



DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

From 8am till sunset

Issue No. 1 (Valid from June 2001)

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of Her Majesty's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
March	Commonwealth Day (second Monday of the month)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 1</i>)	B
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
June	Official Celebration of Her Majesty's Birthday (<i>see note 2</i>)	A
4 August	Birthday of Her Majesty Queen Elizabeth The Queen Mother	A
15 August	Birthday of The Princess Royal	A
21 August	Birthday of The Princess Margaret, Countess of Snowdon	A
3 September	Merchant Navy Day (<i>see note 1</i>)	C
November	Remembrance Day (second Sunday of the month) (<i>see note 3</i>)	A
14 November	Birthday of The Prince of Wales	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St Andrew's Day (<i>See note 1</i>)	A

Also: The opening and closing days of Sessions of the Scottish Parliament (*see note 4*) A

Key

- A: Union Flag, with Saltire if building has two or more flagstaffs.
B: Union Flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
C: Union Flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. On Government buildings that have only one flagpole, the Union Flag should take precedence over the Saltire, European or Red Ensign Flags. Where a building has two or more flagpoles these other flags may be flown in addition to the Union Flag but not in a superior position.
2. Date advised annually. In 2001 the date is **Saturday 16 June**.
3. Flags should be flown right up all day.
4. Flags are only flown for this purpose on the first sitting day of the Parliament following a Scottish Parliamentary election and on the day of the last sitting of the Scottish Parliament prior to its formal dissolution pending an election. Dates will be advised at the relevant times.
5. For further information, please contact the Scottish Executive Justice Department, Civil Law Division, V1 Spur, Saughton House, Edinburgh, EH11 3XD. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 1 (Valid from June 2001)

Extent of Application

These guidelines apply to The Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-6940).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from Her Majesty, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying

Dates On Which Flags Are To Be Flown

Flags are to be flown only on the dates named on the accompanying Schedule. Civil Law Division of the Scottish Executive Justice Department will inform the relevant authorities of any other occasions on which Her Majesty has given a special command to fly flags. Only on exceptional occasions would a flag be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Union flag, the Saltire, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there are an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The Saltire, European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union Flag should take precedence over the Saltire, European or Red Ensign Flags. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union Flag but not in a superior position.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when Her Majesty is only passing in procession. If the Queen is to be present in your building, please contact Civil Law Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11 am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign Rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary;
- (b) although it may be the day of the funeral of a foreign Ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government Office, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government Buildings the flag will fly as usual.

Further Information

Please contact the Scottish Executive Justice Department, Civil Law Division, V1 Spur, Saughton House, Edinburgh, EH11 3XD. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

From 8am till sunset

Issue No. 2 (Valid from March 2002)

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of Her Majesty's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
March	Commonwealth Day (second Monday of the month) (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	B
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
4 August	Birthday of Her Majesty Queen Elizabeth The Queen Mother	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	C
November	Remembrance Day (second Sunday of the month) (<i>see note 4</i>)	A
14 November	Birthday of The Prince of Wales	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St Andrew's Day (<i>see note 2</i>)	A

Also: The opening and closing days of Sessions of the Scottish Parliament (*see note 5*) A

Key

- A: Union flag, with Saltire if building has two or more flagstaffs.
B: Union flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
C: Union flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

- In 2002 the date is **Monday 11 March**.
- On Government buildings that have only one flagpole, the Union flag should take precedence over the Saltire, European or Red Ensign flags. Where a building has two or more flagpoles these other flags may be flown in addition to the Union flag but not in a superior position.
- Date advised annually (usually the second Saturday in June). In 2002 the date is **Saturday 15 June**.
- Flags should be flown right up all day. In 2002 the date is **Sunday 10 November**.
- Flags are only flown for this purpose on the first sitting day of the Parliament following a Scottish Parliamentary election and on the day of the last sitting of the Scottish Parliament prior to its formal dissolution pending an election. Dates will be advised at the relevant times.
- For further information, please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 2 (Valid from March 2002)

Extent of Application

These guidelines apply to The Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-6940).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from Her Majesty, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying

Dates On Which Flags Are To Be Flown

Flags are to be flown only on the dates named on the accompanying Schedule. Civil Law Division of the Scottish Executive Justice Department will inform the relevant authorities of any other occasions on which Her Majesty has given a special command to fly flags. Only on exceptional occasions would a flag be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Union flag, the Saltire, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there are an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The Saltire, European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union Flag should take precedence over the Saltire, European or Red Ensign Flags. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union Flag but not in a superior position.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when Her Majesty is only passing in procession. If the Queen is to be present in your building, please contact Civil Law Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11 am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign Rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary;
- (b) although it may be the day of the funeral of a foreign Ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government Office, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government Buildings the flag will fly as usual.

Further Information

Please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

From 8am till sunset

Issue No. 3 (Valid from April 2002)

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of Her Majesty's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
March	Commonwealth Day (second Monday of the month) (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	B
1-4 June	Her Majesty The Queen's Golden Jubilee Weekend (<i>see note 6</i>)	A
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	C
November	Remembrance Day (second Sunday of the month) (<i>see note 4</i>)	A
14 November	Birthday of The Prince of Wales	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St Andrew's Day (<i>see note 2</i>)	A

Also: The opening and closing days of Sessions of the Scottish Parliament (*see note 5*) A

Key

- A: Union flag, with Saltire if building has two or more flagstaffs.
B: Union flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
C: Union flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. In 2002 the date is **Monday 11 March**.
2. On Government buildings that have only one flagpole, the Union flag should take precedence over the Saltire, European or Red Ensign flags. Where a building has two or more flagpoles these other flags may be flown in addition to the Union flag but not in a superior position.
3. Date advised annually (usually the second Saturday in June). In 2002 the date is **Saturday 15 June**.
4. Flags should be flown right up all day. In 2002 the date is **Sunday 10 November**.
5. Flags are only flown for this purpose on the first sitting day of the Parliament following a Scottish Parliamentary election and on the day of the last sitting of the Scottish Parliament prior to its formal dissolution pending an election. Dates will be advised at the relevant times.
6. Flags should be flown right up for the duration of the Jubilee Weekend.
7. For further information, please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 3 (Valid from April 2002)

Extent of Application

These guidelines apply to The Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-6940).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from Her Majesty, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying

Dates On Which Flags Are To Be Flown

Flags are to be flown only on the dates named on the accompanying Schedule. Civil Law Division of the Scottish Executive Justice Department will inform the relevant authorities of any other occasions on which Her Majesty has given a special command to fly flags. Only on exceptional occasions would a flag be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Union flag, the Saltire, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there are an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The Saltire, European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union Flag should take precedence over the Saltire, European or Red Ensign Flags. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union Flag but not in a superior position.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when Her Majesty is only passing in procession. If the Queen is to be present in your building, please contact Civil Law Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11 am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign Rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary;
- (b) although it may be the day of the funeral of a foreign Ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government Office, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government Buildings the flag will fly as usual.

Further Information

Please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

From 8am till sunset

Issue No. 3 (Valid from May 2002)

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of Her Majesty's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
March	Commonwealth Day (second Monday of the month) (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	B
23 May	Her Majesty The Queen's Golden Jubilee Tour - Glasgow	A
25-26 May	Her Majesty The Queen's Golden Jubilee Tour - Edinburgh	A
1-4 June	Her Majesty The Queen's Golden Jubilee Weekend (<i>see note 6</i>)	A
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	C
November	Remembrance Day (second Sunday of the month) (<i>see note 4</i>)	A
14 November	Birthday of The Prince of Wales	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St Andrew's Day (<i>see note 2</i>)	A

Also: The opening and closing days of Sessions of the Scottish Parliament (*see note 5*) A

Key

- A: Union flag, with Saltire if building has two or more flagstaffs.
B: Union flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
C: Union flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. In 2002 the date is **Monday 11 March**.
2. On Government buildings that have only one flagpole, the Union flag should take precedence over the Saltire, European or Red Ensign flags. Where a building has two or more flagpoles these other flags may be flown in addition to the Union flag but not in a superior position.
3. Date advised annually (usually the second Saturday in June). In 2002 the date is **Saturday 15 June**.
4. Flags should be flown right up all day. In 2002 the date is **Sunday 10 November**.

5. Flags are only flown for this purpose on the first sitting day of the Parliament following a Scottish Parliamentary election and on the day of the last sitting of the Scottish Parliament prior to its formal dissolution pending an election. Dates will be advised at the relevant times.
6. Flags should be flown right up for the duration of the Jubilee Weekend.
7. For further information, please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 3 (Valid from May 2002)

Extent of Application

These guidelines apply to The Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-6940).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from Her Majesty, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying

Dates On Which Flags Are To Be Flown

Flags are to be flown only on the dates named on the accompanying Schedule. Civil Law Division of the Scottish Executive Justice Department will inform the relevant authorities of any other occasions on which Her Majesty has given a special command to fly flags. Only on exceptional occasions would a flag be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Union flag, the Saltire, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there are an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The Saltire, European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union Flag should take precedence over the Saltire, European or Red Ensign Flags. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union Flag but not in a superior position.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when Her Majesty is only passing in procession. If the Queen is to be present in your building, please contact Civil Law Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11 am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign Rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary;
- (b) although it may be the day of the funeral of a foreign Ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government Office, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government Buildings the flag will fly as usual.

Further Information

Please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

From 8am till sunset

Issue No. 4 (Valid from May 2002)

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of Her Majesty's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
March	Commonwealth Day (second Monday of the month) (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	B
23-29 May	Her Majesty The Queen's Golden Jubilee Tour of Scotland	A
1-4 June	Her Majesty The Queen's Golden Jubilee Weekend (<i>see note 6</i>)	A
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	C
November	Remembrance Day (second Sunday of the month) (<i>see note 4</i>)	A
14 November	Birthday of The Prince of Wales	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St Andrew's Day*	A

*Under revision

Also: The opening and closing days of Sessions of the Scottish Parliament (*see note 5*) A

Key

- A: Union flag, with Saltire if building has two or more flagstaffs.
B: Union flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
C: Union flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. In 2002 the date is **Monday 11 March**.
2. On Government buildings that have only one flagpole, the Union flag should take precedence over the European or Red Ensign flags. Where a building has two or more flagpoles these other flags may be flown in addition to the Union flag but not in a superior position.
3. Date advised annually (usually the second Saturday in June). In 2002 the date is **Saturday 15 June**.
4. Flags should be flown right up all day. In 2002 the date is **Sunday 10 November**.

5. Flags are only flown for this purpose on the first sitting day of the Parliament following a Scottish Parliamentary election and on the day of the last sitting of the Scottish Parliament prior to its formal dissolution pending an election. Dates will be advised at the relevant times.
6. Flags should be flown right up for the duration of Her Majesty's Scottish Tour and Jubilee Celebrations.
7. For further information, please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 4 (Valid from May 2002)

Extent of Application

These guidelines apply to The Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-6940).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from Her Majesty, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying

Dates On Which Flags Are To Be Flown

Flags are to be flown only on the dates named on the accompanying Schedule. Civil Law Division of the Scottish Executive Justice Department will inform the relevant authorities of any other occasions on which Her Majesty has given a special command to fly flags. Only on exceptional occasions would a flag be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Union flag, the Saltire, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there are an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union Flag should take precedence over the European or Red Ensign Flags. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union Flag but not in a superior position.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when Her Majesty is only passing in procession. If the Queen is to be present in your building, please contact Civil Law Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign Rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary;
- (b) although it may be the day of the funeral of a foreign Ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government Office, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government Buildings the flag will fly as usual.

Further Information

Please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

From 8am till sunset

Issue No. 5 (Valid from July 2002)

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of Her Majesty's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
March	Commonwealth Day (second Monday of the month) (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	B
23-29 May	Her Majesty The Queen's Golden Jubilee Tour of Scotland	A
1-4 June	Her Majesty The Queen's Golden Jubilee Weekend (<i>see note 6</i>)	A
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	C
November	Remembrance Day (second Sunday of the month) (<i>see note 4</i>)	A
14 November	Birthday of The Prince of Wales	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St Andrew's Day (<i>see note 7</i>)	D

Also: The opening and closing days of Sessions of the Scottish Parliament (*see notes 5 & 7*) D

Key

- A: Union flag, with Saltire if building has two or more flagstaffs.
B: Union flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
C: Union flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
D: Saltire, with Union flag if building has two or more flagstaffs.

Notes:

1. In 2002 the date is **Monday 11 March**.
2. On Government buildings that have only one flagpole, the Union flag should take precedence over the European or Red Ensign flags. Where a building has two or more flagpoles these other flags may be flown in addition to the Union flag but not in a superior position.
3. Date advised annually (usually the second Saturday in June). In 2002 the date is **Saturday 15 June**.
4. Flags should be flown right up all day. In 2002 the date is **Sunday 10 November**.

5. Flags are only flown for this purpose on the first sitting day of the Parliament following a Scottish Parliamentary election and on the day of the last sitting of the Scottish Parliament prior to its formal dissolution pending an election. Dates will be advised at the relevant times.
6. Flags should be flown right up for the duration of Her Majesty's Scottish Tour and Jubilee Celebrations.
7. On Government buildings that only have one flagpole, the Saltire should take precedence.
8. For further information, please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 5 (Valid from July 2002)

Extent of Application

These guidelines apply to The Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-6940).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from Her Majesty, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying

Dates On Which Flags Are To Be Flown

Flags are to be flown only on the dates named on the accompanying Schedule. Civil Law Division of the Scottish Executive Justice Department will inform the relevant authorities of any other occasions on which Her Majesty has given a special command to fly flags. Only on exceptional occasions would a flag be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Union flag, the Saltire, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there are an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union Flag should take precedence over the European or Red Ensign Flags. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union Flag but not in a superior position.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when Her Majesty is only passing in procession. If the Queen is to be present in your building, please contact Civil Law Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign Rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary;
- (b) although it may be the day of the funeral of a foreign Ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government Office, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government Buildings the flag will fly as usual.

Further Information

Please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

From 8am till sunset

Issue No. 6 (Valid from April 2003)

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of Her Majesty's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
10 March	Commonwealth Day (<i>see note 1</i>)	A
31 March	Closing day of session of the Scottish Parliament (<i>see notes 2 and 3</i>)	B
21 April	Birthday of Her Majesty The Queen	A
7 May	Opening day of session of the Scottish Parliament (<i>see notes 2 and 3</i>)	B
9 May	Europe Day (<i>see note 4</i>)	C
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
14 June	Official Celebration of Her Majesty's Birthday (<i>see note 5</i>)	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 4</i>)	D
9 November	Remembrance Day (<i>see note 6</i>)	A
14 November	Birthday of The Prince of Wales	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St Andrew's Day (<i>see note 3</i>)	B

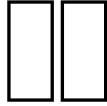
Key

- A: Union flag, with Saltire if building has two or more flagstaffs.
B: Saltire, with Union flag if building has two or more flagstaffs.
C: Union flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
D: Union flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. Usually the second Monday of the month. In 2003 the date is **Monday 10 March**.
2. Flags are only flown for this purpose on the first sitting day of the Parliament following a Scottish Parliamentary election and on the day of the last sitting of the Scottish Parliament prior to its formal dissolution pending an election. In 2003 the dates are **Monday 31 March** and **Wednesday 7 May (provisional)**.
3. On Government buildings that have only one flagpole, the Saltire should take precedence.
4. On Government buildings that only have one flagpole, the Union flag should take precedence over the European or Red Ensign flags. Where a building has two or more flagpoles these other flags may be flown in addition to the Union flag but not in a superior position.

5. Date advised annually (usually the second Saturday in June). In 2003 the date is **Saturday 14 June (provisional)**.
6. Usually the second Sunday of the month. In 2003 the date is **Sunday 9 November (provisional)**. Flags should be flown right up all day.
7. For further information, please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



SCOTTISH EXECUTIVE

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 6 (Valid from April 2003)

Extent of Application

These guidelines apply to The Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-6940).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from Her Majesty, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying

Dates On Which Flags Are To Be Flown

Flags are to be flown only on the dates named on the accompanying Schedule. Civil Law Division of the Scottish Executive Justice Department will inform the relevant authorities of any other occasions on which Her Majesty has given a special command to fly flags. Only on exceptional occasions would a flag be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Union flag, the Saltire, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there are an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union Flag should take precedence over the European or Red Ensign Flags. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union Flag but not in a superior position.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when Her Majesty is only passing in procession. If the Queen is to be present in your building, please contact Civil Law Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11 am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign Rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary;
- (b) although it may be the day of the funeral of a foreign Ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government Office, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government Buildings the flag will fly as usual.

Further Information

Please contact the Scottish Executive Justice Department, Civil Law Division, St Andrews House, Regent Road, Edinburgh, EH1 3DG. Telephone: 0131 244 2180. Facsimile: 0131 244 2195.



SCOTTISH EXECUTIVE

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

From 8am till sunset

Issue No. 7 (Valid from March 2004)

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
8 March	Commonwealth Day (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	C
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
12 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	D
14 November	Remembrance Day (<i>see note 4</i>)	A
14 November	Birthday of The Prince of Wales	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St Andrew's Day (<i>see note 5</i>)	B

Key

- A: Union flag, with Saltire if building has two or more flagstaffs.
- B: Saltire, with Union flag if building has two or more flagstaffs.
- C: Union flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
- D: Union flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. Usually the second Monday of the month. In 2004 the date is **8th March 2004**.
2. On Government buildings that only have one flagpole, the Union flag should take precedence over the European or Red Ensign flags. Where a building has two or more flagpoles these other flags may be flown in addition to the Union flag but not in a superior position.
3. Date advised annually (usually the second Saturday in June). In 2004 the date is **12th June 2004**.
4. Usually the second Sunday of the month. In 2004 the date is **14th November 2004 (provisional)**. Flags should be flown right up all day.
5. On Government buildings that have only one flagpole, the Saltire should take precedence.



SCOTTISH EXECUTIVE

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 7 (Valid from March 2004)

Extent of Application

These guidelines apply to the Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying

Dates On Which Flags Are To Be Flown

Flags are to be flown only on the dates named on the accompanying Schedule. Access to Justice Division of the Scottish Executive Justice Department will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Union flag, the Saltire, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed

from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union Flag should take precedence over the European or Red Ensign Flags. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union Flag but not in a superior position.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only passing in procession. If The Queen is to be present in your building, please contact Access to Justice Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Queen to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government buildings the flag will fly as usual.

Acts Of Terrorism And Other Human Tragedies

The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary.



SCOTTISH EXECUTIVE

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

From 8am till sunset

Issue No. 8 (Valid from March 2005)

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
14 March	Commonwealth Day (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	C
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
11 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	D
13 November	Remembrance Day (<i>see note 4</i>)	A
14 November	Birthday of The Prince of Wales	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St Andrew's Day (<i>see note 5</i>)	B

Key

- A: Union flag, with Saltire if building has two or more flagstaffs.
- B: Saltire, with Union flag if building has two or more flagstaffs.
- C: Union flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
- D: Union flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. Usually the second Monday of the month. In 2005 the date is **14th March 2005**.
2. On Government buildings that only have one flagpole, the Union flag should take precedence over the European or Red Ensign flags. Where a building has two or more flagpoles these other flags may be flown in addition to the Union flag but not in a superior position.
3. Date advised annually (usually the second Saturday in June). In 2005 the date is **11th June 2005**.
4. Usually the second Sunday of the month. In 2005 the date is **13th November 2005 (provisionally)**. Flags should be flown right up all day.
5. On Government buildings that have only one flagpole, the Saltire should take precedence.



SCOTTISH EXECUTIVE

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 8 (Valid from March 2005)

Extent of Application

These guidelines apply to the Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying

Dates On Which Flags Are To Be Flown

Flags are to be flown only on the dates named on the accompanying Schedule. Protocol Unit, External Support Division, Office of the Permanent Secretary will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Union flag, the Saltire, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed

from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union Flag should take precedence over the European or Red Ensign Flags. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union Flag but not in a superior position.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only passing in procession. If The Queen is to be present in your building, please contact Protocol Unit, External Support Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Queen to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government buildings the flag will fly as usual.

Acts Of Terrorism And Other Human Tragedies

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary.



SCOTTISH EXECUTIVE

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

From 8am till sunset

NEW GUIDANCE

Following a revision of flag flying policy for the Scottish Executive, **the Saltire should now be flown every day.**

For buildings with only one flag pole on certain national days (see below) such as the Queen's Birthday the Saltire should be lowered and replaced – for that day only - with the Union flag, as it takes precedence.

There is also an addition to the list of flag flying dates. Flags should be flown on 17 July to mark the birthday of The Duchess of Rothesay.

As an advisory recommendation the colour of the Saltire should be of a blue compatible with Pantone 300 (unglazed).

Any new flags that are ordered should be of this shade. For further information regarding suppliers of Pantone 300 flags contact [redacted] [redacted] at the Protocol Unit (Tel: [redacted]).

Issue No. 9 (Valid from October 2005)

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
14 March	Commonwealth Day (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	B
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
11 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
17 July	Birthday of The Duchess of Rothesay	A

15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	C
13 November	Remembrance Day (<i>see note 4</i>)	A
14 November	Birthday of The Duke of Rothesay	A
20 November	Anniversary of Her Majesty's Wedding Day	A

Key

- A: Union flag, with Saltire if building has two or more flagstaffs. If there is only one flagpole, the Saltire should be lowered and replaced with the Union flag – for that day only,
- B: Union Flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
- C: Union Flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. Usually the second Monday of the month. In 2005 the date is **14th March 2005**.
2. On Government buildings that only have one flagpole; the Union flag should take precedence over the European or Red Ensign flags. Where a building has two or more flagpoles, these other flags may be flown in addition to the Union flag but not in a superior position. The Saltire may be flown if the building has three or more flagpoles.
3. Date advised annually (usually the second Saturday in June). In 2005 the date is **11th June 2005**.
4. Usually the second Sunday of the month. In 2005 the date is **13th November 2005**.
Flags should be flown right up all day.



SCOTTISH EXECUTIVE

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 9 (Valid from October 2005)

Extent of Application

These guidelines apply to the Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

Dates On Which Flags Are To Be Flown

The Saltire should now where possible be flown every day. Other flags are to be flown only on the dates named on the accompanying Schedule. The Protocol Unit, External Support Division, Office of the Permanent Secretary will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed

from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union flag should take precedence over the European or Red Ensign Flags for that specific flag flying date only. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union flag but not in a superior position. If a building has three flag staffs the Saltire should also be flown.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only passing in procession. If The Queen is to be present in your building, please contact the Protocol Unit, External Support Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Queen to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government buildings the flag will fly as usual.

Acts Of Terrorism And Other Human Tragedies

The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary.



DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE 2006

Issue No. 10 (Valid from January 2006)

From 8am till sunset

NEW GUIDANCE

Following a revision of flag flying policy for the Scottish Executive, **the Saltire should now be flown every day.**

For buildings with only one flag pole on certain national days (see below) such as the Queen's Birthday the Saltire should be lowered and replaced – for that day only - with the Union flag, as it takes precedence.

As an advisory recommendation the colour of the Saltire should be of a blue compatible with Pantone 300 (unglazed).

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
13 March	Commonwealth Day (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	C
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
17 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
17 July	Birthday of The Duchess of Rothesay	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	D
12 November	Remembrance Day (<i>see note 4</i>)	A
14 November	Birthday of The Duke of Rothesay	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St. Andrew's Day (<i>see note 5</i>)	B

Key

- A: Union flag, with Saltire if building has two or more flagstaffs. If there is only one flagpole, the Saltire should be lowered and replaced with the Union flag – for that day only.
- B: Saltire, with Union flag if building has two or more flagstaffs.
- C: Union Flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
- D: Union Flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. Usually the second Monday of the month. In 2006 the date is **13th March 2006**.
2. On Government buildings that only have one flagpole; the Union flag should take precedence over the European or Red Ensign flags. Where a building has two or more flagpoles, these other flags may be flown in addition to the Union flag but not in a superior position. The Saltire may be flown if the building has three or more flagpoles.
3. Date advised annually (usually the second Saturday in June). In 2006 the date is **17th June 2006**.
4. Usually the second Sunday of the month. In 2006 the date is **12th November 2006**.
Flags should be flown right up all day.



SCOTTISH EXECUTIVE

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 10 (Valid from January 2006)

Extent of Application

These guidelines apply to the Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Buildings, Monuments and Sites Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

Dates On Which Flags Are To Be Flown

The Saltire should now where possible be flown every day. Other flags are to be flown only on the dates named on the accompanying Schedule. The Protocol Unit, External Support Division, Office of the Permanent Secretary will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed

from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union flag should take precedence over the European or Red Ensign Flags for that specific flag flying date only. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union flag but not in a superior position. If a building has three flag staffs the Saltire should also be flown.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only passing in procession. If The Queen is to be present in your building, please contact the Protocol Unit, External Support Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Queen to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government buildings the flag will fly as usual.

Acts Of Terrorism And Other Human Tragedies

The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary.



DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE 2007

Issue No. 11 (Valid from January 2007)

From 8am till sunset

NEW GUIDANCE

Following a revision of flag flying policy for the Scottish Executive in September 2005, **the Saltire should now be flown every day.**

For buildings with only one flag pole on certain national days (see below) such as the Queen's Birthday the Saltire should be lowered and replaced – for that day only - with the Union flag, as it takes precedence.

As an advisory recommendation the colour of the Saltire should be of a blue compatible with Pantone 300 (unglazed).

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
12 March	Commonwealth Day (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	C
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
16 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
17 July	Birthday of The Duchess of Rothesay	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	D
11 November	Remembrance Day (<i>see note 4</i>)	A
14 November	Birthday of The Duke of Rothesay	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St. Andrew's Day	B

Key

- A: Union flag, with Saltire if building has two or more flagstaffs. If there is only one flagpole, the Saltire should be lowered and replaced with the Union flag – for that day only.
- B: Saltire, with Union flag if building has two or more flagstaffs.
- C: Union Flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
- D: Union Flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. Usually the second Monday of the month. In 2007 the date is **12th March 2007**.
2. On Government buildings that only have one flagpole; the Union flag should take precedence over the European or Red Ensign flags. Where a building has two or more flagpoles, these other flags may be flown in addition to the Union flag but not in a superior position. The Saltire may be flown if the building has three or more flagpoles.
3. Date advised annually (usually the second Saturday in June). In 2007 the date is **16th June 2007**.
4. Usually the second Sunday of the month. In 2007 the date is **11th November 2007**.
Flags should be flown right up all day.



SCOTTISH EXECUTIVE

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH EXECUTIVE

Issue No. 10 (Valid from January 2007)

Extent of Application

These guidelines apply to the Scottish Executive, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

Dates On Which Flags Are To Be Flown

The Saltire should now where possible be flown every day. Other flags are to be flown only on the dates named on the accompanying Schedule. The Protocol Unit, External Support Division, Office of the Permanent Secretary will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Executive buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed

from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The European And Red Ensign Flags Should Be Flown

On Scottish Executive buildings that have only one flagpole, the flying of the Union flag should take precedence over the European or Red Ensign Flags for that specific flag flying date only. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union flag but not in a superior position. If a building has three flag staffs the Saltire should also be flown.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is only hoisted above a Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only passing in procession. If The Queen is to be present in your building, please contact the Protocol Unit, External Support Division to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Queen to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Government buildings the flag will fly as usual.

Acts Of Terrorism And Other Human Tragedies

The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary.

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2008

Issue No. 12 (Valid from January 2008)

From 8am till sunset

NEW GUIDANCE

Following a revision of flag flying policy in September 2005, **the Saltire should now be flown every day.**

For buildings with only one flag pole on certain national days (see below) such as the Queen's Birthday the Saltire should be lowered and replaced – for that day only - with the Union flag, as it takes precedence.

As an advisory recommendation the colour of the Saltire should be of a blue compatible with Pantone 300 (unglazed).

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl Of Wessex	A
10 March	Commonwealth Day (<i>see note 1</i>)	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	C
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
14 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
17 July	Birthday of The Duchess of Rothesay	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	D
9 November	Remembrance Day (<i>see note 4</i>)	A
14 November	Birthday of The Duke of Rothesay	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St. Andrew's Day	B

Key

- A: Union flag, with Saltire if building has two or more flagstaffs. If there is only one flagpole, the Saltire should be lowered and replaced with the Union flag – for that day only.
- B: Saltire, with Union flag if building has two or more flagstaffs.
- C: Union Flag, with European flag if building has two flagstaffs, and Saltire if building has three or more flagstaffs.
- D: Union Flag, with Red Ensign if building has two flagstaffs, and Saltire if building has three or more flagstaffs.

Notes:

1. Usually the second Monday of the month. In 2008 the date is **10th March 2008**.
2. On Scottish Government buildings that only have one flagpole; the Union flag should take precedence over the European or Red Ensign flags. Where a building has two or more flagpoles, these other flags may be flown in addition to the Union flag but not in a superior position. The Saltire may be flown if the building has three or more flagpoles.
3. Date advised annually (usually the second Saturday in June). In 2008 the date is **14th June 2008**.
4. Usually the second Sunday of the month. In 2008 the date is **9th November 2008**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 12 (Valid from January 2008)

Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

Dates On Which Flags Are To Be Flown

The Saltire should now where possible be flown every day from Scottish Government buildings. Other flags are to be flown only on the dates named on the accompanying Schedule. The Events and Protocol Unit, Strategy and Ministerial Support Directorate, Office of the Permanent Secretary will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Government buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flagpoles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there are an odd number of flagpoles of the same height the superior position is the central pole.

How The European And Red Ensign Flags Should Be Flown

On Scottish Government buildings that have only one flagpole, the flying of the Union flag should take precedence over the European or Red Ensign Flags for that specific flag flying date only. Where a building has two or more flagpoles, these flags may be flown at the appropriate times in addition to the Union flag but not in a superior position. If a building has three flag staffs the Saltire should also be flown.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flagpole.

Use of the Royal Standard

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is usually only hoisted above a Scottish Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only passing in procession. If The Queen is to be present in your building, please contact the Events and Protocol Unit, Strategy and Ministerial Support Directorate to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flagstaff.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Queen to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

Acts Of Terrorism And Other Human Tragedies

The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary.

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2009

Issue No. 13 (Valid from January 2009)

Date	Event	From 8am till sunset	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex		A
6 February	Anniversary of The Queen's Accession		A
19 February	Birthday of The Duke of York		A
9 March	Commonwealth Day (<i>see note 1</i>)		A
10 March	Birthday of The Earl of Wessex		A
21 April	Birthday of Her Majesty The Queen		A
9 May	Europe Day (<i>see note 2</i>)		C
2 June	Anniversary of Coronation Day		A
10 June	Birthday of The Duke of Edinburgh		A
13 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)		A
17 July	Birthday of The Duchess of Rothesay		A
15 August	Birthday of The Princess Royal		A
3 September	Merchant Navy Day (<i>see note 2</i>)		D
8 November	Remembrance Day (<i>see note 4</i>)		A
14 November	Birthday of The Duke of Rothesay		A
20 November	Anniversary of Her Majesty's Wedding Day		A
30 November	St. Andrew's Day		B

Key

- A: Union flag, with Saltire if building has two or more flag poles. If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag – for that day only.
- B: Saltire, with Union flag if building has two or more flag poles.
- C: Union Flag, with European flag if building has two flag poles, and Saltire if building has three or more flag poles.
- D: Union Flag, with Red Ensign if building has two flag poles, and Saltire if building has three or more flag poles.

Notes:

1. Usually the second Monday of the month. In 2009 the date is **9th March 2009**.
2. On Scottish Government buildings that only have one flag pole; the Union flag should take precedence over the European or Red Ensign flags. Where a building has two or more flag poles, these other flags may be flown in addition to the Union flag but not in a superior position. The Saltire may be flown if the building has three or more flag poles.
3. Date advised annually (usually the second Saturday in June). In 2009 the date is **13th June 2009**.
4. Usually the second Sunday of the month. In 2009 the date is **8th November 2009**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 13 (Valid from January 2009)

Review

This issue of the Scottish Government Flag Flying Guidance is for current use only. The guidance is being reviewed by the Protocol Team.

Flying of Saltire

The Saltire should now where possible be flown every day from Scottish Government buildings.

Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

Dates On Which Flags Are To Be Flown

Other flags are to be flown only on the dates named on the accompanying Schedule. For buildings; with only one flag pole on the special national days such as the Queen's Birthday, the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol Team, Strategy and Ministerial Support Directorate, Office of the Permanent Secretary will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister.

Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) and the Royal Standard (by special command). Other flags, including those of other nations, should not be flown from Scottish Government buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flag poles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles of the same height the superior position is the central pole.

How The European And Red Ensign Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the flying of the Union flag should take precedence over the European or Red Ensign Flags for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Union flag but not in a superior position. If a building has three flag poles the Saltire should also be flown.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

Use of the Royal Standard

For St. Andrew's Day only the Royal Standard (Royal Arms of Scotland) will be flown from St. Andrew's House (only) when the First Minister is working from the building. The First Minister is entitled to do so in his role as Keeper of the Great Seal. The Saltire should be flown from other buildings throughout the Scottish Government estate.

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Standard is usually only hoisted above a Scottish Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only passing in procession. If The Queen is to be present in your building, please contact the Protocol Team, Strategy and Ministerial Support Directorate to make the necessary arrangements.

The flying of the Royal Standard from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

‘Half mast’ means that the flag is flown two-thirds up the flag pole.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and ex-Scottish First Ministers, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Queen to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

Acts Of Terrorism And Other Human Tragedies

The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary. The Protocol Team will be your point of contact.

Flag flying contact

[redacted] Protocol Team, 2WR, St. Andrew’s House, Edinburgh, EH1 3DG.

Tel. [redacted]

Email: l[redacted]@scotland.gsi.gov.uk



DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2009

This is an interim version

Issue No. 13A (Valid from December 2009)

From 8am till sunset

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession	A
19 February	Birthday of The Duke of York	A
9 March	Commonwealth Day (<i>see note 1</i>)	C
10 March	Birthday of The Earl of Wessex	A
21 April	Birthday of Her Majesty The Queen	A
9 May	Europe Day (<i>see note 2</i>)	E
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
13 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
17 July	Birthday of The Duchess of Rothesay	A
15 August	Birthday of The Princess Royal	A
3 September	Merchant Navy Day (<i>see note 2</i>)	D
8 November	Remembrance Day (<i>see note 4</i>)	A
14 November	Birthday of The Duke of Rothesay	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St. Andrew's Day	B

Key

- A: Union flag, with Saltire if building has two or more flag poles. If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag – for that day only.
- B: Saltire, or two Saltires if building has two or more flag poles.
(SAH may fly the Royal Banner (superior) and the Saltire by Royal assent.)
- C: Commonwealth flag if building has one flag pole, and Commonwealth flag and Saltire if building has two or more flag poles.
- D: Red Ensign if building has one flag pole, Red Ensign and Saltire if building has two or more flag poles.
- E: Europe flag if building has one flag pole and Europe flag and Saltire if building has two or more flag poles

Notes:

1. Usually the second Monday of the month. In 2009 the date is **9th March 2009**.
2. On Scottish Government buildings that only have one flag pole; the European or Red Ensign flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.
3. Date advised annually (usually the second Saturday in June). In 2009 the date is **13th June 2009**.
4. Usually the second Sunday of the month. In 2009 the date is **8th November 2009**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

This is an interim version
Issue No. 13A (Valid from December 2009)

Review

This issue of the Scottish Government Flag Flying Guidance is for current use only. It reflects some of the outcomes of a review of the guidance by the Protocol Team and agreed by the First Minister. A further version will be issued in January 2010 once dates have been confirmed by The Palace through DCMS.

Flying of Saltire

The Saltire should be flown every day from Scottish Government buildings.

Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. Rules and dates on the flying of flags from UK Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

Dates On Which Flags Are To Be Flown

Other flags are to be flown only on the dates named on the accompanying Schedule. For buildings; with only one flag pole on the special national days such as the Queen's Birthday, the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol Team, Constitution, Law and Courts Directorate, DG Justice will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol Team.

Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent) on St Andrew's Day. Other flags, including those of other nations, should not be flown from Scottish Government buildings.

Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flag poles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles of the same height the superior position is the central pole.

How The European , Red Ensign and Commonwealth Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign and Commonwealth Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

Use of the Royal Standard

Currently, for St. Andrew's Day only, the Royal Banner of the Royal Arms of Scotland (The Lion Rampant) and the Saltire will be flown from St. Andrew's House (only) when the First Minister is working from the building. The First Minister is entitled to do so in his role as Keeper of the Great Seal. The Saltire (or two, depending on the number of flag poles) should be flown from other buildings throughout the Scottish Government estate.

The Royal Standard is The Queen's official banner in Scotland. Flags showing the Banner of the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigs of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Banner is usually only hoisted above a Scottish Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only passing in procession. If The Queen is to be present in your building, please contact the Protocol Team, Constitution, Law and Courts Directorate to make the necessary arrangements.

The flying of the Royal Banner from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

Flying Of Flags At Half Mast

‘Half mast’ means that the flag is flown two-thirds up the flag pole.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.

Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) in the days following the death of a member of the Royal Family, or a near relative of the Royal Family, but preceding the funeral, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

Acts Of Terrorism And Other Human Tragedies

The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary. The Protocol Team will be your point of contact.

Flag flying contact

Darren Jeffery, Protocol Team, 2-J North, Victoria Quay, Edinburgh, EH6 6QQ.
Tel. 0131 244 3403 (direct line) Email: protocol@scotland.gsi.gov.uk

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2010



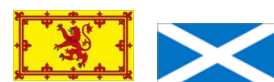
Issue No. 14 (Valid from APRIL 2010)

From 8am till sunset

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession.....	A
19 February	Birthday of The Duke of York.....	A
8 March	Commonwealth Day (see note 1).....	C
10 March	Birthday of The Earl of Wessex.....	A
21 April	Birthday of Her Majesty The Queen.....	A
28 April	International Workers Memorial Day.....	F
9 May	Europe Day (see note 2)	E
2 June	Anniversary of Coronation Day.....	A
10 June	Birthday of The Duke of Edinburgh.....	A
12 June	Official Celebration of Her Majesty's Birthday (see note 3).....	A
26 June	Armed Forces Day	G
17 July	Birthday of The Duchess of Rothesay.....	A
15 August	Birthday of The Princess Royal.....	A
3 September	Merchant Navy Day (see note 2).....	D
14 November	Remembrance Day (see note 4).....	A
14 November	Birthday of The Duke of Rothesay.....	A
20 November	Anniversary of Her Majesty's Wedding Day.....	A
30 November	St. Andrew's Day.....	B

Key

- A: Union flag, with Saltire if building has two or more flag poles.
If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag –for that day only.
- B: Saltire, or two Saltires if building has two or more flag poles.
(SAH may fly the Royal Banner (superior) and the Saltire by Royal assent.)
- C: Commonwealth flag if building has one flag pole,
Commonwealth flag and Saltire if building has two or more flag poles.
- D: Red Ensign if building has one flag pole,
Red Ensign and Saltire if building has two or more flag poles.



- E. Europe flag if building has one flag pole
and Europe flag and Saltire if building has two or more flag poles



- F. On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day
See rule 9(e)

- G. Armed Forces Day flag if building has one flag pole



Armed Forces Day flag and Saltire if two or more flag poles

Please note – the image is from 2009, the correct date is in the preceding list

Notes:

1. Usually the second Monday of the month. In 2010 the date is **8th March 2010**.
2. On SG buildings that only have one flag pole; the European, Red Ensign, Commonwealth and Armed Forces Day flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.
3. Date advised annually (usually the second Saturday in June). In 2010 the date is **12th June 2010**.
4. Usually the second Sunday of the month. In 2010 the date is **14th November 2010**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 14 (Valid from April 2010)

1. Review

This issue of the Scottish Government Flag Flying Guidance is for current use only. It reflects some of the outcomes of a review of the guidance by the Protocol Team and agreed by the First Minister.

2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

3. Dates On Which Flags Are To Be Flown

The Saltire should be flown every day from Scottish Government buildings, except where indicated otherwise in the accompanying Schedule.

Other flags are to be flown only on the dates named in the Schedule. For buildings with only one flag pole, on certain special national days (marked as "A" in the Schedule), the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol Team, Constitution Directorate, DG Constitution and Corporate Change will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol Team.

4. Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only), The Armed Forces Day flag (Armed Forces Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent) on St Andrew's Day. Other flags, including those of other nations, should not be flown from Scottish Government buildings.

5. Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flag poles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles of the same height the superior position is the central pole.

6. How The European, Red Ensign, Commonwealth and Armed Forces Day Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

7. How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

8. Use of the Royal Banner

Currently, for St. Andrew's Day, the Royal Banner of the Royal Arms of Scotland (The Lion Rampant) and the Saltire will be flown from St. Andrew's House when the First Minister is working from the building. The First Minister is entitled to fly the Royal Banner from any building in which he is working in his role as Keeper of the Great Seal. The Saltire (or two, depending on the number of flag poles) should be flown from other buildings throughout the Scottish Government estate.

The Royal Banner is The Queen's official banner in Scotland. Flags showing the Banner of the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Banner is usually only hoisted above a Scottish Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only passing in procession. If The Queen is to be present in your building, please contact the

Protocol Team, Constitution Directorate, DG Constitution and Corporate Change to make the necessary arrangements.

The flying of the Royal Banner from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

9. Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flag pole.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.
- (e) International Workers Memorial Day (28 April)

10. Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

11. Acts Of Terrorism And Other Human Tragedies The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary. The Protocol Team will be your point of contact.

12. Flag flying contact

[redacted] [redacted], Protocol Team, 2-J North, Victoria Quay, Edinburgh, EH6 6QQ.
Tel. [redacted] (direct line) Email: [redacted]@scotland.gsi.gov.uk

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2011



Issue No. 15 (Valid from January 2011)

From 8am till sunset

Date	Event	Flag To Be Flown (See Key Below)
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession.....	A
19 February	Birthday of The Duke of York.....	A
14 March	Commonwealth Day (see note 1).....	C
10 March	Birthday of The Earl of Wessex.....	A
21 April	Birthday of Her Majesty The Queen.....	A
28 April	International Workers Memorial Day.....	F
9 May	Europe Day (see note 2)	E
2 June	Anniversary of Coronation Day.....	A
10 June	Birthday of The Duke of Edinburgh.....	A
11 June	Official Celebration of Her Majesty's Birthday (see note 3).....	A
25 June	Armed Forces Day	G
17 July	Birthday of The Duchess of Rothesay.....	A
15 August	Birthday of The Princess Royal.....	A
3 September	Merchant Navy Day (see note 2).....	D
13 November	Remembrance Day (see note 4).....	A
14 November	Birthday of The Duke of Rothesay.....	A
20 November	Anniversary of Her Majesty's Wedding Day.....	A
30 November	St. Andrew's Day.....	B

Key

- A: Union flag, with Saltire if building has two or more flag poles.
If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag –for that day only.
- B: Saltire, or two Saltires if building has two or more flag poles.
(SAH may fly the Royal Banner (superior) and the Saltire by Royal assent.)
- C: Commonwealth flag if building has one flag pole,
Commonwealth flag and Saltire if building has two or more flag poles.
- D: Red Ensign if building has one flag pole,
Red Ensign and Saltire if building has two or more flag poles.



- E. Europe flag if building has one flag pole
and Europe flag and Saltire if building has two or more flag poles



- F. On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day
See rule 9(e)

- G. Armed Forces Day flag if building has one flag pole



Armed Forces Day flag and Saltire if two or more flag poles

Please note – the image is from 2009, the correct date is in the preceding list

Notes:

1. Usually the second Monday of the month. In 2011 the date is **14 March 2011**.
2. On SG buildings that only have one flag pole; the European, Red Ensign, Commonwealth and Armed Forces Day flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.
3. Date advised annually (usually the second Saturday in June). In 2011 the date is **11 June 2011**.
4. Usually the second Sunday of the month. In 2011 the date is **13 November 2011**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 15 (Valid from January 2011)

1. Review

This issue of the Scottish Government Flag Flying Guidance is for current use only. It reflects some of the outcomes of a review of the guidance by the Protocol Team and agreed by the First Minister.

2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

3. Dates On Which Flags Are To Be Flown

The Saltire should be flown every day from Scottish Government buildings, except where indicated otherwise in the accompanying Schedule.

Other flags are to be flown only on the dates named in the Schedule. For buildings with only one flag pole, on certain special national days (marked as "A" in the Schedule), the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol Team, International and Constitution Directorate, DG Governance and Communities will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol Team.

4. Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only), The Armed Forces Day flag (Armed Forces Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent) on St Andrew's Day. Other flags, including those of other nations, should not be flown from Scottish Government buildings.

5. Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flag poles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles of the same height the superior position is the central pole.

6. How The European, Red Ensign, Commonwealth and Armed Forces Day Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

7. How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

8. Use of the Royal Banner

Currently, for St. Andrew's Day, the Royal Banner of the Royal Arms of Scotland (The Lion Rampant) and the Saltire will be flown from St. Andrew's House when the First Minister is working from the building. The First Minister is entitled to fly the Royal Banner from any building in which he is working in his role as Keeper of the Great Seal. The Saltire (or two, depending on the number of flag poles) should be flown from other buildings throughout the Scottish Government estate.

The Royal Banner is The Queen's official banner in Scotland. Flags showing the Banner of the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Banner is usually only hoisted above a Scottish Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only

passing in procession. If The Queen is to be present in your building, please contact the Protocol Team, International and Constitution Directorate, DG Governance and Communities to make the necessary arrangements.

The flying of the Royal Banner from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

9. Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flag pole.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.
- (e) International Workers Memorial Day (28 April)

10. Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

11. Acts Of Terrorism And Other Human Tragedies The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary. The Protocol Team will be your point of contact.

12. Flag flying contact

[redacted] [redacted], Protocol Team, 3D Bridge, Victoria Quay, Edinburgh, EH6 6QQ.
Tel. [redacted] (direct line) Email: [redacted]@scotland.gsi.gov.uk

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2012



Issue No. 16 (Valid from January 2012)

From 8am till sunset

Date	Event	Flag To Be Flown (See Key Below)
9 January	Birthday of The Countess of Strathearn (Kate Middleton)	A
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession.....	A
19 February	Birthday of The Duke of York.....	A
10 March	Birthday of The Earl of Wessex	A
12 March	Commonwealth Day (see note 1).....	C
21 April	Birthday of Her Majesty The Queen.....	A
28 April	International Workers Memorial Day.....	F
9 May	Europe Day (see note 2)	E
2 June	Anniversary of Coronation Day.....	A
10 June	Birthday of The Duke of Edinburgh.....	A
16 June	Official Celebration of Her Majesty's Birthday (see note 3).....	A
21 June	Birthday of the Earl of Strathearn (Prince William)	A
30 June	Armed Forces Day	G
17 July	Birthday of The Duchess of Rothesay.....	A
15 August	Birthday of The Princess Royal.....	A
3 September	Merchant Navy Day (see note 2).....	D
11 November	Remembrance Day (see note 4).....	A
14 November	Birthday of The Duke of Rothesay.....	A
20 November	Anniversary of Her Majesty's Wedding Day.....	A
30 November	St. Andrew's Day.....	B

Key

- A: Union flag, with Saltire if building has two or more flag poles.
If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag –for that day only.
- B: Saltire, or two Saltires if building has two or more flag poles.
(SAH may fly the Royal Banner (superior) and the Saltire by Royal assent.)
- C: Commonwealth flag if building has one flag pole,
Commonwealth flag and Saltire if building has two or more flag poles.



D: Red Ensign if building has one flag pole,
Red Ensign and Saltire if building has two or more flag poles.



E. Europe flag if building has one flag pole
and Europe flag and Saltire if building has two or more flag poles



F. On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day
See rule 9(e)

G Armed Forces Day flag if building has one flag pole



Armed Forces Day flag and Saltire if two or more flag poles

Please note – the image is from 2009, the correct date is in the preceding list

Notes:

1. Usually the second Monday of the month. In 2012 the date is **12th March 2012**.
2. On SG buildings that only have one flag pole; the European, Red Ensign, Commonwealth and Armed Forces Day flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.
3. Date advised annually (usually the second Saturday in June). In 2012 the date is **16th June 2012**.
4. Usually the second Sunday of the month. In 2012 the date is **11th November 2012**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 16 (Valid from January 2012)

1. Review

This issue of the Scottish Government Flag Flying Guidance is for current use only. It reflects some of the outcomes of a review of the guidance by the Protocol and Honours Team and agreed by the First Minister.

2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

3. Dates On Which Flags Are To Be Flown

The Saltire should be flown every day from Scottish Government buildings, except where indicated otherwise in the accompanying Schedule.

Other flags are to be flown only on the dates named in the Schedule. For buildings with only one flag pole, on certain special national days (marked as "A" in the Schedule), the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol and Honours Team, International and Constitution Directorate, DG Strategy and External Affairs will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol and Honours Team.

4. Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only), The Armed Forces Day flag (Armed Forces Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent) on St Andrew's Day. Other flags, including those of other nations, should not be flown from Scottish Government buildings.

5. Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flag poles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles of the same height the superior position is the central pole.

6. How The European, Red Ensign, Commonwealth and Armed Forces Day Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

7. How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

8. Use of the Royal Banner

Currently, for St. Andrew's Day, the Royal Banner of the Royal Arms of Scotland (The Lion Rampant) and the Saltire will be flown from St. Andrew's House when the First Minister is working from the building. The First Minister is entitled to fly the Royal Banner from any building in which he is working in his role as Keeper of the Great Seal. The Saltire (or two, depending on the number of flag poles) should be flown from other buildings throughout the Scottish Government estate.

The Royal Banner is The Queen's official banner in Scotland. Flags showing the Banner of the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Banner is usually only hoisted above a Scottish Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only

passing in procession. If The Queen is to be present in your building, please contact the Protocol and Honours Team, International and Constitution Directorate, DG Strategy and External Affairs Change to make the necessary arrangements.

The flying of the Royal Banner from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

9. Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flag pole.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.
- (e) International Workers Memorial Day (28 April)

10. Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

11. Acts Of Terrorism And Other Human Tragedies

The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary. The Protocol and Honours Team will be your point of contact.

12. Flag flying contact

[redacted] [redacted], Protocol and Honours Team, 3D South, Victoria Quay, Edinburgh, EH6 6QQ.

Tel. [redacted] (direct line) Email: [redacted]@scotland.gsi.gov.uk

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2013





















Issue No. 17 (Valid from January 2013)

From 8am till sunset

Date	Event	Flag To Be Flown (See Key Below)
9 January	Birthday of The Countess of Strathearn (Kate Middleton)	A
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession.....	A
19 February	Birthday of The Duke of York.....	A
10 March	Birthday of The Earl of Wessex	A
11 March	Commonwealth Day (see note 1).....	C
21 April	Birthday of Her Majesty The Queen.....	A
28 April	International Workers Memorial Day.....	F
9 May	Europe Day (see note 2)	E
2 June	Anniversary of Coronation Day.....	A
10 June	Birthday of The Duke of Edinburgh.....	A
15 June	Official Celebration of Her Majesty's Birthday (see note 3).....	A
21 June	Birthday of the Earl of Strathearn (Prince William)	A
29 June	Armed Forces Day	G
17 July	Birthday of The Duchess of Rothesay.....	A
15 August	Birthday of The Princess Royal.....	A
3 September	Merchant Navy Day (see note 2).....	D
10 November	Remembrance Day (see note 4).....	A
14 November	Birthday of The Duke of Rothesay.....	A
20 November	Anniversary of Her Majesty's Wedding Day.....	A
30 November	St. Andrew's Day.....	B

Key

A:	Union flag, with Saltire if building has two or more flag poles. If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag - for that day only. (SAH, as the principal SG building, may fly the Royal Banner (superior) and the Saltire by Royal assent.)	   
B:	Saltire, or two Saltires if building has two or more flag poles. (SAH, as the principal SG building, may fly the Royal Banner (superior) and the Saltire by Royal assent.)	   
C:	Commonwealth flag if building has one flag pole. Commonwealth flag and Saltire if building has two or more flag poles.	 

D:	Red Ensign if building has one flag pole. Red Ensign and Saltire if building has two or more flag poles.	 
E:	Europe flag if building has one flag pole. Europe flag and Saltire if building has two or more flag poles.	 
F:	On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day See rule 9(e)	 
G:	Armed Forces Day flag if building has one flag pole Armed Forces Day flag and Saltire if two or more flag poles Please note – the image is from 2009, the correct date is in the preceding list	 

Notes:

1. Usually the second Monday of the month. In 2013 the date is **11th March 2013**.
2. On SG buildings that only have one flag pole; the European, Red Ensign, Commonwealth and Armed Forces Day flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.
3. Date advised annually (usually the second Saturday in June). In 2013 the date is **15th June 2013**.
4. Usually the second Sunday of the month. In 2013 the date is **10th November 2013**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 17 (Valid from January 2013)

1. Review

This issue of the Scottish Government Flag Flying Guidance is for current use only. It reflects some of the outcomes of a review of the guidance by the Protocol and Honours Team and agreed by the First Minister.

2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

3. Dates On Which Flags Are To Be Flown

The Saltire should be flown every day from Scottish Government buildings, except where indicated otherwise in the accompanying Schedule.

Other flags are to be flown only on the dates named in the Schedule. For buildings with only one flag pole, on certain special national days (marked as "A" in the Schedule), the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol and Honours Team, Directorate for External Affairs, DG Strategy and External Affairs will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol and Honours Team.

4. Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only), The Armed Forces Day flag (Armed Forces Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent). Other flags, including those of other nations, should not be flown from Scottish Government buildings.

5. Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flag poles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles of the same height the superior position is the central pole.

6. How The European, Red Ensign, Commonwealth and Armed Forces Day Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

7. How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

8. Use of the Royal Banner

The Royal Banner of the Royal Arms of Scotland (the 'Lion Rampant') is The Queen's official banner in Scotland. Flags showing the Royal Banner or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

In his capacity as the Keeper of the Great Seal the First Minister may fly the Royal Banner of the Royal Arms of Scotland.

If The Queen or any other member of The Royal Family is to be present in your building at any time, please contact the Protocol and Honours Team, Directorate for External Affairs, DG Strategy and External Affairs to make the necessary arrangements.

9. Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flag pole. The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, both days inclusive.

- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.
- (e) International Workers Memorial Day (28 April)

There is an exception within the timescale mentioned in 9(a), inasmuch flags will be flown at full mast from the time the Principal Proclamation of the New Sovereign is read in London until after Proclamations have been read in all the devolved administrations the following day. Official flags will then revert to half mast until the funeral.

10. Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

11. Acts Of Terrorism And Other Human Tragedies The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary. The Protocol and Honours Team will be your point of contact.

12. Flag flying contact

[redacted] [redacted], Protocol and Honours Team, 3D South, Victoria Quay, Edinburgh, EH6 6QQ.

Tel. [redacted] (direct line) Email: [redacted]@scotland.gsi.gov.uk

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2014



Issue No. 18 (Valid from January 2014)






From 8am till sunset









Date	Event	Flag To Be Flown
------	-------	------------------

(See Key Below)

9 January	Birthday of The Countess of Strathearn	A
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession.....	A
19 February	Birthday of The Duke of York.....	A
10 March	Birthday of The Earl of Wessex	A
10 March	Commonwealth Day (see note 1).....	C
21 April	Birthday of Her Majesty The Queen.....	A
28 April	International Workers Memorial Day.....	F
9 May	Europe Day (see note 2)	E
2 June	Anniversary of Coronation Day.....	A
10 June	Birthday of The Duke of Edinburgh.....	A
14 June	Official Celebration of Her Majesty's Birthday (see note 3).....	A
21 June	Birthday of the Earl of Strathearn	A
28 June	Armed Forces Day	G
17 July	Birthday of The Duchess of Rothesay.....	A
15 August	Birthday of The Princess Royal.....	A
3 September	Merchant Navy Day (see note 2).....	D
9 November	Remembrance Day (see note 4).....	A
14 November	Birthday of The Duke of Rothesay.....	A
20 November	Anniversary of Her Majesty's Wedding Day.....	A
30 November	St. Andrew's Day.....	B

Key

A:	<p>Union flag, with Saltire if building has two or more flag poles.</p> <p>If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag - for that day only.</p> <p>(SAH, as the principal SG building, may fly the Royal Banner (superior) and the Saltire by Royal assent.)</p>	 
B:	<p>Saltire, or two Saltires if building has two or more flag poles.</p> <p>(SAH, as the principal SG building, may fly the Royal Banner (superior) and the Saltire by Royal assent.)</p>	 
C:	<p>Commonwealth flag if building has one flag pole.</p> <p>Commonwealth flag and Saltire if building has two or more flag poles.</p>	

D:	Red Ensign if building has one flag pole. Red Ensign and Saltire if building has two or more flag poles.	 
E:	Europe flag if building has one flag pole. Europe flag and Saltire if building has two or more flag poles.	 
F:	On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day See rule 9(e)	 
G:	Armed Forces Day flag if building has one flag pole Armed Forces Day flag and Saltire if two or more flag poles Please note – the image is from 2009, the correct date is in the preceding list	 

Notes:

1. Usually the second Monday of the month. In 2014 the date is **10th March 2014**.
2. On SG buildings that only have one flag pole; the European, Red Ensign, Commonwealth and Armed Forces Day flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.
3. Date advised annually (usually the second Saturday in June). In 2014 the date is **14th June 2014**.
4. Usually the second Sunday of the month. In 2014 the date is **9th November 2014**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 18
(Valid from January 2014)

1. Review

This issue of the Scottish Government Flag Flying Guidance is for current use only.

2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, 100 Parliament Street, London, SW1A 2BQ. (Tel: 020-7211-6133).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

3. Dates On Which Flags Are To Be Flown

The Saltire should be flown every day from Scottish Government buildings, except where indicated otherwise in the accompanying Schedule.

Other flags are to be flown only on the dates named in the Schedule. For buildings with only one flag pole, on certain special national days (marked as "A" in the Schedule), the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol and Honours Team, Directorate for External Affairs, DG Strategy and External Affairs will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol and Honours Team.

4. Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only), The Armed Forces Day flag (Armed Forces Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent). Other flags, including those of other nations, should not be flown from Scottish Government buildings.

5. Superior Position

If there is an even number of flag poles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles of the same height the superior position is the central pole.

6. How The European, Red Ensign, Commonwealth and Armed Forces Day Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

7. How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

8. Use of the Royal Banner

The Royal Banner of the Royal Arms of Scotland (the 'Lion Rampant') is The Queen's official banner in Scotland. Flags showing the Royal Banner or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord-Lieutenants, when acting in that capacity.

In his capacity as the Keeper of the Great Seal the First Minister may fly the Royal Banner of the Royal Arms of Scotland.

If The Queen or any other member of The Royal Family is to be present in your building at any time, please contact the Protocol and Honours Team, Directorate for External Affairs, DG Strategy and External Affairs to make the necessary arrangements.

9. Flying Of Flags At Half Mast

'Half-mast' actually means that the flag is flown two-thirds up the flag pole. The occasions on which flags are to be flown at half-mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, both days inclusive.

- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.
- (e) International Workers Memorial Day (28 April)

There is an exception within the timescale mentioned in 9(a), inasmuch flags will be flown at full mast from the time the Principal Proclamation of the New Sovereign is read in London until after Proclamations have been read in all the devolved administrations the following day. Official flags will then revert to half-mast until the funeral.

10. Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.











11. Acts Of Terrorism And Other Human Tragedies The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half-mast unless a special command is issued to the contrary. The Protocol and Honours Team will be your point of contact.

12. Flag flying contact

[redacted] [redacted], Protocol and Honours Team, 3D South, Victoria Quay, Edinburgh, EH6 6QQ.

Tel. [redacted](direct line) Email: [redacted]@scotland.gsi.gov.uk

	Minister is present (see section 8).	
C:	Commonwealth flag if building has one flag pole. Commonwealth flag and Saltire if building has two or more flag poles.	 
D:	Red Ensign if building has one flag pole. Red Ensign and Saltire if building has two or more flag poles.	 
E:	Europe flag if building has one flag pole. Europe flag and Saltire if building has two or more flag poles.	 
F:	On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day See rule 9(e)	 
G:	Armed Forces Day flag if building has one flag pole Armed Forces Day flag and Saltire if two or more flag poles Please note – the image is from 2009, the correct date is in the preceding list	 

Notes:

1. Usually the second Monday of the month. In 2015 the date is **9th March 2015**.
2. On SG buildings that only have one flag pole; the European, Red Ensign, Commonwealth and Armed Forces Day flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.
3. Date advised annually (usually the second Saturday in June). In 2015 the date is **13th June 2015**.
4. Usually the second Sunday of the month. In 2015 the date is **8th November 2015**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 19
(Valid from January 2015)

1. Review

This issue of the Scottish Government Flag Flying Guidance applies to the calendar year 2015 only.

2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. The UK and other devolved governments each has its own flag flying guidelines.

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

3. Dates On Which Flags Are To Be Flown

The Saltire should be flown every day from Scottish Government buildings, except where indicated otherwise in the schedule.

Other flags are to be flown only on the dates named in the schedule. For buildings with only one flag pole, on certain special national days (marked as “A” in the schedule), the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol and Honours Team, Directorate for Strategy and Constitution, DG Strategy and External Affairs will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol and Honours Team.

4. Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only), The Armed Forces Day flag (Armed Forces Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent). Other flags, including those of other nations, should not normally be flown from Scottish Government buildings (see 3 above).

5. Superior Position

If there is an even number of flag poles, the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles the superior position is the central pole.

6. How The European, Red Ensign, Commonwealth and Armed Forces Day Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

7. How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

8. Use of the Royal Banner

The Royal Banner of the Royal Arms of Scotland (the 'Lion Rampant') is The Queen's official banner in Scotland. Flags showing the Royal Banner or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord-Lieutenants, when acting in that capacity.

In the capacity of Keeper of the Great Seal the First Minister may fly the Royal Banner of the Royal Arms of Scotland.

If The Queen or any other member of The Royal Family is to be present in your building at any time, please contact the Protocol and Honours Team, Directorate for Strategy and Constitution, DG Strategy and External Affairs to make the necessary arrangements.

9. Flying Of Flags At Half Mast

'Half-mast' actually means that the flag is flown two-thirds up the flag pole. The occasions on which flags are to be flown at half-mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, both days inclusive.

- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.
- (e) International Workers Memorial Day (28 April)

There is an exception within the timescale mentioned in 9(a), inasmuch flags will be flown at full mast from the time the Principal Proclamation of the New Sovereign is read in London until after Proclamations have been read in all the devolved administrations the following day. Official flags will then revert to half-mast until the funeral.

10. Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

11. Acts Of Terrorism And Other Human Tragedies The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half-mast unless a special command is issued to the contrary. The Protocol and Honours Team will be your point of contact.

12. Flag flying contact

[redacted] [redacted], Protocol and Honours Team, 2W, St. Andrew's House, Edinburgh, EH1 3DG.

Tel. [redacted](direct line) Email: [redacted]@scotland.gsi.gov.uk

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2015







Issue No. 20 (Valid from July 2015)

From 8am till sunset
(See Key Below)

Schedule

Date	Event	Flag To Be Flown
9 January	Birthday of The Countess of Strathearn	A
20 January	Birthday of The Countess Of Wessex	A
1 February	Start of LGBT History Month	H
6 February	Anniversary of The Queen's Accession	A
19 February	Birthday of The Duke of York	A
9 March	Commonwealth Day (<i>see note 1</i>)	C
10 March	Birthday of The Earl of Wessex	A
21 April	Birthday of Her Majesty The Queen	A
28 April	International Workers Memorial Day	F
9 May	Europe Day (<i>see note 2</i>)	E
17 May	International Day Against Homophobia, Biphobia and Transphobia	H
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
13 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
20 June	Edinburgh Pride	H
21 June	Birthday of the Earl of Strathearn	A
27 June	Armed Forces Day	G
17 July	Birthday of The Duchess of Rothesay	A
15 August	Birthday of The Princess Royal	A
22-23 August	Glasgow Pride	H
3 September	Merchant Navy Day (<i>see note 2</i>)	D
8 November	Remembrance Day (<i>see note 4</i>)	A
14 November	Birthday of The Duke of Rothesay.	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St. Andrew's Day	B

Key

A:	<p>Union flag, with Saltire if building has two or more flag poles. If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag - for that day only.</p> <p>By Royal assent, the Royal Banner (superior) and the Saltire may be flown at SAH - as the principal Scottish Government building - or at another Scottish Government building when the First Minister is present (see section 8).</p>	   
B:	<p>Saltire, or two Saltires if building has two or more flag poles. By Royal assent, the Royal Banner (superior) and the Saltire may be flown at SAH - as the principal Scottish Government building - or at another Scottish Government building when the First Minister is present (see section 8).</p>	   
C:	<p>Commonwealth flag if building has one flag pole. Commonwealth flag and Saltire if building has two or more flag poles.</p>	 
D:	<p>Red Ensign if building has one flag pole. Red Ensign and Saltire if building has two or more flag poles.</p>	 
E:	<p>Europe flag if building has one flag pole. Europe flag and Saltire if building has two or more flag poles.</p>	 
F:	<p>On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day See rule 9(e)</p>	 
G:	<p>Armed Forces Day flag if building has one flag pole Armed Forces Day flag and Saltire if two or more flag poles</p>	 
H	<p>Rainbow flag and Saltire</p>	 

Notes:

1. Usually the second Monday of the month. In 2015 the date is **9th March 2015**.
2. On SG buildings that only have one flag pole; the European, Red Ensign, Commonwealth and Armed Forces Day flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.

3. Date advised annually (usually the second Saturday in June). In 2015 the date is **13th June 2015**.
4. Usually the second Sunday of the month. In 2015 the date is **8th November 2015**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 20
(Valid from July 2015)

1. Review

This issue of the Scottish Government Flag Flying Guidance applies to the calendar year 2015 only.

2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. The UK and other devolved governments each has its own flag flying guidelines.

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

3. Dates On Which Flags Are To Be Flown

The Saltire should be flown every day from Scottish Government buildings, except where indicated otherwise in the schedule.

Other flags are to be flown only on the dates named in the schedule. For buildings with only one flag pole, on certain special national days (marked as “A” in the schedule), the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol and Honours Team, Directorate for Strategy and Constitution, DG Strategy and External Affairs will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol and Honours Team.

4. Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only), The Armed Forces Day flag (Armed Forces Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent) and Rainbow flag from St. Andrew's House and Victoria Quay. Other flags, including those of other nations, should not normally be flown from Scottish Government buildings (see 3 above).

5. Superior Position

If there is an even number of flag poles, the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles the superior position is the central pole.

6. How The European, Red Ensign, Commonwealth and Armed Forces Day, Rainbow Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day and Rainbow Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

7. How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

8. Use of the Royal Banner

The Royal Banner of the Royal Arms of Scotland (the 'Lion Rampant') is The Queen's official banner in Scotland. Flags showing the Royal Banner or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord-Lieutenants, when acting in that capacity.

In the capacity of Keeper of the Great Seal the First Minister may fly the Royal Banner of the Royal Arms of Scotland.

If The Queen or any other member of The Royal Family is to be present in your building at any time, please contact the Protocol and Honours Team, Directorate for Strategy and Constitution, DG Strategy and External Affairs to make the necessary arrangements.

9. Flying Of Flags At Half Mast

'Half-mast' actually means that the flag is flown two-thirds up the flag pole. The occasions on which flags are to be flown at half-mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, both days inclusive.

- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.
- (e) International Workers Memorial Day (28 April)

There is an exception within the timescale mentioned in 9(a), inasmuch flags will be flown at full mast from the time the Principal Proclamation of the New Sovereign is read in London until after Proclamations have been read in all the devolved administrations the following day. Official flags will then revert to half-mast until the funeral.

10. Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

11. Acts Of Terrorism And Other Human Tragedies The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half-mast unless a special command is issued to the contrary. The Protocol and Honours Team will be your point of contact.

12. Flag flying contact

[redacted] [redacted], Protocol and Honours Team, 2W, St. Andrew's House, Edinburgh, EH1 3DG.

Tel. [redacted] (direct line) Email: [redacted]@scotland.gsi.gov.uk

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2016




Issue No. 21 (Valid from January 2016)

From 8am till sunset
(See Key Below)

Schedule

Date	Event	Flag To Be Flown
9 January	Birthday of The Countess of Strathearn	A
20 January	Birthday of The Countess Of Wessex	A
1 February	Start of LGBT History Month	H
6 February	Anniversary of The Queen's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl of Wessex	A
14 March	Commonwealth Day (<i>see note 1</i>)	C
21 April	Birthday of Her Majesty The Queen	A
28 April	International Workers Memorial Day	F
9 May	Europe Day (<i>see note 2</i>)	E
17 May	International Day Against Homophobia, Biphobia and Transphobia	H
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
11 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
21 June	Birthday of The Earl of Strathearn	A
25 June	Armed Forces Day	G
2 July	Edinburgh Pride	H
17 July	Birthday of The Duchess of Rothesay	A
15 August	Birthday of The Princess Royal	A
20-21 August	Glasgow Pride	H
3 September	Merchant Navy Day (<i>see note 2</i>)	D
13 November	Remembrance Day (<i>see note 4</i>)	A
14 November	Birthday of The Duke of Rothesay	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St. Andrew's Day	B

Key

A:	<p>Union flag, with Saltire if building has two or more flag poles. If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag - for that day only.</p> <p>By Royal assent, the Royal Banner (superior) and the Saltire may be flown at SAH - as the principal Scottish Government building - or at another Scottish Government building when the First Minister is present (see section 8).</p>	   
B:	<p>Saltire, or two Saltires if building has two or more flag poles. By Royal assent, the Royal Banner (superior) and the Saltire may be flown at SAH - as the principal Scottish Government building - or at another Scottish Government building when the First Minister is present (see section 8).</p>	   
C:	<p>Commonwealth flag if building has one flag pole. Commonwealth flag and Saltire if building has two or more flag poles.</p>	 
D:	<p>Red Ensign if building has one flag pole. Red Ensign and Saltire if building has two or more flag poles.</p>	 
E:	<p>Europe flag if building has one flag pole. Europe flag and Saltire if building has two or more flag poles.</p>	 
F:	<p>On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day See rule 9(e)</p>	 
G:	<p>Armed Forces Day flag if building has one flag pole Armed Forces Day flag and Saltire if two or more flag poles</p>	 
H	<p>Rainbow flag and Saltire</p>	 

Notes:

1. Usually the second Monday of the month. In 2016 the date is **14th March 2016**.
2. On SG buildings that only have one flag pole; the European, Red Ensign, Commonwealth and Armed Forces Day flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.

3. Date advised annually (usually the second Saturday in June). In 2016 the date is **11th June 2016**.
4. Usually the second Sunday of the month. In 2016 the date is **13th November 2016**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 21
(Valid from January 2016)

1. Review

This issue of the Scottish Government Flag Flying Guidance applies to the calendar year 2016 only.

2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. The UK and other devolved governments each has its own flag flying guidelines.

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

3. Dates On Which Flags Are To Be Flown

The Saltire should be flown every day from Scottish Government buildings, except where indicated otherwise in the schedule.

Other flags are to be flown only on the dates named in the schedule. For buildings with only one flag pole, on certain special national days (marked as "A" in the schedule), the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol and Honours Team, Directorate for Strategy and Constitution, DG Strategy and External Affairs will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol and Honours Team.

4. Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only), The Armed Forces Day flag (Armed Forces Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent) and Rainbow flag from St. Andrew's House and Victoria Quay. Other flags, including those of other nations, should not normally be flown from Scottish Government buildings (see 3 above).

5. Superior Position

If there is an even number of flag poles, the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles the superior position is the central pole.

6. How The European, Red Ensign, Commonwealth and Armed Forces Day, Rainbow Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day and Rainbow Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

7. How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

8. Use of the Royal Banner

The Royal Banner of the Royal Arms of Scotland (the 'Lion Rampant') is The Queen's official banner in Scotland. Flags showing the Royal Banner or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord-Lieutenants, when acting in that capacity.

In the capacity of Keeper of the Great Seal the First Minister may fly the Royal Banner of the Royal Arms of Scotland.

If The Queen or any other member of The Royal Family is to be present in your building at any time, please contact the Protocol and Honours Team, Directorate for Strategy and Constitution, DG Strategy and External Affairs to make the necessary arrangements.

9. Flying Of Flags At Half Mast

'Half-mast' actually means that the flag is flown two-thirds up the flag pole. The occasions on which flags are to be flown at half-mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, both days inclusive.

- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.
- (e) International Workers Memorial Day (28 April)

There is an exception within the timescale mentioned in 9(a), inasmuch flags will be flown at full mast from the time the Principal Proclamation of the New Sovereign is read in London until after Proclamations have been read in all the devolved administrations the following day. Official flags will then revert to half-mast until the funeral.

10. Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

11. Acts Of Terrorism And Other Human Tragedies The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half-mast unless a special command is issued to the contrary. The Protocol and Honours Team will be your point of contact.

12. Flag flying contact

[redacted] [redacted], Protocol and Honours Team, 2W, St. Andrew's House, Edinburgh, EH1 3DG.

Tel. [redacted] (direct line) Email: [redacted]@gov.scot

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2017





Issue No. 22 (Valid from January 2017)

From 8am till sunset
(See Key Below)

Schedule

Date	Event	Flag To Be Flown
9 January	Birthday of The Countess of Strathearn	A
20 January	Birthday of The Countess Of Wessex	A
1 February	Start of LGBT History Month	H
6 February	Anniversary of The Queen's Accession	A
19 February	Birthday of The Duke of York	A
10 March	Birthday of The Earl of Wessex	A
13 March	Commonwealth Day (<i>see note 1</i>)	C
21 April	Birthday of Her Majesty The Queen	A
28 April	International Workers Memorial Day	F
9 May	Europe Day (<i>see note 2</i>)	E
17 May	International Day Against Homophobia, Biphobia and Transphobia	H
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
17 June	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
17 June	Edinburgh Pride (<i>see note 3</i>)	H
21 June	Birthday of The Earl of Strathearn	A
24 June	Armed Forces Day	G
17 July	Birthday of The Duchess of Rothesay	A
15 August	Birthday of The Princess Royal	A
19-20 August	Glasgow Pride	H
3 September	Merchant Navy Day (<i>see note 2</i>)	D
12 November	Remembrance Day (<i>see note 4</i>)	A
14 November	Birthday of The Duke of Rothesay	A
20 November	Anniversary of Her Majesty's Wedding Day	A
30 November	St. Andrew's Day	B

Key

A:	<p>Union flag, with Saltire if building has two or more flag poles. If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag - for that day only.</p> <p>By Royal assent, the Royal Banner (superior) and the Saltire may be flown at SAH - as the principal Scottish Government building - or at another Scottish Government building when the First Minister is present (see section 8).</p>	   
B:	<p>Saltire, or two Saltires if building has two or more flag poles. By Royal assent, the Royal Banner (superior) and the Saltire may be flown at SAH - as the principal Scottish Government building - or at another Scottish Government building when the First Minister is present (see section 8).</p>	   
C:	<p>Commonwealth flag if building has one flag pole. Commonwealth flag and Saltire if building has two or more flag poles.</p>	 
D:	<p>Red Ensign if building has one flag pole. Red Ensign and Saltire if building has two or more flag poles.</p>	 
E:	<p>Europe flag if building has one flag pole. Europe flag and Saltire if building has two or more flag poles.</p>	 
F:	<p>On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day See rule 9(e)</p>	 
G:	<p>Armed Forces Day flag if building has one flag pole Armed Forces Day flag and Saltire if two or more flag poles</p>	 
H	<p>Rainbow flag and Saltire</p>	 

Notes:

1. Usually the second Monday of the month. In 2017 the date is **13th March 2017**.
2. On SG buildings that only have one flag pole; the European, Red Ensign, Commonwealth and Armed Forces Day flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.

3. Date advised annually (usually the second Saturday in June). In 2017 the date is **17th June 2017**. As the date of the official celebration of Her Majesty's Birthday and Edinburgh Pride coincide the Royal Banner (superior), Rainbow flag and Saltire will be flown from SAH.
4. Usually the second Sunday of the month. In 2017 the date is **12th November 2017**. Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 22
(Valid from January 2017)

1. Review

This issue of the Scottish Government Flag Flying Guidance applies to the calendar year 2017 only.

2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. The UK and other devolved governments each has its own flag flying guidelines.

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

3. Dates On Which Flags Are To Be Flown

The Saltire should be flown every day from Scottish Government buildings, except where indicated otherwise in the schedule.

Other flags are to be flown only on the dates named in the schedule. For buildings with only one flag pole, on certain special national days (marked as “A” in the schedule), the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol and Honours Team, Directorate for Strategy and Constitution, DG Strategy and Operations will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol and Honours Team.

4. Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only), The Armed Forces Day flag (Armed Forces Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent) and Rainbow flag from St. Andrew's House and Victoria Quay. Other flags, including those of other nations, should not normally be flown from Scottish Government buildings (see 3 above).

5. Superior Position

If there is an even number of flag poles, the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles the superior position is the central pole.

6. How The European, Red Ensign, Commonwealth and Armed Forces Day, Rainbow Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day and Rainbow Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

7. How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

8. Use of the Royal Banner

The Royal Banner of the Royal Arms of Scotland (the 'Lion Rampant') is The Queen's official banner in Scotland. Flags showing the Royal Banner or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord-Lieutenants, when acting in that capacity.

In the capacity of Keeper of the Great Seal the First Minister may fly the Royal Banner of the Royal Arms of Scotland.

If The Queen or any other member of The Royal Family is to be present in your building at any time, please contact the Protocol and Honours Team, Directorate for Strategy and Constitution, DG Strategy and Operations to make the necessary arrangements.

9. Flying Of Flags At Half Mast

'Half-mast' actually means that the flag is flown two-thirds up the flag pole. The occasions on which flags are to be flown at half-mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, both days inclusive.

- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.
- (e) International Workers Memorial Day (28 April)

There is an exception within the timescale mentioned in 9(a), inasmuch flags will be flown at full mast from the time the Principal Proclamation of the New Sovereign is read in London until after Proclamations have been read in all the devolved administrations the following day. Official flags will then revert to half-mast until the funeral.

10. Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half-mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

11. Acts Of Terrorism And Other Human Tragedies The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half-mast unless a special command is issued to the contrary. The Protocol and Honours Team will be your point of contact.

12. Flag flying contact

[redacted] [redacted], Protocol and Honours Team, 4N.02, St. Andrew's House, Edinburgh, EH1 3DG.

Tel. [redacted] (direct line) Email: [redacted]@gov.scot