

Barnsley Council's Town Hall flag and lighting policy

Date of creation	June 2026
Last Review	
Next review date	June 2027

Version	Date	Section/reference	Amendment
1.0	June 2026	All	Creation of policy

1. Introduction

Barnsley Town Hall is the only Barnsley Council building that flies flags. The flags Barnsley Council flies reflect the borough's civic pride and celebrate values that unite us all. They also help us to mark national events and periods of mourning.

This document sets out Barnsley Council's approach for flying flags at Barnsley Town Hall. It includes a small number of additional flags which will be flown at Barnsley Town Hall.

There may be times when the UK government asks us to fly other flags, or when other flags are requested to be flown in exceptional circumstances. These will be at the discretion of the Leader of the Council, following advice from the Chief Executive.

2. UK Government guidance

We follow the UK Government's guidance on flying flags on government buildings. All flag flying is subject to [the Government's standard conditions](#) and falls under three categories.

The flags detailed in this policy (Union Flag, St George's Cross, Barnsley Coat of Arms, Armed Forces Flag and Yorkshire County Flag) all fall under the categories a) flags which can be flown without the consent of the local planning authority and (b) Flags which do not require consent, provided they comply with certain restrictions.

This policy will be reviewed periodically and fulfils the council's civic obligations.

3. Barnsley Council flag protocol

There are three flagpoles on Barnsley Town Hall, one on the tower and two smaller ones at the front corners.

The Union Flag

The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride.

While there are designated days when the Union Flag must be flown on UK Government buildings, as commanded by His Majesty the King, UK Government buildings are encouraged to fly it year-round, and local authorities are urged to follow suit.

Where UK government buildings have more than one flagpole, and two flags are being flown, the Union Flag must always be flown in the superior position, which at the Town Hall is the highest flagpole on the tower.

UK government building flagpoles should not remain empty. The default should be flying the Union Flag if no other flag is being flown.

Barnsley Council flies the Union Flag all year round from the highest flagpole on the tower of the Town Hall. The exception to this is on St George's Day (23 April), when the St George's Cross flag is moved from a lower flagpole to the tower flagpole. If there is a royal visit on that day, the Union Flag remains on the tower flagpole.

Lowering the Union Flag

The Union Flag is lowered as a sign of respect for national or local occasions. We follow the Government guidance on lowering the Union Flag for the following occasions:

- Death of the ruling sovereign.
- By special command from the ruling sovereign on:
 - the death of a member or near relative of the Royal Family or the funeral of members of the Royal Family
 - the funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom
 - the funerals of First Ministers and ex-First Ministers of Scotland, Wales and Northern Ireland (unless otherwise commanded by the Sovereign, this only applies to flags in their respective countries)
 - any other occasions as commanded
- On other occasions of significance at the discretion of the Leader and Chief Executive.

The St George's Cross Flag

The St George's Cross is the flag of Saint George, the patron saint of England, and serves as England's national flag. It is flown below the Union Flag, on the right-hand corner flagpole of Barnsley Town Hall. The exception to this is when the St George's flag is temporarily replaced by another flag detailed in the additional flags section of this document.

On St George's Day (23 April), the St George's Cross flag is moved to the tower flagpole. The exception to this is if there is a royal visit on that day; the Union Flag remains on the tower flagpole.

The Barnsley Coat of Arms Flag

The Barnsley Coat of Arms flag represents our borough and all our communities. It is flown continuously on the left-hand corner flagpole of Barnsley Town Hall, above the Mayor of Barnsley's chambers.

Royal protocol

In circumstances where the council receives instructions to alter the flying of flags as a matter of Royal Protocol (for example, in the instance of the death of a sovereign), those instructions shall take precedence over this policy but shall be discussed with the Leader and the Chief Executive of the Council.

4. Additional flags

Dates	Event	Tower Flagpole	Left-hand corner flagpole (facing front)	Right-hand corner flagpole (facing front)
22–28 June	Armed Forces Week (Armed Forces Day 27 June)	Union Flag	Barnsley Coat of Arms	Armed Forces Flag
1 August	Yorkshire Day	Union Flag	Barnsley Coat of Arms	Yorkshire County flag (white rose)
The month of November	Remembrance Day (Armistice Day) Remembrance Sunday	Union Flag	Barnsley Coat of Arms	Remembrance commemorative Flag: Lest we forget

5. Flag etiquette

We follow established rules for raising, lowering and displaying flags. This makes sure they are treated with respect and flown safely and consistently.

General principles

- The Union Flag has a correct way up, and it is improper to fly it upside down. The part of the flag nearest to and at the top of the flagpole must have the wider diagonal white stripe above the red diagonal stripe.
- Flags should always be clean, undamaged and in good condition.
- Flags will be flown in a way that makes sure they are secure, even in poor weather.
- Flags are raised quickly and lowered slowly and respectfully.

Half-mast guidance

- When a flag is flown at half-mast, it should sit about two-thirds of the way up the pole, leaving a clear space above it.
- Flags are only lowered to half-mast for the reasons set out in this policy or when instructed nationally.

Occasions when flags are not flown

- We may take down flags temporarily during severe weather or for maintenance and safety reasons.

Mourning and remembrance

The Union Flag on the main flag pole is lowered to half-mast following the death of the sovereign or other members of the Royal Family, in line with national protocols.

6. Lights – Tower and fountains

The Town Hall tower and the Pals Square fountains are lit up in red, white and blue to depict the Union Flag. They might also be changed to reflect the council's communications and marketing campaigns.