



RIPON CITY COUNCIL

FLAG FLYING POLICY

Current Status	Adopted 13/07/2026
Last updated	07/07/2026
By	Chief Officer
Date of Review	July 2027



Ripon Town Hall is owned and managed by North Yorkshire Council (NYC) Flags on NTC buildings are flown in accordance with guidance from the Department for Culture, Media and Sport which is updated from time to time.

The Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces Day flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.

1. Purpose

This policy sets out the principles and procedures governing the flying of flags at Ripon City Council buildings. It aims to ensure that flags are flown in a consistent, respectful, and appropriate manner, in accordance with national guidance issued by the Department for Culture, Media and Sport (DCMS).

2. General Principles

- Flags flown by the Council should reflect civic pride, national identity, and significant local, regional, or national events.
 - The Union Flag is the national flag of the United Kingdom and may be flown at all times unless replaced by another approved flag.
 - All flags will be flown in accordance with the **UK Flag Protocol** as issued by DCMS.
 - The Council reserves the right to determine which flags are appropriate to fly.
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3. Approved Flag Flying Days

- The annual schedule of approved flag flying dates will include the following and agreed at the March Full Council Meeting:
 - St Georges Day
 - Royal Engineers Freedom Weekend
 - International Homophobic Day
 - Armed Forces Day
 - Yorkshire Day
 - Battle of Britain
 - The Ripon City Flag will be flown on Civic occasions in the City. The Ripon City Flag may be flown to celebrate local events at the discretion of the Mayor.
 - **Requests for flag flying outside of the approved schedule will not be considered.**
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4. Requests from the Public

- Members of the public or organisations may propose flags for inclusion in the annual schedule ahead of the March Full Council meeting.
 - Any such proposals must be submitted in writing and within the timeframe specified by the Council.
 - The Council is under no obligation to approve any request.
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5. Provision of Flags

- Any flag requested by members of the public or external organisations must be **donated to the Council**.
 - The Council will not purchase flags on behalf of third parties.
 - Donated flags must:
 - Be of suitable quality for outdoor use
 - Meet required size specifications for the Council's flagpoles
 - Be in good condition and fit for purpose
 - The Council reserves the right to refuse any flag that does not meet these requirements.
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6. Half-Masting of Flags

- Flags will be flown at half-mast as a mark of respect on occasions directed by the Crown or UK Government.
 - The Ripon City Flag will be flown at half mast on the death/funeral of:
 - A serving or former member of Ripon City Council;
 - An Honorary Freeman of the City of Ripon;
 - A former Mayor;
 - A serving officer in the Regiments who have been granted the Freedom of the City of Ripon;
 - At the discretion of the Mayor, on the death/funeral of local civic and community dignitaries.
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7. Equality and Appropriateness

- Flags must not be:
 - Party political
 - Offensive, discriminatory, or divisive
 - Inconsistent with the Council's commitment to equality and community cohesion
- The Council retains absolute discretion to decline any flag it considers inappropriate.

8. Responsibility

- The Chief Officer (or nominated officer) is responsible for:
 - Implementing this policy
 - Maintaining the flag flying schedule
 - Ensuring flags are correctly flown and maintained

9. Review

This policy will be reviewed periodically or as required to ensure compliance with updated DCMS guidance and best practice.