
[REDACTED]
Sent: 05 May 2009 10:30

[REDACTED]
Subject: RE: Flags - Armed Forces Day - procedures for Govt Bldgs

[REDACTED]

I wonder whether you are yet in a position to let us know your requirements of DCMS re flags for AFD following internal meetings you were having last week? For your information we have alerted Westminster Council that we are awaiting your confirmation before we can proceed.

Best

[REDACTED]

From: [REDACTED]

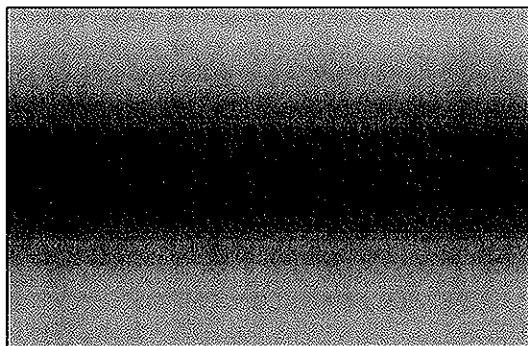
Sent: 24 April 2009 16:46

To: [REDACTED]

Subject: RE: Flags - Armed Forces Day - procedures for Govt Bldgs

Thanks [REDACTED] For your information we have just been copied into an email chain with Westminster City Council, Royal Parks and Bruno Keek asking our permission to fly 2 Union and an AFD Flag on Horse Guards in front of the Guards Memorial on 22 June and through to 29 June. It seems Westminster Council are co-ordinating the main London event? I have not had any reply from them as yet. I am not sure if the Royal Parks are being asked to do anything. I am not sure if the Royal Parks are being asked to do anything. I am not sure if the Royal Parks are being asked to do anything. I am not sure if the Royal Parks are being asked to do anything. And indeed who will be paying for the costs around this work. I assume you are involved in this event too?

Best



[REDACTED]

Sent: 24 April 2009 16:09

[Redacted]

Subject: Flags - Armed Forces Day - procedures for Govt Bldgs

[Redacted]

Thank you for the detailed reply. As you say, it is not quite straight forward. We will have a discussion within MOD next week and see which elements, if any, that we can pursue. I suspect time may be against us to overcome some of the admin hurdles.

Thanks.

[Redacted]

[Redacted]

Sent: 21 April 2009 11:02

[Redacted]

Subject: FW: Flags - Armed Forces Day - procedures for Govt Bldgs

Importance: High

User: [Redacted]

Your email has been passed to me for response. I am afraid the issue is not as straightforward as it might seem. I am very happy to discuss further.

1. DCMS is responsible for issuing the guidance for hoisting the Union flag on UK Government buildings only, following instruction from the Lord Chamberlain's Office.

The current guidance encourages the flying of the Union Flag 365 days a year. For those UK Government departments that do not wish to fly the Flag daily on their buildings, the designated 18 fixed days each year on which the flag is to be flown remain.

Since Armed Forces day (AFD) is not one of the designated days for flying the Union Flag from UK Government buildings, it is a matter for individual departments to decide whether or not to fly the AFD flag on that day.

For UK Government buildings that wish to fly any flag other than the Union Flag, the protocol is that the Union Flag must be flown alongside in the superior position. Buildings with one flagpole only should fly the Union Flag only as it takes precedence.

Planning permission will be required for all organisations wishing to fly the AFD flag.

If any organisation (including Government Departments) wishes to fly a flag other than the Union Flag, a national flag of a country, the flags of the Commonwealth, the European flag and the United

Nations flag, it is required to make an application to the relevant local authority for planning permission under Schedule 1 Class H of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

2. DCMS does have a contact list for flag flying for the majority of government departments. If you wish to use the list to advise on the flying of the AFD flag, we are happy to forward it to you. I am afraid we cannot guarantee that all contact details are up to date.

3. For the Olympic bid in 2005, the Olympic and the Union flags were flown on the Mall, the Queen Victoria Memorial (QVM) and Parliament Square only and DCMS sought permission from both the Palace and Westminster City Council. It was not flown from other Government buildings.

Flying of the 2012 Olympic Handover flag on UK government buildings in August 2008. This was a one-off event.

DCMS had to obtain planning permission from Westminster City Council to fly the 2012 handover Olympic flag on all central government buildings in the Whitehall area, along the Mall and at the QVM and, in addition, permission had to be obtained from the Palace to fly the flag along the Mall and at the QVM.

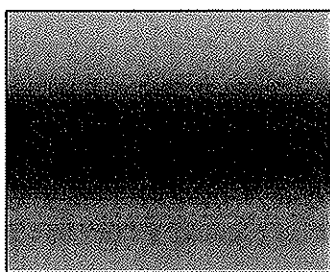
A letter was sent to Gus O'Donnell from Jonathan Stephens (DCMS PS), and copied to all other departmental Permanent Secretaries requesting that they consider flying the handover flag on 24 August. Those departments that agreed were sent a flag, and advised on protocol. If MOD decides to undertake this option you should note that it took approximately 3-4 months to organise.

As regards the flying of AFD flags from Admiralty Arch, the Horseguards buildings, as well as other buildings in the Whitehall area, permission has to be obtained from the Palace, as these locations form part of the royal palatine precinct. The flagpoles on Admiralty Arch are the property of DCMS, and only DCMS approved contractors are permitted to hoist flags from these buildings. If the AFD flags were to fly from the Arch, MOD would be expected to pay the relevant costs for the works undertaken (approximately £2.5k excluding VAT). The flags flown from the Arch are not of the standard size (they are larger - we can supply details if required), therefore MOD would also have to commission a flag manufacturer to produce flags of the correct specification. There are 10 flagpoles in total on Admiralty Arch, at least 8 AFD flags of the correct size would be required.

The flagpoles positioned at the front of the Horseguards buildings are also the property of DCMS. There are four flagpoles in total, and the approximate cost for arranging the flag flying for the HC building would currently be an additional £600 excluding VAT.

I hope I have answered all your questions. If you wish to discuss further, please do not hesitate to contact me.

Regards



[REDACTED]

Sent: 09 April 2009 11:44

To: [REDACTED]

Subject: Flags - Armed Forces Day - procedures for Govt Bldgs

[REDACTED]

I have just received an Out of Office note from [REDACTED] if he is back next week after Easter then please ignore this, however, if he is away longer please could you advise on the e-mail below.

Thanks.

[REDACTED]

From: [REDACTED]

Sent: 09 April 2009 11:14

To: [REDACTED]

Subject: Release-authorized: Flags - Armed Forces Day - procedures for Govt Bldgs

[REDACTED]

Please could I have some DCMS advice about flying flags from Government buildings? I don't know if it falls within your portfolio but if not please could you forward it to someone who may be able to shed some light on it.

The government has driven forward an initiative to have Armed Forces Day (AFD) on 27 June this year. (Since 2006 there had been Veterans Day).

One of the methods intended to raise the profile of the Day is the 'fly the AFD flag' initiative. As a prelude to AFD, all local authorities have been offered the opportunity to fly an AFD flag on Monday 22 Jun at 1030. Flags for those LA who have elected to do so have been provided free.

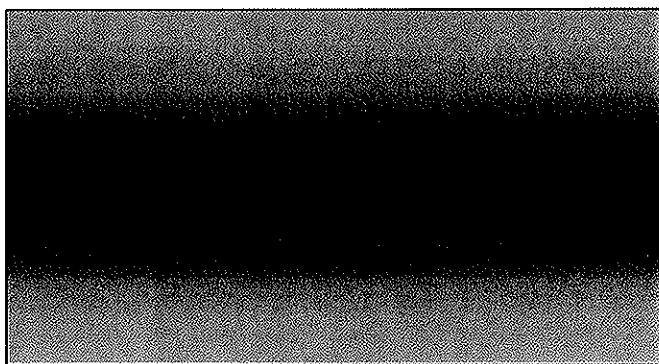
Ministers have recently directed that flags should now be available to anyone who wishes to purchase one – individuals, companies etc. Accordingly, it would then seem odd if flags were seen flying from a variety of buildings – private and public – yet central Government Departments were not seen to be supporting this government initiative.

I think there are 22 Depts for which a flag (5' x3') would be provided free of charge . (BERR, DCSF, CLG, CA, DCMS, DECC, DEFRA, Health, Home Office, MoJ, Equalities, Cabinet

Office, DIUS, DfID, DfT, DWP, FCO, HMT, Scotland, Wales, NI, and MOD!) The aim would be have the flags raised simultaneous at 1030 on Mon 22 Jun and taken down the following Sunday (or Monday, whichever is the more convenient).

- What are the rules on flying of such a flag from Govt Buildings?
- Is it centrally controlled / approved or do individual Departments have any latitude on what they can fly?
- Is there a master contact list of the 'flag offices' in each department?
- Was something similarly done for LOCOG when we were awaiting the result of the Olympic bid?
- What would be the procedure if we wanted an AFD flag flown at Admiralty Arch (non-MOD property) of Horseguards (MOD property)?

Thanks.



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