

CONFIDENTIAL

10 DOWNING STREET

THIS FILE MUST NOT GO OUTSIDE 10 DOWNING ST

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FILE TITLE:

Death of members of the Royal

Family and former Prime Ministers

SERIES

DEATHS

PART:

2

PART BEGINS:

1993

PART ENDS:

July 1994

CAB ONE:

CLOSED.

PREM 19/4602

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**PART**

**CLOSED**

*Title*  
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10 DOWNING STREET  
LONDON SW1A 2AA

*pltag. as  
(no float copy)*

From the Private Secretary

29 July 1994

*Dear Murdo*

**TAY BRIDGE**

I now enclose final notes covering arrangements involving the Prime Minister and both Houses of Parliament. You and Ed Ollard said that you were content with them. I leave it to you and Mary Ollard to circulate them, on a suitably restricted basis, to any of your colleagues whom you think may need them.

I have asked Mark to check in the Palace's Tay Bridge note the exact number of days between the death and funeral and to speak to Simon Cooper at the Palace if necessary.

This letter replaces my letter of 13 July to you.

I am copying this to Mary Ollard (Lords' Chief Whip's Office) and to Mark Adams here.

*Yours ever,  
William*

**WILLIAM CHAPMAN**

Murdo Maclean, Esq.,  
Chief Whip's Office.

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**PARLIAMENTARY ARRANGEMENTS IN THE EVENT OF THE  
DEATH OF THE QUEEN MOTHER OR OF A FORMER PRIME  
MINISTER**

THE QUEEN MOTHER

**Death During Session**

- On news of the death, an announcement would be made in both Houses following which they would adjourn. An Address would be moved and tributes paid the next day. But the tributes might be made on the same day as the death if death occurred before midday and there was time to make the necessary arrangements - usual channels would discuss.
  
- While no maximum period of mourning is required there must be a minimum of nine days[?] between death and the funeral. Lying in State must last three clear days, during which Parliament would not sit. It would be for discussion through the usual channels whether Parliament sat in between the end of the post-tribute adjournment and the start of the Lying in State.
  
- If the death occurs overseas, tributes and adjournment should take place as soon as possible and not wait for the return of the body to the UK.
  
- It would be highly desirable for the Speaker and Lord Chancellor to be present for the tributes, although it is not strictly necessary. However, the Speaker and Lord Chancellor do have functions to perform in the receipt of the body to the Palace of Westminster.

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- If the death occurred on a Friday, the House of Commons would be adjourned immediately but tributes would take place on the following Monday.
- If the death occurred at a weekend during a Session, tributes would take place immediately at the start of Business in both Houses on the next sitting day.
- If death occurred on a Lords' non-sitting Friday and the House was not planning to sit on Monday, it should be recalled to pay tributes. Otherwise tributes would take place on the Monday at start of business.

### **Death During Recess**

- Parliament should be recalled if death was announced during a recess.
- If the death occurred on a public holiday (i.e. Christmas) discussion through the usual channels would be needed at the time to decide on a course of action.
- If the House is in the process of being redecorated, two clear days would be needed to prepare for a recall.

### **Tributes**

- Prime Minister; Leader of the Official Opposition; Leader of the Liberal Democrats; Leader of the Ulster Unionists and the Father of the House should all pay tributes in the Commons. The Speaker should also take soundings on the day to check if it is appropriate for anyone else to do

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so. The Leader of the SNP might well want to do so.

- If the Prime Minister was abroad, the Speaker would take soundings on whether the Lord President should stand in for him, or whether the tributes should be delayed to enable abandonment of the visit and a speedy return.
- In the Lords, the Leader of the House, the Leaders of the Labour and Liberal Democrat peers and the Convenor of the Cross Benchers would make tributes. An archbishop or senior bishop probably would too. The Lord Chancellor could speak if he wished, but it would not be expected.
- It was for consideration whether there should be a Cabinet tribute.

### **Lying in State**

- The Speaker and Lord Chancellor should be present for the arrival and departure of the coffin at Westminster Hall. The Prime Minister and Leaders of the other Parties would also be present at the arrival. Members and peers would be invited to attend when the body arrives. Instructions and tickets would be issued to Members and peers who wished to attend. Printed tickets are already in existence and plans in place for distribution.

### **Dress**

- A guidance note would be issued to the Lords but would not be appropriate for the Commons.

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### **Prime Minister's Role**

- The Prime Minister's role consists of: issuing a statement to the Press; letters of condolence to the Queen, Princes Margaret, Prince of Wales and (possibly) Lord Strathmore; leading the tributes in the House and attending the Lying in State and the funeral.
- If the House is not sitting, the Prime Minister has a duty to write to the Speaker and Lord Chancellor asking them to recall Parliament.

### **Death of Former Premiers**

- If death was announced before midday, tributes would be paid at start of business and then the Houses adjourned for the rest of the day; if death was announced after midday, tributes would probably be paid at start of business the following day and then the House adjourned for the rest of the day.
- If death occurred during recess Parliament would probably not be recalled. Tributes would take place on first sitting day back but Parliament would not adjourn].

### **Death of Former Speakers**

- A tribute would be made by Madam Speaker at 3.30pm and then the House would proceed to business.

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From:

<sup>FILE</sup>  
William Chapman

Date:

27 July 1994

No  
Float  
Copy

**MARK ADAMS**

I enclose a draft of a tribute to The Queen Mother, for the Prime Minister to use in the event of her death. Not one of my best efforts I am afraid but you may be able to hew bits out of it or at least use as something to react against!

The last tribute in such circumstances was that paid by Winston Churchill to Queen Mary in 1953 which was about 500 words long. The Prime Minister's tribute to John Smith was over 900 words. It seems a bit inappropriate for the Prime Minister to say less about The Queen Mother than he did about Mr Smith!

I also attach a note of bits and pieces, not incorporated in the tribute, some of which you may find useful.

The form of the Humble Address to The Queen is exactly the same as that used by Churchill. It may be thought that this is too wordy; you may wish to have a word with Murdo.

WEC

**WILLIAM CHAPMAN**

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word count: 978

parly\qm.kw

TRIBUTE TO THE QUEEN MOTHER

I beg to move that an humble Address be presented to Her Majesty to express the heartfelt sympathy of this House in the great sorrow which Her Majesty has sustained by the death of Her Majesty the Queen Mother, and to condole with Her Majesty on this melancholy occasion; to assure Her Majesty that we shall ever hold in affectionate and grateful remembrance the love which the Queen Mother inspired in all peoples of this land and her devoted service to their welfare, and that we share truly in the universal feeling of sympathy with Her Majesty in her grievous loss.

The Address to the Crown, although couched in formal language, is no cold and formal expression of sympathy by this House. Rather, we are privileged to convey to Her Majesty the Queen our genuine and deep grief, and that of our constituents, upon the death of Her mother. The Queen Mother won and held the affection and respect of millions of this country, and millions more overseas. Throughout a long life, generation after generation, that love and respect never diminished but grew constantly, as we saw with the great outpourings of love when she celebrated her 80th and 90th birthdays.

She captured the imagination of the nation and held us entranced. Although as Queen Consort she had a formal role marked out for her, she played it in her own vivid and vital way, recreating it in her own image.

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Her life spanned the century. Born a Victorian into the year when Mafeking and Ladysmith were relieved, when women were still without the vote and when [one half] of the globe was marked red, she lived to see men walk on the moon, [two women hold simultaneously the highest positions in the land] and the empire transform itself into a Commonwealth of independent states. Yet despite the great age to which she had happily lived, she remained always up to date, alive to new developments and fond of the company of the young.

She herself played a key role in the history of the nation. She both helped the Monarchy to adapt to the demands of the modern age and she helped it weather the crisis of the abdication. She came to the throne at a time when the Monarchy was shaken and she helped reset the throne on sounder and more secure foundations.

She was a co-founder of what King George VI called The Family Firm - the firm which did so much during the Second World War to rally the nation. She played a vital part in maintaining national confidence in the face of the most dire adversity. She loyally supported the King in everything he did. She criss-crossed the country, bringing comfort and her own peculiar radiance even to the most desperate and bleak of situations. No matter how dark and cold the times, she brought with her warmth and light.

And after she had suffered the loss of a beloved husband she claimed a new role for herself in widowhood. She relinquished first place to her daughter with grace and dignity. But she did not retreat into widowhood or reclusive mourning. She did not let her sadness diminish the support she gave to countless causes or the joy that she brought to all those whom she met.

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[Examples of the causes she supported needed].

The role of Queen became her so well that it is hard to remember she was neither born to it nor prepared for it. Although born into an ancient family, with great responsibilities, she could not have imagined that she would one day be Queen Empress. [Indeed she was, I think, the first commoner/non-royal bride of a royal prince in 250 years.] Yet she had a natural regality, combined with outstandingly the common touch. She cast her glamour over all with whom she came into contact. Life seemed more special after meeting her.

She had a great zest for life, expressed in the bright colours and romantic hats she loved to wear. Her enthusiasm and interest shone through all she did, whether restoring her beloved Castle of Mey, visiting gardens in London, handing out the shamrocks at the St. Patrick's Day Parade, inspecting the Chelsea pensioners, or attending the races. But she not only enjoyed life to the full, she helped others to enjoy it too.

Perhaps that helps to explain why she aroused admiration wherever she went, and from the widest possible variety of people. Churchill said that "many an aching heart found solace" from her cheerfulness. Aware of her charm and the powerful pull she exerted on men and women's imaginations, Hitler described her as "the most dangerous woman in Europe". A cleaner who belonged to the Sandringham Women's Institute apparently told her "I should like to have you as a neighbour ma'am".

I think many of us would have liked her as a neighbour. Certainly the whole nation had in her a friend - and yet much more than a friend: she was a

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symbol of many of the qualities upon which we as a nation pride ourselves.

Her example and service inspired us; her love of life enhanced our lives. She brought joy to all those whom she met.

Dutiful, she made duty seem a pleasure. Brave, she made bravery seem easy; concerned, her compassion was never forced and always sincere.

Words of an earlier Queen Elizabeth, Elizabeth the First, fit her as aptly as they did her Tudor predecessor:

"Though God has raised me high, yet this I count the glory of my Crown; that I have reigned with your loves". That, indeed, she did.

Our sympathy goes out to Her Majesty The Queen, to Her Royal Highness Princess Margaret, to His Royal Highness The Prince of Wales, her other grandchildren and to the family of the Earl of Strathmore.

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## NOTES

The Queen Mother was the first member of the Royal Family to fly by helicopter; as she said "the chopper has transformed my life as it did that of Anne Boleyn". [On reflection, perhaps you cannot use this after all!]

You could, I suppose, describe her as being like a glass of vintage champagne.

Lady Diana Cooper compared the Court of Edward VIII at Fort Belvedere with the new Court of George VI and Queen Elizabeth: "that was an operetta, this is an institution."

Cecil Beaton said of her "Of course there is something of the great actress about her and in public she has to put on a show which never fails. But it is her heart and imagination which guide her."

As they said at Columbia University when she received an honorary doctorate in 1954, "A Noble Queen whose quiet and constant courage in time of great stress sustained a nation and inspired a world."

In her time, Britain lost an empire but she was Empress/ruled over all men's hearts.

The quote in the draft tribute from the cleaner at Sandringham comes from Garner's book "Queen Elizabeth The Queen Mother", page 57 which I think Roy can get you from Treasury Library if you want to consult it yourself.

Proud of her Scottish ancestry, she was a Queen for the whole Kingdom.

CC QUEEN MOTHER FILE:

*Jde*

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From: William Chapman

Date: 26 July 1994

MR HASLAM

MR ADAMS

cc Mr Allan

Mr Holroyd

Miss Roper-Caldbeck

DEATH

Alex has asked me to ensure that we have the necessary action in hand in the event of a significant public figure dying during the Recess. The most likely candidates are The Queen Mother, Lord Home and Lord Wilson.

Clearly, press statements would need to be put out instantly in all three cases. I should be grateful if Mr Haslam could put drafts in hand. I enclose a draft on The Queen Mother which I prepared at the last minute before Christmas. I hope that Mr Haslam will feel entirely free to alter this as he thinks fit.

Letters of condolence would need to go to close relatives. In the case of The Queen Mother this would probably include The Queen, Princess Margaret, The Prince of Wales and possibly, because of his previous Government post, Lord Strathmore. I will prepare drafts.

In the other cases, letters would also need to go to, respectively, Lady Wilson and the eldest surviving son of Lord Home, the Honourable David Douglas-Home. (Perhaps Lorne would advise if any other relative should receive a letter.) I should be grateful if Mark or Rachael could put these in hand.

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I am completing the parliamentary tribute to The Queen Mother which the Prime Minister would need to pay. I have some rough notes for Lord Home's which I will pass on to Mark. Mark has kindly agreed to prepare Lord Wilson's from scratch.

If The Queen Mother dies during a Recess the House would need to be recalled. I am finalising with Murdo detailed arrangements and hope to be able to leave a note on these before I depart.

If a former Prime Minister dies during a Recess it is unlikely that either House would be recalled. Tributes would be paid on the first sitting day back.

WEC

**WILLIAM CHAPMAN**

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10 DOWNING STREET  
LONDON SW1A 2AA

From the Private Secretary

13 July 1994

*Dear Mando,*

TAY BRIDGE

I enclose draft notes covering arrangements, following the meeting here which you attended. I should be grateful for your comments on the enclosed and, in particular, on the following points:

- although to the best of my recollection we did not discuss this, the House would surely adjourn immediately news of the Queen Mother's death arrived and then re-convene subsequently - either later that day if the death occurred before 2.30 pm or the next day; if you agree, I will amend the note accordingly;
- once tributes are paid, presumably the House should adjourn immediately and not reconvene until after the funeral. This would, however, mean a long adjournment but I think it was agreed that, for practical reasons, it would be difficult for either House to sit whilst Westminster Hall was being prepared. The only other day therefore on which business could be conducted would be the day between the day of death and the start of preparations (see the Tay Bridge plan circulated by the Lord Chamberlain's office). But this would look disrespectful and, in any event, seems hardly worth it.

If the death occurred during a recess the House might well reassemble for tributes during the lying in state or while Westminster Hall was being prepared. I presume the practical difficulties would not be insuperable.

I have not mentioned discussions through the usual channels at any point. Would you want me to?

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As to the recall, I understand that four or five days was the notice given on the previous two instances. I appreciate that notice has to be published in the London Gazette. Should it and could it be managed more quickly?

*Yours ever  
William.*

WILLIAM CHAPMAN

Murdo Maclean, Esq.  
Chief Whip's Office

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ARRANGEMENTS IN THE EVENT OF THE DEATH OF  
THE QUEEN MOTHER

It was agreed that if the Queen Mother died early on a sitting day, tributes would take place on the same day - if it was thought there was enough time to make the necessary arrangements. If the death occurred after 2.30 pm, tributes would be at the start of business the next sitting day. Both Houses would adjourn immediately after the tributes.

If the death occurred on a Friday, the House of Commons would be adjourned immediately but tributes would take place on the following Monday. As to the Lords, if the death occurred on a Friday or other non-sitting day, tributes should be made on the next sitting day.

If the death occurred at a weekend during a Session, tributes would take place immediately at the start of Business in both Houses on the next sitting day.

If death occurred overseas or on RY Britannia, tributes and adjournment should take place as soon as possible thereafter and not wait until the return of the body to the UK.

If either House was in Recess, there would be a recall; the Prime Minister would issue the letters instructing a recall to the Speaker and the Lord Chancellor. If the Speaker or Lord Chancellor was abroad, they would want to be able to return in time for the sitting.

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Two clear days would probably be sufficient to get both Chambers during a Recess. (Work would take place over a weekend if necessary.)

Both Houses would reconvene the next day for tributes and then adjourn for the entire period of the Lying In State. The adjournment would also cover the period of preparation of Westminster Hall, both out of respect and for practical reasons. This would constitute an adjournment of nine days in all, including the funeral, according to the Palace's plans (see Tay Bridge planning note). This is not counting the day of the death.

The Prime Minister and Leaders of the Official Opposition, the Liberal Democrats and UUP would clearly wish to pay tributes. The SNP might want to be included. The Speaker would take soundings about other contributions.

If the Prime Minister was abroad, the Speaker would take soundings on whether the Lord President should stand in for him, or whether the tributes should be delayed to enable abandonment of the visit and a speedy return.

In the Lords, the Leader of the House, the Leaders of the Labour and Liberal Democrat peers and the Convenor of the Cross Benchers would make tributes. An archbishop or senior bishop probably would too. The Lord Chancellor could speak if he wished, but it would not be expected.

It was for consideration whether there should be a Cabinet tribute.

The Prime Minister (and Leaders of other parties), Speaker and Lord Chancellor would be present at the arrival of the coffin for the Lying in State;

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other members and peers to be invited to be present too. Speaker and Lord Chancellor to attend departure of the coffin.

Tickets would be printed for peers and MPs to attend the Reception of the Coffin for the Lying in State. Distribution would be through the officials of both Houses.

In sum the Prime Minister's role consists of: statement for the press; letters of condolence to The Queen, Princess Margaret, Prince of Wales?, Lord Strathmore?; tribute in the House; greet the coffin at Westminster Hall and attend Lying In State; attend funeral; as well as letters instructing recall of the House to the Lord Chancellor and Speaker if the House was in recess.

**ARRANGEMENTS IN THE EVENT OF THE DEATH OF A FORMER PRIME MINISTER**

As to the deaths of former Prime Ministers, the arrangements would be as in the last page of the Lord President's minute of 23 June 1993 to the Prime Minister (copy attached). These would be operated regardless of the Party involved. Neither House would be recalled if the death occurred during a Recess, nor would they adjourn after the tributes.

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Ref: A094/386

MR CHAPMAN  
\_\_\_\_\_

cc Miss Leech

*af*  
*Ph Bm, with Mr*  
*Myers, on 18/2*  
*LW*  
*14/2*

Arrangements to be made on the demise of the Queen Mother

You may recall that during the summer recess of last year you and I talked about what standing arrangements were in existence to be activated in the event of the death of The Queen Mother.

2. You may have pursued this further since then, but you might --- like to see the attached letter addressed to me from the Home Office which sets out the extent of their role in the arrangements which would be made. The minute also points to the Department of the Environment having a role in some of the arrangements.

3. I have looked into the role which this office plays in such events. The planning of royal funerals is the responsibility of the Lord Chamberlain, although he does seek advice from the Cabinet Secretary on contingency plans for the funerals of members of the royal family. Advice is sought on matters of ceremony and representation: where a funeral should be held, what sort of procession there should be, whether there should be a memorial service, and who should be represented at the funeral and the memorial service. The Cabinet Secretary coordinates advice from Departments and presents it to the Lord Chamberlain. (Separate written guidance exists specifically about the demise of the monarch - this is currently being updated).

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4. In the case of The Queen Mother, our records indicate that The Queen had approved some of the arrangements for the funeral of The Queen Mother by December 1971. In 1974 the Cabinet Secretary John Hunt also advised the Lord Chamberlain on who should attend the funeral of The Queen Mother, having consulted the then Prime Minister on this aspect.

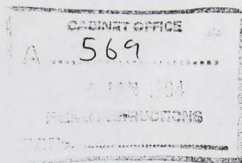
5. I hope this is of some use to you.

*Kenneth Hogg*

KENNETH HOGG

7 February 1994

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HOME OFFICE  
QUEEN ANNE'S GATE  
LONDON SW1H 9AT

*Dear Kenneth,*

I am writing to confirm the information you have previously been given by telephone about the arrangements to be made in the event of the demise of The Queen Mother. I apologise for the lengthy delay in providing a written response.

As the death of The Queen Mother would have no significant constitutional implications it appears that there would be no one department within Whitehall co-ordinating activity. It is our understanding that it would be for the Palace, and the Lord Chamberlain's Office, to organise the funeral arrangements.

The Home Office's very limited functions in such circumstances would be as follows:

- (i) to obtain a medical bulletin of death and arrange for it to be published in a Gazette Extraordinary.
- (ii) to notify Lieutenant Governors of the Channel Islands and Isle of Man.
- (iii) to arrange for the tolling of the State Bell at St Paul's Cathedral.
- (iv) to lay before the Sovereign Addresses of Condolence, together with the proposed replies; and
- (v) in due course, to arrange for the alterations of the Warrant directing the form of State Prayers.

We understand that the Department of Environment would have responsibility for the use of Westminster Hall for lying-in-state, and it may be that other departments would also have an involvement. But no further information is available from our papers.

I hope that this is helpful.

*Yours sincerely,*  
*Richenda Greenhill*

Private Office  
13 January 1994

RICHENDA GREENHILL  
Assistant Private Secretary

CONFIDENTIAL

From: William Chapman  
Date: 23 December 1993

**DUTY PRIVATE SECRETARY**

cc Press Office

**DUTY CLERK**

This is a brief action note, in the event of The Queen Mother dying during a recess.

The Prime Minister's formal functions are to make a statement in a recalled House of Commons and to attend the Lying-in-State and the funeral.

The Prime Minister will however need to put out a statement to the press. I attach a possible draft which should be shown to the Prime Minister, Alex and Gus at the earliest opportunity once The Queen Mother has died or even earlier if there is advance warning.

In addition, the Prime Minister will need to send letters of condolence to The Queen and Princess Margaret. A letter might also go to Lord Strathmore, Deputy Chief Whip in the Lords, who is a great nephew of The Queen Mother.

The Prime Minister has already agreed that Parliament should be recalled. A note of one of the Parliamentary Business Managers' meetings earlier this year should tell you the length of the recall and how soon it should take place after the death - you may wish to search out this note now.

I will come in to draft a statement to the House.

The detailed handling of the recall will be done by the Business Managers through the usual channels and doubtless liaising with the Royal Household. But they will doubtless want to touch base with the PM first.

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There is on file a memorandum from Buckingham Palace headed "Tay Bridge" setting out the detailed procedures in the event of The Queen Mother's death. There is no specific mention of the Prime Minister in this although there are two references to Members of Parliament, flagged. The Lord President's office have a copy of this memorandum.

There is also a note on the arrangements for the funeral on file from Sir Robin Butler of 25 January 1991.

WILLIAM CHAPMAN

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**DRAFT STATEMENT FOR ISSUE TO THE PRESS BY THE PRIME  
MINISTER IN THE EVENT OF THE QUEEN MOTHER'S DEATH**

"I learnt with very great sorrow of the death of Her Majesty The Queen Mother [this morning]. I have written to Her Majesty The Queen and Her Royal Highness Princess Margaret to express Norma's and my deepest sympathy.

The Queen Mother held a unique place in the affections of the British people and of many millions more beyond these islands. Her outstanding service to the nation over a long life endeared her to all. She represented and personified so much of what is good about this country and its people. Her compassion, her concern, her warmth and her enthusiasm for life shone through all she did.

I know that the thoughts and prayers of millions of people throughout the United Kingdom and the world are with Her Majesty The Queen and the Royal Family at this time."

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William/Alex.

PERSONAL IN CONFIDENCE



BUCKINGHAM PALACE

MEMORANDUM

From: Assistant Comptroller, Lord Chamberlain's Office

To: See Distribution

Date: 8th December 1993

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TAY BRIDGE

TAY BRIDGE is the codeword for the **Funeral of Queen Elizabeth The Queen Mother.**

The Planning Note for this Funeral has recently been up-dated and is attached. It is possible that you may have received a copy of this plan in the past. If so, please destroy that copy. This copy is for your personal use and you are asked not to photocopy it. When it is necessary, an extract may be taken.

For those who have not received a copy of the Planning Note before, it is the document from which the Ceremonial is prepared by the Lord Chamberlain's Office and the Operation Order is written by the Ministry of Defence. Many others have important roles to play and it is again this document which forms the guide.

I would be grateful if you would kindly acknowledge receipt of your numbered copy to TAY BRIDGE on the attached proforma.

*Anthony M. Allen*

## DISTRIBUTION

**Copy No.**

- |    |   |
|----|---|
| 1  | Lord Chamberlain  |
| 2  | Lord Chamberlain to Queen Elizabeth The Queen Mother                        |
| 3  | Treasurer to Queen Elizabeth The Queen Mother                               |
| 4  | Private Secretary and Comptroller to Queen Elizabeth The Queen Mother       |
| 5  | Assistant Private Secretary and Equerry to Queen Elizabeth The Queen Mother |
| 6  | Private Secretary to The Queen  |
| 7  | Keeper of the Privy Purse   |
| 8  | Master of the Household   |
| 9  | Comptroller, Lord Chamberlain's Office                                      |
| 10 | Crown Equerry   |
| 11 | Secretary, Central Chancery of the Orders of Knighthood                     |
| 12 | Press Secretary   |
| 13 | Private Secretary to The Duke of Edinburgh                                  |
| 14 | Private Secretary to The Prince of Wales                                    |
| 15 | Secretary, Lord Chamberlain's Office  |
| 16 | Clerk of the Cheque and Adjutant, Gentlemen at Arms                         |
| 17 | Clerk of the Cheque and Adjutant, Yeomen of the Guard                       |
| 18 | Marshal of the Diplomatic Corps   |
| 19 | Vice Marshal of the Diplomatic Corps  |
| 20 | Superintendent, Windsor Castle  |
| 21 | Secretary, Royal Company of Archers   |
| 22 | Defence Services Secretary  |
| 23 | Flag Officer, Royal Yachts  |
| 24 | Captain of The Queen's Flight   |
| 25 | Lt. Gen. Sir Richard Vickers  |
| 26 | Private Secretary to the Prime Minister                                     |
| 27 | Department of National Heritage, Royal Estates Division                     |
| 28 | PS12 (Army) Ministry of Defence   |
| 29 | Brigade Major, Headquarters Household Division                              |
| 30 | Deputy Chief of Staff G1/G4, Headquarters London District                   |
| 31 | Commanding Officer, The King's Troop, Royal Horse Artillery                 |
| 32 | Secretary to The Archbishop of Canterbury                                   |
| 33 | Dean of Westminster   |
| 34 | Receiver General, Westminster Abbey   |
| 35 | Dean of Windsor   |
| 36 | Chapter Clerk, St. George's Chapel  |
| 37 | Black Rod   |
| 38 | DAC, Royalty and Diplomatic Protection Department                           |
| 39 | DAC, No. 8, Central Area, Metropolitan Police                               |
| 40 | Chief Constable, Thames Valley Police                                       |
| 41 | Chief Inspector, Windsor Castle Police                                      |
| 42 | Chief Inspector, British Transport Police                                   |
| 43 | Mr. Paul Abbot, Movements Officer, British Railways Board                   |
| 44 | Crown Jeweller  |
| 45 | Mr. Clive Leverton  |

IN CONFIDENCE

FUNERAL OF  
QUEEN ELIZABETH THE QUEEN MOTHER

PLANNING NOTE - June, 1981  
(corrected to December 1993)

\*Approved by The Queen on 6th November, 1979

PART I

GENERAL

1.\* Outline of Arrangements

- (a) The Coffin will Lie-in-State in Westminster Hall for three clear days before the Funeral.
- (b) Ceremonial Funeral Service in Westminster Abbey.
- (c) Private Committal and Interment in The King George VI Memorial Chapel, St. George's Chapel, Windsor.

2. Minimum Time-Table

D	Day of death		
D + 1			
D + 2)		)	Printing of tickets.
)		)	
D + 3)	Westminster Hall prepared	)	Index cards and envelopes,
)		)	pack and despatch invitations.
D + 4)		)	
D + 4	Coffin moved to The Queen's Chapel St. James's Palace		
D + 5	Coffin taken in Procession to Westminster Hall	)	
)		)	Seating
D + 6)		)	
)		)	
D + 7)	Lying-in-State	)	
)	Westminster Hall	)	
D + 8)		)	Amendments to seating plan
D + 9	Funeral Service and Interment.		

Note: 1) This minimum timetable may have to be extended if the Royal Navy are unable to provide in the time available their marching detachment for the Procession to Westminster Hall.

2) It will have to be extended if death occurs at a weekend or over a Bank Holiday.

3. **Flags**

Flags to be half-masted from the day of death to the day of the Funeral, inclusive, subject to The Queen's approval.

If Queen Elizabeth dies at Clarence House, her Personal Standard will be half-masted there. If Queen Elizabeth dies elsewhere, when the Coffin is resting in the Chapel Royal or The Queen's Chapel, the Standard at Clarence House will be half-masted, and then be struck as the Procession to Westminster Hall moves off.

4. **Mourning**

Subject to The Queen's wishes:-

- |     |         |   |   |
|-----|---------|---|---|
| (a) | Court   | - | One month                                   |
| (b) | Service | - | Up to and including the day of the Funeral. |

5. **Court Circular**

The following wording was approved by The Queen:-

"The Queen has learned with deep sorrow of the death of Queen Elizabeth, Her Majesty's Mother."

6. **State Bell, St. Paul's Cathedral**

To be rung for one hour on the day of death (or the following day) - on instructions of the Home Secretary. It is not rung on a Sunday.

The bell of St. Giles' Cathedral, if asked for, may also be rung at the same time.

7. **Ceremonial**

Ceremonials will be prepared and issued by the Lord Chamberlain's Office.

8. **Memorial Service**

There will be no official Memorial Service, in accordance with Queen Elizabeth's wishes.

9. **Special Ceremonies Office**

This will be set up in the Lord Chamberlain's Office at Buckingham Palace by Gentlemen Ushers. It will be responsible generally for:-

- (a) Attendance of the Royal Family and Queen Elizabeth's Family at the Lying-in-State.
- (b) Heads of State and Members of Foreign Royal Families attending the Lying-in-State and the Funeral.
- (c) Arrange for The Queen's Representative to meet and see off each Head of State or personal representative.

10. **Queen Elizabeth's Family**

All arrangements for Her Majesty's relations (excluding Members of the Royal Family) will be made by Queen Elizabeth's Household, other than for their attendance at the Lying-in-State and Funeral Service which will be the responsibility of the Lord Chamberlain's Office (Special Ceremonies Office).

11. **Flowers and Wreaths**

Flowers in The Chapel Royal and The Queen's Chapel and round the base of the Catafalque in Westminster Hall will be arranged by Queen Elizabeth's Household. Wreaths in Westminster Hall may have to be restricted.

The Lord Chamberlain's Office will be responsible for moving these Family wreaths as required from The Chapel Royal to The Queen's Chapel and then to Westminster Hall, and from there to St. George's Chapel, Windsor.

All other wreaths will be sent to the Receiver General, Westminster Abbey, and will be laid out under his arrangements.

12. **Book of Condolence**

A Book of Condolence will be placed in the Lower Corridor, St. James's Palace. The Lower Corridor will be manned by State Porters whilst the approach, Marlborough Road and The Mall (East) will be controlled by the Police. St. James's Palace will be open from 10 a.m. - 7 p.m. once the Coffin has arrived at The Chapel Royal until the day of the Funeral except for the day of the Procession on D + 5.

13. **Press Announcements**

- (a) The announcement of death will be made with The Queen's approval from Buckingham Palace.
- (b) A subsequent announcement to be made by The Queen's Press Secretary will contain particulars of the following:-

Mourning

Half-masting of Flags

Procession from The Queen's Chapel, St. James's Palace to Westminster Hall.

Lying-in-State in Westminster Hall.

Funeral Service at Westminster Abbey (by invitation only) preceded by a small Procession from Westminster Hall.

Private Interment in St. George's Chapel, Windsor.

Wreaths

Book of Condolence

Closure of Windsor Castle.

14. **Conferences, Reconnaissances and Rehearsals**

See Appendix A.

## PART II

### PRELIMINARY MOVEMENTS OF THE COFFIN

\*\* Approved by The Queen on 18th November 1989

15. Division of Responsibility between Queen Elizabeth's Household and the Lord Chamberlain's Office

A member of Queen Elizabeth's Household (The Earl of Crawford and Balcarres, if available) and a Lady-in-Waiting will accompany the Coffin on its journey to London.

Queen Elizabeth's Household will be responsible for all arrangements:-

- (a) If death occurs overseas, up to and including the departure of the Coffin from the overseas country, with the help of the British Embassy.
- (b) If death occurs in the Royal Yacht, up to arrival at the British seaport (with the help of the Flag Officer) or subsequent departure from the overseas airfield (with the help of the British Embassy).
- (c) If death occurs in Britain, up to departure from the place of death.

The Lord Chamberlain's Office will make all other arrangements, including those for air, rail and road journeys in Britain.

The Lord Chamberlain will be present in London or at an Arrival airfield to receive the Coffin.

16. Degree of Ceremonial

- (a) If death occurs overseas, the country concerned may make whatever ceremonial arrangements it wishes. The arrival in this country and all moves within Britain will be non-ceremonial.
- (b) If death occurs in Britain, other than in London or at Windsor, Queen Elizabeth's Household will take into consideration the advice of the Lord Lieutenant and Local Authorities. In principle the arrangements are to be non-ceremonial.
- (c) Queen Elizabeth's Personal Standard (12' x 5'9" - in the possession of Her Majesty's Treasurer) will be placed on the Coffin for all non-ceremonial moves.

17. **If Death Occurs Overseas**

Arrangements will be made by the Lord Chamberlain's Office for the Royal Air Force to fly out a RAF Bearer Party, a Gentleman Usher and Mr. Leverton with two Assistants and a Coffin. The Coffin to be flown back to Royal Air Force Benson or Brize Norton, from where it will be taken by road to The Chapel Royal at St. James's Palace. (The RAF has an operational plan for this).

The Lord Chamberlain's Office will arrange for a Member of Queen Elizabeth's Household (The Earl of Crawford and Balcarres if possible and a Lady-in-Waiting) to fly out in the aircraft.

18. **If Death Occurs in the Royal Yacht**

H. M. Yacht Britannia to proceed to the nearest British, Commonwealth or Foreign port - in that order of preference. If to an overseas port the Coffin will be flown to Royal Air Force Benson or Brize Norton by the Royal Air Force. After arrival in Britain at a port or airfield the Coffin will be taken by Levertons to The Chapel Royal at St. James's Palace.

(Flag Officer Royal Yachts has an operational plan in the event of a Member of the Royal Family dying on board).

19. **If Death Occurs in Britain**

a. **Outside London**

If available, The Earl of Crawford and Balcarres will go to the place of death as soon as possible to accompany the Coffin to London. Procedures will be as follows:

- (i) **Castle of Mey,** Levertons will provide a bearer party and a hearse.  
**Birkhall,** Prayers will be said by the Minister in the house  
**Balmoral** prior to departure.  
The journey to The Chapel Royal will be in order of preference, by air (BAe 146/VC10) to RAF Benson and then by road, or by road by Levertons hearse or by train from Thurso or Aberdeen to Euston. Bearer Parties will be provided at airports by the RAF and at railway stations by the Army.
- (ii) **Sandringham** The Coffin will rest overnight in Sandringham Church where Estate Staff may pay their last respects to Her Majesty.  
The Game Staff will provide the bearer party at the house and the Church. Levertons hearse will take the Coffin to The Chapel Royal.

- (iii) Royal Lodge            The Coffin will rest overnight in the Royal Chapel, Windsor Great Park where Estate staff may pay their last respects.  
Levertons will provide the bearer parties and a hearse to take the Coffin to The Chapel Royal.
- (iv) A Private House        Coffin under non-ceremonial arrangements by Levertons hearse to The Chapel Royal.
- (v) On a Public Engagement    It is anticipated that Queen Elizabeth will be taken to the nearest hospital. Subsequent move of the Coffin would be by Levertons hearse with non-ceremonial departure from the hospital for The Chapel Royal.

**b. In London**

The Coffin will be taken without ceremony by Levertons hearse to The Chapel Royal. If death occurs at Clarence House the Coffin will be moved by Levertons hearse as soon as convenient. The route will be from the front door by way of Stable Yard Road and Cleveland Row, The Great Gate and Colour Court.

**20. Press Coverage**

Controlled facilities will be arranged by the Press Secretary to The Queen at seaports, airports and railway stations. For road journeys they will be arranged at the first public area outside the place of death.

**21. Coffin at St. James's Palace**

- (a) If the Coffin arrives before D + 4 it will be taken to The Chapel Royal where it will rest until moved to The Queen's Chapel.
- (b) The Dean and Sub-Dean of the Chapels Royal will receive the Coffin. Queen Elizabeth's Lord Chamberlain and Mistress of the Robes will be present.
- (c) No watch will be kept except for a period of twenty minutes after the Coffin has arrived in The Queen's Chapel when six Gentlemen of Queen Elizabeth's Household will watch over the Coffin.
- (d) Prayers are said as the Coffin arrives and leaves both Chapels.
- (e) At all times when the Coffin is within St. James's Palace special police protection will be arranged.

- (f) Press facilities will be granted from public areas to cover the arrival of the Coffin at The Queen's Chapel.
- (g) The bearer party for the move from The Chapel Royal to The Queen's Chapel will be provided as shown in paragraph 26. Levertons will provide the bearer party for all other moves within St. James's Palace.

22. **Depositum Plate**

- (a) The Plate is with Garrard's who will insert date of death when known.
- (b) Levertons fix this plate to the Coffin in the Royal Vault.

23. **Coffin Plate**

- (a) Wording similar to King George VI's Coffin plate.
- (b) Already held by Garrards (with year of death omitted).
- (c) After death inscription completed by Garrards and fixed to the Coffin by Levertons.

24. **Spare**

**PART III**  
**PROCESSION FROM ST. JAMES'S PALACE**  
**TO WESTMINSTER HALL**

25. **Pall Bearers**

As nominated by Queen Elizabeth's Household the Lord Chamberlain's Office will summon the Colonels of Queen Elizabeth's British Regular Regiments (8), the Captain of H.M.S. "Ark Royal", and the Commandant of the Royal Air Force Central Flying School. (Total 10).

26.\* **Bearer Party**

To be found by the Irish Guards. If the Irish Guards cannot find the Bearer Party this will be found by The Queen's Company, Grenadier Guards, or from elsewhere within that Regiment.

27.\* **Gun Carriage**

To be provided by The King's Troop, Royal Horse Artillery.

28. **What Placed on Coffin**

Queen Elizabeth's Personal Standard (12' x 5'9" - in the possession of Queen Elizabeth's Treasurer), and Her Majesty's Crown (on a cushion kept in the Lord Chamberlain's Office). There are no flowers on the Coffin for outside procession.

29. **Route**

Marlborough Road  
The Mall  
Horse Guards Road  
Horse Guards Parade and Horse Guards Arch  
Whitehall  
Parliament Street  
Parliament Square (East side)  
New Palace Yard

The route will be lined by the Armed Forces.

30. **The Queen's Guard**

The St. James's Palace Detachment will turn out in Friary Court.

31. **The Queen's Life Guard**

Will be turned out mounted.

32. **Guard of Honour**

A Guard of Honour found by the Foot Guards will be mounted in the centre of Parliament Square, on the grass facing the Gates of New Palace Yard.

33. **Composition of the Procession**

Mounted Police (1 & 4)

Detachment of Royal Air Force	)	
	)	
Detachment Household Division	)	Size of each Detachment to be
(If possible found by Irish Guards)	)	6 Officers and 300 if possible
	)	with Bands as appropriate.
Detachment Royal Marines	)	
	)	
Detachment Royal Navy	)	

General Officer Commanding London District and Staff

Gun Carriage conveying the Coffin

Pall Bearers

\* Bearer Party

\* Family Mourners (Gentlemen of the Royal Family (10) and Queen Elizabeth's Family (1))

\* The Lord Chamberlain to Queen Elizabeth

\* Gentlemen of Queen Elizabeth's Household (5) and Her Majesty's male Personal Servants (6)

Chiefs of the Defence Services (4)

Representative Detachments of Queen Elizabeth's Regiments (including Territorial Army and Commonwealth if available)

(Not exceeding four from each - e.g. One Officer, One Warrant Officer, One Non-Commissioned Officer, One Private)

Massed Bands of the Guards Division

Detachment Household Cavalry ((dismounted) 3 & 48)

Mounted Police (4)

\* These elements of the Procession only will enter Westminster Hall.

34. **Gun Salute**

A Royal Salute of 41 guns to be fired by The King's Troop, Royal Horse Artillery, from Green Park during the course of the Procession.

35. **Arrival at Westminster Hall**

The Queen and Ladies of the Royal Family (Royal Highnesses) arrive at the North Door of Westminster Hall and are conducted to the Grand Committee Room, returning to outside the North Door as the Procession arrives. Members of Queen Elizabeth's Family will also be there.

The Lord Chamberlain will be present. The Mistress of the Robes to Queen Elizabeth, Ladies in Waiting and personal staff of Her Majesty's Household will also be present. **Members of the House of Lords and House of Commons will also be invited to be present inside Westminster Hall, under arrangements to be made by the Lord Great Chamberlain's Office.**

The Coffin will be received by the Archbishop of Canterbury, the Lord Great Chamberlain, the Lord Chancellor and the Speaker.

When the Coffin has been placed on the Catafalque and all are assembled inside, the Archbishop will say prayers. The First Watch of the Vigil will then be mounted, after which those present will depart.

When all further preparations have been made, the Press and T.V. will be allowed in for one hour (?) after which the public will be admitted and Press and T.V. coverage continues for a further fifteen minutes. There will also be further coverage at the end of the first day, and at the beginning, middle and end of the following three days.

36. **Date and Time**

This Procession will take place not before D + 5, and probably in the afternoon.

37. **Dress**

Full Ceremonial Day Dress (with sword) - mourning band.

Morning Dress or Lounge Suit - no decorations.

(Note: Members of the Household in the Procession to wear uniform if possible.)

**PART IV**  
**LYING-IN STATE**

38.\* **Place**

Westminster Hall.

39. **Preparation**

The Palace of Westminster require three full days to prepare Westminster Hall.

40.\* **Duration**

Three clear days, i.e. excluding day of Coffin's arrival and Coffin's departure.  
First full day not before D + 6.

41. **Responsibility**

The Lord Great Chamberlain's Office, with the help of the Lord Chamberlain's Office and Black Rod.

42. **General Public**

To be admitted at all times except between midnight and 6.00 a.m., although the closure period may be shortened if required.

43. **Special Visitors**

Arrangements to be made by the Lord Great Chamberlain's Office, including the issuing of tickets. A Gentleman Usher from the Special Ceremonies Office to be present in Westminster Hall as required.

44.\* **Vigil**

A continuous vigil will be kept. Each Watch will last for six hours, making a total of sixteen Watches. The Gentlemen at Arms will find two Watches, the Yeomen of the Guard four Watches, the Royal Company of Archers one Watch and the Household Division will find the remaining nine.

A roster is shown at Appendix B.

45. Standard

The Coffin will be draped with a large size (20'6" x 10') Standard of Queen Elizabeth's, in possession of Queen Elizabeth's Treasurer.

46. Flowers on Coffin

Any wreath or flowers on the Coffin will be placed there by Levertons.

47. Press and T.V.

Facilities given at the end of the first day, and at the beginning, middle and end of the following three days.

No facilities for the Press or T.V. when Members of the Royal Family visit the Lying-in-State.

48. Spare

**PART V**

**PROCESSION FROM WESTMINSTER HALL**

**TO WESTMINSTER ABBEY**

49. **Date and Time**

This Procession will take place on the morning of the day of the Funeral, which will not be before D + 9.

50. **Departure from Westminster Hall**

The Lord Great Chamberlain, the Lord Chancellor and the Speaker will be present. After the departure of the Procession they will be conducted on foot by a Gentleman Usher to Westminster Abbey.

The Bearer Party and those following the Gun Carriage will be present inside Westminster Hall.

T.V. and Press coverage outside only.

51. **Route**

New Palace Yard  
Parliament Square (East and South sides)  
Broad Sanctuary

The route will be lined by the Armed Forces.

52. **Guard of Honour**

Found by the Foot Guards will be mounted in the centre of Parliament Square on the grass facing the gates of New Palace Yard.

53. Composition of Procession

Massed Pipes and Drums of Scottish and Irish Regiments.

General Officer Commanding London District and Staff (4)

Gun Carriage conveying the Coffin

Pall Bearers

Family Mourners (Gentlemen of the Royal Family and Queen Elizabeth's Family)

Gentlemen Members of Queen Elizabeth's Household (less the Lord Chamberlain - see para. 54)

54. Arrival at Westminster Abbey

The Massed Pipes and Drums will proceed past the Great West Door to Victoria Street where they will countermarch and halt. The remainder of the Procession, less the Gun Carriage, will enter the Abbey. Both Lord Chamberlains will be at the Great West Door when the Coffin arrives.

55. Lining Party at Westminster Abbey

Representatives of Queen Elizabeth's Ships, Regiments, Corps and the Central Flying School, Royal Air Force, including those from overseas, will be in position outside the Great West Door.

56 - 57. Spare

PART VI

FUNERAL SERVICE

58.\* Place

Westminster Abbey.

59. Date

Not before D + 9.

60. Probable Time-Table

9.45	Doors opened.
10.30	The Lord Chamberlain and the Lord Chamberlain to Queen Elizabeth arrive.
By 10.35	General Congregation seated.
10.35 - 10.45	Certain Guests arrive via Victoria Street.
10.45	Queen Elizabeth's Household arrive via Victoria Street.
10.45 - 10.50	Members of the Royal Family (non Royal Highnesses) arrive via Victoria Street.
10.50 - 10.55	Foreign Royal Families and Queen Elizabeth's Family arrive via Victoria Street.
(10.55 - 11.00)	(Lining Party form up.)
11.00	Heads of State and representatives arrive via Birdcage Walk and Storey's Gate.
11.10	Members of Royal Family Car Procession arrives via Birdcage Walk and Storey's Gate.
11.16	The Queen arrives via Birdcage Walk and Storey's Gate.

61.\* Inside Processions

- |     |       |  |
|-----|-------|--|
| (a) | 11.04 | Heads of State, their specially appointed Representatives and Foreign Royal Families |
| (b) | 11.07 | Visiting Clergy  |
| (c) | 11.08 | Choir  |

- (d) 11.20 The Queen's Procession. This will include all Ladies of the Royal Family who are Royal Highnesses. (Members of the Royal Family and Queen Elizabeth's Family who are not Royal Highnesses will have been conducted directly to their seats previously).
- (e) 11.30 The Procession with the Coffin. This will include Dean and Chapter, Insignia Bearers (see Paragraph 62), Pall Bearers, Garter and Lord Lyon King of Arms, both Lord Chamberlains, Bearer Party, Gentlemen of the Royal Family and Queen Elizabeth's Family, and Gentlemen of Her Majesty's Household.

62. **Insignia Bearers**

Four Officers of Queen Elizabeth's Regiments selected by Queen Elizabeth's Household. On one cushion will be placed the Insignia of the Order of the Garter; on the second cushion the Insignia of the Order of the Thistle, on the third cushion the Royal Victorian Chain, the Royal Victorian Order, Crown of India and British Empire; and on the fourth cushion the Family Orders.

The Insignia will be collected by the Central Chancery of the Orders of Knighthood and will be attached to the cushions by the Crown Jeweller. The Secretary, Central Chancery of the Orders of Knighthood will arrange with the Crown Jeweller for the cushions to be delivered to Westminster Abbey on the day of the Funeral.

63.\* **Catafalque**

A Catafalque will be constructed under the Lantern, and on this the Coffin will be placed for the Funeral Service. The Royal Family will be seated on special chairs, with kneeling desks, in front of the North and South Lantern chairs, but set well back.

64. **Congregation**

This will include:- Great Officers of State

Representatives of:- **Parliament**  
 Diplomatic Corps  
 Church  
 Law  
 Armed Forces  
 Civil and Diplomatic Services  
 Ships (two each) )  
 Regiments (two each) ) Associated with  
 RAF Station (two each) ) Queen Elizabeth  
 Civil Organisations (one each) )  
 Royal Households  
 Press

Official Bodies  
Lords Lieutenant of Counties in which  
Queen Elizabeth has lived  
Queen Elizabeth's Household and Staff  
Friends  
Tradesmen

65. **Seating**

The Lord Chamberlain's Office seating layout for Westminster Abbey will be used.

66. **Body Guards**

Both the Gentlemen at Arms and Yeomen of the Guard will be on duty in the Abbey.

67. **Clergy**

The Dean of Westminster will conduct the Service. The Archbishop of York and the Cardinal Archbishop of Westminster will read the Lessons. The Moderator of the General Assembly of the Church of Scotland and the Moderator of the Free Church Federal Council will say prayers. The Archbishop of Canterbury will give the Blessing.

The following will probably robe and process:-

Dean of the Chapels Royal  
Sub-Dean of the Chapels Royal  
Dean of Windsor  
Chaplain, Royal Chapel, Windsor Great Park  
Rector of Sandringham  
Ministers of Glamis, Crathie and Cannisbay  
Episcopal Rector of Ballater

68. **Order of Service**

The Dean of Westminster has produced a suggested Order of Service, which has been agreed with Queen Elizabeth's Household. The Lord Chamberlain has submitted this to The Queen for approval.

69. **Styles and Titles**

Immediately after the Blessing, Garter will proclaim the Styles and Titles of Her Majesty from a position near the head of the Coffin.

70. **Last Post and Reveille**

At the end of the Service these calls will be sounded by the Buglers of The Light Infantry.

71.\* **Procedure at the end of the Service**

The Coffin will be borne in Procession (to include The Queen and Members of the Royal Family) down the Centre Aisle and through the Great West Door to Levertons hearse. The Massed Pipers (facing the Great West Door) will play a lament as the Coffin is carried through the Great West Door.

The Dean and Chapter will be assembled inside the Great West Door on the North side and the following will be on the South side:-

Archbishops of Canterbury and York

Moderators of the General Assembly of the Church of Scotland  
and the Free Church Federal Council

Cardinal Archbishop of Westminster

A car procession leaves for Windsor Castle:-

Police Car

1st Car: Lord Chamberlain  
Dean of Windsor

2nd Car: Queen Elizabeth's Lord Chamberlain  
Queen Elizabeth's Treasurer

Hearse

Royal Rolls: The Prince of Wales  
The Earl of Strathmore and Kinghorne

3rd Car: Equerry to The Prince of Wales  
Assistant Comptroller,  
Lord Chamberlain's Office  
Crown Jeweller

Police Car

The car procession will be escorted by the Special Escort Group, Metropolitan Police.

The Queen and The Duke of Edinburgh, with certain Members of the Royal Family, depart for Buckingham Palace followed by the other Members of the Royal Family to their own residences.

72. Route Westminster Abbey - Windsor Castle

See Appendix C.

73. Ushers

These will be provided by Gentlemen Ushers, Members of The Queen's Household, Officers of the Royal Yacht, The Queen's Flight and the Household Division; and Honorary Stewards of Westminster Abbey; supplemented by Serving Officers from Her Majesty's Regiments including those from overseas. In addition eight Senior Warrant Officers of the Household Division will be required for duty on the doors.

74. Car Door Openers and Cap Holders

These will be provided by Women from the Armed Services.

75. Wreaths

Wreaths (other than those of the Family) will be sent to the Receiver General, Westminster Abbey, and laid on the grass on the North side of the Abbey.

76. Dress

Full Ceremonial Day Dress (with sword) - mourning band.

Morning Dress or Lounge Suit - no decorations

(Note: Members of Household in the Procession to wear uniform if possible).

77. Curfew Bell, Windsor Castle

This will be tolled at Windsor whilst the Funeral Service is taking place in London.

78. Press

T.V. and Press coverage of the Funeral Service.

79. Spare

## PART VII

### COMMITTAL AND INTERMENT

80.\* Place

The Coffin will be interred in The King George VI Memorial Chapel, St. George's Chapel, Windsor Castle.

81. Date

The same day as the Funeral (not before D+9), probably at 6.00 p.m.

82. Arrival at Windsor

The car procession from Westminster Abbey will drive slowly up Thames Street and Castle Hill and entering the Castle through Henry VIII Gateway, will proceed through the Horseshoe Cloister and Denton's Commons to the North Door.

The Windsor Castle Guard will be turned out on the Parade Ground and give a Royal Salute as the Hearse passes.

As the Cortege enters the Horseshoe Cloister, the Gates of the Cloister will be closed and thereafter the proceedings will be completely private.

83. Arrival at St. George's Chapel

The Hearse arrives at the North Door and the Coffin will be carried by a Bearer Party provided by a Regiment of Foot Guards into St. George's Chapel where it will be placed on the Catafalque in the Quire.

The Coffin will be received by the Dean of Windsor. When the Coffin has been placed on the Catafalque, the Dean of Windsor will say prayers.

All those in the car procession will accompany the Coffin into the Quire and will leave the Quire after the Bearer Party has filed away.

84. The Tomb

Later the Coffin will be moved administratively by Levertons from the Catafalque and placed in the Vault alongside the Coffin of His Majesty King George VI, the marble slab removed so that both Coffins are visible.

85.\* Committal Service

This will take place privately in The King George VI Memorial Chapel, and will be conducted by the Dean of Windsor.

The Queen, The Duke of Edinburgh, The Prince of Wales, The Princess of Wales, The Princess Margaret, Countess of Snowdon, the Dowager Countess of Strathmore and Kinghorne, the Earl and Countess of Strathmore and Kinghorne and the Hon. Lady Bowes-Lyon will arrive at the Deanery and be conducted by the Dean of Windsor via the Dean's Cloister and North Quire Aisle to the Memorial Chapel. The Lord Chamberlain and Queen Elizabeth's Lord Chamberlain will be present.

During the Committal Service the Lord Chamberlain will scatter the earth and Queen Elizabeth's Lord Chamberlain will break his wand.

Departure from the Galilee Porch.

The marble slab will be placed back in position as soon as the Service is over.

86. Probable Time-table

12.35 p.m.	Hearse conveying the Coffin leaves Westminster Abbey.
1.35 p.m.	Hearse arrives Windsor Castle.
1.45 - 5.00 p.m.	Coffin in St. George's Chapel.
By 5.30 p.m.	Coffin in position in the Vault.
Between 5.50 p.m. and 5.55 p.m.	The Queen and Members of Queen Elizabeth's Family arrive at the Deanery.
6.00 - 6.15 p.m.	Committal Service.
	The Queen and those attending leave Galilee Porch.

87. Castle Precincts

Windsor Castle will be closed to the public throughout the day of the Funeral.

88. Flag Flying

The Union Flag on the Round Tower, if flying, will continue to be flown at mast-head.

89-90. Spare

## APPENDIX A

### Conferences, Reconnaissances and Rehearsals

D	Death occurs	
D + 1 (pm)	1st Conference at Buckingham Palace	(MR/AM)
(6pm)	Recce/Rehearsal : Arrival of Coffin at The Chapel Royal	(AM)
D + 2 (am)	Recce/Rehearsal : RAF Benson/Brize Norton/BR Railway Station	(AM)
(2pm)	Recce : Processional Routes -	(MR/AM)
	a) The Queen's Chapel to Westminster Hall	
	b) Westminster Hall to Westminster Abbey	
(9pm)	Recce/Rehearsal : The Chapel Royal to The Queen's Chapel	(AM)
D + 3 (10am)	Recce : Westminster Hall -	(AM)
	a) Arrival	
	b) Lying-in-State	
	c) Departure	
D + 4 (4.20am)	Rehearsal : Procession The Queen's Chapel - Westminster Hall to include Arrival and Departure from Westminster Hall	(MR/AM)
(10am)	Rehearsal : Westminster Hall - Lying-in-State - Internal only	(MR/AM)
D + 5	Procession from The Queen's Chapel to Westminster Hall	
D + 6 (10am)	2nd Conference at Buckingham Palace	(MR/AM)
(2 pm)	Recce : Routes from Westminster Hall to Westminster Abbey Recce : Windsor Castle and St. George's Chapel	(AM)
D + 7 (4.20am)	Rehearsal : Route from Westminster Hall to Westminster Abbey	(MR/AM)
(11am)	Rehearsal : Arrival at Windsor Castle and St. George's Chapel	(AM)
(12 noon)	Rehearsal : King George VI Memorial Chapel	
D + 8 (9am)	Recce/Rehearsal : Funeral Service inside Westminster Abbey	(MR/AM)
(12 noon)	Ushers Briefing Westminster Abbey	(AM)
D + 9	Funeral.	

- TAY BRIDGE -

Attendance at First Conference

*Buckingham Palace*

*D + 1 at ..... o'clock*

Comptroller, Lord Chamberlain's Office  
Assistant Comptroller, Lord Chamberlain's Office

Lord Chamberlain (If he wishes to attend)  
Keeper of the Privy Purse (or representative)  
Master of the Household (or representative)  
Crown Equerry  
Secretary, Central Chancery of the Orders of Knighthood  
Press Secretary

Sub-Dean, Chapels Royal  
Marshal of the Diplomatic Corps  
Vice-Marshal of the Diplomatic Corps  
Defence Services Secretary  
Captain of The Queen's Flight (if required)

Gentlemen Ushers

Private Secretary to Queen Elizabeth's Household

Dean of Westminster  
Receiver General, Westminster Abbey  
Dean of Windsor  
Chapter Clerk, St. George's Chapel  
Superintendent Windsor Castle

Black Rod

Crown Jeweller

Director General Personal Services, Ministry of Defence (Army)  
DNSC/C1, Ministry of Defence  
PS12 (Army), Ministry of Defence  
P1 (Cer)(RAF) Ministry of Defence  
Brigade Major, Headquarters Household Division  
Chief of Staff, Headquarters London District  
DCOS G1 Headquarters London District  
Garrison Sergeant Major, Headquarters London District  
Commanding Officer, The King's Troop, Royal Horse Artillery

December 1993

Metropolitan Police

Deputy Assistant Commissioner,  
Royalty and Diplomatic Protection Department  
Deputy Assistant Commissioner, No. 8, Central Area,  
Cannon Row Police Station, Victoria Embankment  
Assistant Commissioner of Police Territorial Operation Department,  
TO20 New Scotland Yard  
Chief Superintendent British Transport Police,  
3 Ebury Bridge, London, SW1W 8RP  
Inspector of Police, St. James's Palace  
Inspector of Police, Windsor Castle

Chief Constable, Thames Valley Police, Kidlington, Oxford.

Department of National Heritage

Head of Royal Estate Division - Ceremonial Officer  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH  
Deputy Ceremonial Officer  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH  
Project Manager Operation Lion  
Park Manager, Central Parks, Rangers Lodge, Hyde Park, London, W2 2UH  
Director of Information  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH

Parliamentary Works Department

Director of Works  
Palace of Westminster, Room 1/124, 1 Canon Row, London, SW1A 2JN

S.O. Ceremonials

St. Christopher House, Southwark Street, London, SE1 0TE (due to move)

Maintenance Manager, Central London Palaces  
Maintenance Manager, Windsor Castle

Mr. Clive Leverton

- TAY BRIDGE -

Recce and Rehearsal of the Coffin arriving at The Chapel Royal

*St. James's Palace*

*D + 1 at 6 p.m.*

Attendance

Assistant Comptroller, Lord Chamberlain's Office

Press Secretary

Sub-Dean, Chapels Royal

Private Secretary to Queen Elizabeth's Household

Chaplain to the Dean, Chapels Royal

Maintenance Manager, St. James's Palace

Inspector of Police, St. James's Palace

Mr. Clive Leverton

December 1993

- TAY BRIDGE -

Recce and Rehearsal of the Coffin arriving at RAF Benson or Brize Norton  
or at a British Rail Station  
D + 2 at ..... a.m.

Attendance

Assistant Comptroller, Lord Chamberlain's Office

Press Secretary

Private Secretary to Queen Elizabeth's Household

Representatives as detailed by RAF Benson or Brize Norton

Chief Constable, Thames Valley Police (RAF Stations only)

Chief Superintendent British Transport Police,  
3 Ebury Bridge, London, SW1W 8RP

OR

Representatives of British Rail

PS12 (Army) Ministry of Defence }  
Brigade Major, Headquarters Household Division }  
DCOSG1/G4, Headquarters London District } for London arrival only  
Garrison Sergeant Major, Headquarters London District }  
Bearer Party }

Deputy Assistant Commissioner, }  
No. 8, Central Area, } for London }  
Cannon Row Police Station } arrival only } or representatives  
Assistant Commissioner of Police }  
Territorial Operation Department, }  
TO20, New Scotland Yard }

Mr. Clive Leverton

December 1993

- TAY BRIDGE -

Recce Processional Routes London

Wellington Barracks

D + 2 at 2.00 p.m.

Attendance

Comptroller, Lord Chamberlain's Office  
Assistant Comptroller, Lord Chamberlain's Office

Press Secretary  
Sub-Dean, Chapels Royal } for Departure only  
Maintenance Manager, St. James's Palace }  
  
Dean of Westminster } for Abbey arrival only  
Receiver General Westminster Abbey }

Black Rod (for Arrival and Departure at Westminster Hall only)

and as detailed within the first London District General Administrative Instruction

Metropolitan Police

Deputy Assistant Commissioner, }  
Royalty and Diplomatic Protection Department  
Deputy Assistant Commissioner, No. 8, Central Area, }  
Cannon Row Police Station, Victoria Embankment  
Assistant Commissioner of Police Territorial Operation Department, }  
TO20 New Scotland Yard  
Inspector of Police, St. James's Palace (for Departure only) }

Department of National Heritage

Head of Royal Estate Division - Ceremonial Officer }  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH  
Deputy Ceremonial Officer } or representative  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH  
Project Manager Operation Lion }  
Park Manager, Central Parks, Rangers Lodge, Hyde Park,  
London, W2 2UH  
Director of Information }  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH

Parliamentary Works Department

Director of Works }  
Palace of Westminster, Room 1/124, 1 Canon Row,  
London, SW1A 2JN

S.O. Ceremonials

St. Christopher House, Southwark Street, London, SE1 0TE }

Mr. Clive Leverton

December 1993

- TAY BRIDGE -

Rece and Rehearsal of the movement of the Coffin from  
The Chapel Royal to The Queen's Chapel

*St. James's Palace  
D + 2 at 9.00 p.m.*

Attendance

Assistant Comptroller, Lord Chamberlain's Office

Press Secretary

Sub-Dean, Chapels Royal

Maintenance Manager, St. James's Palace

Private Secretary to Queen Elizabeth The Queen Mother's Household

Chaplain to the Dean, Chapels Royal

Brigade Major, Headquarters Household Division

DCOS G1/G4, Headquarters London District

Garrison Sergeant Major, Headquarters London District

Bearer Party

Inspector of Police, St. James's Palace

Mr. Clive Leverton

December 1993

- TAY BRIDGE -

Recce Westminster Hall

*D + 3 at 10 a.m.*

Attendance

Assistant Comptroller, Lord Chamberlain's Office

Press Secretary

Clerk of the Cheque and Adjutant, Gentlemen at Arms  
Clerk of the Cheque and Adjutant, Yeomen of the Guard  
Adjutant, Royal Company of Archers

Black Rod

Senior Marshal Westminster Hall (for D + 5 and D + 9)

PS12 (Army), Ministry of Defence  
Brigade Major, Headquarters Household Division  
Silver Stick in Waiting  
Field Officer in Brigade Waiting  
DCOS G1/G4, Headquarters London District  
Garrison Sergeant Major, London District  
Commanding Officer, The King's Troop, Royal Horse Artillery  
Gun Carriage Marshal  
Officer in Charge Bearer Party

Metropolitan Police

Deputy Assistant Commissioner, }  
Royalty and Diplomatic Protection Department  
Deputy Assistant Commissioner, No. 8, Central Area, }  
Cannon Row Police Station, Victoria Embankment  
Assistant Commissioner of Police Territorial Operation Department, }  
TO20 New Scotland Yard

Department of National Heritage

Head of Royal Estate Division - Ceremonial Officer }  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH  
Deputy Ceremonial Officer } or representative  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH  
Project Manager Operation Lion }  
Park Manager, Central Parks, Rangers Lodge, Hyde Park,  
London, W2 2UH  
Director of Information }  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH

Parliamentary Works Department

Director of Works }  
Palace of Westminster, Room 1/124, 1 Canon Row,  
London, SW1A 2JN

S.O. Ceremonials

St. Christopher House, Southwark Street, London, SE1 0TE }

Mr. Clive Leverton

December 1993

- TAY BRIDGE -

Rehearsal Procession The Queen's Chapel to Westminster Hall

*D + 4 at 4.20 a.m.*

Attendance

Comptroller, Lord Chamberlain's Office  
Assistant Comptroller, Lord Chamberlain's Office

Press Secretary  
Sub-Dean, Chapels Royal (departure only)  
Maintenance Manager, St. James's Palace

As laid down in the London District First General Administrative Instruction

Metropolitan Police

Deputy Assistant Commissioner, }  
Royalty and Diplomatic Protection Department  
Deputy Assistant Commissioner, No. 8, Central Area, }  
Cannon Row Police Station, Victoria Embankment  
Assistant Commissioner of Police Territorial Operation Department, }  
TO20 New Scotland Yard  
Inspector of Police, St. James's Palace

Department of National Heritage

Head of Royal Estate Division - Ceremonial Officer }  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH  
Deputy Ceremonial Officer } or representative  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH  
Project Manager Operation Lion }  
Park Manager, Central Parks, Rangers Lodge, Hyde Park,  
London, W2 2UH  
Director of Information }  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH

Parliamentary Works Department

Director of Works }  
Palace of Westminster, Room 1/124, 1 Canon Row,  
London, SW1A 2JN

S.O. Ceremonials

St. Christopher House, Southwark Street, London, SE1 0TE }  
(due to move)

December 1993



- TAY BRIDGE -

Attendance at Second Conference

*Buckingham Palace*

*D + 6 at 10 a.m.*

Comptroller, Lord Chamberlain's Office  
Assistant Comptroller, Lord Chamberlain's Office

Lord Chamberlain	(If he wishes to attend)
Keeper of the Privy Purse	(or representative)
Master of the Household	(or representative)
Crown Equerry	
Secretary, Central Chancery of the Orders of Knighthood	
Press Secretary	

Sub-Dean, Chapels Royal  
Marshal of the Diplomatic Corps  
Vice-Marshal of the Diplomatic Corps  
Defence Services Secretary

Gentlemen Ushers

Private Secretary to Queen Elizabeth's Household

Dean of Westminster  
Receiver General, Westminster Abbey  
Dean of Windsor  
Chapter Clerk, St. George's Chapel  
Superintendent Windsor Castle

Black Rod

Crown Jeweller

Director General Personal Services, Ministry of Defence (Army)  
DNSC/C1, Ministry of Defence  
PS12 (Army), Ministry of Defence  
P1 (Cer)(RAF) Ministry of Defence  
Brigade Major, Headquarters Household Division  
Chief of Staff, Headquarters London District  
DCOS G1/G4 Headquarters London District  
Garrison Sergeant Major, Headquarters London District  
Commanding Officer, The King's Troop, Royal Horse Artillery

December 1993

Metropolitan Police

Deputy Assistant Commissioner,  
Royalty and Diplomatic Protection Department  
Deputy Assistant Commissioner, No. 8, Central Area,  
Cannon Row Police Station, Victoria Embankment  
Assistant Commissioner of Police Territorial Operation Department,  
TO20 New Scotland Yard  
Inspector of Police, St. James's Palace  
Inspector of Police, Windsor Castle  
Chief Constable British Transport Police

Chief Constable, Thames Valley Police, Kidlington, Oxford.

Department of National Heritage

Head of Royal Estate Division - Ceremonial Officer  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH  
Deputy Ceremonial Officer  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH  
Project Manager Operation Lion  
Park Manager, Central Parks, Rangers Lodge, Hyde Park, London, W2 2UH  
Director of Information  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH

Parliamentary Works Department

Director of Works  
Palace of Westminster, Room 1/124, 1 Canon Row, London, SW1A 2JN

S.O. Ceremonials

St. Christopher House, Southwark Street, London, SE1 0TE (due to move)

Maintenance Manager, Central London Palaces  
Maintenance Manager, Windsor Castle

Mr. Clive Leverton

- TAY BRIDGE -

Routes from Westminster Hall to Westminster Abbey

Rece Windsor Castle and St. George's Chapel

*Wellington Barracks*

*D + 6 at 2 p.m.*

Attendance

Assistant Comptroller, Lord Chamberlain's Office

Deputy Master of the Household - Windsor Castle only  
Press Secretary

Private Secretary to Queen Elizabeth's Household

Dean of Windsor }  
Chapter Clerk, St. George's Chapel }  
Precentor, St. George's Chapel }  
Dean's Virger } Windsor Castle only

Superintendent, Windsor Castle }  
Maintenance Manager, Windsor Castle }

Chief Constable, Thames Valley Police or Representative  
Special Escort Group, Metropolitan Police  
Chief Inspector of Police, Windsor Castle

Mr. Clive Leverton

Black Rod - departure from Westminster Hall only

Dean of Westminster } Westminster Abbey arrival and departure only  
Receiver General }

As detailed in the Second London District General Administrative Instruction

Metropolitan Police

Deputy Assistant Commissioner, } For London rece only  
Royalty and Diplomatic Protection Department  
Deputy Assistant Commissioner, No. 8, Central Area, } or representative  
Cannon Row Police Station, Victoria Embankment  
Assistant Commissioner of Police }  
Territorial Operation Department,  
TO20 New Scotland Yard

December 1993

Department of National Heritage

Head of Royal Estate Division - Ceremonial Officer }  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH }  
Deputy Ceremonial Officer }  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH }  
Project Manager Operation Lion } For London recce only  
Park Manager, Central Parks, Rangers Lodge, Hyde Park,  
London, W2 2UH }  
Director of Information } or representative  
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH }

Parliamentary Works Department

Director of Works }  
Palace of Westminster, Room 1/124, 1 Canon Row,  
London, SW1A 2JN }

S.O. Ceremonials

St. Christopher House, Southwark Street, London, SE1 0TE }  
(due to move)

- TAY BRIDGE -

Rehearsal Westminster Hall to Westminster Abbey

*Westminster Hall*

*D + 7 at 4.20 a.m.*

Attendance

Comptroller, Lord Chamberlain's Office  
Assistant Comptroller, Lord Chamberlain's Office

Press Secretary

Private Secretary to Queen Elizabeth's Household

Representatives of

Lord Great Chamberlain	}	
Lord Chancellor	}	for departure from Westminster Hall only
Speaker	}	

Black Rod

Dean of Westminster	}	for arrival at Westminster Abbey only
Receiver General, Westminster Abbey	}	

As laid down in the ? London District Administrative Instructions

Metropolitan Police

Deputy Assistant Commissioner,	}	
Royalty and Diplomatic Protection Department	}	
Deputy Assistant Commissioner, No. 8, Central Area,	}	
Cannon Row Police Station, Victoria Embankment	}	
Assistant Commissioner of Police Territorial Operation Department,	}	
TO20 New Scotland Yard	}	

Department of National Heritage

Head of Royal Estate Division - Ceremonial Officer	}	or representative
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH	}	
Deputy Ceremonial Officer	}	
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH	}	
Project Manager Operation Lion	}	
Park Manager, Central Parks, Rangers Lodge, Hyde Park,	}	
London, W2 2UH	}	
Director of Information	}	
Fourth Floor, 2-4 Cockspur Street, London, SW1Y 3DH	}	

Parliamentary Works Department

Director of Works	}	
Palace of Westminster, Room 1/124, 1 Canon Row,	}	
London, SW1A 2JN	}	

S.O. Ceremonials

St. Christopher House, Southwark Street, London, SE1 0TE	}	
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December 1993

- TAY BRIDGE -

Rehearsal of the Arrival at Windsor Castle and St. George's Chapel

*D + 7 at 11 a.m.*

Attendance

Assistant Comptroller, Lord Chamberlain's Office

Press Secretary

Dean of Windsor

Chapter Clerk, St. George's Chapel

Superintendent, Windsor Castle

Maintenance Manager, Windsor Castle

Staff Captain, Headquarters Household Division

Garrison Sergeant Major, Headquarters London District

Bearer Party - Windsor

Windsor Castle Guard for D + 9

Mr. Clive Leverton

December 1993

- TAY BRIDGE -

Rehearsal Committal Service

*D + 7 at 12 noon*

Attendance

Assistant Comptroller, Lord Chamberlain's Office

Dean of Windsor  
Chapter Clerk, St. George's Chapel  
Superintendent, Windsor Castle  
Maintenance Manager, Windsor Castle

Mr. Clive Leverton

(The Lord Chamberlain and the Lord Chamberlain to Queen Elizabeth may wish to attend this rehearsal.)

- TAY BRIDGE -

Recce and Rehearsal Funeral Service inside Westminster Abbey

*D + 8 at 9 a.m.*

Attendance

Comptroller, Lord Chamberlain's Office  
Assistant Comptroller, Lord Chamberlain's Office

Press Secretary  
Secretary, Central Chancery of the Orders of Knighthood

Clerk of the Cheque and Adjutant, Gentlemen at Arms  
Clerk of the Cheque and Adjutant, Yeomen of the Guard

Private Secretary to Queen Elizabeth The Queen Mother's Household

Garter Principal King of Arms

Dean of Westminster  
Receiver General, Westminster Abbey  
Internally as required by the Dean of Westminster

Pall Bearers  
PS12 (Army), Ministry of Defence  
Brigade Major, Headquarters Household Division  
Garrison Sergeant Major, Headquarters London District  
Bearer Party  
Lining Party  
Buglers, The Light Infantry  
Car door openers  
Cap holders

Crown Jeweller

Mr. Clive Leverton

December 1993

- TAY BRIDGE -

USHERS BRIEFING

*Westminster Abbey*

*D + 8 at 12 noon*

Attendance

Assistant Comptroller, Lord Chamberlain's Office

Press Secretary

Receiver General Westminster Abbey

Honorary Stewards of Westminster Abbey

Service Ushers

Foreign and Commonwealth Office Ushers

Royal Household Ushers

December 1993

APPENDIX B

Lying-in-State

Roster of Watches

No. of Watch	Day	Time	Found by
1	D + 5	Arrival of Coffin	Household Division
2	D + 5	1800	Yeomen of the Guard
3	D + 6	0001	Household Division
4	D + 6	0600	Household Division
5	D + 6	Midday	Gentlemen at Arms
6	D + 6	1800	Yeomen of the Guard
7	D + 7	0001	Household Division
8	D + 7	0600	Household Division
9	D + 7	Midday	Yeomen of the Guard
10	D + 7	1800	Gentlemen at Arms
11	D + 8	0001	Household Division
12	D + 8	0600	Household Division
13	D + 8	Midday	Royal Company of Archers
14	D + 8	1800	Yeomen of the Guard
15	D + 9	0001	Household Division
16	D + 9	0600	Household Division

APPENDIX C

ROUTE - WESTMINSTER ABBEY TO WINDSOR CASTLE

PARLIAMENT SQUARE		
PARLIAMENT STREET		
WHITEHALL		
ADMIRALTY ARCH		
THE MALL		
CONSTITUTION HILL		
HYDE PARK CORNER		7 minutes
KNIGHTSBRIDGE		
BROMPTON ROAD		
CROMWELL ROAD		
WEST CROMWELL ROAD		
TALGARTH ROAD		
HAMMERSMITH FLYOVER		
GREAT WEST ROAD	(Hogarth Roundabout)	22 minutes
ELLESMERE ROAD	(Chiswick Roundabout)	26 minutes
CEDARS ROAD	(Gilletts Corner)	30 minutes
GREAT WEST ROAD	(Osterley Park Stn.)	33 minutes
BATH ROAD	(London Airport)	42 minutes
COLNBROOK BY PASS		
LONDON ROAD		
B.470		
MAJORS FARM ROAD		51 minutes
LONDON ROAD		
HIGH STREET, DATCHET LEVEL CROSSING		54 minutes *
WINDSOR ROAD		
VICTORIA BRIDGE		57 minutes
KING EDWARD VII AVENUE		
DATCHET ROAD		
RIVER STREET		
THAMES STREET		
QUEEN VICTORIA STATUE		
HENRY VIII GATE		60 minutes

\* The level crossing at Datchet is unmanned and should be covered by Police to ensure that the gate remains open.

Time:- 1 hour

Distance:- 23.8 miles

Speed 15 m.p.h. - 35 m.p.h.

CONFIDENTIAL

From : Alex Allan  
Date : 16 November 1993

WILLIAM CHAPMAN

QUEEN MOTHER

It is clear that the Queen Mother is pretty frail - though well enough to attend the State Banquet last week and go down (when everyone was scuttling off to bed) to ask the Irish Guards to play some more rousing music, and then stay on the doorstep in the cold to do some shadow conducting!

I have forgotten exactly where we left the contingency planning. But the Prime Minister is keen to have a suitable form of words ready. When you have got the speech in the debate out of the way, please could you turn your hand to this and let the Prime Minister (and me) see a draft?

*AA*

ALEX ALLAN

~~CF~~

~~Could I have the~~

~~file pm - m~~

~~22/n~~

CF

M Bu

post PM's

22/n

to m m

wcc

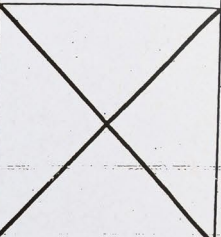
wcc

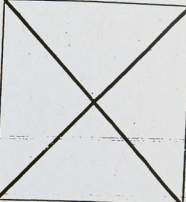
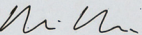
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15/n

CONFIDENTIAL

# A The National Archives

DEPARTMENT/SERIES <p style="text-align: center;">..... REM 19 .....</p> PIECE/ITEM ..... (one piece/item number) ..... <p style="text-align: center;">4602</p>	Date and sign
Extract details: <i>letter from Chapman to Sandeman dated          1 October 1993</i>	
CLOSED UNDER FOI EXEMPTION .....	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
TEMPORARILY RETAINED	14/12/18 <i>M.L.</i>
MISSING AT TRANSFER	
NUMBER NOT USED	
MISSING (TNA USE ONLY)	
DOCUMENT PUT IN PLACE (TNA USE ONLY)	

DEPARTMENT/SERIES	Date and sign
PIECE/ITEM ..... (one piece/item number)	
<p>Extract details:</p> <p>Letter and attachments from Fellowes to Allan dated 27 September 1993</p>	
CLOSED UNDER FOI EXEMPTION .....	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
TEMPORARILY RETAINED	<p>14/12/18</p> 
MISSING AT TRANSFER	
NUMBER NOT USED	
MISSING (TNA USE ONLY)	
DOCUMENT PUT IN PLACE (TNA USE ONLY)	

FUNERAL OF  
QUEEN ELIZABETH THE QUEEN MOTHER

PLANNING NOTE - June, 1981  
(corrected to August 1993)

\*Approved by The Queen on 6th November, 1979

PART I

GENERAL

1.\* Outline of Arrangements

- (a) The Coffin will Lie-in-State in Westminster Hall for three clear days before the Funeral.
- (b) Ceremonial Funeral Service in Westminster Abbey.
- (c) Private Committal and Interment in The King George VI Memorial Chapel, St. George's Chapel, Windsor.

2. Minimum Time-Table

D	Day of death	
D + 1		
D + 2)		) Printing of tickets.
)		)
D + 3)	Westminster Hall prepared	) Index cards and envelopes,
)		) pack and despatch invitations.
D + 4)		)
D + 4	Coffin moved to The Queen's Chapel St. James's Palace	
D + 5	Coffin taken in Procession ) to Westminster Hall )	
		) Seating
D + 6)		)
)		)
D + 7)	Lying-in-State )	
)	Westminster Hall )	
D + 8)		) Amendments to seating plan
D + 9	Funeral Service and Interment.	

- Note: 1) This minimum timetable may have to be extended if the Royal Navy are unable to provide in the time available their marching detachment for the Procession to Westminster Hall.
- 2) It will have to be extended if death occurs at a weekend or over a Bank Holiday.

3. **Flags**

Flags to be half-masted from the day of death to the day of the Funeral, inclusive, subject to The Queen's approval.

If Queen Elizabeth dies at Clarence House, her Personal Standard will be half-masted there. If Queen Elizabeth dies elsewhere, when the Coffin is resting in the Chapel Royal or The Queen's Chapel, the Standard at Clarence House will be half-masted, and then be struck as the Procession to Westminster Hall moves off.

4. **Mourning**

Subject to The Queen's wishes:-

- |     |         |   |   |
|-----|---------|---|---|
| (a) | Court   | - | One month                                   |
| (b) | Service | - | Up to and including the day of the Funeral. |

5. **Court Circular**

The following wording was approved by The Queen:-

"The Queen has learned with deep sorrow of the death of Queen Elizabeth, Her Majesty's Mother."

6. **State Bell, St. Paul's Cathedral**

To be rung for one hour on the day of death (or the following day) - on instructions of the Home Secretary. It is not rung on a Sunday.

The bell of St. Giles' Cathedral, if asked for, may also be rung at the same time.

7. **Ceremonial**

Ceremonials will be prepared and issued by the Lord Chamberlain's Office.

8. **Memorial Service**

There will be no official Memorial Service, in accordance with Queen Elizabeth's wishes.

9. **Special Ceremonies Office**

This will be set up in the Lord Chamberlain's Office at Buckingham Palace by Gentlemen Ushers. It will be responsible generally for:-

- (a) Attendance of the Royal Family and Queen Elizabeth's Family at the Lying-in-State.
- (b) Heads of State and Members of Foreign Royal Families attending the Lying-in-State and the Funeral.
- (c) Arrange for The Queen's Representative to meet and see off each Head of State or personal representative.

10. **Queen Elizabeth's Family**

All arrangements for Her Majesty's relations (excluding Members of the Royal Family) will be made by Queen Elizabeth's Household, other than for their attendance at the Lying-in-State and Funeral Service which will be the responsibility of the Lord Chamberlain's Office.

11. **Flowers and Wreaths**

Flowers in The Chapel Royal and The Queen's Chapel and round the base of the Catafalque in Westminster Hall will be arranged by Queen Elizabeth's Household. Wreaths in Westminster Hall may have to be restricted.

The Lord Chamberlain's Office will be responsible for moving these Family wreaths as required from The Chapel Royal to The Queen's Chapel and then to Westminster Hall, and from there to St. George's Chapel, Windsor.

All other wreaths will be sent to the Receiver General, Westminster Abbey, and will be laid out under his arrangements.

12. **Press Announcements**

- (a) The announcement of death will be made with The Queen's approval from Buckingham Palace.
- (b) A subsequent announcement to be made by The Queen's Press Secretary will contain particulars of the following:-

Mourning

Half-masting of Flags

Procession from The Queen's Chapel, St. James's Palace to Westminster Hall.

Lying-in-State in Westminster Hall.

Funeral Service at Westminster Abbey (by invitation only) preceded by a small Procession from Westminster Hall.

Private Interment in St. George's Chapel, Windsor.

Wreaths

Closure of Windsor Castle.

13. **Conferences, Reconnaissances and Rehearsals**

See Appendix A.

14. **Spare**

## PART II

### PRELIMINARY MOVEMENTS OF THE COFFIN

\*\* Approved by The Queen on 18th November 1989

15. Division of Responsibility between Queen Elizabeth's Household and the Lord Chamberlain's Office

A member of Queen Elizabeth's Household (The Earl of Crawford and Balcarres, if available) and a Lady-in-Waiting will accompany the Coffin on its journey to London.

Queen Elizabeth's Household will be responsible for all arrangements:-

- (a) If death occurs overseas, up to and including the departure of the Coffin from the overseas country, with the help of the British Embassy.
- (b) If death occurs in the Royal Yacht, up to arrival at the British seaport (with the help of the Flag Officer) or subsequent departure from the overseas airfield (with the help of the British Embassy).
- (c) If death occurs in Britain, up to departure from the place of death.

The Lord Chamberlain's Office will make all other arrangements, including those for air, rail and road journeys in Britain.

The Lord Chamberlain will be present in London or at an Arrival airfield to receive the Coffin.

16. Degree of Ceremonial

- (a) If death occurs overseas, the country concerned may make whatever ceremonial arrangements it wishes. The arrival in this country and all moves within Britain will be non-ceremonial.
- (b) If death occurs in Britain, other than in London or at Windsor, Queen Elizabeth's Household will take into consideration the advice of the Lord Lieutenant and Local Authorities. In principle the arrangements are to be non-ceremonial.
- (c) Queen Elizabeth's Personal Standard (12' x 5'9" - in the possession of Her Majesty's Treasurer) will be placed on the Coffin for all non-ceremonial moves.

17. If Death Occurs Overseas

Arrangements will be made by the Lord Chamberlain's Office for the Royal Air Force to fly out a RAF Bearer Party, a Gentleman Usher and Mr. Leverton with two Assistants and a Coffin. The Coffin to be flown back to Royal Air Force Benson or Brize Norton, from where it will be taken by road to The Chapel Royal at St. James's Palace. (The RAF has an operational plan for this).

The Lord Chamberlain's Office will arrange for a Member of Queen Elizabeth's Household (The Earl of Crawford and Balcarres if possible and a Lady-in-Waiting) to fly out in the aircraft.

18. If Death Occurs in the Royal Yacht

H. M. Yacht Britannia to proceed to the nearest British, Commonwealth or Foreign port - in that order of preference. If to an overseas port the Coffin will be flown to Royal Air Force Benson or Brize Norton by the Royal Air Force. After arrival in Britain at a port or airfield the Coffin will be taken by Levertons to The Chapel Royal at St. James's Palace.

(Flag Officer Royal Yachts has an operational plan in the event of a Member of the Royal Family dying on board).

19. If Death Occurs in Britain

a. Outside London

If available, The Earl of Crawford and Balcarres will go to the place of death as soon as possible to accompany the Coffin to London. Procedures will be as follows:

- (i) Castle of Mey,  
Birkhall,  
Balmoral

Levertons will provide a bearer party and a hearse. Prayers will be said by the Minister in the house prior to departure.

The journey to The Chapel Royal will be in order of preference, by air (BAe 146/VC10) to RAF Benson and then by road, or by road by Levertons hearse or by train from Thurso or Aberdeen to Euston. Bearer Parties will be provided at airports by the RAF and at railway stations by the Army.

- (ii) Sandringham

The Coffin will rest overnight in Sandringham Church where Estate Staff may pay their last respects to Her Majesty.

The Game Staff will provide the bearer party at the house and the Church. Levertons hearse will take the Coffin to The Chapel Royal.

- (iii) Royal Lodge      The Coffin will rest overnight in the Royal Chapel, Windsor Great Park where Estate staff may pay their last respects.  
Levertons will provide the bearer parties and a hearse to take the Coffin to The Chapel Royal.
- (iv) A Private House      Coffin under non-ceremonial arrangements by Levertons hearse to The Chapel Royal.
- (v) On a Public Engagement      It is anticipated that Queen Elizabeth will be taken to the nearest hospital. Subsequent move of the Coffin would be by Levertons hearse with non-ceremonial departure from the hospital for The Chapel Royal.

**b. In London**

The Coffin will be taken without ceremony by Levertons hearse to The Chapel Royal. If death occurs at Clarence House the Coffin will be moved by Levertons hearse as soon as convenient. The route will be from the front door by way of Stable Yard Road and Cleveland Row, The Great Gate and Colour Court.

**20. Press Coverage**

Controlled facilities will be arranged by the Press Secretary to The Queen at seaports, airports and railway stations. For road journeys they will be arranged at the first public area outside the place of death.

**21. Coffin at St. James's Palace**

- (a) If the Coffin arrives before D + 4 it will be taken to The Chapel Royal where it will rest until moved to The Queen's Chapel.
- (b) The Dean and Sub-Dean of the Chapels Royal will receive the Coffin. Queen Elizabeth's Lord Chamberlain and Mistress of the Robes will be present.
- (c) No watch will be kept except for a period of twenty minutes after the Coffin has arrived in The Queen's Chapel when six Gentlemen of Queen Elizabeth's Household will watch over the Coffin.
- (d) Prayers are said as the Coffin arrives and leaves both Chapels.
- (e) At all times when the Coffin is within St. James's Palace special police protection will be arranged.

- (f) Press facilities will be granted from public areas to cover the arrival of the Coffin at The Queen's Chapel.
- (g) The bearer party for the move from The Chapel Royal to The Queen's Chapel will be provided as shown in paragraph 26. Levertons will provide the bearer party for all other moves within St. James's Palace.

22. **Depositum Plate**

- (a) The Plate is with Garrard's who will insert date of death when known.
- (b) Levertons fix this plate to the Coffin in the Royal Vault.

23. **Coffin Plate**

- (a) Wording similar to King George VI's Coffin plate.
- (b) Already held by Garrards (with year of death omitted).
- (c) After death inscription completed and fixed to the Coffin by Levertons.

24. **Spare**

### PART III

#### PROCESSION FROM ST. JAMES'S PALACE

#### TO WESTMINSTER HALL

25. Pall Bearers

As nominated by Queen Elizabeth's Household the Lord Chamberlain's Office will summon the Colonels of Queen Elizabeth's British Regular Regiments (8), the Captain of H.M.S. "Ark Royal", and the Commandant of the Royal Air Force Central Flying School. (Total 10).

26.\* Bearer Party

To be found by the Irish Guards. If the Irish Guards cannot find the Bearer Party this will be found by The Queen's Company, Grenadier Guards, or from elsewhere within that Regiment.

27.\* Gun Carriage

To be provided by The King's Troop, Royal Horse Artillery.

28. What Placed on Coffin

Queen Elizabeth's Personal Standard (12' x 5'9" - in the possession of Queen Elizabeth's Treasurer), and Her Majesty's Crown (on a cushion kept in the Lord Chamberlain's Office). There are no flowers on the Coffin for outside procession.

29. Route

Marlborough Road  
The Mall  
Horse Guards Road  
Horse Guards Parade and Horse Guards Arch  
Whitehall  
Parliament Street  
Parliament Square (East side)  
New Palace Yard  
(During the refurbishment of Horse Guards the route will be Marlborough Road, The Mall, Admiralty Arch, Whitehall, etc.)

The route will be lined by the Armed Forces.

30. The Queen's Guard

The St. James's Palace Detachment will turn out in Friary Court.

31. The Queen's Life Guard

Will be turned out mounted.

32. Guard of Honour

A Guard of Honour found by the Foot Guards will be mounted in the centre of Parliament Square, on the grass facing the Gates of New Palace Yard.

33. Composition of the Procession

Mounted Police (1 & 4)

Detachment of Royal Air Force )

)

Detachment Household Division )

(If possible found by Irish Guards) )

)

Detachment Royal Marines )

)

Detachment Royal Navy )

)

Size of each Detachment to be  
6 Officers and 300 if possible  
with Bands as appropriate.

General Officer Commanding London District and Staff

Gun Carriage conveying the Coffin

Pall Bearers

\* Bearer Party

\* Family Mourners (Gentlemen of the Royal Family (10) and  
Queen Elizabeth's Family (1))

\* The Lord Chamberlain to Queen Elizabeth

\* Gentlemen of Queen Elizabeth's Household (5) and  
Her Majesty's male Personal Servants (6)

Chiefs of the Defence Services (4)

Representative Detachments of Queen Elizabeth's Regiments  
(including Territorial Army and Commonwealth if available)

(Not exceeding four from each - e.g. One Officer, One Warrant Officer,  
One Non-Commissioned Officer, One Private)

Massed Bands of the Guards Division

Detachment Household Cavalry ((dismounted) 3 & 48)

Mounted Police (4)

- \* These elements of the Procession only will enter Westminster Hall.

34. Gun Salute

A Royal Salute of 41 guns to be fired by The King's Troop, Royal Horse Artillery, from Green Park during the course of the Procession.

35. Arrival at Westminster Hall

The Queen and Ladies of the Royal Family (Royal Highnesses) arrive at the North Door of Westminster Hall and are conducted to the Grand Committee Room, returning to outside the North Door as the Procession arrives. Members of Queen Elizabeth's Family will also be there.

The Lord Chamberlain will be present. The Mistress of the Robes to Queen Elizabeth, Ladies in Waiting and personal staff of Her late Majesty's Household will also be present. Members of the House of Lords and House of Commons will also be invited to be present inside Westminster Hall, under arrangements to be made by the Lord Great Chamberlain's Office.

The Coffin will be received by the Archbishop of Canterbury, the Lord Great Chamberlain, the Lord Chancellor and the Speaker.

When the Coffin has been placed on the Catafalque and all are assembled inside, the Archbishop will say prayers. The First Watch of the Vigil will then be mounted, after which those present will depart.

When all further preparations have been made, the Press and T.V. will be allowed in for one hour (?) after which the public will be admitted and Press and T.V. coverage continues for a further fifteen minutes. There will also be further coverage at the end of the first day, and at the beginning, middle and end of the following three days.

36. Date and Time

This Procession will take place not before D + 5, and probably in the afternoon.

37. Dress

Full Ceremonial Day Dress (with sword) - mourning band.

Morning Dress or Lounge Suit - no decorations.

(Note: Members of the Household in the Procession to wear uniform if possible.)

PART IV  
LYING-IN STATE

38.\* Place

Westminster Hall.

39. Preparation

The Palace of Westminster require three full days to prepare Westminster Hall.

40.\* Duration

Three clear days, i.e. excluding day of Coffin's arrival and Coffin's departure. First full day not before D + 6.

41. Responsibility

The Lord Great Chamberlain's Office, with the help of the Lord Chamberlain's Office and Black Rod.

42. General Public

To be admitted at all times except between midnight and 6.00 a.m., although the closure period may be shortened if required.

43. Special Visitors

Arrangements to be made by the Lord Great Chamberlain's Office, including the issuing of tickets. A Gentleman Usher from the Special Ceremonies Office to be present in Westminster Hall as required.

44.\* Vigil

A continuous vigil will be kept. Each Watch will last for six hours, making a total of 16 Watches. The Gentlemen at Arms will find two Watches, the Yeomen of the Guard four Watches, the Royal Company of Archers one Watch and the Household Division will find the remaining nine.

A roster is shown at Appendix B.

45. **Standard**

The Coffin will be draped with a large size (20'6" x 10') Standard of Queen Elizabeth's, in possession of Queen Elizabeth's Treasurer.

46. **Flowers on Coffin**

Any wreath or flowers on the Coffin will be placed there by Levertons.

47. **Press and T.V.**

Facilities given at the end of the first day, and at the beginning, middle and end of the following three days.

No facilities for the Press or T.V. when Members of the Royal Family visit the Lying-in-State.

48. **Spare**

**PART V**

**PROCESSION FROM WESTMINSTER HALL  
TO WESTMINSTER ABBEY**

49. **Date and Time**

This Procession will take place on the morning of the day of the Funeral, which will not be before D + 9.

50. **Departure from Westminster Hall**

The Lord Great Chamberlain, the Lord Chancellor and the Speaker will be present. After the departure of the Procession they will be conducted on foot by a Gentleman Usher to Westminster Abbey.

The Bearer Party, the Pall Bearers and those following the Gun Carriage will be present inside Westminster Hall.

T.V. and Press coverage outside only.

51. **Route**

New Palace Yard  
Parliament Square (East and South sides)  
Broad Sanctuary

The route will be lined by the Armed Forces.

52. **Guard of Honour**

Found by the Foot Guards will be mounted in the centre of Parliament Square on the grass facing the gates of New Palace Yard.

53. Composition of Procession

Massed Pipes and Drums of Scottish and Irish Regiments.

General Officer Commanding London District and Staff (4)

Gun Carriage conveying the Coffin

Pall Bearers

Family Mourners (Gentlemen of the Royal Family and Queen Elizabeth's Family)

Gentlemen Members of Queen Elizabeth's Household (less the Lord Chamberlain - see para. 54)

54. Arrival at Westminster Abbey

The Massed Pipes and Drums will proceed past the Great West Door to Victoria Street where they will countermarch and halt. The remainder of the Procession, less the Gun Carriage, will enter the Abbey. Both Lord Chamberlains will be at the Great West Door when the Coffin arrives.

55. Lining Party at Westminster Abbey

Representatives of Queen Elizabeth's Ships, Regiments, Corps and the Central Flying School, Royal Air Force, including those from overseas, will be in position outside the Great West Door.

56 - 57. Spare

## PART VI

### FUNERAL SERVICE

58.\* Place

Westminster Abbey.

59. Date

Not before D + 9.

60. Probable Time-Table

9.45	Doors opened.
10.30	The Lord Chamberlain and the Lord Chamberlain to Queen Elizabeth arrive.
By 10.35	General Congregation seated.
10.35 - 10.45	Certain Guests arrive via Victoria Street.
10.45	Queen Elizabeth's Household arrive via Victoria Street.
10.45 - 10.50	Members of the Royal Family (non Royal Highnesses) arrive via Victoria Street.
10.50 - 10.55	Foreign Royal Families and Queen Elizabeth's Family arrive via Victoria Street.
(10.55 - 11.00)	(Lining Party form up.)
11.00	Heads of State and representatives arrive via Birdcage Walk and Storey's Gate.
11.10	Members of Royal Family Car Procession arrives via Birdcage Walk and Storey's Gate.
11.16	The Queen arrives via Birdcage Walk and Storey's Gate.

61.\* Inside Processions

- |     |       |  |
|-----|-------|--|
| (a) | 11.04 | Heads of State, their specially appointed Representatives and Foreign Royal Families |
| (b) | 11.07 | Visiting Clergy  |
| (c) | 11.08 | Choir  |

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- (d) 11.20 The Queen's Procession. This will include all Ladies of the Royal Family who are Royal Highnesses. (Members of the Royal Family and Queen Elizabeth's Family who are not Royal Highnesses will have been conducted directly to their seats previously).
- (e) 11.30 The Procession with the Coffin. This will include Dean and Chapter, Insignia Bearers (see Paragraph 62), Pall Bearers, Garter and Lord Lyon King of Arms, both Lord Chamberlains, Bearer Party, Gentlemen of the Royal Family and Queen Elizabeth's Family, and Gentlemen of Her Late Majesty's Household.

62. **Insignia Bearers**

Four Officers of Queen Elizabeth's Regiments selected by Queen Elizabeth's Household. On one cushion will be placed the Insignia of the Order of the Garter; on the second cushion the Insignia of the Order of the Thistle, on the third cushion the Royal Victorian Chain, the Royal Victorian Order, Crown of India and British Empire; and on the fourth cushion the Family Orders.

The Insignia will be collected by the Central Chancery of the Orders of Knighthood and will be attached to the cushions by the Crown Jeweller. The Secretary, Central Chancery of the Orders of Knighthood will arrange with the Crown Jeweller for the cushions to be delivered to Westminster Abbey on the day of the Funeral.

63.\* **Catafalque**

A Catafalque will be constructed under the Lantern, and on this the Coffin will be placed for the Funeral Service. The Royal Family will be seated on special chairs, with kneeling desks, in front of the North and South Lantern chairs, but set well back.

64. **Congregation**

This will include:-

Great Officers of State

Representatives of:-

Parliament  
 Diplomatic Corps  
 Church  
 Law  
 Armed Forces  
 Civil and Diplomatic Services  
 Ships (two each) )  
 Regiments (two each) ) Associated with  
 RAF Station (two each) ) Queen Elizabeth  
 Civil Organisations (one each) )  
 Royal Households  
 Press

Official Bodies

Lords Lieutenant of Counties in which  
Queen Elizabeth has lived

Queen Elizabeth's Household and Staff

Friends

Tradesmen

65. **Seating**

The Lord Chamberlain's Office seating layout for Westminster Abbey will be used.

66. **Body Guards**

Both the Gentlemen at Arms and Yeomen of the Guard will be on duty in the Abbey.

67. **Clergy**

The Dean of Westminster will conduct the Service. The Archbishop of York and the Cardinal Archbishop of Westminster will read the Lessons. The Moderator of the General Assembly of the Church of Scotland and the Moderator of the Free Church Federal Council will say prayers. The Archbishop of Canterbury will give the Blessing.

The following will probably robe and process:-

Dean of the Chapels Royal  
Sub-Dean of the Chapels Royal  
Dean of Windsor  
Chaplain, Royal Chapel, Windsor Great Park  
Rector of Sandringham  
Ministers of Glamis, Crathie and Cannisbay  
Episcopal Rector of Ballater

68. **Order of Service**

The Dean of Westminster has produced a suggested Order of Service, which has been agreed with Queen Elizabeth's Household. The Lord Chamberlain has submitted this to The Queen for approval.

69. **Styles and Titles**

Immediately after the Blessing, Garter will proclaim the Styles and Titles of Her late Majesty from a position near the head of the Coffin.

70. Last Post and Reveille

At the end of the Service these calls will be sounded by the Buglers of The Light Infantry.

71.\* Procedure at the end of the Service

The Coffin will be borne in Procession (to include The Queen and Members of the Royal Family) down the Centre Aisle and through the Great West Door to Levertons hearse. The Massed Pipers (facing the Great West Door) will play a lament as the Coffin is carried through the Great West Door.

The Dean and Chapter will be assembled inside the Great West Door on the North side and the following will be on the South side:-

Archbishops of Canterbury and York

Moderators of the General Assembly of the Church of Scotland  
and the Free Church Federal Council

Cardinal Archbishop of Westminster

A car procession leaves for Windsor Castle:-

Police Car

1st Car: Lord Chamberlain  
Dean of Windsor

2nd Car: Queen Elizabeth's Lord Chamberlain and  
Private Secretary

Hearse

Royal Rolls: The Prince of Wales  
The Earl of Strathmore and Kinghorne

3rd Car: Equerry to The Prince of Wales  
Assistant Comptroller,  
Lord Chamberlain's Office  
Crown Jeweller

Police Car

The car procession will be escorted by the Special Escort Group,  
Metropolitan Police.

The Queen and The Duke of Edinburgh, with certain Members of the Royal Family, depart for Buckingham Palace followed by the other Members of the Royal Family to their own residences.

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72. Route Westminster Abbey - Windsor Castle

See Appendix C.

73. Ushers

These will be provided by Gentlemen Ushers, Members of The Queen's Household, Officers of the Royal Yacht, The Queen's Flight and the Household Division; and Honorary Stewards of Westminster Abbey; supplemented by Serving Officers from Her late Majesty's Regiments including those from overseas. In addition eight Senior Warrant Officers of the Household Division will be required for duty on the doors.

74. Car Door Openers and Cap Holders

These will be provided by Women from the Armed Services.

75. Wreaths

Wreaths (other than those of the Family) will be sent to the Receiver General, Westminster Abbey, and laid on the grass on the North side of the Abbey.

76. Dress

Full Ceremonial Day Dress (with sword) - mourning band.

Morning Dress or Lounge Suit - no decorations

(Note: Members of Household in the Procession to wear uniform if possible).

77. Curfew Bell, Windsor Castle

This will be tolled at Windsor whilst the Funeral Service is taking place in London.

78. Press

T.V. and Press coverage of the Funeral Service.

79. Spare

## PART VII

### COMMITTAL AND INTERMENT

80.\* Place

The Coffin will be interred in The King George VI Memorial Chapel, St. George's Chapel, Windsor Castle.

81. Date

The same day as the Funeral (not before D+9), probably at 6.00 p.m.

82. Arrival at Windsor

The car procession from Westminster Abbey will drive slowly up Thames Street and Castle Hill and entering the Castle through Henry VIII Gateway, will proceed through the Horseshoe Cloister and Denton's Commons to the North Door.

The Windsor Castle Guard will be turned out on the Parade Ground and give a Royal Salute as the Hearse passes.

As the Cortège enters the Horseshoe Cloister, the Gates of the Cloister will be closed and thereafter the proceedings will be completely private.

83. Arrival at St. George's Chapel

The Hearse arrives at the North Door and the Coffin will be carried by a Bearer Party provided by a Regiment of Foot Guards into St. George's Chapel where it will be placed on the Catafalque in the Quire.

The Coffin will be received by the Dean of Windsor. When the Coffin has been placed on the Catafalque, the Dean of Windsor will say prayers.

All those in the car procession will accompany the Coffin into the Quire and will leave the Quire after the Bearer Party has filed away.

84. The Tomb

Later the Coffin will be moved administratively by Levertons from the Catafalque and placed in the Vault alongside the Coffin of His late Majesty, the marble slab removed so that both Coffins are visible.

85.\* **Committal Service**

This will take place privately in The King George VI Memorial Chapel, and will be conducted by the Dean of Windsor.

The Queen, The Duke of Edinburgh, The Prince of Wales, The Princess of Wales, The Princess Margaret, Countess of Snowdon, the Dowager Countess of Strathmore and Kinghorne, the Earl and Countess of Strathmore and Kinghorne and the Hon. Lady Bowes-Lyon will arrive at the Deanery and be conducted by the Dean of Windsor via the Dean's Cloister and North Quire Aisle to the Memorial Chapel. The Lord Chamberlain and Queen Elizabeth's Lord Chamberlain will be present.

During the Committal Service the Lord Chamberlain will scatter the earth and Queen Elizabeth's Lord Chamberlain will break his wand.

Departure from the Galilee Porch.

The marble slab will be placed back in position as soon as the Service is over.

86. **Probable Time-table**

- |                                 |   |
|---------------------------------|---|
| 12.35 p.m.                      | Hearse conveying the Coffin leaves Westminster Abbey.                     |
| 1.35 p.m.                       | Hearse arrives Windsor Castle.  |
| 1.45 - 5.00 p.m.                | Coffin in St. George's Chapel.  |
| By 5.30 p.m.                    | Coffin in position in the Vault.  |
| Between 5.50 p.m. and 5.55 p.m. | The Queen and Members of Her late Majesty's Family arrive at the Deanery. |
| 6.00 - 6.15 p.m.                | Committal Service.  |
|                                 | The Queen and those attending leave Galilee Porch.                        |

87. **Castle Precincts**

Windsor Castle will be closed to the public throughout the day of the Funeral.

88. **Flag Flying**

The Union Flag on the Round Tower, if flying, will continue to be flown at mast-head.

89. Spare

90. Spare

## APPENDIX A

### Conferences, Reconnaissances and Rehearsals

- D Death occurs
- D + 1 (pm) 1st Conference at Buckingham Palace (MR/AM)
- (6pm) Recce/Rehearsal : Arrival of Coffin at The Chapel Royal (AM)
- D + 2 (am) Recce/Rehearsal : RAF Benson/Brize Norton/BR Railway Station (AM)
- (2pm) Recce : Processional Routes - (MR/AM)
- a) The Queen's Chapel to Westminster Hall
- b) Westminster Hall to Westminster Abbey
- (9pm) Recce/Rehearsal : The Chapel Royal to The Queen's Chapel (AM)
- D + 3 (5.20am) Rehearsal : Processional Routes for Gun Carriage Group (MR/AM)
- (10am) Recce : Westminster Hall - (AM)
- a) Arrival
- b) Lying-in-State
- c) Departure
- D + 4 (5.20am) Rehearsal : Procession The Queen's Chapel - Westminster Hall (MR/AM)
- (10am) Rehearsal : Westminster Hall (MR/AM)
- a) Arrival
- b) Lying-in-State
- c) Departure
- D + 5 Procession from The Queen's Chapel to Westminster Hall
- D + 6 (10am) 2nd Conference at Buckingham Palace (MR/AM)
- (2 pm) Recce : Routes from Westminster Hall to Westminster Abbey (AM)
- Recce : Windsor Castle and St. George's Chapel
- D + 7 (5.20am) Rehearsal : Route from Westminster Hall to Westminster Abbey (MR/AM)
- (11am) Rehearsal : Arrival at Windsor Castle and St. George's Chapel (AM)
- (12 noon) Rehearsal : King George VI Memorial Chapel
- D + 8 (9am) Recce/Rehearsal : Funeral Service inside Westminster Abbey (MR/AM)
- (12 noon) Ushers Briefing Westminster Abbey (AM)
- D + 9 Funeral.

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## APPENDIX B

### Lying-in-State

#### Roster of Watches

<b>No. of Watch</b>	<b>Day</b>	<b>Time</b>	<b>Found by</b>
1	D + 5	Arrival of Coffin	Household Division
2	D + 5	1800	Yeomen of the Guard
3	D + 6	0001	Household Division
4	D + 6	0600	Household Division
5	D + 6	Midday	Gentlemen at Arms
6	D + 6	1800	Yeomen of the Guard
7	D + 7	0001	Household Division
8	D + 7	0600	Household Division
9	D + 7	Midday	Yeomen of the Guard
10	D + 7	1800	Gentlemen at Arms
11	D + 8	0001	Household Division
12	D + 8	0600	Household Division
13	D + 8	Midday	Royal Company of Archers
14	D + 8	1800	Yeomen of the Guard
15	D + 9	0001	Household Division
16	D + 9	0600	Household Division

APPENDIX C

ROUTE - WESTMINSTER ABBEY TO WINDSOR CASTLE

PARLIAMENT SQUARE		
PARLIAMENT STREET		
WHITEHALL		
ADMIRALTY ARCH		
THE MALL		
CONSTITUTION HILL		
HYDE PARK CORNER		7 minutes
KNIGHTSBRIDGE		
BROMPTON ROAD		
CROMWELL ROAD		
WEST CROMWELL ROAD		
TALGARTH ROAD		
HAMMERSMITH FLYOVER		
GREAT WEST ROAD	(Hogarth Roundabout)	22 minutes
ELLESMERE ROAD	(Chiswick Roundabout)	26 minutes
CEDARS ROAD	(Gilletts Corner)	30 minutes
GREAT WEST ROAD	(Osterley Park Stn.)	33 minutes
BATH ROAD	(London Airport)	42 minutes
COLNBROOK BY PASS		
LONDON ROAD		
B.470		
MAJORS FARM ROAD		51 minutes
LONDON ROAD		
HIGH STREET, DATCHET LEVEL CROSSING		54 minutes *
WINDSOR ROAD		
VICTORIA BRIDGE		57 minutes
KING EDWARD VII AVENUE		
DATCHET ROAD		
RIVER STREET		
THAMES STREET		
QUEEN VICTORIA STATUE		
HENRY VIII GATE		60 minutes

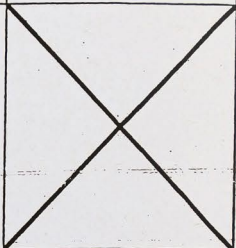
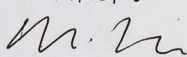
\* The level crossing at Datchet is unmanned and should be covered by Police to ensure that the gate remains open.

Time:- 1 hour

Distance:- 23.8 miles

Speed 15 m.p.h. - 35 m.p.h.

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DEPARTMENT/SERIES ..... <i>PREM 19</i> ..... PIECE/ITEM ..... <i>4 602/1</i> ..... (one piece/item number)	Date and sign
Extract details: <i>letter from Allan to Fellowes dated          15 September 1993</i>	
CLOSED UNDER FOI EXEMPTION .....	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
TEMPORARILY RETAINED	<i>14/12/18</i> 
MISSING AT TRANSFER	
NUMBER NOT USED	
MISSING (TNA USE ONLY)	
DOCUMENT PUT IN PLACE (TNA USE ONLY)	

ALEX ALLAN O/R

cc Mr. Holroyd  
Mr. Haslam

**DEATH OF THE QUEEN MOTHER**

You asked me to follow up No. 10's and the Government's procedures and responsibilities in the event of the Queen Mother's death, following the attached note from Jonathan Haslam. I am sorry I have not done this before.

I have made discreet enquiries of Sir Robin Butler's office and the Lord President's office to see what role they envisage for themselves. They will be responding, probably in my absence. So far as general arrangements are concerned, if the rules for the death of the Sovereign are anything to go by, the initiative for much of them would seem to come from the Lord Chamberlain and the Royal Households (presumably both the Queen Mother's and possibly The Queen's) liaising largely with the Privy Council Office.

So far as our records show, the only contingency plans we have concern Parliamentary procedures.

The Prime Minister has agreed that Parliament should be recalled if the Queen Mother dies during a Recess and that Parliament should be adjourned for the duration of the Lying in State if the death occurred during a Session. Dugald Sandeman has written asking for confirmation (letter at A). Do we need to take this up with the Palace more formally to try to obtain a definitive answer on The Queen's wishes?

*temporarily retained*

THIS IS A COPY. THE ORIGINAL IS  
RETAINED UNDER SECTION 3 (4)  
OF THE PUBLIC RECORDS ACT

**CONFIDENTIAL**

- 2 -

As for No. 10, we would need to have a speech ready for the Prime Minister to give in the House. I will put this in hand when I return from leave if you wish, to be updated as necessary.

For public consumption we would need a statement, quoting the Prime Minister. Again, if you wish, I am happy to draft something on this unless the Press Office wish to do it.

We would also need letters of condolence to The Queen and, I suggest, Princess Margaret. A letter might also go to Lord Strathmore as a great nephew of the Queen Mother, especially if he is still in the Government at the time. I will prepare drafts on return from holiday.

The arrangements for the Queen Mother's funeral are set out in a letter from Sir Robin Butler dated 25 January 1991, copy attached at B. I presume these still stand. Nothing on our file shows subsequent alterations.

WEL  
...

**WILLIAM E. CHAPMAN**

**27 August 1993**

p\queen.jr

**CONFIDENTIAL**



R12-8

PRIVY COUNCIL OFFICE  
WHITEHALL, LONDON SW1A 2AT

12 August 1993

BF 20/8

Dear William

**PROCEDURE IN EVENT OF QUEEN MOTHER'S DEATH**

In your absence today I am writing to ask whether you have been able to clarify with the Palace the procedure they would want to adopt in the event of the Queen Mother's death. In particular we would be interested to know at what stage the lying in state would begin, because this has a bearing on how the tributes in both Houses would be organised.

I will be on leave from today, and would therefore be grateful if you could let Ian Stage or Hilary Paxman know the outcome. I am copying this letter to Paul Brown.

Yours sincerely  
D Sandeman

**D SANDEMAN**  
Principal Private Secretary

William Chapman Esq  
PS/Prime Minister  
10 Downing Street  
LONDON SW1

9

Bf 6/8/93  
file to W.K.C

MR CHAPMAN

THE QUEEN MOTHER

I have, as requested, gone through the Royal Family - Death of the Queen Mother file and flagged up all the papers concerning the arrangements in the event of the QM's death.

These are flagged at 'Reference Here'.

I hope you're grateful for all the time and effort I put into this!

Yours ever!!!!

*Mark*

MARK ROBERTS  
30 July 1993

~~Mr Roberts~~  
Many thanks—  
most deep and  
heart-felt.  
Mr BN 4/8,  
when I shall have  
had time to recover  
from the overwhelming  
sense of gratitude I feel.  
WFL  
2/8

Prime Minister ①



You wanted to consider procedures for handling the deaths of former Business Managers Premiers at Monday's meeting. While the idea of a shorter adjournment has its attractions it risks upsetting peers; your more traditional backbenchers; and only making business run later on the day concerned. It seems preferable to stick to precedent.

PRIME MINISTER

You seemed content last Monday with the arrangements for the Queen Mother's demise - May 4.

**DEATHS OF FORMER PRIME MINISTERS**

WFC  
... 2/7.

At the Parliamentary Business Managers meeting on Monday you mentioned the possibility of each House adjourning for a short period, perhaps until 7.00 pm, after the death of a former Prime Minister, rather than for the whole day.

I recognise the attractions of this approach, which may mean that the Government are able to secure at least half a day's business. However, I am concerned at the handling implications.

First, I think there is a danger of the Government being accused of a selective and possibly subjective approach towards the previous incumbents of your office. In each case, I doubt that it will be possible to separate the general approach to be adopted on these occasions from consideration of the personal qualities and achievements of the former Prime Minister concerned. If, for instance, Harold Wilson were to die first, and we failed to follow past practice, we might run the risk of being represented as undermining the achievements of Labour's most successful politician. Alternatively, should Alec Home die first, I think the House of Lords in particular would regard departure from the usual practice as most unfortunate in his case. (If Margaret Thatcher were to die first, I think we would have even more difficulties).

Second, there are some practical issues which we need to address. In the Commons, tributes are made after questions. So on the assumption that no Private Notice Questions were allowed, we would simply lose any statements and 3 hours' worth of business up to 7.00 pm. In practice, tributes would be likely to last for at least 45 minutes, so the Commons might adjourn from about 4.15 pm to 7.00 pm. I think there is a danger that Members would question the worth of any such adjournment as a mark of respect. Moreover, I have some doubts as to the possibility of, for instance, concluding a Second Reading debate between 7.00 and 10.00 pm, since we might not get a closure. Moreover, if there were two half day's worth of business set down, there might be some difficulty in determining which item to take. This would be complicated if the items were, for instance, Opposition debates.

In the Lords, we would take tributes as first business and then adjourn, from 3.00 or 3.15 pm to 7.00 pm. I think that that would give rise to similar practical and handling difficulties.

I am copying this minute to Tony Newton, Richard Ryder and Alexander Hesketh.

A handwritten signature in blue ink, appearing to be 'WAKEHAM', with a horizontal line underneath.

WAKEHAM

1 July 1993

ALEX ALLAN

cc Mr O'Donnell

*William*

**THE QUEEN MOTHER**

You may wish to know that Channel 4 News is in the throes of preparing for the way it would cover the death of the Queen Mother. I understand they will be running a rehearsal for their coverage during the weekend of 10, 11 July. As I am sure you know the BBC regularly rehearses this event.

This has prompted me to wonder about the way in which Government would react to the Queen Mother's death. I assume that the Cabinet Office would act in its usual coordinating role as there would be responsibilities to be carried out by a number of Government Departments. However, beyond that we would need to know what sort of reaction the Prime Minister would give.

Are there contingency plans for this event held within Government? If so I think it would be useful for Mr O'Donnell and myself to be able to see them so that we could have a good grounding in what was likely to happen. If not, I think that some preparatory work should be put in hand.

I should be grateful for your advice.



**JONATHAN HASLAM**

**1 July 1993**



Rib

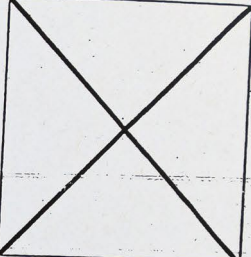
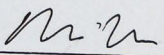
10 DOWNING STREET

William

As far as we can find  
Queen Mary died during  
Session time.

Prince Albert's death does  
not appear in Hansard  
for 1861, so therefore  
we must assume he  
died in Recess and  
Parliament was not  
recalled.

*[Signature]*

DEPARTMENT/SERIES ..... <i>PREM 19</i> ..... PIECE/ITEM ..... <i>4602/1</i> ..... (one piece/item number)	Date and sign
Extract details: <i>Letter from Fellowes to Allan dated</i> <i>25 June 1993</i>	
RELEASED UNDER FOI EXEMPTION .....	
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the department and series,  
FO 405, J 82.

the piece and item references, .  
8, 1079, 84/1, 107/3

extract details if it is an extract rather than a whole piece.

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closure, eg. 27(1), 40(2).

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nber not used.

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PRIME MINISTER ①

DEATHS

I attach a note from the Lord President on Parliament's response to the deaths of the Queen Mother and former Prime Ministers.

Do you agree with the Lord President's other proposals that, following the Queen Mother's death, there should be an adjournment and a Lying in State? Anything less risks being seen as inadequate.

As to former Premiers, I gather you think a short adjournment might be appropriate, say from tributes at 3.30 pm until 6.00 pm on the same day. You may want to discuss with Business Managers on Monday. Lloyd George, Baldwin, Churchill (admittedly a special case) and Avon all died during a session and adjournments for a whole day (or a whole day after tributes) took place in each instance. These are not very recent precedents - Avon died in 1977 - but it would be one more courtesy of the House eroded if less were done. Would all your backbenchers welcome that?

*temporarily retained*

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- 2 -

Once you have discussed, Business Managers will seek Opposition views on the arrangements for Premiers. The Queen's views on the other matters should be confirmed before approaching the Opposition.

WBC

**WILLIAM CHAPMAN**

**25 June 1993**

p\deaths.eam

**CONFIDENTIAL**



PRIVY COUNCIL OFFICE  
WHITEHALL, LONDON SW1A 2AT

071-270-0510

25 June 1993

IN CONFIDENCE

A.C.S. Allen, Esq.,  
Principal Private Secretary,  
10 Downing Street,  
London SW1.

*A.C.S.*

*CF  
File please  
AB*

DEMISE OF THE CROWN

I enclose the draft of a revised version of the Privy Council Office Notes on the procedure to be followed on the Demise of the Crown. These cover in particular the convening and conduct of the Accession Council immediately following the death of the Sovereign. The Notes were last revised twelve years ago, and apart from a number of drafting amendments the latest version incorporates an important change in the means of summoning the Council. It also takes account of useful discussions with the Home Office and the Metropolitan Police about security aspects.

I should be grateful if you would arrange for the draft to be examined and would let me have any comments by 1 August. The pages of particular interest to your office are 1 and 38.


The draft Notes have been copied to all interested Departments. Should your staff have any detailed queries, John Laverick here (270-0490) will be happy to answer them.

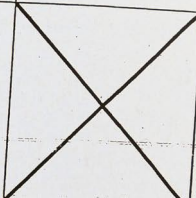
Might I ask that, for obvious reasons, these papers be handled with discretion.

*Yours truly,  
N.H. Nicholls*

N.H. Nicholls  
Clerk of the Council

# **A** The National Archives

DEPARTMENT/SERIES ..... PREM 19	Date and sign
PIECE/ITEM ..... 4602/2 (one piece/item number) .....	
Extract details: Attachment to letter from Nicholls to Allan dated 25 June 1993	
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DEPARTMENT/SERIES ..... <i>PREM 19</i> .....	Date and sign
PIECE/ITEM ..... <i>4602/112</i> ..... (one piece/item number)	
Extract details: <i>Letter from Allan to Chapman dated</i> <i>23 June 1993</i>	
REMOVED UNDER FOI EXEMPTION .....	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
TEMPORARILY RETAINED	<i>14/12/1998</i> <i>M. M.</i>
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FO 405, J 82.

the piece and item references, .  
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extract details if it is an extract rather than a whole piece.

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folio 28, Indictment 840079, E107, Letter dated 22/11/1995.

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closure, eg. 27(1), 40(2).

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DEPARTMENT/SERIES ..... PREM 19 ..... PIECE/ITEM ..... 4602/102 ..... (one piece/item number)	Date and sign
Extract details: Letter from Allan to Chapman dated 23 June 1993	
RELEASED UNDER FOI EXEMPTION .....	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
TEMPORARILY RETAINED	14/12/10 
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blic Records Act 1958; Temporarily retained; Missing at transfer  
nber not used.



PRIME MINISTER

**PARLIAMENTARY RESPONSE TO DEATHS**

John Wakeham and I have given some consideration to the manner in which the two Houses of Parliament should respond in the event of the deaths of -

- (a) Her Majesty Queen Elizabeth the Queen Mother, and
- (b) A former Prime Minister.

We have borne in mind three considerations:

- (i) The response of the two Houses should be consistent with each other.
- (ii) The responses should be consistent with recent precedents.
- (iii) In the case of former Prime Ministers, the responses should not be affected by considerations such as party or length of service.

If you agree to what we propose, we will then seek the assent of the Opposition in each House.

The Queen Mother

The most recent precedent for a death of a Queen Dowager is that of Queen Mary on the evening of Tuesday 24 March 1953. On the notice of her death the Commons adjourned immediately, at 11.13pm. On the following day each House met for an Address to

be moved and then adjourned; no Questions were taken. In view of the Lying in State in Westminster Hall on the following Sunday and Monday, neither House sat on the Monday.

There have been immense social changes since 1953, and we would not suggest that a precedent which is 40 years old should necessarily be followed slavishly. Nonetheless, in view of the unique place which the Queen Mother occupies in the affections of the nation, we believe that the parliamentary response to her death should be (and would be expected to be) both prompt and substantial. A further, practical consideration is that during the Lying in State it would be difficult to transact any parliamentary business.

We propose that each House should respond in the following way:

- ✓ (a) If the Queen Mother's death is announced while the House is sitting, it should adjourn.
- ✓ (b) If the Queen Mother should die during a recess, the House should be recalled.
- ✓ (c) When the House next sits, an Address should be moved at 2.30pm without notice, and the House should then adjourn.
- ✓ (d) The House should adjourn during the Lying in State.

#### Former Prime Minister

The most recent precedent for the death of a former Prime Minister is Lord Stockton, who died on 29 December 1986 during the Christmas adjournment. Both Houses paid tribute on the next sitting day, on 12 January 1987.

Lord Avon died on Friday 14 January 1977, early in the parliamentary 'term'. Both Houses paid tribute on the following Monday and then adjourned. On that occasion there was some criticism in the Commons of the decision to adjourn the House, but on balance we feel that this is a courtesy which ought to be preserved.

Accordingly we propose the following response to the death of a former Prime Minister:

- (i) If the death is announced before 12 noon on a sitting day, the House pays tribute at 3.30pm the same day.
- (ii) If the death is announced after 12 noon or on a day when the House is not sitting, the House pays tribute at 3.30pm on the next sitting day.
- ✓ (iii) Unless the death occurred during a recess, the House then adjourns.

TN

TN

23 June 1993

✓  
**PRIME MINISTER**

**THE QUEEN MOTHER** ✓

As you may have seen in the press, the Queen Mother has been missing engagements this week (the Garter ceremony, Royal Ascot).

Her doctors are not worried, but determined that she should take things easy. She may be able to attend the unveiling of the statue of De Gaulle next week, which is her next public engagement.

I think you wrote to her after her operation and Martin Giliat's death? If so, I do not see a need for any further message now.

*Al*

**ALEX ALLAN**

17 June 1993

*Temporarily Retained*

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OF THE PUBLIC RECORDS ACT**

~~Alex~~

This is the note on  
death(s) I mentioned yesterday!

You might want to sound  
out Sir R.F. at the next  
Audience, on 23/6.

Could you keep me in touch  
with this please.

William.  
18/6.

~~William~~

Please could I have  
Annexes A & B?

~~Alex~~  
Attached  
with.

Alex



## NOTE FOR THE RECORD

From: D Sandeman  
Date: 11 June 1993

## PARLIAMENTARY REACTION TO DEATHS: OFFICIAL MEETING ON 11 JUNE

Present: Mr Chapman, Mrs Bailey, Mr Ollard, Mr Maclean, Mr Sandall and Mr Sandeman.

Discussion centred round the minute of 9 June <sup>(attached)</sup> from Mr Sandall. As regards Prime Ministers it was agreed that consistency was essential, so that the same treatment would be accorded to Lord Wilson as Lord Hume. On this basis also essential that the procedures should be cleared with the Opposition. The recommendations of Mr Sandall's minute were accepted. As to Prime Ministers dying during the recess, there should be no adjournment. On the timing of adjournments, if the death occurred before 12 noon, the House should be adjourned for that day; if after 12 noon, the House should be adjourned on the following day.

Procedure for the Queen Mother's death agreed to be as set out in the minute. There was also discussion about the procedure to be adopted if the Duke of Edinburgh were to die. It was agreed that a view from the Palace would be needed, and Mr Chapman agreed to obtain this through Mr Allan. The Queen's wishes would need to be carefully considered for each case.

Following a view from the Palace, a minute recommending the procedures for each case should be submitted to the Lords Business Managers' meeting and the Commons Business Managers' meeting, prior to consideration by the Prime Minister's meeting. It would then be necessary to consult the Opposition about all these proposals prior to the Summer Recess.

A handwritten signature in dark ink, appearing to be 'D Sandeman'.

D SANDEMAN  
Principal Private Secretary

LC: NT  
OF: CHL  
P:  
09 JUN 1993

FROM: A SANDALL  
DATE: 9 JUNE 1993

MR SANDEMAN

c. Mr Maclean  
Mr Ollard

#### PARLIAMENTARY REACTION TO DEATHS

##### A. FORMER PRIME MINISTER

Annex A sets out the Commons precedents for the deaths of former Prime Ministers since 1928. Annex B gives the Lords precedents since 1908.

The conclusion to be drawn is that on the next sitting day after a death, tributes are paid at the commencement of public business. Unless the death occurred during a recess, the House then adjourns.

The Lord Privy Seal and the Captain of the Gentlemen at Arms think that the practice of adjourning the House should continue to be followed in the Lords, subject to agreement between the parties. There was some criticism from below the gangway on the last occasion this happened in the Commons, in 1977. If the Lords are going to adjourn the Commons would look insensitive if they did not do the same; otherwise, I think there would be a good case for the House to pay tribute and then move on to other business, thus putting deaths in term time and in a recess on the same footing.

Papers drawn up shortly before the death of Sir Winston Churchill indicate that had his death occurred while the Commons were still sitting, the adjournment of the House would have been moved immediately. I do not think this would now be considered necessary in the case of any other former Prime Minister.

**B. THE QUEEN MOTHER**

The most recent precedent for a death of a Queen Dowager is that of Queen Mary on the evening of Tuesday 24 March 1953. On the notice of her death the Commons adjourned immediately, at 11.13 pm. On the following day each House met for an Address to be moved and then adjourned; no Questions were taken. In view of the Lying in State in Westminster Hall on the following Sunday and Monday, neither House sat on the Monday.

I think it is common ground that the Queen Mother occupies a unique place in the affections of the nation. I would accordingly suggest the following procedure (for each House):

- (a) If the Queen Mother's death is announced while the House is sitting, it should adjourn.
- (b) If the Queen Mother should die during a recess, Parliament should be recalled.
- (c) On the next sitting day, an Address should be moved at 2.30 without notice, and the House should then adjourn.
- (d) The House should adjourn during the Lying in State.

(3 days planned)

AS.

A SANDALL

DEATHS OF PRIME MINISTERS

A

1. Earl of Oxford and Asquith

Died early in the morning on Wednesday 15 February 1928. On that day, after Questions, the Prime Minister said:

"I am sure that the House will have heard with the most profound regret of the death of the Earl of Oxford. I rise, with your permission, Sir, for the purpose of giving notice that I shall tomorrow move an appropriate Resolution."

Accordingly, on the 16th, immediately after Questions, the Prime Minister moved the adjournment of the House; tributes were paid and the House adjourned.

2. Earl Balfour

Died in the morning of Wednesday 19 March 1930. The House met at 2.45 p.m. and adjourned at 2.52 p.m. on the same day without Questions and without tributes. Tributes were made on 20 March after Questions. After tributes, the House proceeded to Business.

3. Rt. Hon. Ramsay McDonald

Died on board ship on Tuesday 9 November 1937. Tributes were paid immediately after Questions on the 10th and the House then adjourned.

4. Mr. Neville Chamberlain

Died on 9 November 1940 (a Saturday). No special adjournment of the House. Tributes were paid at the commencement of business on 12 November 1940, the next sitting day. Suggest as a war precedent this is not one to be followed.

5. Earl Lloyd George

Died in the evening of Monday 26 March 1945 (on which day the House was not sitting). After Questions on the 27 March, the Prime Minister announced the fact and the Leader of the House moved the Adjournment. Tributes were paid after Questions on 28 March.

6. Earl Baldwin

Died on 14 December 1947 (a Sunday). Tributes were paid immediately after Questions on 15 December and the House then adjourned.

7. Sir Winston Churchill

Died on Sunday 24 January 1965. The House met on 25 January when a message from the Queen was read. A Motion for an address relating to the lying in state and funeral of Sir Winston was agreed to and the House then adjourned. On 26 January the House adjourned until Saturday 30 January. (No Questions were taken.) The House attended the funeral of Sir Winston on 30 January.

8. Earl Attlee

Died on Sunday 8 October 1967 (during summer adjournment). Tributes were paid after Questions on 23 October, but the House did not adjourn. On 1 November the House resolved to attend Earl Attlee's memorial service on 7 November.

9. Lord Avon

Died on Friday 14 January 1977. Tributes were paid immediately after Questions on 17 January and the House then adjourned. (N.E. Some criticism made of House adjourning.)

10. Earl of Stockton

Died at 6.20 p.m. on Monday 29 December 1986 (during the Christmas Adjournment). Tributes were paid when the House reassembled on Monday 12 January, but the House did not adjourn. Memorial Service held on Tuesday 10 February. Attlee precedent - when House resolved to attend memorial service - considered but not followed.

DEATHS OF FORMER PRIME MINISTERS

B

Note: All motions below were agreed to nemine dissentiente.

**SIR H. CAMPBELL-BANNERMAN (PM 1905-08) died 22.4.1908.**

- 1908 5 May (the next sitting day) Tributes at beginning of business, given by the Leader of the House (E. Crewe) first.
- 1908 18 May Address to H.M. asking for memorial to be placed in Westminster Abbey (col 1528 of 18/5/08 gives precedents for this).

**A.B. LAW (PM 1922-23) died 30.10.1923**

The House next sat on 13th Nov - no mention made up to dissolution on 16th Nov.

**OXFORD & ASQUITH, E. (PM 1908-16) died 15.2.1928.**

- 1928 16 Feb House adjourned at beginning of business. Tributes made on the Motion to adjourn (the Leader of the House (M. Salisbury) moved the Motion, tributes followed, the Motion was agreed to).

**BALFOUR, E. (PM 1902-05) died 19.3.1930.**

- 1930 19 Mar House Adjourned at beginning of business (moved by the Leader of the House (L. Parmoor)).
- 1930 20 Mar Tributes at beginning of business (L. Parmoor first).

**J.R. MACDONALD (PM 1924,1929-35) died 9.11.1937.**

House met on 11th and 16th, tributes made during debate on 17th Nov.

**A.N. CHAMBERLAIN (PM 1937-40) died 9.11.1940.**

- 1940 12 Nov (next sitting day) Tributes at beginning of business (the Leader of the House (V. Halifax) first).

**LLOYD-GEORGE OF DWYFOR, E. (PM 1916-22) died 26.3.1945.**

- 1945 27 Mar House adjourned at beginning of business (Motion moved by E. Listowel P.U.S.S for India and Burma).
- 1945 28 Mar Tributes paid at 14.00 (following an adjournment. The sitting had begun at 11.30) the tributes were not led by the Lord Privy Seal (L. Beaverbrook) "in the unavoidable absence of the noble Viscount [Cranborne] the Leader of the House".

**DOWDY, OF BEWDLEY, E. (PM 1923-4,24-29,35-37) died 14.12.1947.**

1947 16 Dec (next sitting day) House sat as usual. The Leader of the House (V. Addison) made a business statement informing the House of the arrangements for the following day, brief concurrence from other parties.

1947 17 Dec House adjourned at beginning of business. Tributes made on the Motion to adjourn (moved by the Leader of the House (V. Addison), tributes followed, then the Motion was agreed to).

**SIR WINSTON CHURCHILL (PM 1940-45,51-55) died 24.1.1965.**

1965 25 Jan Message from H.M. re lying in State, E. Longford moved Address in reply, Tributes were paid, Motion agreed to. House adjourned (moved by E. Longford).

1965 26 Jan Motion that House attend State Funeral at St Pauls (on Sat. 30th Jan).

**ATTLEE, E. (PM 1945-51) died 8.10.1967.**

1967 23 Oct (next sitting day) Tributes at beginning of business (Leader of the House (E. Longford) first).

**AVON, E. (PM 1955-57) died 14.1.1977.**

1977 18 Jan (next sitting day) House adjourned at beginning of business. Tributes before the Motion (Leader of the House (L. Peart) began tributes, further tributes followed, then L. Peart moved the Motion to adjourn).

**STOCKTON, E. (PM 1957-63 (Macmillan)) died 29.12.1986.**

1986 12 Jan (next sitting day) Tributes at beginning of business (after L. Baldwin of Bewdley took the Oath), Leader of the House (V. Whitelaw) first.

CONFIDENTIAL

NOTE FOR THE FILE

LYING-IN-STATE

The following papers on file refer to Lyings-in-State:

- memorandum from the Cabinet Office of 9 August 1979 referring to the Lying-in-State of the Sovereign;
- a letter of 4 August 1983 from Murdo Maclean to tim Flesher (No 10) about the Lying-in- State of the Queen Mother;
- Robin Butler's reply of 10 October 1983 to Murdo;
- a note from Robert Armstrong of 7 March 1987 seeking PM's agreement to funeral arrangements for Prince Philip, including specifically no Lying-in-State;
- and a note from Muir Russell (Cabinet Office) of 15 May 1991 about arrangements generally for <sup>recall of Parliament</sup> ~~Royal funerals~~ making clear there were no standard arrangements and that what would happen would depend on circumstances at the time.

Murdo Maclean is circulating a note to business managers shortly to suggest that they should meet to consider what should be done in the event of the Queen Mother's death. This will need to be discussed in due course with the Prime Minister.

*WTC*  
WILLIAM CHAPMAN

24 May 1993

P LYING.ECL

CONFIDENTIAL

CONFIDENTIAL

QUEEN MOTHER

In the event of Queen Mother coming out of hospital

The Prime Minister has been kept in touch with the progress of Her Majesty The Queen Mother and is delighted to hear that she has now left hospital. He hopes that her convalescence will be speedy and smooth.

In the event of Queen Mother staying in hospital

The Prime Minister has been kept in touch with the progress of Her Majesty The Queen Mother. He is concerned to hear that she has had to stay in hospital and hopes that it will help her to make a speedy recovery.

[If prognosis not good: Prime Minister is very concerned to hear of Her Majesty The Queen Mother's condition and has asked to continue to be kept in touch with the situation. He knows that the thoughts and prayers of the British people are with The Queen Mother and Her Majesty The Queen at this difficult time.]

In the event of the death of The Queen Mother

The Prime Minister was deeply saddened to hear of the death of Her Majesty The Queen Mother. He has, of course, sent messages of condolence to Her Majesty The Queen and Her Royal Highness The Princess Margaret. The Queen Mother held a unique place in the affections of the British people. Her outstanding service to the nation endeared her to all. He knows that the thoughts and prayers of millions of people throughout the United Kingdom and the world are with Her Majesty The Queen and the Royal Family at this time.

parly\queen.dca

DEPARTMENT/SERIES	PREM 19	Date and sign
PIECE/ITEM ..... (one piece/item number)	4602/2	
Extract details:	minute from Armstrong to the Prime Minister dated 2 March 1957	X
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RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958		
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