

## INSTALLATION OF GROUND MOUNTED FLAGPOLES UP TO AND INCLUDING 12 METRES



A

1. Mark out the site and erect any barriers that may be required.
2. Dig foundation holes – 1000mm deep x 500mm x 500mm square for poles up to 8 metres and 1250mm x 650mm x 650mm square for poles 9 metres to 12 metres (see data sheet). Spread soil on site if possible, or put into on site skips.

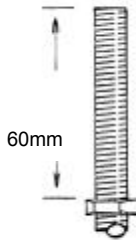
**Note :**

*If the soil is sandy or shingle you must take advice prior to proceeding.*



B

3. From your accessories box take out the bolt bag. From within the bag screw a thin nut to each threaded foundation bolt for a distance of 60mm distance from the top of the bolt. (See image C)
4. Place each foundation bolt (4 No) through the foundation ground plate holes and locate in position with a further thin nut. Be careful to ensure to turn plate the correct way with the hinge pointing in the upward position. (Image D).



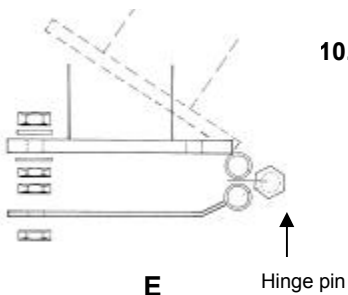
C

5. Order pre mixed concrete or mix cement.
6. Pour the cement into the foundation hole.



D

8. Place the pre-assembled base in the concrete and make certain the hinging bolt points in the direction to which the pole will be both raised and lowered. Leave a small space (15mm max) between the concrete foundation and the foundation ground plate to make it possible to adjust the flagpole for verticality. Ensure the foundation ground plate is level.
9. When the concrete has hardened (3-4 days) the pole can be erected but only after mounting one more thin nut and washer on each foundation bolt. (See image E).

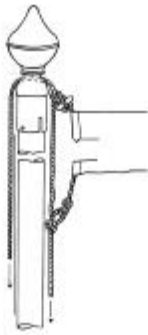


E

Hinge pin

10. Connect the pole to the base by passing the hinge bolt through the hinge sections on the ground plate and flagpole baseplate and threading the nut onto the end of the bolt (Image E).

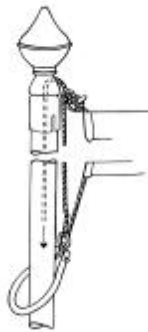
**For External Halyard Poles Only:**



**F**

11. Screw the saddle onto the top of the pole using the small screws provided and the predrilled holes in the pole. Attach the finial to the saddle, and, if ordered, sleeve the ground collar down from the top of the pole.
- 11a. Attach the cleat with the pair of large screws provided to the cleat holes on the pole.
- 11b. Thread the halyard provided through the saddle (as per drawing F). Draw the two ends together and attach to the cleat.

**For Internal Halyard Poles Only:**



**G**

11. Remove the saddle from the accessory box. Loosen the halyard at the top of the pole and thread the halyard through the saddle (As per drawing G).
- 11a. Screw the saddle into place using the set of three small screws provided.
- 11b. Pass the weight over the top of the pole and attach it via the safety clip provided to the tail end of the halyard.



**H**

12. "Walk" the pole up to the vertical position.
13. Finally place one LARGE nut and washer per foundation bolt, adjusting the lower nuts vertically if necessary.
14. Fully tighten the nuts (levelling and full).
15. Fly the flag if one is available.
16. Re-tension bolts some weeks after erection.

## **1. CONTENTS OF ACCESSORY BOXES**

### **For Internal Halyard Flagpoles with Hinged Baseplate**

**1 Ground rod set (comprising 4 ground rods, 1 hinge pin, 4 large nuts, 12 small nuts and 8 washers)**

**1 Baseplate**

**1 Key**

**1 Swivel Clip**

**1 Clip**

**1 Weight**

**1 Saddle**

**1 Gold Coloured Onion Finial**

**Instruction leaflet**

### **For External Halyard Flagpoles with Hinged Baseplate**

**1 Ground rod set (comprising 4 ground rods, 1 hinge pin, 4 large nuts, 12 small nuts and 8 washers)**

**1 Baseplate**

**1 Cleat**

**2 Screws (to suit cleat)**

**1 Saddle**

**1 Gold Coloured Onion Finial**

**1 Halyard**

**Instruction leaflet**