

LONDON BOROUGH OF HAVERING
FLAG FLYING AND SPECIAL LIGHTING POLICY
(revised 2023)

1. This document sets out the Council's policy for raising flags over, and lighting up of, the Council's owned (or otherwise controlled) land and buildings.
2. The Council recognises the importance and significance of such gestures. However, it needs to be mindful of being consistent in its approach and also of the logistical burden it places upon the Council to comply with such requests.
3. Please note this is not a technical guide as to how flags should be flown, nor does it describe when flags should be flown at half-mast. The Council will follow central government guidance on such matters.
4. Further, the Council reserves the right to suspend this policy and to remove any existing flags where directed by central government and / or local political circumstances. For example, as a mark of respect to a deceased monarch or the death of the Council's mayor.
5. The Council currently flies the Union Flag, the Cross of St George and the Havering flag on the central green (at the Town Hall).
6. Residents may make requests to the Council, via the Council's Assistant Director of Regeneration & Place Shaping or Director of Housing & Property. The Director / Assistant Director shall refer the matter to the Leader of the Council (or Deputy Leader in his / her absence) for a decision, such decision to be taken in consultation with the Chief Executive.
7. The decision will be at the discretion of the Leader / Deputy Leader, but the decision maker shall be mindful of the criteria below. The same criteria shall apply to any internal decision of the Council to fly a flag or light up a building.
8. Requests are more likely to be accepted if they mark:
 - (a) Events of exceptional local, national or international significance or achievement, such as: (list not intended to be exhaustive)
 - (i) Holocaust Memorial Day, 27 January
 - (ii) St George's Day, 23 April
 - (iii) LGBTQ+ Month, June
 - (iv) Remembrance Sunday

- (v) Armistice Day, 11 November
 - (vi) Armed Forces Day.
- (b) Events directly organised or financially supported by the Council;
 - (c) Events not directly organised by the Council but which may be held wholly or in part in the Borough and be regarded as of significant benefit to the Borough from a tourism or promotional perspective; and
 - (d) Significant anniversaries or occasions for charitable, community or other non-profit making organisations based in or with a significant connection to the Borough
9. Requests will not be approved where such flag / lighting is:
- (a) Linked to a party political issue or issue that is politically sensitive;
 - (b) Obviously contentious and risks reputational damage to the Council;
 - (c) Generates a commercial advantage; and
 - (d) Is not in keeping with the purpose and dignity of our civic buildings.
10. Requests should normally be made at least one month in advance of the date on which the buildings are to be illuminated or the flag is to be flown.