



## **Protocol for Special Lighting and Flag Raising Requests Version 2 – February 2022**

Tipperary County Council wants to participate in celebrations and commemorations in the wider community, strengthen public engagement and promote Tipperary, all of which can have a positive reputational impact. This protocol sets out the criteria that must be met for lighting and flag raising to be allowed and the process through which applications can be made, considered and if approved put into effect.

Tipperary County Council receives multiple requests from a wide variety of organisations, charitable groups and causes each year seeking support to raise awareness on issues or support campaigns.

### **Definitions**

**Special lighting** means any form of lighting of council buildings (Appendix 1) other than essential operational lighting

**Operational lighting** means the normal white lighting of the building for operational reasons

**Flag raising** means any form of flag raising of council building other than National Flag of Ireland, The National Flag of a visiting Dignitary, EU Flag or County Flag

**Occasion** may mean one single day or a period of unbroken days. On any day, the special lighting will normally be from sunset.

### **Scope and Criteria**

This protocol applies to the Council offices located at Clonmel, Nenagh, Thurles, Tipperary and Carrick on Suir and other public realm features of Tipperary County Council. Requests for building light up or flag raising may be made only by a registered charity, or a public sector or a community or other non-profit making organisation. Individuals and commercial organisations may not apply for building light up or flag raising.

The request shall fulfil pre-determined criteria, as agreed by the Corporate Services Directorate These criteria might include:

- The applicant must represent an established civic, national or charitable organisation.



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- The reason for special lighting or flag raising i.e. causes, awareness campaign, charity or day of significance must support core civic, nationally recognised or philanthropic causes and/or have a clear link with Tipperary County Council or an association with Tipperary County
- Political or religious requests will not be approved.
- The facilitation of special lighting or flag raising will be limited to **one a month** and if light colour is available and does not coincide with other initiatives approved by the Corporate Policy Group.

Requests will **not** be approved where such a request is: -

1. Linked to a business that is currently before the County Council and/or
2. Linked to a party-political issue, or a campaigning issue that is novel, contentious or politically sensitive; and/or
3. Risks reputational damage to Tipperary County Council; and/or
4. Generates a commercial advantage; and/or
5. Is not in keeping with the purpose and dignity of the building

In order to fully evaluate any request, the completed application form must be submitted to the **Customer Services Desk** in Clonmel or Nenagh or emailed to [customerservices@tipperarycoco.ie](mailto:customerservices@tipperarycoco.ie) no later than **6 weeks** before the date(s) on which special lighting/flag flying is being sought.

1. The **Senior Executive Officer/Director of Services of Corporate Services** will decide on countywide requests and whether the proposed special lighting or flag raising is feasible, appropriate and in alignment with the scope and criteria of this protocol.

The **District Administrator** will decide on localised requests specific to a town/location within their municipal district area in accordance with this protocol.



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Any requests outside the scope of this protocol will be referred to the Corporate Policy Group for their consideration.

2. Once approved, Corporate Services will confirm the time and date for the light up or flag raising with the Management Team and forward details for publicity to the Communications Co-Ordinator, who will decide on the appropriate course of action for publicity.

Decisions on use of social media channels, the corporate website and publishing to press will be determined in line with standard communications practice.

3. The Communications co-ordinator will decide whether to arrange new photography or to avail of existing collateral for publication. Existing collateral allows for prescheduling of content to align with the actual time and date of the relevant light up.
4. The Corporate Policy Group may agree to light up or raise flag at Civic Offices and other civic and administrative buildings of Tipperary County Council for occasions that are significant in the wider community, such as St. Patrick's Day (green), Europe Day (blue)

### **Cancellation.**

The **Senior Executive Officer/Director of Services of Corporate Services** and/or the Corporate Policy Group may at its absolute discretion and with or without notice, cancel any approved requests for special lighting or flag raising.



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Special lighting and flag raising – Application form**

<b>Name of applicant (established civic or charitable organisation)</b>	
<b>Charity Registration Number</b>	
<b>Contact name</b>	
<b>Contact telephone number/email</b>	
<b>Reason for light up/flag (cause/awareness campaign/charity/day of significance)</b>	
<b>Date/time for building light up or flag raising</b>	
<b>Campaign colour</b>	
<b>Details of associated social media accounts and hashtags</b>	
<b>To be completed by Tipperary County Council Approval signature and date</b>	



## Protocol for Special Lighting and Flag Raising Requests Version 2 – February 2022

### Appendix 1

#### List offices and other civic and administrative buildings of Tipperary County Council that have lighting function

<b>Clonmel</b>	<ul style="list-style-type: none"><li>➤ Civic Offices, Clonmel</li><li>➤ Town Hall, Clonmel</li><li>➤ Main Guard, Clonmel (responsibility of the Office of Public Works)</li><li>➤ Fire Station, Clonmel</li></ul>
<b>Carrick on Suir</b>	Town Hall, Carrick on Suir
<b>Tipperary</b>	Council Offices, Tipperary Town

#### List offices Tipperary County Council that have flag poles

<b>Clonmel</b>	<ul style="list-style-type: none"><li>➤ Civic Offices, Clonmel</li><li>➤ Town Hall, Clonmel</li></ul>
<b>Carrick on Suir</b>	Town Hall, Carrick on Suir
<b>Tipperary</b>	Council Offices, Tipperary Town
<b>Nenagh</b>	Civic Offices, Nenagh