



Protocol for Marking the Death of a Senior Member of the British Monarchy

This protocol set outs the action in the event of the death of the following Senior Royals:

Her Majesty the Queen

Prince Philip

Prince Charles

Duchess of Cornwall

Duke and Duchess of Cambridge.

10 Days of Official National Mourning:

D Day	Date of Death
D Day + 1	Proclamation of Death (London) Sovereign Only
D Day + 2	Proclamation of Death Sovereign Only
D Day + ?	Middle day – Civic Services only
D Day 4 to 6 + 9	Lying in State
D Day + 10	Day of Funeral
D Day + 11	Period of official mourning ends

Day of Death: depending of time of announcement:

- Suitable words composed by the Chair to be displayed on the website and to agree the home page of the website should be overwritten with a black page carrying a portrait of the Senior Royal with a tab link to the normal home page.
- Notice about the times/location of book of Condolence to be added to website.
- Review diary of events/meetings and Clerk to assess with Chair whether any should be postponed/cancelled.

D Day + 1

- Book of Condolence (loose leafed) available on table at suitable locations covered in a black tablecloth. Photograph of the Queen to be surrounded with black ribbon
- Online Book of Condolence made available
- Letter of Condolence to be sent to next of kin.

D Day + 2:

- Consider holding a Proclamation event (at/after 4pm).
Chair reads a Proclamation and all residents are invited.
- Book of condolence available.

Civic service in local church (middle Sunday of the mourning period).

Representatives from the Parish Council to attend.

D Day 4-9:

- Book of Condolence available at times specified.
- If a service is held night before funeral, representatives from Council to attend.

D Day 10: Funeral

D Day + 11: Period of official mourning is over

- Book of Condolence archived at County Hall and a letter sent to Buckingham Palace advising so
 - Website notice archived.
- Consider whether to have a memorial tree/bench.
- Portraits remain covered in black ribbon for month

Reviewed Protocol Adopted: 11th May 2022

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