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STATUTORY INSTRUMENTS

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**1992 No. 1730**

**CLERK OF THE CROWN IN CHANCERY**

**The Crown Office (Forms and Proclamations Rules) Order 1992**

*Made* - - - - - *15th July 1992*  
*Laid before Parliament* *23rd July 1992*  
*Coming into force* - - - *13th August 1992*

At the Court at Buckingham Palace, the 15th day of July 1992

Present

The Queen's Most Excellent Majesty in Council

Her Majesty, in exercise of the powers conferred on Her by section 3 of the Crown Office Act 1877<sup>(1)</sup>, is pleased, by and with the advice of Her Privy Council, to order, and it is hereby ordered, as follows:

**Citation, commencement and interpretation**

1.—(1) This Order may be cited as the Crown Office (Forms and Proclamations Rules) Order 1992 and shall come into force on 13th August 1992.

(2) References in this Order to a Schedule are references to the Schedule to this Order.

**Forms of Writs of Summons, Commissions, Letters Patent and Royal Assents**

2.—(1) For any document to which this Rule applies, the form of words to be used shall be that set out in the Schedule, subject only to such variations as are specified in the Schedule itself or are necessitated by the circumstances to be provided for in the document.

(2) This Rule applies to the documents under the Great Seal described in the following Table.

**Table**

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<i>Documents</i>	<i>Form in the Schedule</i>
Writs of Summons and Dissolution	Forms A to C in Part I
Commissions of the Peace	Forms A to D in Part II

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(1) 1877 c. 41.

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<i>Documents</i>	<i>Form in the Schedule</i>
Letters Patent	Forms A to I in Part III
Royal Assents	Forms A to C in Part IV

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### **Publication of Royal Proclamations**

3. It shall be sufficient for Royal Proclamations to be published in the London, Edinburgh and Belfast Gazettes; but if the Lord President of the Council, thinking it expedient, directs that copies of such proclamations shall in addition be sent to such High Sheriffs, Sheriffs, Lord Mayors and Mayors in England and Wales and to such Sheriffs Principal in Scotland as he thinks fit, the contents of such proclamations shall thereupon be made known in the manner accustomed.

### **Revocation**

4. The Crown Office (Forms and Proclamations Rules) Order 1988(2) is hereby revoked.

*G. I. de Deney*  
Clerk of the Privy Council









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## B. Letters Patent creating Marquesses(5)

“ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all Lords Spiritual and Temporal and all other Our Subjects whatsoever to whom these Presents shall come Greeting Know Ye that We of Our especial grace certain knowledge and mere motion do by these Presents advance create and prefer Our \_\_\_\_\_ to the state degree style dignity title and honour of MARQUESS OF \_\_\_\_\_

And for Us Our heirs and successors do appoint give and grant unto him the said name state degree style dignity title and honour of Marquess of \_\_\_\_\_ and by these Presents do dignify invest and ennoble him by girding him with a sword and putting a cap of honour and a coronet of gold on his head and by giving into his hand a rod of gold [or, if the grant is to a woman, “to dignify invest and really ennoble her with such name state degree title and honour of Marchioness of \_\_\_\_\_”] to have and to hold the said name state degree style dignity title and honour of Marquess of \_\_\_\_\_ unto him and the heirs male of his body lawfully begotten and to be begotten

Willing and by these Presents granting for Us Our heirs and successors that he and his heirs male aforesaid and every of them successively may have hold and possess a seat place and voice in the Parliaments and Public Assemblies and Councils of Us Our heirs and successors within Our United Kingdom amongst the Marquesses And also that he his heirs male aforesaid successively may enjoy and use all the rights privileges pre-eminences immunities and advantages to the degree of a Marquess duly and of right belonging which Marquesses of Our United Kingdom have heretofore used and enjoyed or as they do at present use and enjoy

In Witness whereof We have caused these Our Letters to be made Patent

WITNESS Ourselves at Westminster the \_\_\_\_\_ day of \_\_\_\_\_ in the \_\_\_\_\_ year of Our Reign”

## C. Letters Patent creating Earls(6)

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- (5) This form may be varied as required for the insertion of special remainders or any special grants directed by Her Majesty’s commands.
- (6) This form may be varied as required for the insertion of special remainders or any special grants directed by Her Majesty’s commands.

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“ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all Lords Spiritual and Temporal and all other Our Subjects whatsoever to whom these Presents shall come Greeting Know Ye that We of Our especial grace certain knowledge and mere motion do by these Presents advance create and prefer Our \_\_\_\_\_ to the state degree style dignity title and honour of EARL

And for Us Our heirs and successors do appoint give and grant unto him the said name state degree style dignity title and honour of Earl \_\_\_\_\_ and by these Presents do dignify invest and ennoble him by girding him with a sword and putting a cap of honour and a coronet of gold on his head [or, if the grant is to a woman, “to dignify invest and really ennoble her with such name state degree title and honour of Countess of \_\_\_\_\_”] to have and to hold the said name degree style dignity title and honour of Earl \_\_\_\_\_ unto him and the heirs male of his body lawfully begotten and to be begotten

Willing and by these Presents granting for Us Our heirs and successors that he and his heirs male aforesaid and every of them successively may have hold and possess a seat place and voice in the Parliaments and Public Assemblies and Councils of Us Our heirs and successors within Our United Kingdom amongst the Earls And also that he and his heirs male aforesaid successively may enjoy and use all the rights privileges pre-eminences immunities and advantages to the degree of an Earl duly and of right belonging which Earls of Our United Kingdom have heretofore used and enjoyed or as they do at present use and enjoy

In Witness whereof We have caused these Our Letters to be made Patent

WITNESS Ourselves at Westminster the \_\_\_\_\_ day of \_\_\_\_\_ in the \_\_\_\_\_ year of Our Reign”

**D. Letters Patent creating Viscounts(7)**

“ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all Lords Spiritual and Temporal and all other Our Subjects whatsoever to whom these Presents shall come Greeting Know Ye that We of Our especial grace certain knowledge and mere motion do by these Presents advance create and prefer Our \_\_\_\_\_ to the state degree style dignity title and honour of VISCOUNT \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_

And for Us Our heirs and successors do appoint give and grant unto him the said name state degree style dignity title and honour of Viscount \_\_\_\_\_ to have and to hold unto him and the heirs male of his body lawfully begotten and to be begotten

Willing and by these Presents granting for Us Our heirs and successors that he and his heirs male aforesaid and every of them successively may have hold and possess a seat place and voice in the Parliaments and Public Assemblies and Councils of Us Our heirs and successors within Our United Kingdom amongst the Viscounts And also that he and his heirs male aforesaid successively may enjoy and use all the rights privileges pre-eminences immunities and advantages to the degree of a Viscount duly and of right belonging which Viscounts of Our United Kingdom have heretofore used and enjoyed or as they do at present use and enjoy

In Witness whereof We have caused these Our Letters to be made Patent

WITNESS Ourselves at Westminster the \_\_\_\_\_ day of \_\_\_\_\_ in the \_\_\_\_\_ year of Our Reign”

**E. Letters Patent creating Barons(8)**

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- (7) This form may be varied as required for the insertion of special remainders or any special grants directed by Her Majesty’s commands.
  - (8) This form may be varied as required for the insertion of special remainders or any special grants directed by Her Majesty’s commands.



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“ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all Lords Spiritual and Temporal and all other Our Subjects whatsoever to whom these Presents shall come Greeting Know Ye that We of Our especial grace certain knowledge and mere motion do by these Presents advance create and prefer Our \_\_\_\_\_ to the state degree style dignity title and honour of BARON \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_

And for Us Our heirs and successors do appoint give and grant unto him the said name state degree style dignity title and honour of Baron \_\_\_\_\_ to have and to hold unto him and the heirs male of his body lawfully begotten and to be begotten

Willing and by these Presents granting for Us Our heirs and successors that he and his heirs male aforesaid and every of them successively may have hold and possess a seat place and voice in the Parliaments and Public Assemblies and Councils of Us Our heirs and successors within Our United Kingdom amongst the Barons And also that he and his heirs male aforesaid successively may enjoy and use all the rights privileges pre-eminences immunities and advantages to the degree of a Baron duly and of right belonging which Barons of Our United Kingdom have heretofore used and enjoyed or as they do at present use and enjoy

In Witness whereof We have caused these Our Letters to be made Patent

WITNESS Ourselves at Westminster the \_\_\_\_\_ day of \_\_\_\_\_ in the \_\_\_\_\_ year of Our Reign”

#### **F. Letters Patent creating Life Barons**

“ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all Lords Spiritual and Temporal and all other Our Subjects whatsoever to whom these Presents shall come Greeting Know Ye that We of Our especial grace certain knowledge and mere motion in pursuance of the Life Peerages Act 1958 and of all other powers in that behalf Us enabling do by these Presents advance create and prefer Our \_\_\_\_\_ to the state degree style dignity title and honour of BARON \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_

And for Us Our heirs and successors do appoint give and grant unto him the said name state degree style dignity title and honour of Baron \_\_\_\_\_ to have and to hold unto him for his life

Willing and by these Presents granting of Us Our heirs and successors that he may have hold and possess a seat place and voice in the Parliaments and Public Assemblies and Councils of Us Our heirs and successors within Our United Kingdom amongst the Barons And also that he may enjoy and use all the rights privileges pre-eminences immunities and advantages to the degree of a Baron duly and of right belonging which Barons of Our United Kingdom have heretofore used and enjoyed or as they do at present use and enjoy

In Witness whereof We have caused these Our Letters to be made Patent

WITNESS Ourselves at Westminster the \_\_\_\_\_ day of \_\_\_\_\_ in the \_\_\_\_\_ year of Our Reign”

#### **G. Letters Patent creating Life Baronesses**

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“ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all Lords Spiritual and Temporal and all other Our Subjects whatsoever to whom these Presents shall come Greeting Know Ye that We of Our especial grace certain knowledge and mere motion in pursuance of the Life Peerages Act 1958 and of all other powers in that behalf Us enabling do by these Presents advance create and prefer Our \_\_\_\_\_ to the state degree style dignity title and honour of BARONESS \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_

And for Us Our heirs and successors do appoint give and grant unto her the said name state degree style dignity title and honour of Baroness \_\_\_\_\_ to have and to hold unto her for her life

Willing and by these Presents granting for Us Our heirs and successors that she may have hold and possess a seat place and voice in the Parliaments and Public Assemblies and Councils of Us Our heirs and successors within Our United Kingdom amongst the Barons And also that she may enjoy and use all the rights privileges pre-eminences immunities and advantages to the degree of a Baron duly and of right belonging which Barons of Our United Kingdom have heretofore used and enjoyed or as they do at present use and enjoy

In Witness whereof We have caused these Our Letters to be made Patent

WITNESS Ourselves at Westminster the \_\_\_\_\_ day of \_\_\_\_\_ in the \_\_\_\_\_ year of Our Reign”

**H. Letters Patent creating Lords of Appeal in Ordinary**

“ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Whereas Our \_\_\_\_\_ has resigned his Office of a Lord of Appeal in Ordinary and the same is now vacant Now Know Ye that We of Our especial grace have in pursuance of the Appellate Jurisdiction Act 1876 as amended by subsequent enactments nominated and appointed and by these Presents Do nominate and appoint Our \_\_\_\_\_ to be a LORD OF APPEAL IN ORDINARY by the style of BARON \_\_\_\_\_ To hold the said Office so long as he shall well behave himself therein subject to the provisions in the said Act mentioned with all wages profits privileges rank and precedence whatsoever to the said Office belonging or in anywise appertaining and to hold the said style of Baron unto him the said \_\_\_\_\_ during his life

In Witness whereof We have caused these Our Letters to be made Patent

WITNESS Ourselves at Westminster the \_\_\_\_\_ day of \_\_\_\_\_ in the \_\_\_\_\_ year of Our Reign”

**I. Letters Patent creating Baronets(9)**

(9) This form may be varied as required for the insertion of special remainders or any special grants directed by Her Majesty’s commands.



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“ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To Our right trusty and right well beloved the Lords Spiritual and Temporal and to Our trusty and well beloved the Knights Citizens and Burgesses of the House of Commons in this present Parliament assembled GREETING:

FORASMUCH as in Our said Parliament divers Acts have been agreed upon by you Our loving Subjects the Lords Spiritual and Temporal and the Commons [or, as the case may be, “divers Acts have been passed in accordance with the provisions of the Parliament Acts 1911 and 1949 and have been presented to Us for assent in pursuance of the said Acts”] the short Titles of which are set forth in the Schedule hereto but the said Acts are not of force and effect in the Law without Our Royal Assent [AND WHEREAS in pursuance of the Church of England Assembly (Powers) Act 1919 certain Measures the short Titles of which are set forth in the said Schedule have been presented to Us in the form laid before Parliament] AND forasmuch as We cannot at this time be present in the Higher House of Our said Parliament being the accustomed place for giving Our Royal Assent [to such Acts as have been agreed upon by you Our said Subjects the Lords and Commons]<sup>(1)</sup> We have therefore caused these Our Letters Patent to be made and have signed them and by them do give Our Royal Assent to the said Acts [and Measures] WILLING that the said Acts [and Measures] shall be of the same strength force and effect as if We had been personally present in the said Higher House and had publicly and in the presence of you all assented to the same COMMANDING ALSO [*here insert the name of the Lord Chancellor*] Chancellor of Great Britain to seal these Our Letters with the Great Seal of Our Realm AND ALSO COMMANDING [*here insert the names of the Commissioners, for example Our most dear and entirely beloved Son and most faithful Counsellor Charles Philip Arthur George Prince of Wales The Most Reverend Father in God and Our faithful Counsellor George Leonard Archbishop of Canterbury Primate of All England and Metropolitan followed by the names of the Lord Chancellor and at least two other Lords of the Privy Council*] or any three or more of them to declare this Our Royal Assent in the said Higher House in the presence of you the said Lords and Commons and the Clerk of Our Parliaments to endorse the said Acts [and Measures] in Our name as is requisite and to record these Our Letters Patent and the said Acts [and Measures] in manner accustomed AND FINALLY WE do declare that after this Our Royal Assent given and declared as is aforesaid then and immediately the said Acts [and Measures] shall be taken and accepted as good and perfect Acts of Parliament [and good and perfect Measures] and be put in due execution accordingly

In Witness whereof We have caused these Our Letters to be made Patent

WITNESS Ourselves at Westminster the \_\_\_\_\_ day of \_\_\_\_\_ in the \_\_\_\_\_ year of Our Reign

By The Queen Herself Signed with Her Own Hand”

**B. For signifying the Royal Assent when it is to be pronounced in the presence of both Houses of Parliament in the House of Lords and at the same time Parliament is to be prorogued<sup>(11)</sup>**

<sup>(11)</sup> Where the Royal Assent is given to one or more Acts but to no Measure, or to one Act and one or more Measures, or to several Acts and one Measure, or to one or more Measures but to no Act this form shall be modified accordingly.

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“ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To Our right trusty and right well beloved the Lords Spiritual and Temporal and to Our trusty and well beloved the Knights Citizens and Burgesses of the House of Commons in this present Parliament assembled GREETING:

FORASMUCH as in Our said Parliament divers Acts have been agreed upon by you Our loving Subjects the Lords Spiritual and Temporal and the Commons [or, as the case may be, “divers Acts have been passed in accordance with the provisions of the Parliament Acts 1911 and 1949 and have been presented to Us for assent in pursuance of the said Acts”] the short Titles of which are set forth in the Schedule hereto but the said Acts are not of force and effect in the Law without Our Royal Assent [AND WHEREAS in pursuance of the Church of England Assembly (Powers) Act 1919 certain Measures the short Titles of which are set forth in the said Schedule have been presented to Us in the form laid before Parliament] AND forasmuch as We cannot at this time be present in the Higher House of Our said Parliament being the accustomed place for giving Our Royal Assent [to such Acts as have been agreed upon by you Our said Subjects the Lords and Commons]<sup>(1)</sup> We have therefore caused these Our Letters Patent to be made and have signed them and by them do give Our Royal Assent to the said Acts [and Measures] WILLING that the said Acts [and Measures] shall be of the same strength force and effect as if We had been personally present in the said Higher House and had publicly and in the presence of you all assented to the same COMMANDING ALSO [*here insert the name of the Lord Chancellor*] Chancellor of Great Britain to seal these Our Letters with the Great Seal of Our Realm AND ALSO COMMANDING [*here insert the names of the Commissioners, for example Our most dear and entirely beloved Son and most faithful Counsellor Charles Philip Arthur George Prince of Wales The Most Reverend Father in God and Our faithful Counsellor George Leonard Archbishop of Canterbury Primate of All England and Metropolitan followed by the names of the Lord Chancellor and at least two other Lords of the Privy Council*] or any three or more of them to declare this Our Royal Assent in the said Higher House in the presence of you the said Lords and Commons and the Clerk of Our Parliaments to endorse the said Acts [and Measures] in Our name as is requisite and to record these Our Letters Patent and the said Acts [and Measures] in manner accustomed AND WE do declare that after this Our Royal Assent given and declared as is aforesaid then and immediately the said Acts [and Measures] shall be taken and accepted as good and perfect Acts of Parliament [and good and perfect Measures] and be put in due execution accordingly

AND WHEREAS We did lately for divers difficult and pressing affairs concerning Us the State and defence of Our United Kingdom and Church ordain this Our present Parliament to begin and be holden at Our City of Westminster the                    day of                    in the year of Our Reign on which day Our said Parliament was begun and holden and is there now holden Know Ye that for certain pressing causes and considerations Us especially moving We have thought fit to prorogue Our said Parliament

WE THEREFORE confiding very much in the fidelity prudence and circumspection of you Our Commissioners aforesaid have by the advice and consent of Our Council assigned you Our Commissioners giving to you or any three or more of you by virtue of these Presents full power and authority in Our name to prorogue and continue Our present Parliament at Our City of Westminster aforesaid from                    the                    day of                    instant until and unto the                    day of                    there then to be holden AND WE COMMAND you that you diligently attend the premises and effectually fulfil them in manner aforesaid We also strictly Command all and singular Our Archbishops Dukes Marquesses Earls Viscounts Bishops Barons Baronets Knights Citizens and Burgesses and all others whom it concerns to meet at Our said Parliament by virtue of these Presents that they observe obey and assist you in executing the premises as they ought to do

In Witness whereof We have caused these Our Letters to be made Patent

WITNESS Ourselves at Westminster the                    day of                    in the year of Our Reign

By The Queen Herself      Signed with Her Own Hand”



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not apt to cover the circumstances of any particular case. Secondly, they amend the prescribed forms of words to be used in the Commissions signifying Royal Assent to allow for the situation where an Act has been passed in accordance with the Parliament Acts 1911 and 1949.