PROTOCOL FOLLOWING THE DEATH OF A SENIOR MEMBER OF THE ROYAL FAMILY

Protocol lead is the Civic Officer, following official notification of the death of any of the following:

| H.M. The Queen (The Sovereign) | H.R.H. Princess Charlotte of Cambridge |
| H.R.H. The Duke of Edinburgh | H.R.H. Prince Henry (Harry) of Wales |
| H.R.H. The Duchess of Cornwall | H.R.H. The Earl of Wessex |
| H.R.H. The Duke of Cambridge | H.R.H. The Princess Royal |
| H.R.H. The Duchess of Cambridge | H.R.H. The Countess of Wessex |
| H.R.H. Prince George of Cambridge |

IMPLEMENTATION UPON RECEIVING A FORMAL ANNOUNCEMENT OF THE DEATH.

THE DATE OF DEATH IS D-DAY. ALL OTHER DAYS ARE REFERRED TO AS D+ X (where X = the number of days after the date of death)

Action required

D-DAY

Wait for formal notification from either the Lieutenancy Office or the official Royal website before implementing this protocol.

STATEMENT FROM THE CHAIRMAN OF THE COUNCIL

D-DAY

The Chairman to issue a statement (set out in appendix 1) expressing the sadness of staff and members of South Norfolk Council.

Statement to be uploaded onto the Council’s website. Statement to confirm flag will be flown at half-mast, give location of books of condolence (if Monarch) and make reference to the NCC website, which will show a map of all books of condolence in the county. Also make mention of arrangements for an e-book of condolence on the royal website.

FLAG-FLYING

D-DAY

Flag to be lowered to half-mast immediately on D-day upon receiving official notification.
<table>
<thead>
<tr>
<th><strong>D+1</strong></th>
<th>Flag to be raised to full mast at 11am for the Royal Palace proclamation and until 1pm on D+2 after proclamations from the rest of the country.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D+2</strong></td>
<td>At 1pm on D+2 flag will be returned to half-mast and will fly at half-mast continuously until 8am on the day following the funeral.</td>
</tr>
</tbody>
</table>

**BOOK OF CONDOLENCE**

**D-DAY**

Book of condolence to be made available in the reception area at South Norfolk House. Table to be set up with a black cloth and book. Photo of the late royal to be displayed on the table. Chairman to make first entry. Parchment paper to also be available at all town and parish council offices. Entries to be monitored periodically throughout the day for any inappropriate comments.

The Chairman's message to refer to the NCC website, where locations for all books of condolence in the county are detailed.

When the books of condolence have been closed, the books/pages to be collected from town/parish councils, then sent to be bound and lodged in the archives at NCC.

**PROCLAMATION DAY (applicable only following the death of the Sovereign)**

<table>
<thead>
<tr>
<th><strong>D+1</strong></th>
<th>The new Sovereign will be proclaimed on D+1. On D+1 the Proclamation will be made at St James’ Palace at 11am (or 2pm on a Sunday). Proclamations will be made in Belfast, Edinburgh and Cardiff on D+2. The flag to be raised to full mast at 11am and flown at full mast throughout D+1 and until 1pm on D+2.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D+2</strong></td>
<td>On D+2 at 12.45pm (or after the above cities have read the Proclamation) the High Sheriff will make the Norfolk Proclamation on the steps of County Hall. SNC and all other districts/boroughs to make proclamation at 12.45pm if they wish (or after the Norfolk Proclamation has been made). At 1pm on D+2 flag will be returned to half-mast and will fly at half-mast continuously until 8am on the day following the funeral.</td>
</tr>
</tbody>
</table>
### OTHER SENIOR MEMBERS OF THE ROYAL FAMILY

**D-DAY**  
Following the death of other members of the Royal Family (identified on page 1), the flag will fly at half-mast continuously until 8am on the day following the funeral.

### EVENTS DURING PERIOD OF MOURNING

Programme of engagements undertaken by Chairman to be reviewed with the CEX to ensure events are appropriate at a time of national mourning.

### DRESS CODE

On the death of the Sovereign, civic 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 of the Sovereign.

Members can wear black armbands or black ties if they so wish.

### MARKING A SILENCE

**D+8 or D+10**  
To mark the death of the Sovereign or other senior member of the Royal Family there will be a 2-minute silence at 11am on the day of the funeral (D+10 for the Sovereign and D+8 for other senior Royals). This will be confirmed by Buckingham Palace.

### LETTER OF CONDOLENCE

As soon as is practicable, a letter of condolence will be drafted and circulated to the Leader of the Council and the CEX and signed by the Chairman on behalf of the Council.