This Protocol has been approved by the Managing Director of Broadland and South Norfolk District Councils and will be implemented on the formal announcement of the death of any of the senior members of the Royal Family named in this Protocol.

Implementation of this Protocol will be authorised and overseen by the Civic Officers of Broadland and South Norfolk District Councils.
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Royal Family</td>
<td>3</td>
</tr>
<tr>
<td>Summary of National Events</td>
<td>4</td>
</tr>
<tr>
<td>Summary of Information:</td>
<td></td>
</tr>
<tr>
<td>- Funeral Arrangements</td>
<td>5</td>
</tr>
<tr>
<td>- Flag-flying</td>
<td>5</td>
</tr>
<tr>
<td>- Books of Condolence</td>
<td>5</td>
</tr>
<tr>
<td>- Flowers</td>
<td>5</td>
</tr>
<tr>
<td>- Events During the Period of Mourning</td>
<td>5</td>
</tr>
<tr>
<td>- Proclamation</td>
<td>6</td>
</tr>
<tr>
<td>- Mourning Dress Code Following the Death of The Sovereign</td>
<td>6</td>
</tr>
<tr>
<td>- Marking a Silence</td>
<td>6</td>
</tr>
<tr>
<td>- Letters of Condolence</td>
<td>6</td>
</tr>
<tr>
<td>Annexe 1: Chairman’s Statement</td>
<td>7</td>
</tr>
<tr>
<td>Annexe 2: Flag-Flying</td>
<td>8</td>
</tr>
<tr>
<td>Annexe 3: Reading of the Proclamation</td>
<td>9</td>
</tr>
<tr>
<td>Annexe 4: Protocol for a Senior National Figure</td>
<td>11</td>
</tr>
<tr>
<td>Annexe 5: Council Website</td>
<td>12</td>
</tr>
<tr>
<td>Annexe 6: Letters of Condolence</td>
<td>13</td>
</tr>
</tbody>
</table>
THE ROYAL FAMILY

The Protocol applies as follows:

H.M. The Queen (The Sovereign)
H.R.H. The Duke of Edinburgh
H.R.H. The Prince of Wales
H.R.H. The Duchess of Cornwall
H.R.H. The Duke of Cambridge
H.R.H. The Duchess of Cambridge
H.R.H. Prince George of Cambridge
H.R.H. Princess Charlotte of Cambridge
H.R.H. Prince Louis of Cambridge
H.R.H. The Duke of Sussex
H.R.H. The Duke of York
H.R.H. The Earl of Wessex
H.R.H. The Princess Royal
SUMMARY OF NATIONAL EVENTS

Following the death of the Sovereign

<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Formally notified of Sovereign’s death.</td>
</tr>
<tr>
<td>(day of death)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Flag lowered to half-mast.</td>
</tr>
<tr>
<td></td>
<td>- Chairmen to issue a statement (set out in Annexe 1) via Councils’ websites.</td>
</tr>
<tr>
<td></td>
<td>- Books of condolence laid out and areas within each Council’s grounds identified for public to lay flowers.</td>
</tr>
<tr>
<td>D+1</td>
<td>Proclamation read at 11.00am at St James’ Palace (2.00pm if Sunday) and noon at Royal Exchange.</td>
</tr>
<tr>
<td></td>
<td>- Flags returned to full-mast at 11.00am and throughout D+1 until 1.00pm on D+2 following proclamations.</td>
</tr>
<tr>
<td>D+2</td>
<td>Regional Proclamations read at noon (Cardiff, Edinburgh and Belfast). Second reading in Edinburgh at 12.30pm.</td>
</tr>
<tr>
<td></td>
<td>- Proclamation read by High Sheriff of Norfolk at County Hall after 12.30pm, but before 1.00pm.</td>
</tr>
<tr>
<td></td>
<td>- District Proclamations read by Chairmen of Broadland and South Norfolk District Councils between 12.45-1.00pm</td>
</tr>
<tr>
<td></td>
<td>- Flags lowered to half-mast at 1.00pm until 8.00am on the day following the funeral.</td>
</tr>
<tr>
<td>D+5</td>
<td>Lying-in-State at the Palace of Westminster. Flags remain at half-mast.</td>
</tr>
<tr>
<td>D+6</td>
<td>Service of Commemoration held.</td>
</tr>
<tr>
<td>D+10</td>
<td>Lying-in-State concludes with procession to Westminster Abbey and a 2-minute silence 11.00am, followed by State Funeral (deferred)</td>
</tr>
<tr>
<td></td>
<td>- If D+10 falls on Sunday, funeral deferred to Monday.</td>
</tr>
<tr>
<td></td>
<td>- There follows a private burial in King George VI Memorial Chapel.</td>
</tr>
<tr>
<td>D+11</td>
<td>Flags returned to normal at 8.00am.</td>
</tr>
<tr>
<td></td>
<td>- Books of condolence to be closed at 5.00pm.</td>
</tr>
</tbody>
</table>

Other Senior Members of the Royal Family
Following the death of other members of the Royal Family, flags will fly at half-mast continuously until 8.00am on the day following the funeral, which will take place within fewer than 10 days.
SUMMARY OF INFORMATION

Funeral arrangements

The Queen
The Queen will be given a State Funeral. The Duke of Edinburgh and The Prince of Wales will be given Ceremonial Royal Funerals.

The Duke of Edinburgh
Subject to confirmation from official channels, upon the death of HRH The Duke of Edinburgh, the coffin would rest in the Chapel Royal, St James’s Palace and there would be no lying-in-state. Flags would be at half-mast until D+8. Ceremonial activity would start on D+8. The coffin would proceed by carriage to Wellington Arch, and thence by vehicle to Windsor. There would be a short procession in Windsor followed by a service in St George’s Chapel and interment in the Royal Vault.

Flag-flying

Immediately (on D-day) at the request of the Civic Officers, flags will be lowered to half-mast.

If D-day falls on a weekend, flags will be lowered at 8.00am on the Monday.

The correct procedure for flag-flying is set out in Annex 2.

Note that if death or period of mourning falls on St George’s day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.

Books of Condolence

Broadland and South Norfolk District Councils will each provide a book of condolence at their respective sites, which will open on the first working day after D-day.

- Broadland Council, Thorpe Lodge, 1 Yarmouth Road, Norwich. NR7 0DU
- South Norfolk Council, South Norfolk House, Cygnet Court, Long Stratton, Norfolk NR15 2XE

A dedicated email address for condolences is in place. Condolences will be printed and included in the archived books.

- Broadland Council: chairman@broadland.gov.uk
- South Norfolk Council: chairmansoffice@s-norfolk.gov.uk

Flowers

Flowers may be laid at each Council site.

Planning will take place regarding the logistics of removing floral tributes, sensitively composting or donating living plants to local organisations. Civic offices have agreed a uniform approach and will remove flowers the day after the funeral.
Events During the Period of Mourning

The Civic Officers, in discussion with the Managing Director, will review the Councils’ programmes of engagements undertaken by each Chairman to ensure it is appropriate at a time of national mourning and that it sits comfortably with the national mood.

Proclamation

On D+1 the Accession Council meets and The King is ‘proclaimed’ after the meeting of the Privy Council.

On D+1 the Principal Proclamation will be made at St James’s Palace at 11.00am (or 2.00pm on a Sunday) and at noon at the Royal Exchange.

On D+2 the Proclamation will be read in Belfast, Edinburgh and Cardiff between noon and 12.30pm.

On D+2 between 12.30pm and 12.45pm (and after the above cities) the High Sheriff will make the Norfolk proclamation on the steps of County Hall.

On D+2 Districts/Boroughs will make their proclamations as soon as possible after the County proclamation, preferably by 1.00pm before the flags return to half-mast.

Details of the Proclamation readings will be available on the Norfolk County Council website and prior notification given to civic officers.

Mourning Dress Code Following the Death of The Sovereign

Members and senior officers are advised to wear black ties or arm bands at official events and public appearances and are advised to wear dark clothing if attending the Proclamation or observing the 2-minute silence.

Chains of office will not be worn for the period of public mourning; instead, badges of office will be worn on black neck ribbons from D-day until and including the day of the funeral.

Note: For all other senior members of the Royal Family, follow the protocol for senior national figures in Annexe 4, unless a formal period of public mourning has been announced.

Marking a Silence

To mark the death of The Sovereign or other senior member of the Royal Family there will be a 2-minute silence at 11.00am on the day of the funeral (D+10 for The Sovereign, D+8 for other senior Royals). This will be confirmed by Buckingham Palace.

Letter of Condolence

A draft letter of condolence (see Annexe 6) will be circulated to the Leader of the Council and the Managing Director for approval before being signed by the Chairmen on behalf of each Council. The letter will be sent to the Private Secretary of the deceased, offering condolences to the next of kin.

In the case of The Queen dying, the letter should be sent to The King’s Private Secretary offering condolences to the new Sovereign.
Chairman’s Tribute to Her Majesty The Queen (draft)

Reacting on behalf of [add name] Council, the Chairman [add name] said:

On behalf of [add name] Council and residents of the district, I would like to express the deep sadness with which we received news of the death of [add name] today.

Our condolences go out to the Royal Family and our thoughts are with them during this time of personal grief and national sorrow.

The Queen has served our country with distinction and honour throughout her reign and our thoughts and deepest sympathy are with (name of new monarch), and the rest of the Royal Family at this sad time. Accordingly, the Council’s flag will be flown at half-mast until the day following the funeral.

For those wishing to leave a message, a book of condolence will be placed in the Council’s reception area and sheets may be available at some town and parish council offices. Locations for all books of condolence in the district of Norfolk can be found on the Norfolk County Council website (www.norfolk.gov.uk) and an e-book of condolence is available on the official Royal website (www.royal.uk).

Chairman’s Tribute to HRH The Duke of Edinburgh (draft)

Reacting on behalf of [add name] Council, the Chairman [add name] said:

The staff and members of [add name] Council are deeply saddened to hear of the death of The Duke of Edinburgh.

The Duke has served our country with great distinction throughout his life and our thoughts and deepest sympathy are with The Queen and the rest of the Royal Family at this sad time. Accordingly, the Council’s flag will be flown at half-mast until the day following the funeral.

For those wishing to leave a message, a book of condolence will be placed in the Council’s reception area and sheets may be available at some town and parish council offices. Locations for all books of condolence in the district of Norfolk can be found on the Norfolk County Council website (www.norfolk.gov.uk) and an e-book of condolence is available on the official Royal website (www.royal.uk).
Full details of the correct way to fly flags at half-mast is given on the website of the Flag Institute (www.flaginstitute.org). It is important that the guidance given by the Flag Institute is adhered to strictly.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead.

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.
Annexe 3  READING OF THE PROCLAMATION

Invitations to the Reading

Those to be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign are:

**Broadland**
- Keith Simpson, MP
- Chloe Smith, MP
- Members of Broadland Council
- Corporate Management Leadership Team

**South Norfolk**
- Richard Bacon, MP
- George Freeman, MP
- Clive Lewis, MP
- Mayor of Diss
- Mayor of Wymondham
- Chairmen of Parish and Town Councils
- Corporate Management Leadership Team

**Note:** The Proclamation will be read by the Chairman of the Council, with the Leader of the Council and the Managing Director (or Deputy Managing Director) in attendance. In the absence of the Chairman, the Vice Chairman will read the Proclamation.

Introduction to the Reading of the Proclamation

At the district Proclamations, each Vice Chairmen will read an introduction prior to the Chairmen reading the Proclamations themselves. The official Proclamation wording will have been circulated by Buckingham Palace and the Privy Council to all civic offices and will likely also be available online (www.royal.gov.uk and www.privy-council.org.uk).

Suggested wording for Vice Chairmen:

It is with a heavy heart that I stand before you today following the death of HM Queen Elizabeth II. On behalf of the residents of [add Council name], the Chairman has sent his condolences to the Royal Family.

We know that Her Majesty, along with the rest of the Royal Family, had a special fondness for Norfolk, enjoying family life at Sandringham and the brief respite from the responsibilities of the Crown. We are here on this momentous day to Proclaim the new Sovereign, who we are sure will continue to serve the country with the same dedication and devotion to duty.

I will now hand over to the Chairman of the Council to make the formal Proclamation.”
Annexe 3 cont’d

READING OF THE PROCLAMATION

Proclamation Wording

“We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth II. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

But the basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today’s ceremony marks the formal Proclamation to the people of [add Council name] of the beginning of our new King’s reign.

Yesterday the Accession Council met at St James’s Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen’s death were raised briefly to their full height to mark the start of His Majesty’s reign.

The Accession Council also made an Order requiring District Chairmen to cause the Proclamation to be read in the areas of their jurisdiction. It is that task which, as Chairman of [enter council name] and with my humble duty, I will in a few moments discharge here today.”

“Ladies and Gentlemen. The Proclamation of the Accession.

*Read the Proclamation*

At the end of the Proclamation the Chairmen will say: GOD SAVE THE KING

Official guests repeat: GOD SAVE THE KING

All present join in saying: GOD SAVE THE KING

Finally, the Chairmen will call for three cheers for His Majesty The King.
Annexe 4  
PROTOCOL FOR A SENIOR NATIONAL FIGURE

Protocol for marking the death of a senior national figure

This Protocol sets out the action to be taken in the event of the death of:

❖ The Prime Minister or former Prime Minister.
❖ The Members of Parliament for the constituencies within South Norfolk or Broadland Councils.
❖ A serving Leader of the Council.
❖ A serving member of the Council

For all the above (i.e. non-Royals) in the list above, flags will fly at half-mast on D-day. On subsequent days the usual local arrangements will resume until the day of the funeral when they will again fly at half-mast (8.00am on funeral day until 8.00am the following morning).

On the death of any of the above (or other significant person), the Civic Officers will discuss with the Managing Director and Leader whether books of condolence should be opened.

If there is no formal public mourning period for the deceased, then black ties and/or black armbands can be worn instead from D+1 to the day before the funeral.

A national 2-minute silence may be observed to mark the death of other senior national figures, but this will be advised in the event. A council can still decide to observe a silence even if no national arrangements are in place.
Annexe 5  COUNCIL WEBSITES

The home page will change urgently once the announcement has been made from a reliable source to show a pre-prepared page that has been approved by the Civic Officer (including an image of The Queen, dates of her life and reign) and will provide a link to www.royal.uk. The Royal website will provide official statements from Buckingham Palace regarding lying-in-state and funeral arrangements.

The page will provide a link to www.norfolk.gov.uk for details of the location of books of condolence elsewhere in the County.

The Web and Comms teams will be aware to watch for new references to The Queen instead of The King and members of the Royal family (i.e. no longer “The Queen’s second son”, etc) are correct before publishing (check with the Civic Officers if in doubt).
Annexe 6  LETTERS OF CONDOLENCE

Upon the death of The Sovereign
Letter to be addressed to the Private Secretary of the new Monarch

DRAFT
“On this sad occasion, we ask that you extend our deepest condolences to the new Sovereign and all members of the Royal Family. Her service and devotion to duty during Her long reign is a source of strength and comfort for all Her subjects.”

To be signed by the Chairman of the Council

Upon the death of The Duke of Edinburgh
Letter to be addressed to the Private Secretary of HM The Queen

DRAFT
“On behalf of the people of [add District], we ask that you extend our heartfelt condolences to Her Majesty and to all members of the Royal Family, on the death of His Royal Highness The Duke of Edinburgh. We will remember his long service and dedication to the country as well as his steadfast support of Her Majesty throughout Her long reign.”

To be signed by the Chairman of the Council