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# GOVERNMENT NOTICE

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## THE PRESIDENCY

No. 510

8 June 2001

The following instructions regarding the flying of the National Flag of the Republic are hereby published for general information.

Government Notice 1658 of 27 October 1995 (Gazette no 16779) is hereby withdrawn.

### INSTRUCTIONS REGARDING THE FLYING OF THE NATIONAL FLAG OF THE REPUBLIC

#### Design of the National Flag

1. The design of the National Flag is described in the Schedule to Proclamation no. 70, 1994 as published in Government Gazette no. 15663 of 20 April 1994.

The National Flag shall be rectangular in the proportion of two in the width to three in the length; per pall from the hoist, the upper band chilli red and the lower band blue, with a black triangle at the hoist, over the partition lines a green pall one fifth the width of the flag, fimbriated white against the chilli red and blue, and gold against the black triangle at the hoist; the width of the pall and its fimbriations is one third the width of the flag.

#### Flag stations and times when the National Flag should be flown

2. The flag stations where the National Flag should be flown officially are indicated in the Schedule to these instructions.

3. The standard size National Flag should be flown daily from sunrise to sunset on outside flag staffs at flag stations(See Schedule), provided that -

(a) a flag of 360 cm x 540 cm which is illuminated at night, is flown at the Union Buildings and Tuynhuys;

(b) the ceremonial size flag is flown at -

(i) all buildings where head offices of Government Departments and Provincial Legislative Authorities are housed, and it is also flown illuminated at night except where this is impossible at privately owned buildings which are shared by private bodies; and

(ii) all official residences of Members of Cabinet, Premiers and Deputy Ministers;

(c) the ceremonial size flag may be flown at flag stations not included in (a) or (b) above, dependent upon the size of the building;

(d) the flag of 90 cm x 60 cm is flown in stormy weather;

- (e) the flying of the National flag may be limited to the normal office hours at those flag stations where circumstances necessitate such limitations;
- (f) foreign offices of the Republic may vary the times when the National Flag should be flown in accordance with local practice and circumstances; and
- (g) the National Flag is also displayed in entrance halls, conference rooms and certain offices at flag stations as prescribed in paragraphs 5, 11, 12 and 13 below.

### **Flag staffs**

- 4. Flagstaffs which are erected outside a building should be placed either on the roof or in front of the building in order to give the greatest possible prominence to the National Flag, according to circumstances. Flag staffs should as far as possible be fitted with a truck equipped to carry a double set of halyards in order to obviate failure to hoist the National Flag at the specified hour. Flagstaffs should also be erected and fixed in such a manner that they can be lowered for painting or repairs.
- 5. Flag staffs used indoors must be placed as prominently as possible in entrance halls, conference rooms and in certain offices. They need not be equipped with hoist ropes and the flags are not hoisted and lowered daily.

### **Hoisting of the National Flag**

- 6. Except on ceremonial occasions, where the National Flag should be hoisted unfurled, it should at the specified hour be hoisted rolled-up to break at the truck and at sunset, or at the appointed time, it should be lowered slowly.

### **Size of the National Flag**

- 7. For official use the proportion of the breadth to the length of the National Flag should be the same as 2 to 3. The sizes indicated below should be stocked -
  - (a) for use at the Union Buildings and Tuynhuys - 360 cm x 540 cm;
  - (b) for use at the buildings where government departments' and Provincial Legislative Authorities' head offices and members of Cabinet and Deputy Ministers are accommodated and for ceremonial use - 270 cm x 180 cm or larger, according to the size of the building;
  - (c) for ordinary use - 270 cm x 180 cm or 180 cm x 120 cm according to the size of the building; and
  - (d) for use during stormy weather - 90 cm x 60 cm.

### **Ceremonial or commemorative days**

8.(a) The following day has been designated as a ceremonial day and on this day the National Flag intended for ceremonial use should be flown whether or not it is normally flown:

Freedom Day: 27 April

(b) Apart from the day indicated above, the flag intended for ceremonial use may also be flown on special occasions on instructions from the The Presidency and in accordance with paragraph 3 and 7 (b).

### **Half-masting of National Flag**

9. The National Flag should be half-masted as a sign of mourning only on instructions from The Presidency.

10. When the National Flag is half-masted, it should first be hoisted to the top of the flagstaff and then slowly lowered until the centre of the flag is half-way between the truck and the bottom of the flagstaff. Before the flag is lowered at sunset, or at the appointed time, it should first be hoisted to the top of the flagstaff.

### **General Instructions**

11. When the National Flag is displayed vertically against a wall, the red band should be to the left of the spectator with the hoist or the cord seam uppermost; when it is displayed horizontally, the hoist should be to the left of the spectator and the red band uppermost.

12. When the National Flag is displayed next to or behind the speaker in a hall or other meeting place, for example with him on a stage, it must be placed on the speaker's right hand. When it is placed elsewhere in the hall or meeting place it should be to the right of the audience as they face the speaker.

13. When the National Flag is displayed together with:

- (a) Any other flags, it must be hoisted first and lowered last;
- (b) the national flags of other countries, all the flags should be of approximately equal size and must be flown at an equal height, and the National Flag of the Republic of South Africa must be on the right side of the building or platform (that is to say, on the left side from the observer's point of view);
- (c) any other flags, not being other national flags, on separate flag staffs, the National Flag must be in the middle or on the left side from the observer's point of view or at the highest point of the group;
- (d) any other flags on the same flagstaff, it must be at the top;
- (e) any other flag on crossed staffs, the National Flag must be to the spectators' left and its staff



must be in front of the staff of the other flag; and

(f) another flag or flags in procession, the National Flag must be on the marching right (that is to say, on the left side from the observer's point of view). If there is a row of flags, the provisions of (c) above apply.

14. Officers who are responsible for the flying of the National Flag should -

(a) decide in their own discretion whether the small flag specified in paragraph 7 (d) should be used during stormy weather when a larger flag, the halyards or flagstaff are likely to be damaged;

(b) ensure that they are conversant with these instructions;

(c) ensure that -

(i) flags, halyards and flag staffs are maintained in a proper state and are not carelessly handled;

(ii) flags not in use are carefully rolled up and placed in a receptacle specially provided for the purpose;

(iii) wet flags are properly dried before they are put away;

(iv) flags which have been replaced as unfit for further use are returned to the original office of issue for repair, or, if they are not repairable, that they are destroyed, and

(v) in the carrying out of these instructions, due respect and ceremonial are observed, and that the authority and dignity of the State, as expressed by the flying of the flag, are properly upheld.

### **Respect for the National Flag**

15. The National Flag must at all times be treated with dignity and respect. The Flag must not -

(a) touch the floor or the ground;

(b) be used as a tablecloth or be draped in front of a platform;

(c) be used to cover a statue, plaque, cornerstone etc. at unveiling or similar ceremonies; or

(d) be used to start or finish any competition, race or similar event.

### **SCHEDULE**

#### **Flag Stations**

(a) Parliament, Cape Town\*.

(b) Union Buildings, Pretoria.

(c) Tuynhuys and 120 Plein Street, Cape Town.

(d) Offices of the Premiers of the nine provinces.

(e) All Court buildings in the Republic.

(f) All international and national airports in the Republic.

(g) Such other main buildings wherein Departments of State are housed or any other building as determined by The Presidency.

(h) Flag stations of the South African National Defence Force, as defined in the Permanent Force Regulations.

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- (i) The main customs buildings in and on the borders of the Republic of South Africa.
  - (j) Ships of South African nationality, in accordance with the provisions of section 65 of the Merchant Shipping Act, 1951 (Act 57 of 1951).
  - (k) All South African Police Service stations in the Republic.
  - (l) All foreign offices of the Republic.
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\* Parliament will adopt its own rules for the flying of the National Flag.

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