duchess of Cambridge
- 20 January: Birthday of the Countess of Wessex
- 6 February: Her Majesty's Accession
- 19 February: Birthday of the Duke of York
- 1 March: St David's Day (in Wales)
- 8 March: Commonwealth Day (second Monday in March)
- 10 March: Birthday of the Earl of Wessex
- 17 March: St. Patrick's Day (in Northern Ireland)
- 21 April: Birthday of Her Majesty the Queen
- 23 April: St George's Day (in England)
- 2 June: Coronation Day
- 10 June: Birthday of the Duke of Edinburgh
- 12 June: Official celebration of Her Majesty's Birthday
- 21 June: Birthday of the Duke of Cambridge
- 17 July: Birthday of the Duchess of Cornwall
- 15 August: Birthday of the Princess Royal
- 14 November: Remembrance Day (second Sunday in November)
- 14 November: Birthday of the Prince of Wales
- 20 November: Her Majesty's Wedding Day
- 30 November: St Andrew's Day (in Scotland)

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