

GUIDANCE: APPLICATIONS FOR PROTECTED ROYAL TITLES

Permission to use the title 'Royal', names and titles of members of the Royal Family, and other protected Royal titles is a mark of Royal favour granted by the Sovereign, acting on the advice of his Ministers¹. This includes use of the title 'Royal' and other protected titles on merger of two bodies, one of which has the title, or the wish to reinstate the title from a former grant.

The protected Royal titles are sparingly granted and strict standards are applied. As a matter dealt with under the Royal Prerogative, information about any criteria which may exist and the reasons for the grant or refusal of an application are not disclosed. The grant of the titles is not, and never has been, a right which can be claimed by a body fulfilling certain conditions.

You should be aware that neither Royal Patronage nor a Royal Charter confers on an organisation the right to use Royal names and titles, including the title 'Royal' – these are separate issues. Nor is there an entitlement to the use of a Royal Coat of Arms or other Royal Emblems on the grant of any of the aforementioned. Furthermore, it is unlikely that an application would be successful where it is sought to enhance a body or on the founding of an organisation.

Whilst it is not for the Cabinet Office to advise on how best to present applications for the grant of the protected Royal titles, it is suggested that the following information be attached:

- Reason(s) why the title 'Royal' is being sought
- A history of the organisation/body
- Future plans
- The present administration and activities
- Details of leading members, and membership numbers
- Report and Accounts for the last three years
- Details of any Royal/Government associations
- Details of publications, providing examples where possible
- Any other information that is considered appropriate e.g. evidence of surname, location or long usage of a name.

The application should be made by the senior officer of the organisation, e.g. Chairman, President, Chief Executive, (Vice) Chancellor, Honorary Secretary.

Applications by email are preferred. The application and attachments should be emailed to:

Royal Names Team, Cabinet Office:
RoyalNames@cabinetoffice.gov.uk

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1 Consideration and recommendation is delegated to the Cabinet Office's Royal Names Team which resides at 1 Horse Guards Road.

Applications can also be sent to:
4th Floor (Orange Zone), 1 Horse Guards Road, London SW1A 2HQ

Please note processing can take longer if applications are posted.
There is no guarantee of a successful outcome for any application. Queries can be directed to the email above.