



High Sheriffs' Association of Northern Ireland

GUIDANCE FOR ORGANISATIONS WHEN HOSTING THE HIGH SHERIFF OF THE COUNTY

The High Sheriff *represents the interests of His Majesty The King with regard to the Judiciary and Law and Order*. Therefore, in order of precedence, the High Sheriff is only preceded by His Majesty's Lord-Lieutenant of the County as The King's personal representative and their spouse and Officers of State (please review order of precedence as detailed below).

There are profiles of the High Sheriffs for each County on the High Sheriffs' Association for Northern Ireland website which can be consulted in advance: <https://www.highsheriffsnri.com>

The High Sheriff will likely be wearing a Badge of Office to help identify them.



It would be important to notify the High Sheriff of details of the event well in advance. It is expected that the High Sheriff will be met on arrival, along with their spouse/partner (if attending), where they can be informed of the programme and what is required of them. It would be helpful if the organiser could furnish the Shrievalty attendee a reserved car parking space and with the names of any important guests who are expected at the event and that he or she is then introduced to them on arrival.

If a Royal Visit is also taking place, the High Sheriff will arrive in advance of the VIP's and the Lord-Lieutenant's (or designated attendee such as Vice Lord-Lieutenant or Deputy Lieutenant) arrival and will be introduced to the VIP by the Lord-Lieutenant in strict accordance with the protocol.

The form of address for the High Sheriff when being introduced or announced at an event: The High Sheriff of Co Mr/Mrs

When written: The High Sheriff of CoMr/Mrs followed by appropriate post-nominals.

Salutation: Dear High Sheriff

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The High Sheriffs Association of Northern Ireland

Company Number: NI705636

Registered Office: The Estate Office, Lissanoure Castle, Loughguile, Co Antrim, BT44 9JP

Email: chairman@highsheriffsnri.com



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In a speech preamble and following reference to the Lord-Lieutenant if attending: High Sheriff. For example; Lord-Lieutenant, High Sheriff, Mr Mayor, Ladies and Gentlemen", as applicable depending on other attendees.

If it is expected that the High Sheriff is to lay a wreath, this should be provided by the organisation in advance and it should have the Shrievalty badge in the middle of it (examples can be provided by the High Sheriffs' Association of Northern Ireland. Email: secretary@highsheriffsni.com)

The organisers should make it clear to the High Sheriff when the wreath laying ceremony will take place, what their cue is to go forward (if it will be announced or take lead from a signal) and where exactly the wreath is to be laid. The Lieutenancy representative should always lay the first wreath followed by the High Sheriff.

If there is a Church service, the High Sheriff should be greeted at the entrance to the Church by either a member of the clergy or other senior person. They should agree in advance with the organiser the exact time of his/her arrival and should be seated either on the same row as the Lieutenancy representative or one row behind. Their spouse should they be attending, would arrive and leave with the High Sheriff.

Local Order of Precedence (agreed between LLs and NIO in 2022)

1. His Majesty's Lord-Lieutenant of the County and spouse (or designated VLL or DL)
2. Officers of State (i.e.: Prime Minister; Secretary of State or Minister of State for NI; First Minister/deputy First Minister; Executive Minister)
3. The High Sheriff of the County
4. The Lord Mayor (where appropriate) / The elected Mayor
5. The Deputy Mayor
6. Chief Executive of the Council
7. Members of Parliament (MPs)
8. Aldermen
9. Councillors
10. Justices of the Peace (where appropriate)
11. The Chief Constable

Adapted from advice provided by the Association of Lord-Lieutenants Northern Ireland Region for HSANI by
P T W Mackie DL
Chairman
12th May 2025

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