



OPERATION LONDON BRIDGE
(Death of a Senior National Figure)
PROTOCOL
&
GUIDANCE

This includes:

- The Sovereign
- Members of the Royal Family
- PM or Former PM

National Mourning Timetable

- D Day = Date of Death
- D+1 = * Proclamation Day (London)
- D+2 = * Proclamation Day
- D+? = Middle Sunday – Civic Services
- D4-6 to D9 = Lying in State
- D10 = Date of Funeral
- * Sovereign only

Plans to mark a death should be implemented only when a formal announcement has been made (via the Press Association, BBC and the posting of a notice at the gates of Buckingham Palace).

Actions to be initiated by Town Clerk (Proper Officer).

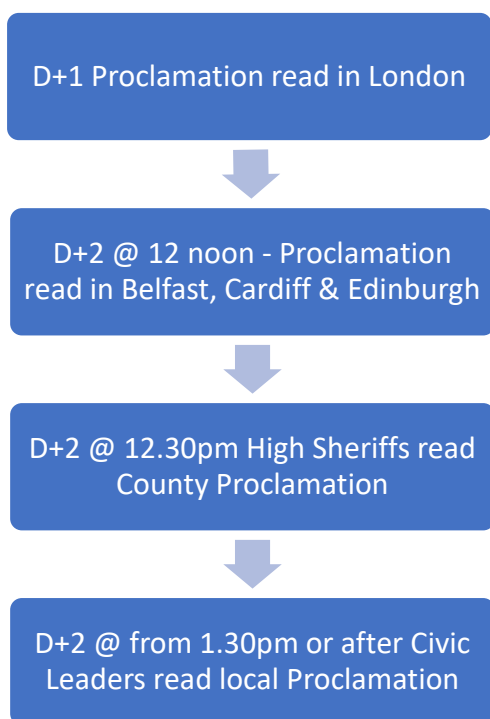
Actions

The Chair of the Council will prepare suitable wording which will be posted on the Council's website and social media. This will include a photo of the deceased and additional tabs if necessary.

The announcement will start with the following - "It has been announced by Buckingham Palace that".

CHANGE	INCLUDE	INCLUDE
Front page to include a picture of the deceased Year of Birth/Year of Death	Sympathetic Message from the Mayor/Chair	Additional tabs which could be Condolence Books, Church Services, Flowers, Flags & Proclamation

Proclamation



The Mayor or in their absence the Deputy Mayor will read the local Proclamation. To be held at the War Memorial. Where possible it will be streamed on Social Media.

Wording available from www.royal.gov.uk

At the end of the Proclamation the Mayor will say: **God Save The King/Queen**

Official Guests repeat: **God Save The King/Queen**

All present join in saying: **God Save the King/Queen**

One verse of the National Anthem to be played.

Finally, the Mayor will call for three cheers for His Majesty The King/Queen

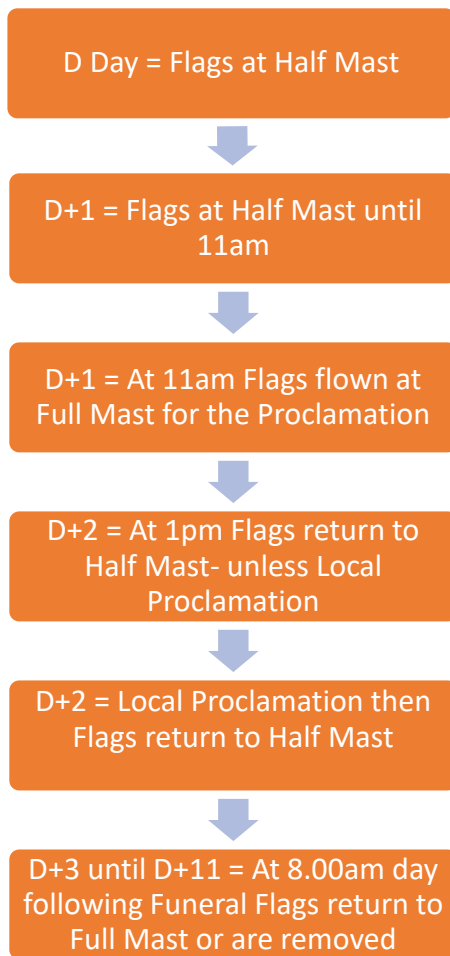
Dispersal.



Flags (Holy Trinity Church)

- Union Flags on vertical flagpole at Half Mast or flown with cravat on angled flag pole
- Returning to Full Fly for Proclamation

Flags and Proclamation





Bells

Holy Trinity Church

- Bell tolled for each year of HM Queen's life
- If death formally announced before 12 noon – tolled at noon D-Day
- If death announced after 12 noon D-Day Toll at 12 noon D+1
- If Civic Service held D+9 Full or Half Muffled Peal

Book of Condolence

There will be a Book of Condolence at the Community Centre, Wylve Road, members of the public can come and leave a message during opening hours Monday to Friday 9am-1pm.

It will be a loose-leaf book and be on a table along with a portrait of the deceased.

There will also be a Book of Condolence at Holy Trinity Church.

It will be a loose-leaf book and be on a table along with a portrait of the deceased.

This will be archived and a letter sent to the Secretary of State advising them of this.

Etiquette

Any events arranged by the Council during the 10-day mourning period are subject to cancellation with a view to being rearranged.

Flower tributes may be left at the War Memorial, however any tributes deemed inappropriate will be removed.

Dress Code for official engagements during the 10- day mourning period:

- Black Ties / Arm Bands
- Rosettes / Ribbons
- Mayoral Chain

Any buildings including churches that floodlights, a deep purple screen should be fitted to illuminate the building and show that you are in mourning.

Signed: _____ **Date:** _____

(Print Name) _____ **Chair, Tidworth Town Council**