

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 following Senior Royal Figures:

- The King
- The Queen
- The Prince of Wales
- The Princess of Wales
- Prince George
- Princess Charlotte
- Prince Louis

Consideration will also be given to appropriately marking the death of the following public figures:

- The Duke of Edinburgh
- The Duchess of Edinburgh
- The Princess Royal
- The Prime Minister
- Any Former Prime Minister
- The MP for Henley and Thame Constituency

DD – D day – day of death

D10 – state funeral

D11 – If D10 is a Sunday D11 is the Monday

D2 – day 2 – proclamation of the new Monarch

This procedure is for marking the death of any prominent national or local figure such as the Monarch or other member of the Royal Family, the Prime Minister, a serving Member of Parliament or other prominent person.

- The King or Queen will be given a State Funeral.
- The Prince or Princess of Wales will be given a Ceremonial Royal Funeral.
- Other members of the Royal Family will be given Non-Ceremonial Royal Funerals.

High Sheriffs have responsibility for reading the Proclamation in their county and will work closely with the county Lord-Lieutenant. Plans to mark a death should only be implemented when a formal announcement has been made.

Flags

Any flag(s) should be lowered to half-mast from the time of the announcement. Returning to normal at 9am following the day of the funeral. Apart from D2 where it returns to normal for the day.

Book of Condolence

Any Book of Condolence should be opened on the first working day after the day of death. The Parish Council will provide the paper for the Book of Condolence and it will be available either in Aston Rowant church or Kingston Blount Village Hall (to be advised on the Parish web-site and Social Media pages).

The Book of Condolence should be closed at the end of the day following the day of the funeral (D11) and is a record of the sentiments expressed by local people on the death of the national figure. It will form part of the Parish archive and will be sent to the County Archive in Oxford.

Website

Suitable wording/pictures to be added to the website on announcement of the death.

Events and Activities

10 days of mourning where activities, committee meetings and events are cancelled, apart from Remembrance Day.

Dress Code

Councillors will be encouraged to dress soberly on official business.

Letters of Condolence

The Parish Council will decide whether to send a letter of condolence to the Private Secretary of the deceased or the new Monarch's Private Secretary as appropriate.

Further Reference

Additional information can be found in the National Association of Civic Officers Guidance.

**Adopted at the Parish Council Meeting dated 11th March 2020.
(Minute 12c)**

Revised and Adopted at the Parish Council Meeting dated 8th April 2026.

ACTION TICKLIST

- | | |
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| Flag(s) to half-mast? | <input type="checkbox"/> |
| Web-Site - suitable wording & Black Edging | <input type="checkbox"/> |
| Facebook Page | <input type="checkbox"/> |
| Picture & black drape | <input type="checkbox"/> |
| Letter of Condolence | <input type="checkbox"/> |
| Book of Condolence | <input type="checkbox"/> |
| Table, chair, black table cloth | <input type="checkbox"/> |
| Blotter & pens | <input type="checkbox"/> |
| Cancellation of any planned events | <input type="checkbox"/> |
| 2 Minute Silence (on day of funeral) | <input type="checkbox"/> |
| Black ties and/or arm bands if appropriate | <input type="checkbox"/> |