

Waltham Forest

**Residential
Alterations and
Retrofit SPD**

**Statutory Consultation
Report**

Spring 2026



Waltham Forest



(Top) Consultation event at Chingford Library, (Bottom) 'Ask an Architect' drop-in event with residents and architects, at the Host of Leyton.

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Please note, this document has been designed to be read as a double-page spread.

Executive Summary

The consultation for the Residential Alterations and Retrofit Supplementary Planning Document (SPD) ran from 2 February to 16 March 2026, and drew broad, diverse input through a mix of online engagement, in-person consultation events, workshops, and targeted outreach. The SPD sets out accessible, design-led guidance to support high-quality, sustainable home improvements that enhance neighbourhood character and residents' quality of life.

This report summarises:

- the input of internal and external consultants during the development of the document,
- the methods used to engage residents and gather feedback,
- the demographics of respondents reached in the online consultation,
- the themes and insights emerging from feedback,
- the responses from statutory consultees,
- the lessons learned for future consultations.

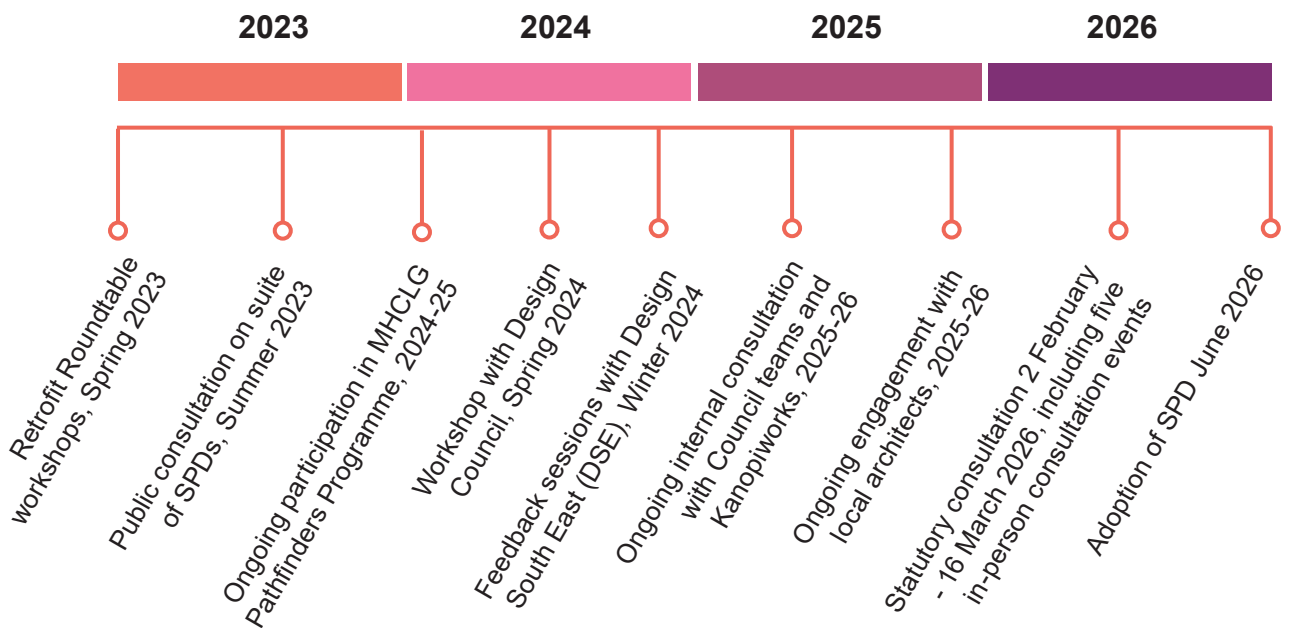
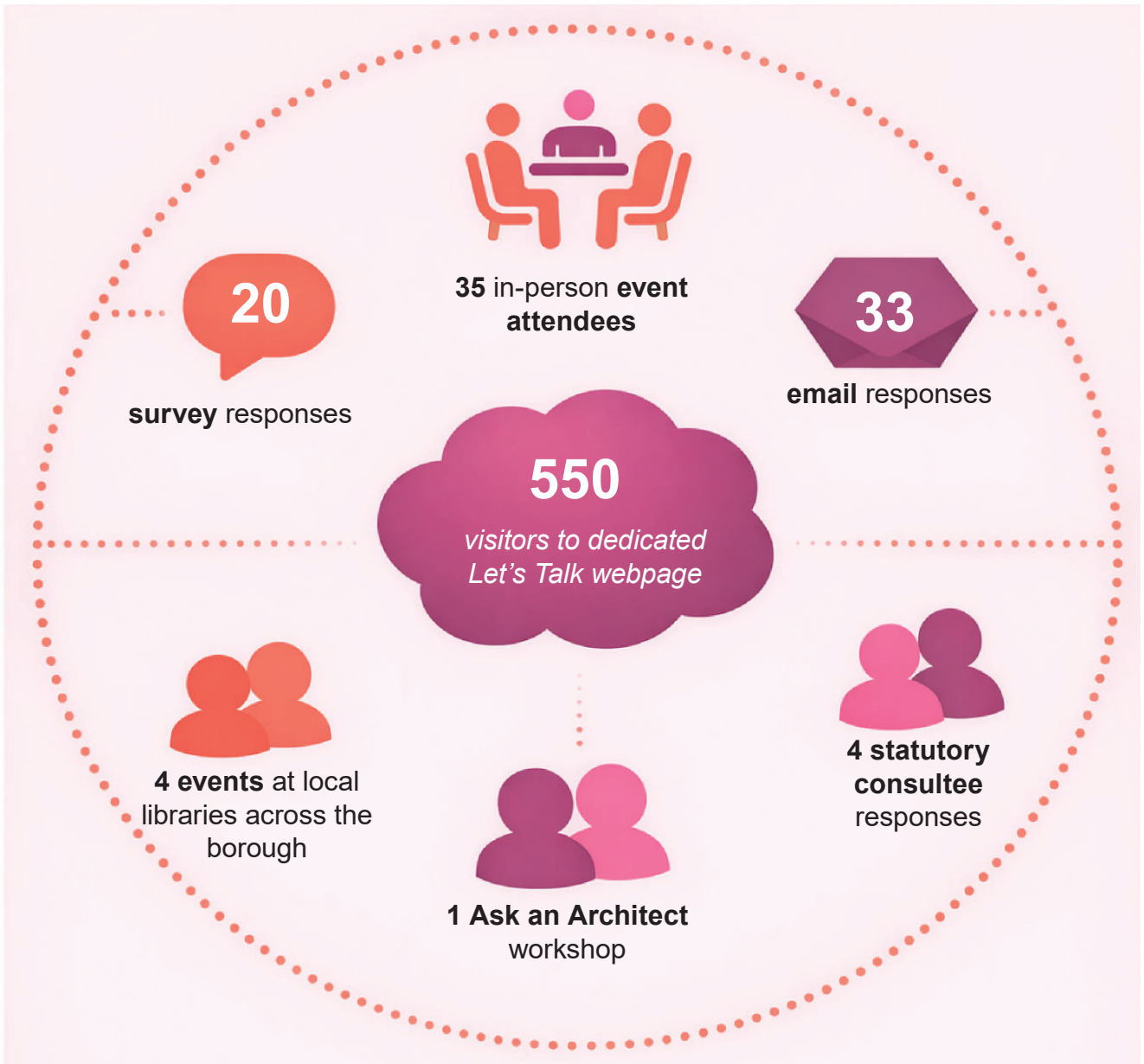
Overall, the consultation demonstrated broad interest in the SPD's themes, with a mixture of positive feedback and constructive recommendations focused on improving usability, clarity and relevance to local housing types.

The findings have directly shaped refinements to the SPD ahead of adoption, ensuring the final document now provides:

- A new section on accessibility and making adaptations to homes in order to live and age well.
- Updated guidance on solar shading, buildings maintenance, material selection, water efficiency and protected species.
- Enhancing the 'Quick Retrofit Wins' section with additional measures people can employ.
- Further clarification on Permitted Development Rights, especially where these apply to flats.
- Amended precedent images, providing a greater range of projects in terms of cost and character.

(Right, top) High level engagement figures for the Residential Alterations and Retrofit SPD statutory public consultation, held in Spring 2026.

(Right, bottom) Timeline of engagement throughout the SPD production and consultation.

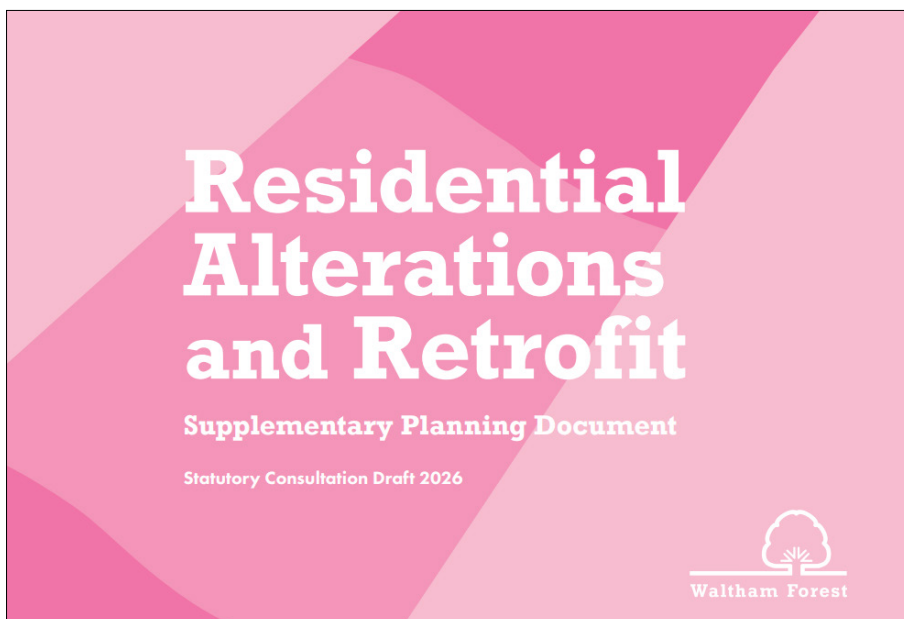


1 Introduction

The SPD sets out clear guidance to ensure residential extensions and alterations are of exemplar design quality, sensitive to local character, and where possible, incorporate effective retrofit measures that improve energy performance and reduce running costs.

As part of drafting the Residential Alterations and Retrofit SPD, the council engaged with landowners, architects, community members, and sustainability professionals. The statutory consultation inviting comments on the draft Residential Alterations and Retrofit SPD ran for a six week period between 2 February 2026 and 16 March 2026.

The comments received during the consultation were recorded and helped to refine the final Residential Alterations and Retrofit SPD to be adopted by the council.



1.1 Key vision of the SPD

The overarching vision of the Residential Alterations and Retrofit SPD is to provide clear, practical guidance that supports exemplar design quality throughout the planning process for residential developments. Although individual home extensions and alterations are often small in scale, they collectively have a significant impact on the character of streets, the local environment, and the quality of life of residents and neighbours.

To support well-designed, sustainable home improvements across the borough, the SPD aims to:

- Inspire and guide residents to achieve home alterations of exemplar design quality.
- Ensure residents feel well informed about what types of alterations are possible and appropriate for their home.
- Explain how energy efficient retrofit measures can be incorporated into home alterations to improve comfort, reduce running costs, and enhance environmental performance.
- Highlight key design and planning considerations that residents should understand before beginning any extension or alteration project.
- Provide simple, clear advice on engaging with the Council, including how to navigate the planning process for extensions, alterations and retrofit measures.
- Emphasise the importance of front and back gardens, recognising their role in supporting biodiversity, improving climate resilience, and helping to mitigate local flood risk.



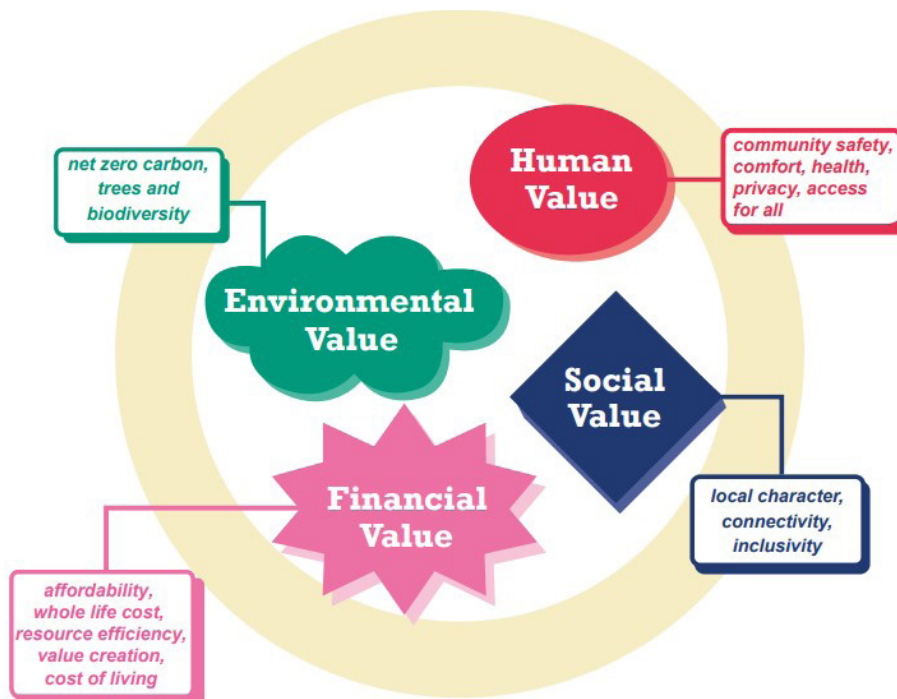
A key vision of the Residential Alterations and Retrofit SPD is to ensure exemplar quality, energy efficient homes in Waltham Forest.

1.2 Exemplar design

The Council is determined that all new development in the borough is of the highest - or 'exemplar' - design quality. This means considering quality and deliverability from the start of a proposal through to completion and beyond. Residential alterations throughout the borough, will respond appropriately to local character, be generous and joyful and consider people and the planet.

The exemplar design approach underpins all of the Council's planning guidance, and will ensure new buildings and places in the borough not only look great, but also meet the needs of all the people who will use them, like making sure they are safe and inclusive to all, helping to foster a sense of community, are sustainable and green, and represent good value for money. To ensure this, this SPD will address the following four interconnected principles of exemplar design:

- Human value - community safety, comfort, health, privacy, access for all;
- Social value - local character, connectivity, inclusivity for all, equitable distribution of the benefits of planned growth;
- Environmental value - net zero carbon, trees and biodiversity, improving air quality, reducing the risk of surface water flooding, and;
- Financial value - affordability, high quality workspace and good jobs, whole life cost, resource efficiency, value Planning policy context.



This SPD addresses the following four interconnected principles of exemplar design in relation to home extensions and alterations: Environmental, Human, Social and Financial Value.

1.3 Mission Waltham Forest

The SPD supports Mission Waltham Forest, the Council’s plan to create a more equal, sustainable borough by 2030. By promoting well-designed, energy-efficient home improvements, the SPD contributes to:

- safer, greener neighbourhoods,
- reduced carbon emissions,
- improved housing quality,
- more equitable living conditions.

The guidance aligns with the borough’s missions on climate action, housing, community wellbeing, and inclusive growth.

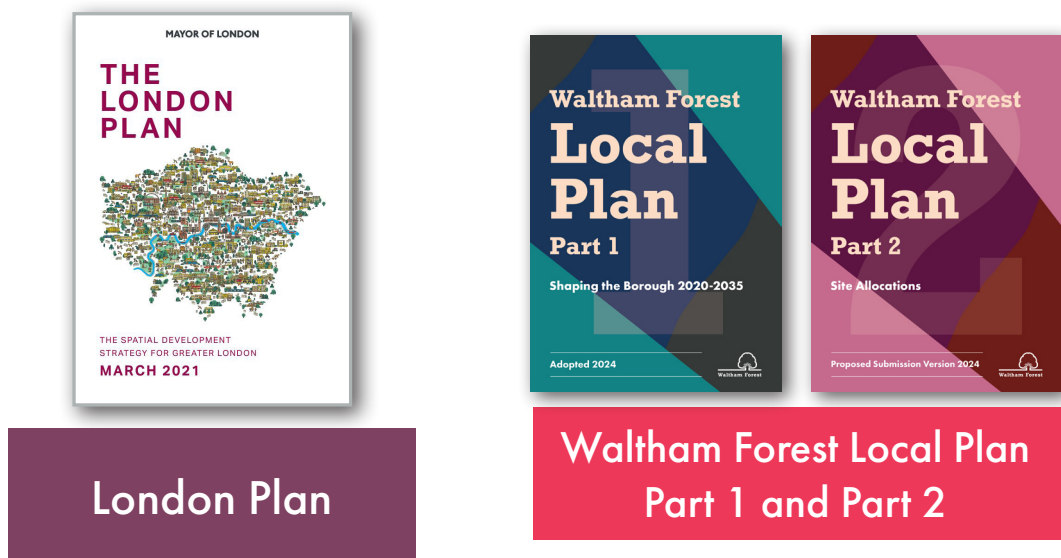


This SPD addresses a number of the broader London Borough of Waltham Forest missions, including leading the way for a net-zero borough.

1.4 Planning Policy context

A Supplementary Planning Document (SPD) provides detailed guidance to support the planning policies set out in a Local Plan. In Waltham Forest, the Local Plan guides development in the borough for 15 years and sets out how inclusive, well-planned growth will meet local needs. The new Local Plan is in two parts: Local Plan Part 1 establishes the borough-wide spatial strategy and identifies 16 Strategic Locations for sustainable growth, while Local Plan Part 2: Site Allocations is currently progressing toward adoption.

The new Residential Alterations and Retrofit SPD updates and expands the borough's 2010 'Residential Extensions and Alterations SPD', offering clear advice on home extensions, alterations and retrofit measures to improve energy efficiency. SPDs must be updated when national policy or the Local Plan changes; this version aligns with Local Plan Part 1 and the London Plan, ensuring guidance reflects current planning requirements and supports high-quality, sustainable development.



This SPD supports the policies and guidance set out in the London Plan and the Waltham Forest Local Plan.

1.5 Who is the document for?

The SPD is designed to support a wide range of users by complementing the guidance set out in the Local Plan and helping to deliver high-quality, exemplar design across the borough at householder scale. Key users include:

- Architects and design professionals, who will use the SPD when preparing applications for home extensions or alterations.
- Residents, who can refer to the document to better understand how design principles apply to their own homes.
- Council Officers, for whom the SPD will provide a consistent basis for pre-application discussions, the assessment of planning proposals, and ensuring that high design quality is embedded from the outset.

1.6 How was the guidance produced?

The Residential Alterations and Retrofit SPD was developed by appraising and evaluating the existing the existing Residential Extensions and Alterations SPD (2010) to provide clearer, more comprehensive guidance on home extensions, alterations, and energy-efficient retrofit across the borough.

1.6.1 Early Engagement and Evidence Gathering

The scope and direction of the SPD were shaped through early engagement undertaken in Summer 2023. This included:

- Informal public consultation on the wider SPD programme, which highlighted residents' priorities and areas where clearer guidance was needed.
- Two days of industry roundtables focused specifically on retrofit in Waltham Forest, providing insight into technical challenges, opportunities, and best practice.

1.6.2 Learning from National Best Practice

Design codes provide clear, visual, and measurable design expectations for development, helping to raise consistency and quality across places. Waltham Forest's year-long involvement in the MHCLG Design Code Pathfinders Programme played a significant role in shaping the SPD, drawing on nationally tested approaches to high-quality design standards and embedding its emphasis on:

- accessible language,
- strong visual communication,
- clear, structured guidance, and
- improved graphics, step-by-step format, and user-friendly layout.

1.6.3 Internal Engagement

The Place and Design Team worked closely with a number of colleagues across the Council, including colleagues in the following teams:

- Development Management
- Building Control
- Climate
- Housing Strategy
- Regeneration
- Sustainability
- Public Health
- Occupational Health
- Communications

These ongoing collaborations helped to ensure the SPD was technically robust and aligned with borough priorities. This collaboration strengthened guidance on permitted development, retrofit measures, biodiversity, SuDS and garden materials, ensuring the document is accurate, practical and grounded in cross-departmental expertise.

This collaborative approach has ensured that the SPD is:

- aligned with nationally tested design-coding principles,
- clear and accessible for residents,
- consistent in distinguishing mandatory requirements from guidance, and
- reflects best practice in terms of design, retrofit, and local character.

1.6.4 Retrofit Roundtable

On the 26th and 27th April 2023, two half days of Retrofit Roundtable events were held at the Town Hall involving architects, designers, retrofit and sustainability professionals working in the borough. The roundtables called for the SPD to include clearer, practical guidance on the most common extension types, stronger advice on addressing key retrofit challenges such as thermal performance and detailing, and more visual, example-led standards to support consistent decision-making.

1.6.5 Technical Input from FutureFit Homes

Further refinement was achieved through workshops delivered in partnership with FutureFit Homes in March and September 2024, which provided practical feedback on retrofit measures, heritage-sensitive design, and common questions from applicants relating to low-carbon home alterations.

1.6.6 Ministry of Housing, Communities and Local Government (MHCLG) Pathfinder Programme

Throughout 2024 and 2025, the Place and Design team participated in the Design Code Pathfinders Programme, led by Ministry of Housing, Communities and Local Government (MHCLG). The programme aimed to provide support and feedback on draft planning documents, while learning from local authorities about the process of finalising and implementing design codes.

As part of the programme, a workshop was organised in Spring 2024 with Design Council experts, where the retrofit chapter of the SPD was assessed for legibility, clarity, and technical accuracy. A further series of workshops took place with Design South East (DSE) during November and December 2024. These expert-led workshops helped to ensure the guidance in the SPD is robust, technically sound, and shaped by design and planning expertise.

2 Consultation

The aim of the statutory consultation was to present the draft Residential Alterations and Retrofit SPD to the local community and key stakeholders to seek feedback.

2.1 Engagement Methods

To reach as broad an audience as possible, the Council used a mix of engagement methods, in line with our Engagement Toolkit. The consultation took place from 2 February to 16 March 2026 and included:

- Online survey on the Let's Talk platform, open for the full consultation period
- Public drop-in events held on 8 February (Walthamstow Library), 20 February (Leytonstone Library), and 5 March (Chingford Assembly Hall), offering face-to-face discussion and questions.
- Ask an Architect session on 27 February, providing residents with specialist design advice.
- Newsletters, circulated by the council and with partners such as Stow Brothers, during February and early March to raise awareness among local residents.

Promotion for the consultation was published across multiple channels, including the Council's Let's Talk platform, the Waltham Forest website, and local press coverage. All consultation materials were produced in-house by the Place and Design Team to incorporate the team's accessible graphic identity.



Information boards were posted in libraries across the borough with a QR code, linking to the SPD Let's Talk webpage.

2.2 Consultation objectives

The statutory consultation for the SPD had 6 main objectives:

- Gather insight from residents and communities to ensure the SPD's themes and guidance reflect local needs and priorities.
- Engage directly affected groups including homeowners, landlords, designers, builders, and architects to inform and shape the final guidance.
- Reach a broad and representative audience through varied engagement methods across different neighbourhoods and demographics.
- Capture clear, constructive feedback to improve the clarity, usability, and effectiveness of the SPD.
- Meet statutory consultation requirements set out in the Statement of Community Involvement. This document sets out how the Council is required to engage local people and stakeholders when producing planning policy documents.
- Evaluate what worked well and what can improve to strengthen future engagement with Waltham Forest residents and communities.



Residents discussing ideas for home alterations with local architects, at the 'Ask an Architect' event, at Host of Leyton.

2.3 Engagement with 'less heard from' groups

As part of our commitment to inclusive community consultation, we have made significant efforts to engage with groups that can be under represented in public discourse. This section outlines the strategies employed and the outcomes of our efforts to reach tenants, given the relevance to this particular document.

2.3.1 Private Tenants

Private tenants are identified in the Waltham Forest Statement of Community Involvement (SCI) as a group requiring more inclusive engagement. To ensure their views informed the development of the Residential Alterations and Retrofit SPD, the Council undertook targeted outreach to reach residents who may not typically participate in planning consultations.

To increase participation among private renters, the Council contacted local estate agents and secured support from Stow Brothers, who shared consultation information directly with their tenants. This was supported by wider digital outreach, including a borough-wide email campaign aimed at both homeowners and renters. The email campaign achieved strong reach:

- 4,019 emails sent
- 89% successfully delivered (3,593)

This helped extend awareness of the consultation beyond traditional planning audiences and ensured private tenants had the opportunity to take part.

Survey participation was dominated by homeowners (86%), with private tenants making up 5.7% of respondents and a further 2.3% living in social or affordable housing. This distribution is expected given the consultation's focus on extensions and retrofit works, which many renters may view as less directly relevant to their circumstances. Nonetheless, the feedback from tenants provided valuable insight into renter priorities. Future consultation activity will place greater emphasis on engaging social housing residents through targeted outreach, partnerships with landlords and housing providers, and more accessible engagement formats.

2.4 Consultation methods

The consultation process for the Residential Alterations and Retrofit SPD was designed to ensure broad and inclusive community engagement. This section details the various consultation events and methods used to gather feedback from a diverse range of stakeholders. Consultation events and methods included:

2.4.1 Statutory Notice

A statutory notice was published on the 'Your Local Guardian' website and in the printed 'Epping Forest Guardian' which covers Waltham Forest announce the consultation period and invite public participation.

2.4.2 Document Availability

Copies of the draft Residential Alterations and Retrofit SPD were made available at local libraries and the Town Hall, ensuring accessibility for all residents, including those without internet access.

2.4.3 Email Outreach

Emails were sent to individuals on the Waltham Forest database informing them of the consultation and encouraging their participation.

2.4.4 Interactive Website and Survey

The Let's Talk online platform was utilised to host a digital version of the SPD, providing users with an alternative way to engage with the SPD other than the full downloadable document. The Let's Talk page also hosted a survey questionnaire, allowing residents to provide their feedback from their homes. The website featured detailed information about the SPD and its key components.

2.4.5 Drop in Event at Libraries

Library drop-ins provided accessible, informal opportunities for residents to view the draft SPD and share feedback within trusted community settings. Four drop in event were held at libraries across the borough providing an opportunity for face to face engagement. The drop in events were held as follows:

- Tuesday 17th Feb 2026 (2pm - 5pm) at Chingford Library
- Thursday 26th Feb 2026 (2pm - 5pm) at Lea Bridge Library
- Wednesday 4th March (4pm - 7pm) at Leytonstone Library
- Thursday 5th March 2026 (10am - 1pm) at Walthamstow Library

These locations were chosen as they are distributed across the borough and provided the opportunity to engage with a wide range of residents. Council staff who had prepared the draft document were available to answer questions, collect feedback, and provide additional information.

2.4.6 Social Media Campaign

A social media campaign, in collaboration with the council's communications team, was launched to raise awareness about the consultation. This included the creation of informational posts on platforms such as Facebook, Instagram and Nextdoor, providing updates and encouraging community members to participate in the consultation.

Social media engagement was posted from the council's social media accounts and managed by Waltham Forest Communications team. It was targeted at a wide variety of people living within the borough.

- Posts on Facebook received 9429 impressions
- Posts on Instagram received 5416 impressions
- Posts on Nextdoor received 101 impressions

2.4.7 Waltham Forest News Article

An article in Waltham Forest News was published on 23rd March following the consultation to update residents on next steps and keep them informed about the process. A dedicated webpage provided a post-consultation update and signposted residents to further information, helping maintain awareness beyond the consultation period.

2.4.8 Newsletters

To further reach residents, notice of the events were published in the Climate Newsletter, Resident News and local newsletters including Town Centre newsletters, Chingford, Leytonstone, and Walthamstow. Collectively, these notices received 601 clicks from readers.



Have your say

Draft Residential Alterations and Retrofit Supplementary Planning Document (SPD)

Waltham Forest Council needs your input on planning guidance we have produced about climate-friendly home alterations

Find out more at our event at Leytonstone Library, Wednesday 4 March 2026, 4 – 7pm

Consultation runs from 2 February to 16 March 2026

Waltham Forest

(Above) A sample of the Have your say board, (Right) Statutory Notice published in the Public Notice Portal.

STATUTORY

**Planning and Compulsory Purchase Act 2004
TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND)
REGULATIONS 2012**

**Residential Alterations and Retrofit Supplementary
Planning Document (SPD) Consultation Notice**

In accordance with Regulations 12 and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), Waltham Forest Council hereby gives notice of the preparation of the Residential Alterations and Retrofit Supplementary Planning Document (SPD) for public consultation.

The SPD is designed to support residents and small developers in delivering high-quality, sustainable home improvements, extensions and alterations. The SPD provides detailed planning guidance for these alterations and represents an update to the previously adopted Residential Extensions and Alterations SPD, which was adopted in 2010.

Preparation and Consultation: The Residential Alterations and Retrofit SPD has been prepared in accordance with Part 5 (Regulations 11-14) of the Town and Country Planning (Local Development) (England) Regulations 2012 and the Council's Statement of Community Involvement. As part of this process, the Council is seeking representations on the SPD, including its accompanying Sustainability Appraisal and Equality Impact Assessment.

Consultation Period: The public consultation period will run from **2 February 2026 to 16 March 2026**.

During the consultation period, a copy of the Draft SPD will be available for inspection at the following locations:

- Online: <https://talk.walthamforest.gov.uk/hub-page/residential-alterations-and-retrofit-spd>
- Hard Copy: Waltham Forest Town Hall, Forest Road, London E17 4JF
- Hard Copy: Waltham Forest Libraries (via appointment – please email SPDconsultation@walthamforest.gov.uk to arrange).

In-person consultation events will be held during the consultation period. Details of these events are available on <https://talk.walthamforest.gov.uk/hub-page/residential-alterations-and-retrofit-spd>

How to comment

Comments should be made through the electronic survey on the Council's dedicated webpage <https://talk.walthamforest.gov.uk/hub-page/residential-alterations-and-retrofit-spd> or by post to Place and Design Team, Waltham Forest Town Hall, Forest Road, Walthamstow, London, E17 4JF. All comments on the document must be received by **5.00 pm on Monday 16th March 2026**.

Should you wish to discuss any issues or require any further information please do not hesitate to contact the Place and Design Team by email: SPDconsultation@walthamforest.gov.uk

Representations: Please note all comments will be held by the Council and will be available to view publicly. Comments cannot be treated as confidential. Your personal information such as your postal and e-mail address will not be published, but your name and organisation (if relevant) will. The London Borough of Waltham Forest maintains a database of consultees who wish to be kept informed about the Local Plan and Supplementary Planning Documents. In responding to this consultation your contact details will automatically be added to the consultation database (if not already held). If you do not want to be contacted about future Local Plan and Supplementary Planning Document consultations, please state this in your response.



Residential Alterations and Retrofit SPD

High quality home alterations can benefit residents, their families, the local area and the environment.

Exemplar Design Principles

Human Value

Ensuring our homes are comfortable, safe and meet our changing needs.

Social Value

Enhancing our homes in a way that is considerate of neighbours and local character.

Environmental Value

Adapting our homes to ensure they respond to the Climate Emergency.

Financial Value

Making alterations that improve energy efficiency and help to reduce bills.

We know residents of the Borough may want to alter their homes for their changing needs. These alterations can be made in ways that consider family life, local character, the Climate Emergency, energy efficiency and fuel costs. Our aim is to provide clear guidance to make the process of making beneficial home alterations as simple as possible.

This Supplementary Planning Document (SPD) is supported by the four principles of exemplar design, which are used to develop all of the Council's planning guidance documents.



Rear extension in Walthamstow by Mike Tuck Studio (Photography: Luca Piffaretti)

Topics included:

- Making home alterations
- Considerations and constraints
- Climate-friendly homes
- Local character and heritage
- The planning process
- Rear extensions and alterations
- Side extensions and alterations
- Front extensions and alterations
- Loft extensions and roof alterations
- Basements alterations
- Detached outbuildings
- Building materials and carbon
- Windows and doors
- Retrofit measures and guidance
- Gardens, biodiversity and sustainable drainage

Have your say...

Scan the QR code to visit our Let's Talk hub, find out more and give your feedback on the Residential Alterations and Retrofit SPD.



A sample of the boards used at the in-person consultation events to share information about the SPD.

2.4.9 Meeting with Stow Brothers

A meeting was held with Stow Brothers, representing both homeowners and private landlords in the local area, to gather focused stakeholder insight for the Residential Alterations and Retrofit SPD.

Stow Brothers supported the wider consultation by sharing information directly with their tenants, contributing to the strong performance of the borough-wide email campaign, which achieved:

- 4,019 emails sent
- 697 opened (17%)

This partnership strengthened outreach to private tenants and landlords, helping broaden participation beyond traditional planning audiences. Stow Brothers found the document useful and said the information it contained would be highly pertinent for their customers.

2.4.10 Ask an Architect' Drop in event

On Wednesday 25 February 2026 (5-7pm), the Council hosted an Ask an Architect drop-in session at Host of Leyton, on 658 Leyton High Road. The aim of this event was to support the socialisation of document between architects and residents and promote the delivery of exemplar design in the borough.

Many of the invited architects, whose local extension and alterations projects had been included in the document, were enthusiastic to be involved. Attendees commented that the event was beneficial for residents and architects alike, by providing residents with free advice, while platforming the work of local architects.

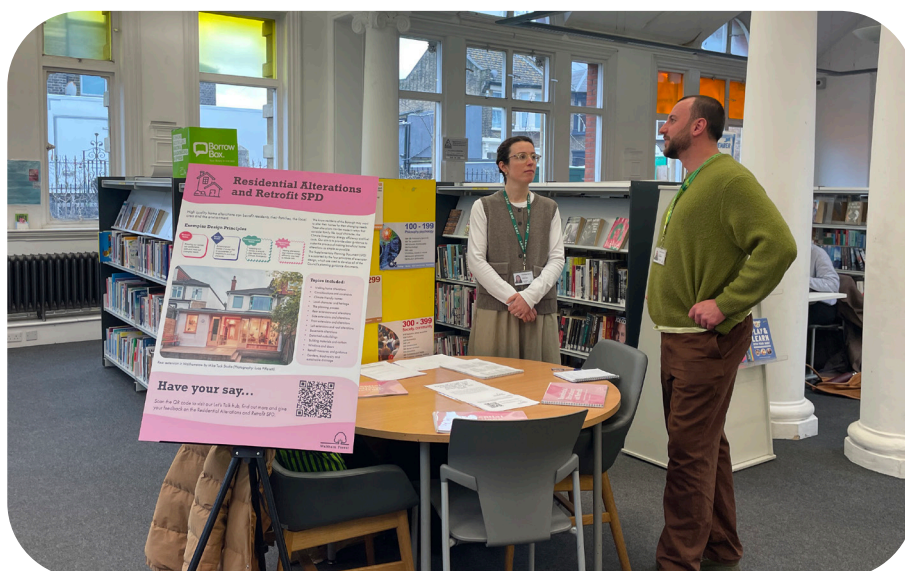
These ongoing relationships with architects have helped to support the production of guidance that closely reflects real-world, home alteration projects in Waltham Forest.

- The document draft was particularly valued in helping residents navigate the planning process, and in understanding which alterations are likely to require planning permission.
- Some attendees commented that event logistics could be improved with more seating and table space to create a friendlier environment.
- Some residents said that greater publicity could have boosted resident turnout.
- Architects in attendance commented that project photos should be reviewed to ensure they align with the Council's intended planning guidance.
- Many architects found it helpful to discuss ideas for projects with residents face-to-face, and several expressed that they would like to be involved in any similar events in the future.

2.4.11 E17 Architects Group

An online meeting was held with the E17 Architects Group to gather professional, design-led insight to support the refinement of the Residential Alterations and Retrofit SPD. Key points raised included:

- The approach of the document - E17 commented that they found the SPD more accessible and relevant to the general public than the previous SPD.
- Suggestions to include simpler, lower-cost rear-extension examples to support non-architect-led schemes.
- It was advised that measurement requirements for single storey rear extensions and roof dormers should be revised to be less restrictive.
- The importance of ensuring exemplar images align with the SPD's planning approach.

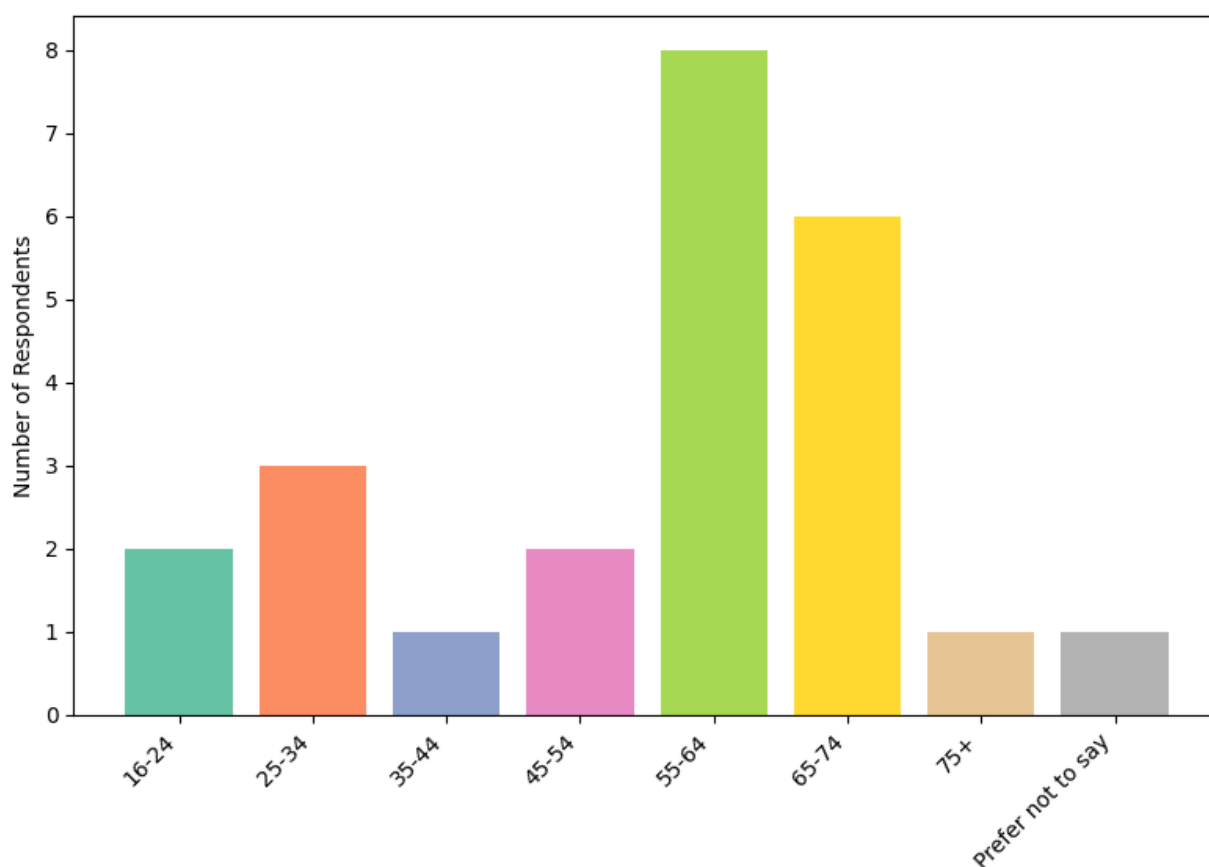


(Top) Engagement event at Lea Bridge Library, (Bottom) Host of Leyton, the venue where the 'Ask an Architect' drop-in session was held.

2.5 Demographics

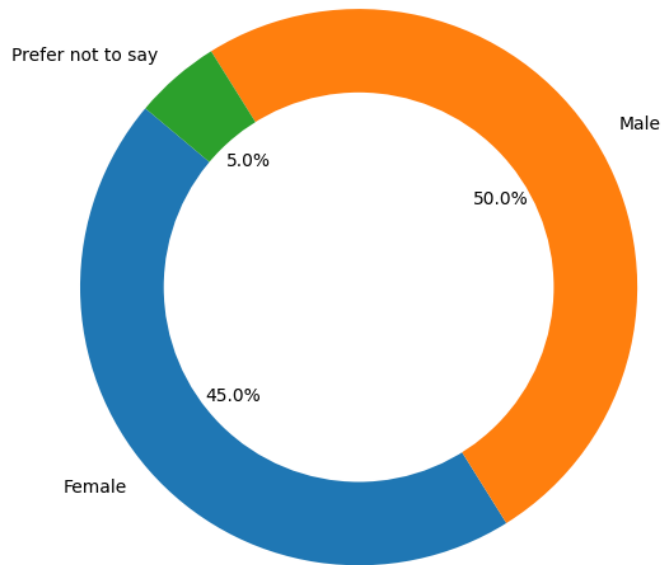
A wide range of residents engaged with the consultation, but online responses were mostly from older, White British homeowners, with lower participation from younger people, ethnic minority communities and non-homeowners. Strengthening inclusion and accessibility will be essential to ensure future SPDs are shaped by a more representative cross-section of residents. Areas to improve for more effective future engagement:

- Broaden outreach to younger residents and under-represented ethnic communities.
- Work more closely with cultural organisations, faith groups and community leaders.
- Increase engagement with private renters, social housing tenants and shared-ownership households through housing associations, tenant groups and landlord networks.
- Provide accessible, culturally relevant materials, including Easy Read and visually simplified formats.
- Ensure venues are step-free and sensory-considerate to support residents with disabilities.
- Offer information in multiple formats such as audio, video and translated summaries.

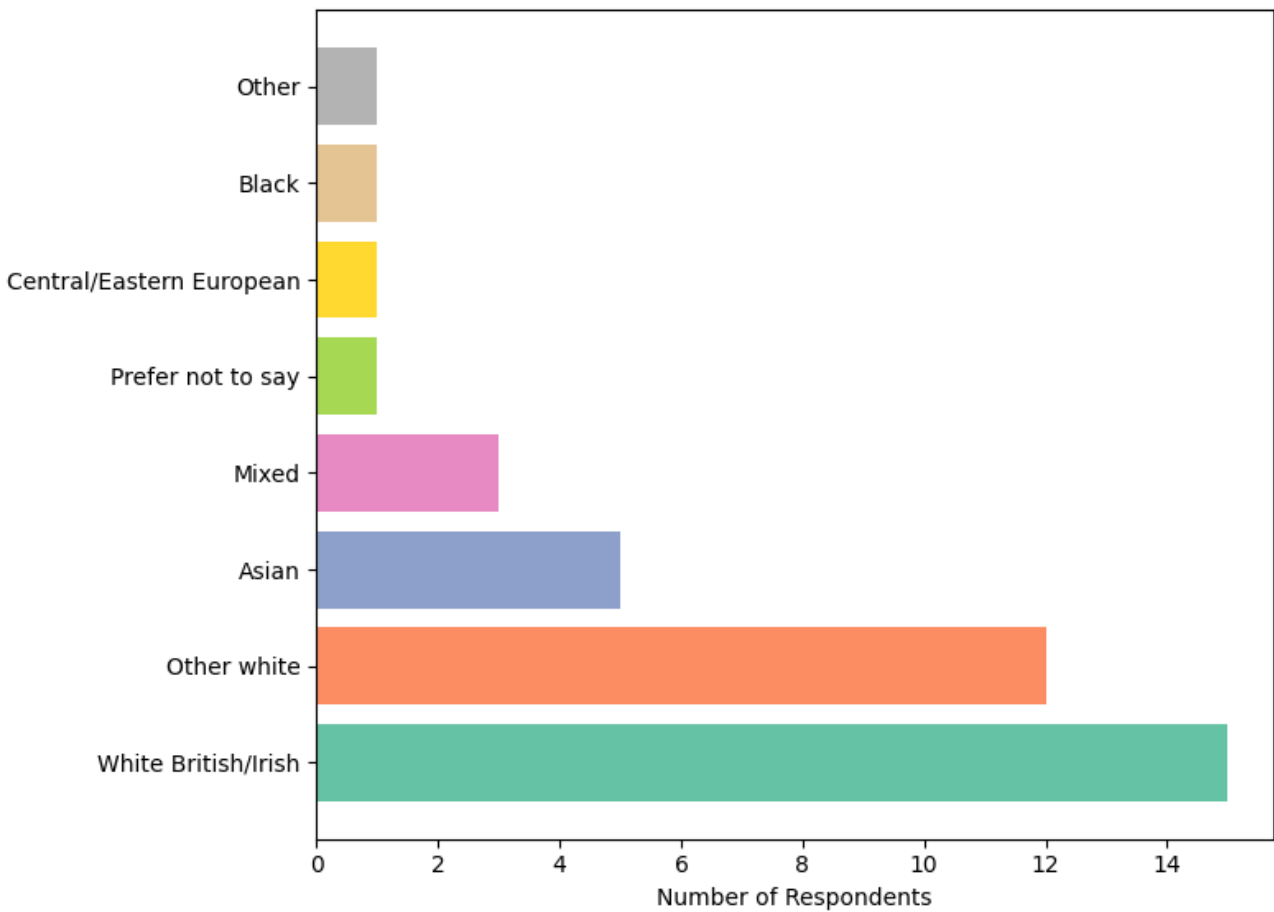


Age distribution of respondents

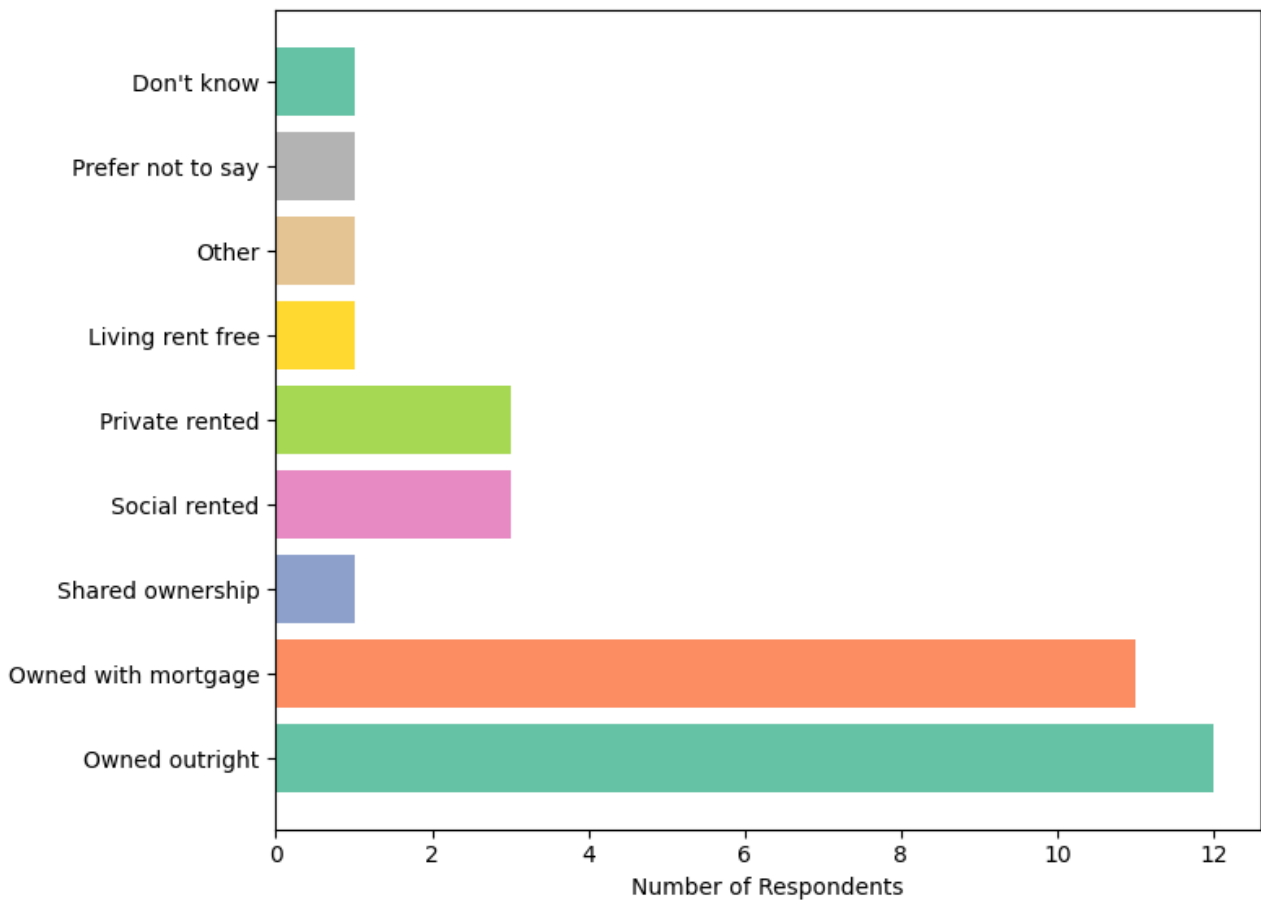
Gender Distribution (Donut Chart)



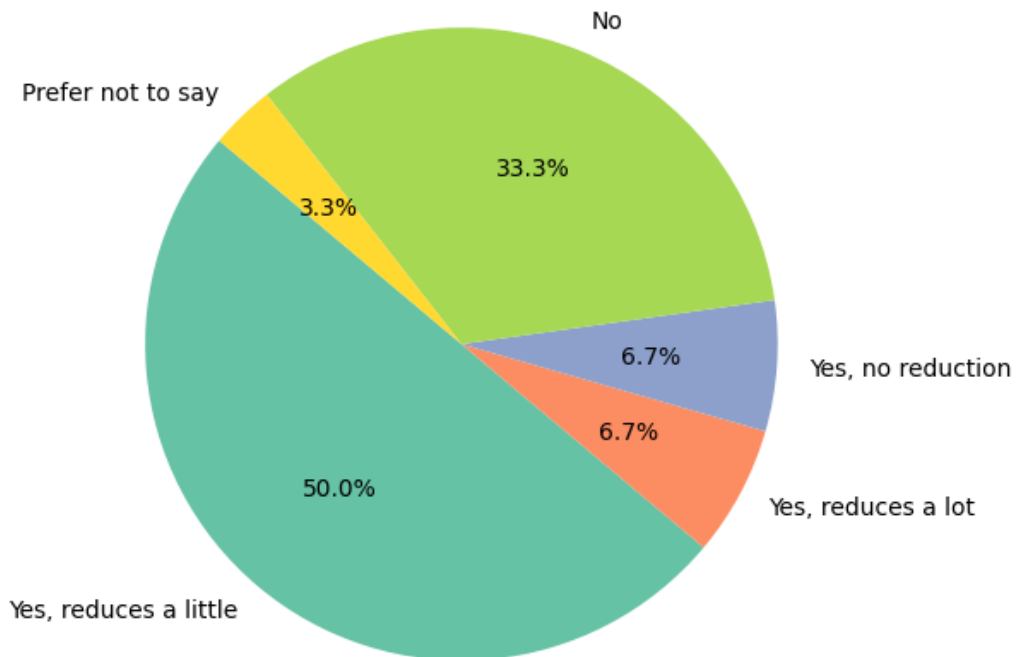
Gender of respondents



Ethnicity of respondents



Tenure of homes



Disability status of respondents

2.6 Consultation summary by theme

The statutory consultation generated a wide range of feedback from residents, architects, community groups, statutory consultees and specialist organisations. The themes below summarise the key issues raised and how they informed updates to the Residential Alterations and Retrofit SPD. They align with Mission Waltham Forest by supporting a fair, sustainable and thriving borough through a strong local economy, improved climate resilience and biodiversity, safe and well-connected neighbourhoods, and high-quality places to live.

2.6.1 Climate resilience and biodiversity

Respondents strongly supported measures that improve climate resilience and enhance biodiversity across the borough. Key points included:

- Strong support for external solar shading, passive cooling, and designing out overheating early in the process.
- Requests to reference Good Homes Alliance guidance, overheating assessment tools, and East-London-specific case studies.
- Calls for strengthened biodiversity guidance, including ecological surveys for bats, swifts and other building-dependent species, and alignment with Local Nature Recovery Strategy (LNRS) priorities.
- Recommendations to expand water-efficiency measures, such as low-flush toilets, aerated shower-heads, and greywater/rainwater systems.
- Support for Sustainable Drainage Systems (SuDS) and suggestions to naturalise riverbanks and reinforce buffer-zone guidance for developments near waterways.

2.6.2 A safe and well connected place

Feedback emphasised the importance of ensuring that home alterations contribute positively to neighbourhood safety, accessibility, and connectivity:

- Support for aligning the SPD with the Mayor's Transport Strategy, Healthy Streets, Vision Zero, and Net Zero objectives.
- Requests for developments to enhance the public realm, including shade, seating, SuDS features, and opportunities to repurpose parking areas for community benefit.
- Strong support for clear guidance on cycle storage and restrictions on new front-garden parking to encourage active travel.
- Calls for clearer signposting to permitted development guidance to support sustainable retrofits without unnecessary planning burden and advice for flats.

2.6.3 A quality place to live

Residents and stakeholders praised the clarity and usability of the SPD, while identifying areas where further refinement would improve accessibility and consistency:

- The SPD's graphics, layout, and step-by-step guidance were well-received, but residents requested clearer guidance for flat-owners, including fire safety and shared structural considerations.
- Requests for more locally relevant exemplar projects and removal of images that may be confusing or unrepresentative.
- Calls for clearer explanation of planning permission vs. permitted development, particularly for extensions, loft conversions, cycle storage, and heat pumps
- Heritage bodies supported the SPD's approach but requested clarification on listed building consent for glazing and updated references to Historic England guidance.
- Residents valued the retrofit content but asked for clearer distinctions between mandatory ('must') and advisory ('should') guidance.

2.6.4 A strong local economy

Respondents highlighted the role of retrofit and home improvement in supporting local economic growth and skills development:

- Support for simplifying heat-pump approvals and reducing barriers to retrofit delivery, helping stimulate local green-construction activity.
- Recommendations to promote passive cooling and energy-efficient retrofit approaches that reduce long-term household costs and increase demand for skilled local retrofit services.
- Calls for improved public awareness of the SPD through planning and building control channels, helping homeowners make informed retrofit investments.
- Recognition that strategic densification in well-connected areas can support local economic growth and align with Good Growth principles.

2.7 Summary of responses from statutory consultees

2.7.1 Environment Agency

- The London Local Nature Recovery Strategy should be used as a key reference, ensuring nature-based improvements consider climate change and support biodiversity, water quality and flood resilience.
- Strengthen guidance on waterways: reinforce required setback distances (8m from main rivers; 5m from ordinary watercourses) and encourage native planting while avoiding mowing or pruning in spring.
- Expand retrofit and greening guidance to include naturalising riverbanks and improving boundaries near watercourses to enhance aquatic and connected habitats.
- Strong support for the SPD's inclusion of Sustainable Drainage Systems (SuDS); highlight their role in managing runoff, reducing sewer overload and improving water quality, and signpost CIRIA and London SuDS guidance.
- Increase emphasis on water efficiency alongside energy efficiency, including low-flush toilets, aerating shower-heads, rainwater harvesting and greywater systems.

2.7.2 Historic England

- Strong support for the SPD's clear layout, practical guidance and positive strategy for conserving and enjoying the historic environment in line with the NPPF.
- Suggest clarifying in Section 9.3 that replacing windows or upgrading glazing in historic frames within listed buildings requires listed building consent, and link to Historic England's energy-efficiency guidance.
- Recommend adding references to Historic England's updated Energy Efficiency in Historic Buildings (2025) and Adapting Historic Buildings for Carbon Energy Efficiency (2026) within the appendix.
- Encourage noting that neighbourhood plans can set additional local requirements relating to energy efficiency and character.

2.7.3 Transport for London

- SPDs should align with London Plan and Mayor’s Transport Strategy priorities, including Healthy Streets, Vision Zero, Net Zero, and shifting travel toward walking, cycling and public transport.
- Encourage developments to contribute to local public-realm and green-space improvements, such as SUDs, re-purposing parking areas, supporting Healthy Streets initiatives, and providing shade and resting points.
- Retrofit projects offer opportunities to rethink travel to and from buildings and to reallocate space (e.g., parking) to support active travel, consistent with London Plan policies.
- Increasing densities in well-connected areas should be considered to support Good Growth, sustainable travel, and improved housing supply. Strong support for guidance on cycle storage and restrictions on new front-garden parking and hardstanding.
- Support for outbuildings remaining subordinate, with a request for awareness of impacts from roof terraces and external platforms near TfL infrastructure, including overlooking and falling-object risks.

2.7.4 Canal and River Trust

- No changes suggested.

3 Conclusion

3.1 Achieved objectives

The statutory consultation successfully met its core objectives. The feedback gathered through the online survey, drop-in events, workshops, targeted outreach, and internal collaboration directly informed improvements to the Residential Alterations and Retrofit SPD. The following summarises how each consultation objective was achieved:

3.1.1 Gather insight from residents and communities to ensure the SPD reflects local needs and priorities

The consultation generated a wide range of responses from residents, architects, community groups, and specialist stakeholders. Their feedback directly shaped refinements to the SPD, including clearer permitted development guidance, improved retrofit content, more locally relevant exemplar images, and strengthened biodiversity and SuDS guidance. This ensured the final document responds to the lived experience and priorities of Waltham Forest communities.

3.1.2 Engage directly affected groups including homeowners, landlords, designers, builders and architects.

A broad mix of directly affected groups participated through the survey, drop-in events, and targeted outreach. Engagement with architects, designers, and heritage stakeholders provided technical insight that improved the clarity and accuracy of the guidance. Homeowners formed the majority of respondents, while landlords, tenants, and residents in conservation areas contributed perspectives that informed updates to retrofit guidance, heritage considerations, and planning requirements.

3.1.3 Reach a broad and representative audience across different neighbourhoods and demographics

Engagement methods were designed to reach residents across the borough, including four library drop-in events, an online survey, and targeted outreach to less-heard-from groups. While homeowners made up the largest share of respondents, participation from private tenants, social housing residents, and a broader range of ages were a minority. Future engagement will build on this by strengthening early outreach and partnerships with community organisations to broaden representation further.

3.1.4 Capture clear, constructive feedback to improve the clarity, usability, and effectiveness of the SPD

Feedback was detailed and constructive, leading to significant improvements across the document. These included rationalised dimensional requirements, clearer signposting to Planning Portal resources, expanded guidance on accessibility, improved retrofit safety information, and more realistic, locally relevant imagery. The consultation directly enhanced the usability and clarity of the SPD.

3.1.5 Meet statutory consultation requirements set out in the LBWF Statement of Community Involvement

The consultation met all statutory requirements, including publication of a statutory notice, provision of accessible consultation materials, and a six-week consultation period. Engagement methods aligned with the Statement of Community Involvement, ensuring transparency, accessibility, and opportunities for meaningful participation.

3.1.6 Evaluate what worked well and identify improvements for future engagement

The consultation process provided valuable learning for future engagement. Key insights included the importance of early relationship-building with less-heard-from groups, the value of simplified or visual summaries for technical documents, and the need to streamline consultation questions to reduce barriers to participation. These learnings will inform future consultations to ensure they are more inclusive, accessible, and effective.



Officers speaking to residents at the consultation event at Chingford Library.

3.2 Learning for future consultations

The Place & Design Team recognises that engagement is an ongoing process that relies on trust, continuity and strong relationships. The consultation reinforced the value of sustained, inclusive engagement and highlighted several areas for improvement.

3.2.1 Strengthening Representation and Inclusion

The consultation reached a broad audience, but participation from younger people, ethnic minority communities, non-homeowners and residents with disabilities remained proportionally lower. Key improvements include:

- Increasing engagement with private renters, social housing residents and shared-ownership households.
- Reaching a wider range of ethnic groups through culturally accessible materials and partnerships with community and faith organisations.
- Engaging more young people, who have strong interests in climate resilience and the future of housing.
- Improving accessibility for residents with disabilities through accessible formats and collaboration with disability organisations.
- Starting outreach earlier to build trust with community groups, landlords, housing providers and local organisations.

3.2.2 Value of Community Insight

Resident feedback directly strengthened the SPD, leading to:

- clearer explanations of permitted development rights
- more locally relevant exemplar imagery
- strengthened retrofit guidance
- expanded content on biodiversity, SuDS and accessibility

This demonstrates the importance of involving residents early in shaping technical planning documents.

3.2.3 Improving Accessibility of Technical Information

The consultation highlighted the need to present complex planning information in more accessible formats. Future consultations should consider:

- simplified summaries of technical documents
- visual explainers or infographics
- short videos outlining key points

Reducing the number of consultation questions where appropriate can also make the process more accessible and encourage broader participation.

3.2.4 Overall Learning

- Continuous engagement, clear communication, and inclusive outreach are essential to effective consultation.
- Investing time in long-term relationships with less-heard-from groups, and providing accessible consultation materials, will help ensure future planning guidance is shaped by a wider and more representative range of community perspectives.
- Strengthening engagement with non-homeowners, ethnic minority groups, younger people, and residents with disabilities will be a priority for future consultations.

3.3 Conclusion

The consultation has strengthened the Residential Alterations and Retrofit SPD by confirming what works well and identifying where improvements were needed. Feedback shows strong overall support for the SPD's clarity, practicality, and usefulness, while also highlighting opportunities to refine content and improve future engagement.

Feedback from residents, community groups, technical specialists, and internal Council teams directly shaped the final version of the Residential Alterations and Retrofit SPD. The consultation highlighted the need for clearer guidance, more locally relevant examples, and stronger technical detail across extensions, retrofit measures, and biodiversity. In response, a wide range of amendments were made to improve clarity, usability, and accuracy.

The findings have directly shaped refinements to the SPD ahead of adoption, ensuring the final document now provides:

- A new section on accessibility and making adaptations to homes in order to live and age well.
- Updated guidance on solar shading, buildings maintenance, material selection, water efficiency and protected species.
- Enhancing the 'Quick Retrofit Wins' section with additional measures residents and landlords can employ.
- Clarification on Permitted Development Rights has also been included, especially where these apply to flats.
- Amended precedent images to provide a greater range of projects in terms of cost and character.

Overall, the consultation played a crucial role in shaping a clearer, more accessible, and more locally relevant SPD. The changes made reflect the priorities raised by residents and stakeholders, ensuring the final document supports high-quality home alterations, sustainable retrofit, and biodiversity enhancement across Waltham Forest.

4 Appendices

Appendix 1 Schedule of representations

Appendix 2 Notice of consultation

Get in touch:

Visit our website:
walthamforest.gov.uk

Email your comments to:
PlaceandDesign@walthamforest.gov.uk

or

Call
02084963000



Appendix 1

Residential Alterations and Retrofit SPD consultation response summaries and responses

No.	Name	Organisation / individual	Email response / relevant survey question	Summary of consultation comment / issue	Response to comment	Changes proposed to the SPD
1	Tom Greenhill	Individual	Email response	The proposals to discourage wood burning and encourage heat pumps and MVHR are particularly welcome.	Noted	No change.
2	Tom Greenhill	Individual	Email response	It is more effective to design homes to resist overheating from the start, avoiding the later need for air-conditioning. The SPD's focus on external solar shading is therefore welcome, as it is one of the most effective ways to prevent overheating. The SPD notes that shading can be integrated into window openings and refers to guidance on reinstating traditional features like awnings and external shutters.	We welcome the support for the SPD's approach to designing out overheating, particularly the emphasis on external solar shading as an effective passive measure. The recognition of integrated shading options and the reinstatement of traditional features such as awnings and shutters is noted and appreciated.	Solar shading section added to 9.3 Glazing upgrades and shading .
3	Tom Greenhill	Individual	Email response	The referenced guide from RBKC is excellent, but its housing typologies differ from those in Waltham Forest. It would be useful for the SPD to also highlight examples more relevant to East London homes. These could include Velux external anti-heat blinds, which suit the borough's many loft conversions and roof windows and remain discreet when retracted. Relevant exemplar projects demonstrating shading or passive cooling include: Hackney Downs - OEB Architects, Perforated House - Novak Hiles Architects (secure night-time ventilation), Thornhill – Bradley Van Der Straeten (simple garden shading), Castlands Road – Bricolage Projects.	We welcome the suggestion to include examples that better reflect East London housing types. The SPD team will review opportunities to incorporate case studies such as Velux external anti-heat blinds for loft conversions, as well as local exemplar projects demonstrating effective shading and passive cooling. This feedback will help us ensure the guidance is more locally relevant and practical for Waltham Forest residents.	Solar shading section added to 9.3 Glazing upgrades and shading .
4	Tom Greenhill	Individual	Email response	The Good Homes Alliance's guidance on overheating mitigation—especially <i>Shading for Housing</i> —is another valuable resource. Their Early Stage Overheating Risk Tool is also highly useful, offering a quick paper-based assessment that identifies risks and suggests mitigation within minutes. Including examples and guidance like these in the SPD would help encourage residents to adopt passive cooling measures rather than turning to air-conditioning later.	Thank you for highlighting the Good Homes Alliance resources on overheating mitigation, including the Shading for Housing guidance and Early Stage Overheating Risk Tool. We will consider referencing these materials to strengthen the SPD's support for passive cooling measures and to help residents adopt low-energy approaches instead of turning to air-conditioning."	Solar shading section added to 9.3 Glazing upgrades and shading .
5	TfL	Organisation	Email response	SPDs should align with London Plan policies that support the Mayor's Transport Strategy, particularly the Healthy Streets Approach, Vision Zero, Net Zero and the shift toward walking, cycling and public transport. This alignment is essential for sustainable growth, as increasing numbers of people and goods will need to move on a largely fixed road network.	Thank you for highlighting the importance of aligning the SPD with London Plan policies and the Mayor's Transport Strategy. We recognise the central role of the Healthy Streets Approach, Vision Zero, Net Zero and mode shift toward walking, cycling and public transport. This feedback supports the SPD's objectives, and we will continue to ensure the guidance promotes sustainable travel and reduces reliance on private cars in line with strategic London-wide goals.	No change.

6	TfL	Organisation	Email response	<p>We would like the Council to encourage developments to consider opportunities for improving the public realm and green space in their local vicinity as appropriate to the scale of the development.</p> <p>This is not limited to, but could include:</p> <ul style="list-style-type: none"> •construction of SUDs •re development of car parking •awareness and support of ongoing Healthy Streets projects in the area •points of rest and shade for pedestrians and other Healthy Streets indicators •general improvement of the surrounding public realm to improve uptake of active travel and public transport 	<p>We recognise the value of measures such as SuDS, repurposing parking areas, supporting Healthy Streets initiatives, and providing rest and shade to promote active travel. We will consider how the SPD can further encourage these improvements, proportionate to the scale of development, to support healthier, more sustainable neighbourhoods.</p>	<p>Information on SuDS in gardens in Section 11.7 Sustainable drainage systems (SuDS) has been expanded on. As the focus of the SPD is home alterations and householder applications, the focus is on small-scale intervention rather than public realm improvements.</p>
7	TfL	Organisation	Email response	<p>We welcome the Councils' dedication to 'Exemplar Design' to minimise embodied carbon and operational energy. Retrofit also provides an opportunity to consider how travel is happening to and from the building and if there is potential to reallocate spaces such as parking to enable active travel in line with London Plan policies.</p>	<p>Thank you for your support for the Council's commitment to exemplar, low-carbon design. We agree that retrofit provides an important opportunity to reconsider how people travel to and from buildings, including the potential to reallocate parking or external space to enable active travel in line with London Plan policies. This point is well noted and will be considered as we refine the SPD.</p>	<p>No change.</p>
8	TfL	Organisation	Email response	<p>On a more strategic level, retrofitting provides an opportunity to consider improving densities in well-connected areas. This approach enables more homes and jobs in better connected locations that align with Good Growth objectives and London's sustainable mode share target. This also addresses the housing, carbon, and air quality challenge that London is facing. We would encourage the Council to implement this approach as appropriate in the local borough context.</p>	<p>We recognise that retrofitting can create opportunities to support wider spatial objectives, including optimising densities in well-connected locations in line with Good Growth principles and London's sustainable mode-share targets. While density planning sits beyond the scope of this SPD, this feedback is noted and will inform the wider planning policy framework where appropriate to the borough context.</p>	<p>No change.</p>
9	TfL	Organisation	Email response	<p>In this SPD, we particularly support the Council's advice on building cycle storage in one's garden and the restriction of new front garden parking and hard standings. As this encourages active travel and use of public transport, as stated by Policy T5 and T6 in the London Plan.</p>	<p>Thank you for your support for the SPD's approach to promoting cycle storage and limiting new front-garden parking and areas of hardstanding. We agree that these measures play an important role in encouraging active travel and supporting London Plan Policies T5 and T6. This feedback is welcomed and reinforces the importance of prioritising sustainable, low-carbon travel choices in residential retrofit and alteration projects.</p>	<p>No change.</p>
10	TfL	Organisation	Email response	<p>We support out buildings being subordinate to side and rear boundaries, particularly if a property backs onto TfL infrastructure such as railways lines. However, we would like the Council to be aware of the impact roof terraces, external staircases and platforms can have when built on properties that back onto TfL infrastructure. There is a risk of overlooking and dropping of objects which can impact our services, as stated in Policy T3 in the London Plan.</p>	<p>We appreciate the concerns raised regarding properties that back onto TfL infrastructure. The potential impacts of roof terraces, external staircases and platforms including overlooking and the risk of objects being dropped onto operational land are noted. We will ensure the SPD continues to reflect these considerations in line with London Plan Policy T3, and that proposals near transport infrastructure carefully address safety, amenity, and operational impacts</p>	<p>No change needed. The inclusion of balconies/terraces is discouraged for side extensions. In Section 7.4 Single storey rear extensions and alterations, it is noted that, 'the inclusion of balconies or terraces may be supported, but each case will be considered individually and on its own merits, given potential neighbour and privacy impacts.'</p>

11	Environment Agency	Organisation	Email response	<p>It should be noted that the newly published London Local Nature Recovery Strategy is a good point of reference and guide for improvements that can be made for nature, flooding and water quality e.g. Urban Nature Priorities for buildings (Page 30 of the London LNRS Statement of Biodiversity Priorities). Climate change should be considered when choosing improvements for the natural environment.</p>	<p>Thank you for highlighting the relevance of the London Local Nature Recovery Strategy (LNRS). We recognise its value as a borough-wide reference for nature enhancement, flood mitigation and water-quality improvements. We will consider how best to reflect LNRS priorities—such as urban nature measures—within the SPD. The reminder to factor in climate-change impacts when selecting natural-environment improvements is also noted and will be incorporated where appropriate.</p>	<p>Local Nature Recovery Strategy (LNRS) referred to and explained in Section 11.1 Supporting the environment in your garden.</p>
12	Environment Agency	Organisation	Email response	<p>Part B: Section 7: Alterations and Extensions Section 7.1: Policy 83 of the Local Plan, Protecting and Enhancing Waterways and River Corridors, emphasises that new structures (and any hardstanding) must be at least 8 metres from the top of the bank of a main river (5 metres if an ordinary watercourse). We suggest a point is added on page 27 to capture/reinforce this.</p>	<p>We acknowledge the importance of reinforcing Local Plan Policy 83 regarding required buffer distances from waterways, and we will consider adding clarification to ensure this requirement is clearly understood. Your suggestions to emphasise the use of native, diverse species and to minimise pruning during spring are also noted.</p>	<p>Note added to Section 7.1 Building footprint, 'New structures or hardstanding must be at least 8m from the top of the bank of a main river, or 5m if an ordinary watercourse, as noted in Policy 83 of the Local Plan, 'Protecting and Enhancing Waterways and River Corridors'.</p>
13	Environment Agency	Organisation	Email response	<p>Part C: Retrofit and greening: Section 11 Section 11.1.2: 'Setting aside and avoiding mowing or pruning during Spring' could be added here. We would like to see additional points on favouring native diverse species and reducing pruning during the Spring.</p>	<p>We recognise the ecological value of avoiding mowing or pruning during spring, when many species are nesting or breeding. We will consider adding this point to strengthen the guidance on wildlife-friendly garden management within retrofit and greening measures.</p>	<p>Further advice added to 11.5 Habitats.</p>
14	Environment Agency	Organisation	Email response	<p>Section 11.5: We would like to see a point added on creating naturalised riverbanks if and where possible e.g. 'Where gardens are in proximity to rivers or watercourses, consider naturalising these riverside areas (e.g. removing hard materials, planting aquatic plant species) to encourage a diverse river environment to develop'.</p>	<p>We recognise the ecological value of naturalising riverbanks where gardens adjoin rivers or watercourses. We will consider adding guidance to Section 11.5 encouraging homeowners to remove hard materials and introduce suitable aquatic or marginal planting where feasible, to support more diverse and resilient riparian habitats.</p>	<p>Further advice added to 11.5 Habitats.</p>
15	Environment Agency	Organisation	Email response	<p>Section 11.9: We suggest adding a point on boundaries between green spaces and watercourses such as rivers or ponds e.g. 'Use boundary treatments to create, retain, and improve relevant buffer zones between built environments and 1 rivers, seeking opportunities to remove any hardstanding and/or impermeable boundaries and improve aquatic habitats and biodiverse habitats connecting them'.</p>	<p>We recognise the importance of maintaining and enhancing buffer zones between built areas and nearby watercourses. We will consider adding guidance encouraging homeowners to use boundary treatments that protect and improve these buffer zones, including opportunities to remove hardstanding and replace impermeable boundaries with more natural solutions that support aquatic and connected biodiverse habitats.</p>	<p>Further advice added to 11.5 Habitats.</p>
16	Environment Agency	Organisation	Email response	<p>We note and appreciate the integration of Sustainable Drainage systems (SuDS) techniques into the SPD wording. By capturing and slowing the release of run-off, SuDS can directly prevent urban surface water runoff from reaching local watercourses. Critically, they can also reduce/slow the volumes of water entering the sewer system, preventing sewage infrastructure from becoming overwhelmed. This means that: a) street-level drainage is more likely to be able to divert surplus runoff from local watercourses; and b) that combined sewer systems are less likely to require an emergency discharge of untreated water (combined sewer overflows) straight into watercourses.</p>	<p>We acknowledge the important role SuDS play in slowing surface-water runoff, reducing pressure on sewer infrastructure, and improving water quality through natural filtration. This feedback aligns with the SPD's objectives, and we will ensure these functions are appropriately reflected to support resilient, climate-adapted neighbourhoods.</p>	<p>Information consolidated with Section 11.7 Sustainable drainage systems (SuDS).</p>

17	Environment Agency	Organisation	Email response	<p>SuDS typically also deploy natural filtration, meaning that nutrients and pollutants harmful to the water environment are retained by plants and soils. Guidance on the installation of SuDS systems can be found in the CIRIA SuDS manual. London specific guidance is also found within the London Sustainable Drainage Action Plan.</p>	<p>Thank you for highlighting the natural-filtration benefits of Sustainable Drainage Systems (SuDS). We acknowledge that SuDS can help retain nutrients and pollutants through planting and soil absorption, supporting improved water quality. We will consider signposting the CIRIA SuDS Manual and the London Sustainable Drainage Action Plan within the SPD to provide clearer guidance for homeowners on best-practice SuDS installation.</p>	<p>Information consolidated with Section 11.7 Sustainable drainage systems (SuDS).</p>
18	Environment Agency	Organisation	Email response	<p>Water efficiency The document focuses heavily on energy efficiency. We would like to see water included in this focus in either Section 3.2 page 2 and/or Section 3.2 page 13. Raising the profile of water and its efficient use in line with other resources is an important consideration, encouraging people to value and conserve it wherever possible. Improved water efficiency and management can not only reduce potential flooding and environmental pollution, it can also lower bills.</p>	<p>We agree that, alongside energy efficiency, water use and management should be given greater prominence, particularly given the role water efficiency can play in reducing flood risk, environmental pollution and household bills. We will consider where Section 3.2 and related sections can be strengthened to reflect this, ensuring residents are encouraged to value and conserve water as part of a holistic approach to sustainable retrofit.</p>	<p>Reference to water efficiency has been added to Chapter 3 What is retrofit and tips for reducing water use included in Chapter 4 Quick retrofit wins.</p>
19	Environment Agency	Organisation	Email response	<p>High water efficiency targets can be achieved by pursuing a 'fittings-based' approach. This involves the installation of water efficient fittings, such as aerating showerheads, spray taps and low flush toilets. More complex interventions, such as the installation of greywater recycling systems and/or rainwater harvesting, allow for further efficiency gains.</p> <p>Whilst the document mentions tap aerators in Section 4 Page 14, there is no mention of low flush toilet cisterns or aerating showerheads. These should be included.</p>	<p>We acknowledge that, while tap aerators are referenced, additional water-efficient fittings such as low-flush toilet cisterns and aerating showerheads could further strengthen the guidance. We will also consider referencing greywater and rainwater harvesting systems for households able to undertake more substantial retrofit measures. These additions would support a more comprehensive approach to water conservation within the SPD.</p>	<p>Tips for minimising water use, for example through showerhead aerators and low water toilet cisterns, added to Chapter 4 Quick retrofit wins.</p>
20	Environment Agency	Organisation	Email response	<p>Likewise, greywater harvesting is not mentioned. Whilst a significant investment during renovations, it should be included for those able to consider it.</p>	<p>We will also consider referencing greywater and rainwater harvesting systems for households able to undertake more substantial retrofit measures. These additions would help strengthen the guidance on water conservation as part of a holistic approach to sustainable retrofit.</p>	<p>Link added to Section 3.3 Retrofit measures to section on rainwater harvesting in Section 11.7 Sustainable drainage systems (SuDS).</p>
21	Waltham Forest Swifts	Organisation	Email response	<p>Please add the following to the document: Undertake an ecological survey where building-dependent biodiversity such as bats and endangered red-listed bird species such as swifts and house sparrows may be roosting or nesting (e.g. where a pitched roof is present). A mitigation strategy must be in place where recommended by the ecologist including timing of works to enable compliance with the Wildlife and Countryside Act 1981, and retention of roost and nest sites where possible, and replacement with artificial integrated roost and nest sites such as soffit boxes where not retained. Advice available from the Bat Conservation Trust, RSPB and Swift Conservation.</p>	<p>We recognise the need to protect building-dependent species such as bats, swifts and house sparrows during retrofit and alteration works. We will consider adding guidance to highlight when ecological surveys may be required—particularly where pitched roofs or potential roosting/nesting features are present—and to ensure that any works follow ecologist recommendations, including appropriate timing to comply with the Wildlife and Countryside Act 1981. We will also consider referencing best-practice advice from the Bat Conservation Trust, RSPB and Swift Conservation, as well as encouraging retention or replacement of roost and nest sites through integrated features where feasible.</p>	<p>Note added to first page of Chapter 7 Alterations and extensions, about the need for an ecological survey to be carried out where protected species could be affected by development. Section 11.6 Protected and building-dependent species added to Chapter 11 Gardens, greening and biodiversity, and signposted from Chapter 7 Extensions and Alterations.</p>

22	Waltham Forest Swifts	Organisation	Email response	Camden Home Improvements Guide (2021) and the Hackney Residential Extensions and Retrofit SPDs (2026) documents are examples of similar documents which do consider this subject in detail. The London LNRS (2026) also refers to providing measures for swifts and other building-dependent species.	Thank you for referencing comparable guidance from Camden (2021), Hackney (2026) and the London Local Nature Recovery Strategy (2026). We acknowledge that these documents provide useful examples of how building-dependent biodiversity such as swifts and other species can be integrated into retrofit and extension guidance. We will review these resources to identify opportunities to strengthen the SPD's approach to supporting local biodiversity, including measures for species that rely on buildings.	Resources have been referenced in creating Section 11.6 Protected and building-dependent species .
23	Lottie	Individual	Email response	I completed the survey on the draft document but didn't have the chance to express how impressive I think the project is overall. As someone researching a home retrofit myself, I was delighted to see the council produce such a practical and informative guide.	Thank you for your positive feedback. We are pleased to hear that you found the draft SPD practical, informative and helpful for residents considering retrofit. Your comments on the clarity and usefulness of the document are greatly appreciated and will be reflected in the consultation summary.	No change.
24	Lottie	Individual	Email response	My only additional feedback is that it would be helpful for the council to publicise this document more widely to residents planning home improvements—for example, through planning or building control teams early in the process. Many people in Walthamstow are investing heavily in renovations, but energy efficiency is often not given enough consideration.	We recognise the value of promoting the SPD more widely, particularly to residents beginning home-improvement projects. We will explore opportunities to strengthen communication through our planning and building control teams so that homeowners are aware of the guidance early in their decision-making process. This will help encourage greater consideration of energy-efficiency measures during renovation projects	No change.
25	Historic England	Organisation	Email response	The draft SPD is exceptionally well laid out with clear guidance, an indication of where guidance must be applied, and the information required by the Council. Historic England recognises the need to improve our homes for energy efficiency, and we welcome the clear advice in respect of heritage considerations and the identification of local character types. As such we consider the proposed SPD to conform to the requirements set out in the NPPF, setting out a positive strategy for the conservation and enjoyment of the historic environment	We welcome Historic England's recognition of the SPD's clear structure, strong heritage guidance, and alignment with the National Planning Policy Framework. We are pleased that the document is viewed as providing a positive and practical strategy for conserving and enhancing the historic environment while supporting energy-efficiency improvements. Your comments will be reflected in the consultation summary.	No change.
26	Historic England	Organisation	Email response	We have a number of minor observations which you may wish to incorporate. 9.3 Glazing Upgrades and Solar Shading. This section identifies specific requirements for conservation areas and secondary glazing within listed buildings. It would appear beneficial, in addition to the link to GLA guidance, the clarification that proposals to replace windows or install improved glazing within existing historic frames will also be subject to listed building consent.	We note the suggestion to clarify that replacing windows or upgrading glazing within existing historic frames in listed buildings requires listed building consent. We will review Section 9.3 to consider adding this clarification alongside the existing GLA guidance link. We will also explore the inclusion of links to Historic England's updated energy-efficiency guidance to ensure applicants have access to the most relevant and authoritative advice.	Point clarified in 9.3 Glazing upgrades and shading . 'Proposals to replace windows or install secondary glazing in existing historic frames in listed buildings will also be subject to listed building consent'.

27	Historic England	Organisation	Email response	<p>You may also wish to our comprehensively updated advice note on Energy Efficiency in Historic Buildings (2025) and our new advice note on Adapting Historic Buildings for Carbon Energy Efficiency (2026) within the resources in the Appendix https://historicengland.org.uk/images-books/publications/energy-efficiency-historic-buildings-ptl/heag014-energy-efficiency-part1-2025/. https://historicengland.org.uk/images-books/publications/adapting-historic-buildings-energy-carbon-efficiency-advice-note-18/</p>	<p>We will review the 2025 Energy Efficiency in Historic Buildings advice note and the 2026 Adapting Historic Buildings for Carbon Energy Efficiency advice note, and will consider adding these resources to the appendix to ensure applicants have access to the most up-to-date and comprehensive best-practice guidance for retrofitting historic buildings.</p>	<p>Links to guidance documents added to first page of Chapter 9 Retrofit measures, Appendix and signposted from relevant pages.</p>
28	Historic England	Organisation	Email response	<p>You may also wish to refer to the possibility for neighbourhood plans to set out policies which may require new development to conform to additional requirements in respect of approaches to energy efficiency or local character.</p>	<p>We recognise that neighbourhood plans can set additional local requirements relating to character, design and, where appropriate, approaches to energy efficiency. We will consider referencing this within the SPD to ensure applicants are aware that neighbourhood plan policies may also apply to their proposals.</p>	<p>No change.</p>
29	David Hollingsworth	Individual	Email response	<p>The draft SPD offers little guidance for flat-owners, even though flats make up a significant share of homes in the borough. It is not clear how measures in the SPD apply to flats, how planning requirements differ from houses, or what responsibilities flat-owners have toward other occupants—for example, around fire escape routes, which could affect extension design. To improve clarity and usability, the SPD should be reviewed from a flat-owner’s perspective, clearly stating which guidance applies to flats, where it differs, and providing additional direction where needed.</p>	<p>We recognise that flat-owners face different constraints and responsibilities compared with house-owners, including specific planning considerations, shared structure implications, and matters such as fire escape routes. We will review the SPD to improve clarity on how the guidance applies to flats, identify where requirements differ from houses, and provide additional direction to ensure flat-owners can understand what is relevant to their property type.</p>	<p>Clarification of permitted development rules added to Section 6.6 Permitted development rights, particularly in relation to flats.</p> <p>Signposted to relevant Planning Portal pages throughout Chapter 7 Alterations and extensions and Chapter 9 Retrofit measures.</p>
30	FutureFit Homes	Organisation	Email response	<p>Strong support for the revised policy on ridge-height changes, low-embodied-carbon insulation, and simpler heat-pump planning processes.</p>	<p>Thank you for your support for the revised approach to ridge-height changes, low-embodied-carbon insulation and the simplification of heat-pump planning processes. We welcome this feedback and are pleased that these policy updates are recognised as positive steps in enabling more sustainable and energy-efficient retrofit across the borough.</p>	<p>No change.</p>
31	FutureFit Homes	Organisation	Email response	<p>Key message about eliminating fossil-fuel heating risks being lost—should be emphasised more clearly.</p>	<p>We note the importance of clearly communicating the fundamental need to move away from fossil-fuel heating as part of an effective retrofit strategy. We will review the document to ensure this key message is brought out more clearly, so that residents understand the central role of low-carbon heating in achieving meaningful energy-efficiency and climate-resilience outcomes.</p>	<p>Amended Chapter 3 What is retrofit to emphasise need to reduce reliance on fossil fuels and increase use of renewable energy through retrofit measures.</p>
32	FutureFit Homes	Organisation	Email response	<p>SPD should better identify what can be done under permitted development to speed up retrofit and reduce costs for homeowners.</p>	<p>We recognise that providing clearer guidance on what homeowners can undertake under permitted development could help to speed up retrofit delivery and reduce costs. We will review the SPD to identify where additional clarification or signposting can be added, particularly in relation to common retrofit measures, to support residents in understanding when planning permission is and isn’t required.</p>	<p>Clarification of permitted development rules added to Section 6.6 Permitted Development Rights.</p> <p>Signposted to relevant Planning Portal pages throughout Chapter 7 Alterations and extensions and Chapter 9 Retrofit Measures.</p>

33	FutureFit Homes	Organisation	Email response	Planning Portal links alone are not user-friendly; simple in-document guidance on PD—especially for heat pumps—would help.	We recognise that relying solely on Planning Portal links can make it difficult for residents to understand what is permitted development, particularly for common retrofit measures such as heat pumps. We will review how the SPD can provide clearer, more accessible in-document guidance on permitted development rights to better support homeowners navigating requirements for air source heat pumps.	Further clarification of permitted development rules added to Section 9.4 Heating and Cooling - Air source heat pumps . As permitted development rights are subject to change, relevant Planning Portal pages are referenced throughout the document, e.g.: in Chapter 7 Alterations and extensions and Chapter 9 Retrofit Measures .
34	FutureFit Homes	Organisation	Email response	Suggest rephrasing guidance to highlight that most heat pumps do not require planning permission and installers can advise.	We will review the wording in the heat-pump section to ensure it more clearly communicates that most heat pumps can be installed under permitted development and do not require planning permission. We agree that emphasising this point—and noting that accredited installers can advise on compliance—will help make the guidance clearer and more accessible for residents.	Wording amended in Section 9.4 Heating and Cooling - Air source heat pumps to state that ASHPs can often be installed without planning permission where proposals fulfil criteria for permitted development.
35	FutureFit Homes	Organisation	Email response	Questions raised about whether example images (figs. 102 and 104) follow manufacturers' installation guidance.	We will review the example images in Figures 102 and 104 to ensure they are accurate, representative and consistent with manufacturers' installation guidance. Where necessary, images will be updated or clarified so that applicants are not misled and can rely on the SPD for safe and compliant retrofit practice.	Fig 104 has been removed as it could not be confirmed that the enclosure followed manufacturer's guidance. Fig 102 was checked to confirm enclosure does follow manufacturer's guidance.
36	FutureFit Homes	Organisation	Email response	Clarification needed that a heat-pump compressor may be PD, but its enclosure may not.	We will review the heat-pump section to ensure it clearly explains that while the heat-pump compressor unit itself can often be installed under permitted development, any enclosure or housing for the unit may require planning permission. Clarifying this distinction will help residents better understand what can be delivered without an application and where additional consent may be needed.	This has been noted in Section 9.4 Heating and Cooling - Air source heat pumps .
37	FutureFit Homes	Organisation	Email response	Concern about whether the LBWF planning portal has been updated to align with new heat-pump policy, as earlier requirements were a barrier.	We acknowledge the importance of ensuring that the LBWF planning portal clearly reflects the updated approach to heat-pump applications so that residents are not required to submit unnecessary or disproportionate information. We will review the current online requirements to ensure they are aligned with the revised SPD guidance and do not create avoidable barriers to installing low-carbon heating systems.	We have worked with colleagues in Development Management to ensure that planning requirements for proposals including air source heat pumps, and planning application responses, are aligned with the guidance included in this Supplementary Planning Document.
38	FutureFit Homes	Organisation	Email response	Query necessity of second bullet in 9.4.5 relating to hot-water tanks if the tank is internal; noise assessment is standard and not an extra cost.	We will review the second bullet in Section 9.4.5 to ensure it is necessary and accurately reflects typical installation requirements. Where a hot-water tank or thermal store is located internally, we acknowledge that this may not warrant additional planning considerations. We also note your comment that the MCS noise assessment is a standard part of an MCS-accredited heat-pump installation and therefore does not normally create extra cost. We will consider clarifying this in the final SPD to avoid any potential misunderstanding.	This has been removed from Section 9.4 Heating and Cooling - Air source heat pumps .

39	FutureFit Homes	Organisation	Email response	EV-charging section feels out of place; SPD should reference government plans to make cross-pavement charging PD given the borough's terraced housing pattern.	We note the concern that the EV-charging section may feel disconnected from the main focus of the SPD. We will review this section to ensure it is appropriately framed within the context of residential alterations and retrofit. We also acknowledge the relevance of emerging government proposals to make cross-pavement charging permitted development, particularly given the prevalence of terraced homes without off-street parking in the borough. We will consider referencing these national developments to provide clearer, more forward-looking guidance for residents.	Guidance on permitted development for electric vehicle chargers added to Section 11.9 Non-greening elements amended to make reference to Planning Portal page, as permitted development rights are subject to change.
40	Canal and River Trust	Organisation	Email response	No comments	Noted.	No change.
41	E17 Architect	Organisation	Email response	We like the approach of the document; making it more accessible and relevant to the general public	Noted.	No change.
42	E17 Architect	Organisation	Email response	We agreed that it would be good to have simpler examples of rear extensions (less 'Grand Designs' type). AC highlighted that it is often the non-architect led schemes that need more guidance than those that afforded the cost of an architect.	We acknowledge that many home extensions and alteration projects are carried out in Waltham Forest without the involvement of an architect. It is important that the document represents the most common types of alterations, and provides sufficient guidance for simple alterations.	Images of lower-cost examples of home extensions have been added to the document, including for rear extensions, to provide realistic ideas for residents.
43	E17 Architect	Organisation	Email response	AC noted some of the dimensions specified in the document seem restrictive and asked where they were necessary (and the dormer restrictions seem unrealistic).	We note that the dimensions for some of the alterations, including the height at the side boundary for single storey rear elevations and set-ins for roof dormers were previously restrictive. These have since been reviewed and updated to align more closely with built projects in the borough, while still ensuring compliance with Local Plan policies and resulting in Exemplar Design quality.	Minimum set-in measurements for roof dormers have been reviewed and amended in collaboration with Development Management. Required minimum set-ins from the ridge, eaves and sides have been made a 'should' for properties outside of conservation areas. Required minimum set-ins have been made a 'must' for properties within conservation areas.
44	Alastair Crockett	Individual	Email response	The intention to help residents with this document is positive. It has many strengths, but does feel a challenge to engage with due to the length of the document and some of the areas below. To influence the target homeowner audience, the guidance needs to be illustrated with more achievable precedents. Most cannot afford an 'architect designed' extension and there is a need to show what is possible above a standard rear extension or dormer loft extension that litter the roofscapes across the borough.	Thank you for this comment. We acknowledge the high cost of making home extensions and alterations, and note that architects are commonly not involved in the process of designing these alterations. The images of example projects throughout the document have been reviewed and updated to reflect how home alterations can be made on a sliding scale of budget.	Images of lower-cost examples of home extensions have been added to the document to provide realistic ideas for residents.
45	Alastair Crockett	Individual	Email response	These are very clear in illustrating permissible proposals, and I imagine helpful for homeowners to understand what is likely to be permitted. Given the fairly repetitive housing across the borough, it would be helpful to expand these to include more of the typical examples, e.g. L-shaped dormer on a house with existing outrigger.	Thank you for this comment. The diagrams in Chapter 7 Extensions and Alterations have been created to show some of the most common alterations seen in applications. As an L-shaped dormer is not suitable for all properties in the borough with an existing outrigger, guidance has been provided for L-shaped dormers within the text.	No change.

46	Alastair Crockett	Individual	Email response	Some of the dimensions on the diagrams are incompatible with quality development, e.g. 2.4m height at party walls or setting down by 0.25m from a ridge - these would likely result in constrained head height internally. Other dimensions should be omitted, such as setting in by 0.5m on party walls for dormers, or down or in by 0.5m on side extensions. There is no good reason for such distances and they would be better (aesthetically, environmentally, structurally) extending to the full dimension of the existing house.	We note that the dimensions for some of the alterations, including the height at the side boundary for single storey rear elevations and set-ins for roof dormers were previously restrictive. These have since been reviewed and updated to align more closely with built projects in the borough, while still ensuring compliance with Local Plan policies and resulting in Exemplar Design quality.	Minimum measurements for roof dormers and roof heights for rear extensions have been reviewed and amended in collaboration with Development Management. Guidance on the height of rear extensions at side boundaries has been amended to be less restrictive: 'For terraced or semi-detached properties where there is no existing extension at the immediate neighbouring property, single storey rear extensions that exceed 3m in length should not exceed 2.4m in height at the side boundary.'
47	Tony Martin	Individual	Email response	For a consultation, a document of 110 pages, is far too long for anyone to give it the consideration it deserves.	We acknowledge that the length of the document may feel challenging for some readers. The SPD covers a broad range of topics, which contributes to its size, but we will consider how the final version can be made more accessible for example through clearer navigation, improved summaries, or additional 'at-a-glance' guidance to help users engage with the content more easily.	No change.
48	Tony Martin	Individual	Email response	The document should be accompanied by a short statement outlining the proposed changes to the current guidance.	Noted.	No change in SPD, addressed in consultation report.
49	Tony Martin	Individual	Email response	As someone that has to explain the planning regulations to home owners, there is often a sense of incredulity that neighbouring owners can undertake extensions under permitted development rights that are denied to flat owners. In 2023 DCLG released a consultation that suggested changes to PDR. This consultation addressed some of the anomalies (some too far in my opinion!) However surprisingly the new incoming government didn't pursue any of the changes. I would really appreciate the new SPD to reflect what is allowed under PD.	We recognise that permitted development rights differ significantly between houses and flats, and that this can create confusion and frustration for homeowners. While national policy determines the scope of permitted development, we agree that the SPD should clearly explain what is and is not allowed under PD, including any limitations that specifically affect flat-owners. We will review the document to ensure PD guidance is presented more clearly and accessibly, helping residents understand their options without needing to rely solely on external links. As PD rights change in order to ensure the document does not require significant updates signposting has allowed for the document to be up to date and reduce additional wording.	Clarification of permitted development rules added to Section 6.6 Permitted Development Rights , particularly in relation to flats. Signposted to relevant Planning Portal pages throughout Chapter 7 Alterations and extensions and Chapter 9 Retrofit Measures .
50	Tony Martin	Individual	Email response	I really have to take issue with the house extensions that are described in the consultation as 'exemplar' I would hate to live next door to most of them! I appreciate that's my opinion, but therein lies the issue - everyone has an opinion. Permitted development restricts extensions to be in similar materials to the host property that are unlikely to offend anyone. In some cases I think the exemplar designs are akin to the 'Emperor's New Clothes'.	We appreciate that design preferences vary and that some examples may not appeal to all residents. The exemplars are intended to illustrate the breadth of high-quality design approaches that can be taken, rather than to prescribe a single aesthetic, and to demonstrate alternatives to the basic treatments often delivered under permitted development. We will review the exemplar selection to ensure the images used communicate design principles clearly and help avoid any confusion.	Images of lower-cost examples of home extensions have been added to the document to provide realistic ideas for residents.
51	Tony Martin	Individual	Email response	Please don't make it a planning requirement to provide a flood map for a loft conversion!	Thank you for raising this concern. We confirm that the SPD does not intend to require applicants to submit a flood map for a loft conversion. We will review the wording in the relevant section to ensure this cannot be misinterpreted and that requirements remain proportionate to the type of development proposed.	The only alteration that requires the submission of a Flood Risk Assessment is for basement extensions and alterations in areas at risk of flooding. As stated in Section 7.9 Basement additions and alterations: 'If the proposal is in an area at risk of flooding, a Flood Risk Assessment must also be submitted to address susceptibility to groundwater flooding, depth of water table, and any other relevant considerations in relation to flooding.'

52	Tony Martin	Individual	Email response	Aside from my opinion on the aesthetics believe that there is a real issue about the long term maintenance liability of some external materials hence the sustainability of the design. For example, one of the 'exemplar' extensions shown in the draft SPD is a timber clad dormer. The timber, however best treated, will require periodic maintenance. This will require a full scaffold at a cost of £2-3000, at todays costs. This is not going to happen.	We acknowledge that some external materials—such as timber cladding—require ongoing maintenance, which may create long-term cost and access implications for homeowners. We will review the exemplar images to ensure they clearly illustrate both design quality and practical considerations, including durability and lifecycle maintenance. Where helpful, we will consider adding clarifications in the text to ensure applicants understand that material choices should balance aesthetic ambition with long-term sustainability, upkeep requirements and cost practicality.	Information about maintenance requirements added to Section 8.3 Things to consider when choosing materials.
53	Tony Martin	Individual	Email response	Not so long ago issues like new proposed guidance would be presented and discussed at a Developers' Forums.	Thank you for this comment. We recognise that Developer Forums previously offered a useful platform for discussing emerging planning guidance with industry professionals. While engagement methods have evolved, we will consider how similar opportunities for dialogue with developers, architects and practitioners can be incorporated into future policy and guidance work to support more collaborative engagement.	No change to SPD, addressed in the consultation report
54	Anonymous survey response	Individual	Survey question: To what extent do you agree that the section "Starting the process" clearly explains the changes you can make to your home, in accordance with Waltham Forest planning policies, and how to navigate the planning process?	A bit more explanation about what you can do within permitted development and why needs planning permission would be useful.	Thank you for this comment. We acknowledge that it can be difficult to understand what alterations can be carried out under permitted development rights and where planning permission is required. Permitted development rights are granted by Parliament through legislation (primarily the Town and Country Planning (General Permitted Development) (England) Order 2015) and updated periodically. To ensure the longevity of this supplementary planning document, reference has been made wherever possible to webpages on the Planning Portal, which are frequently updated to reflect amendments to permitted development rights.	Clarification of permitted development rules added to Section 6.6 Permitted Development Rights. Signposted to relevant Planning Portal pages throughout Chapter 7 Alterations and extensions and Chapter 9 Retrofit Measures.
55	Anonymous survey response	Individual	Survey question: To what extent do you agree that the section "Starting the process" clearly explains the changes you can make to your home, in accordance with Waltham Forest planning policies, and how to navigate the planning process?	The whole document reads as if it was written for council officers and architects and not for residents. The term 'exemplar design' which is used frequently is meaningless to most people. Why not say 'the highest possible design standards'? Longer but much easier to understand. Put the whole document through a plain English check.	It is noted that it can be challenging to accommodate cycle and bin storage facilities in smaller gardens. Guidance in the document states that where bin or cycle storage cannot be accommodated perpendicular to the highway (or front boundary), storage facilities may be sited parallel to highways, if certain criteria are fulfilled.	The term exemplar design is explained in Section 1.3 Exemplar Design. Throughout the document, reference to exemplar design has been expanded on and explained with reference to Local Plan policies.
56	Anonymous survey response	Individual	Survey question: To what extent do you agree that the section "Starting the process" clearly explains the changes you can make to your home, in accordance with Waltham Forest planning policies, and how to navigate the planning process?	Throughout the document: In summary, please add "swift bricks and soffit boxes" to current references to bird boxes. Please add: "swift bricks are preferred where feasible as they are a permanent feature with no maintenance requirements". Please add to the introduction or alternative location: "Waltham Forest has significant populations of building-dependent bird species. Swifts are an especially important species in the area, with foraging birds at Walthamstow Wetlands in addition to nesting birds typically in older buildings throughout the borough."	Thank you for your comment. We acknowledge that there are a number of protected species present in the borough, and residents and applicants should be made aware of wildlife legislation, and how these species should be protected from construction at all scales, and how habitats can be reprovided through development.	Information about building-dependent species, swift bricks and soffit boxes has been added to Section 11.6 Protected and building-dependent species.

57	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	Starting the Process' needs to include guidance for flat-owners, as this is completely absent in the draft SPD.	We acknowledge that a number of Waltham Forest residents own flats and maisonettes, and the document should provide sufficient guidance for alterations that can be made in these properties. The document has been reviewed to provide additional guidance on possible home alterations for flats and maisonettes.	Guidance on permitted development rights for flats and maisonettes added to 6.6.3 of 6.6 Permitted development rights , with link to relevant Planning Portal page. Throughout Chapter 7 Extensions and Alterations , guidance has been added about what alterations can be made to flats, with reference to relevant Planning Portal pages.
58	Anonymous survey response	Individual	Survey question: To what extent do you agree that the SPD clearly explains what Exemplar Design is, and provides inspiration for achieving a project of Exemplar Design?	That is always very subjective and to the planning office discretion. Also the level of documents presented at planning stage, which are normally quite simplistic, may not show a possible exemplar design intent.	Thank you for your comment. Each planning decision is made based on a balance of factors. This document aims to expand upon the concept of exemplar design in the area of home extensions and alterations, through guidance, example projects and case studies and direct reference to Local Plan policies. The document encourages the submission of high quality materials at planning stage, and outlines how drawings should contain sufficient information and convey design intent.	No change to SPD, addressed in the consultation report
59	Anonymous survey response	Individual	Survey question: To what extent do you agree that the SPD clearly explains what Exemplar Design is, and provides inspiration for achieving a project of Exemplar Design?	The SPD simply refers to another document. Together they do give a comprehensive explanation.	Noted.	No change to SPD, addressed in the consultation report
60	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	Where is the section on retrofitting your home for persons with a disability? Do you even mention disability in the document at all?	Thank you for your comment. We agree that it is important that residents are made aware of the home alterations that can be carried out to supporting changing accessibility needs. Due to this, an additional section has been added, covering key modifications for accessibility and guidance on where such alterations may require planning permission.	Information about home alterations for accessibility needs added to Section 7.12 Alterations for accessibility and ageing well
61	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	Really easy to sue and understand. Very graphic for homeowners who doesn't understand about construction or processes, or they find difficult to visualise volumes and architecture, will be able to understand better.	Noted.	No change.
62	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	It is accessible, clear, and well laid out for easy reference. Inevitably there is no definitive reference to cost. This is difficult to quantify but it would certainly be the top question in many residents' thoughts when perusing the document. Would it be possible to suggest a wide range of potential expenditure just as a guide to readers?	This comment is noted. We understand that cost is a key consideration for residents in planning extensions and alterations. It can be difficult to provide definitive guidance around cost as products and services can vary significantly based on manufacturer or provider, and cost information for completed projects is typically confidential. We will consider how additional guidance on budget and cost can be integrated into the document.	Information has been added on maintenance requirements and the associated costs to Section 8.3 Things to consider when choosing materials .

64	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	The starting the process document doesn't provide an easy way to learn about what work can be done under permitted design. It required clicking through multiple sites to find the answer. The Exemplar Design page is very superficial. It doesn't give links to any resources on how to ensure work to a home will result in exemplar design. As there is no field to leave comments on the next page, again, many of those pages do not make it clear what is available under permitted development or how to find those answers, in particular the pages on extensions and loft conversions.	Thank you for this comment. We acknowledge that it can be difficult to understand what alterations can be carried out under permitted development rights and where planning permission is required. Permitted development rights are granted by Parliament through legislation (primarily the Town and Country Planning (General Permitted Development) (England) Order 2015) and updated periodically. To ensure the longevity of this supplementary planning document, reference has been to webpages on the Planning Portal, which are frequently updated to reflect amendments to permitted development rights. To ensure ease of use for readers, links to specific pages on the Planning Portal have been added for each type of extension and alteration covered in the document. The term exemplar design is explained in Section 1.3 Exemplar Design . Throughout the document, guidance to achieve exemplar design has been provided, with image precedents, and explained with reference to Local Plan policies.	Note added to Section 1.3 Exemplar design . 'To achieve exemplar design for home extensions and alterations, this document should be used, along with any relevant resources included in the Appendix (link). Clarification of permitted development rules added to Section 6.6 Permitted Development Rights . Signposted to relevant Planning Portal pages throughout Chapter 7 Alterations and extensions and Chapter 9 Retrofit Measures .
65	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	It's also not clear what the distinction between an outbuilding and a garden shed is. I don't think these pages will help a homeowner determine what work they can do without getting planning permission. It's also surprising that planning permission is needed for a cycle locker in a front garden. At least from my reading of the page, and bin or cycle store in a front garden would require planning permission. That is a policy that will discourage residents from cycling.	We acknowledge that the document should make clear the distinction between an outbuilding and a garden shed. We will have reviewed the guidance to clarify this distinction, and associated implications for planning, wherever possible.	Section 7.1 Detached outbuildings clarifies where detached outbuildings can be built under permitted development and where planning permission is required. This has also been signposted from Section 11.10 Bin and cycle storage facilities . Section 11.10 Bin and cycle storage facilities clarifies the permitted development criteria for cycle and bin storage and where planning permission is required.
66	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	The document is generally well laid-out and well-written.	Noted.	No change.
67	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	It's great that there are so many images and diagrams, I think this really helps make it easier to understand.	Noted.	No change.
68	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	The examples provided for good design do not reach across the typologies of the housing stock.	It is acknowledged that Waltham Forest's housing stock should be reflected in the example imagery included in the document. Although the majority of example projects are located within the borough, additional images have been added where possible to represent a broad range of local typologies.	More images of local home extensions and alterations have been added to the document to reflect the varied and distinctive housing stock of Waltham Forest.
69	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	My interest is in the section related to front facing bin and bike storage but this comment relates generally to this document. It seems there is a lot of subjectivity and discretion afforded to the council planning officer when deciding to approve or deny a project. Any project may have features which meet a number of elements and offends others, and the guide is often unclear what is required vs preferred.	Thank you for your comment. Each planning decision is made based on a balance of factors. This document aims to expand upon the concept of exemplar design in the area of home extensions and alterations, through guidance, example projects and case studies and direct reference to Local Plan policies. The document encourages the submission of high quality materials at planning stage, and outlines how drawings should contain sufficient information and convey design intent.	Document has been reviewed in relation to subjectivity and discretion to clarify guidance wherever possible. The guidance shaded in dark pink signifies 'musts', aspects that will affect the determination of a planning application.

70	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	The new Residential Alterations and Retrofit SPD is an introductory guide to retrofit and home extensions that homeowners will likely find useful. The most influential shift in this document is its revised stance on materials. While previous guidance encouraged extensions to mirror the existing dwelling, the new approach allows greater flexibility provided the design is high quality. This may lead to a broader variety of extension appearances across the borough. We would, however, encourage a stronger emphasis on the overall streetscape composition. Varied materials can be positive, but they should still contribute to a coherent street character.	It is acknowledged that greater flexibility in materials may lead to a broader variety of extension appearances across the borough. Varied materials can be positive, but they should still contribute to a coherent street character.	Added note to Section 8.4 Façade Materials , 'Where materials deviate from the existing materials of a property, facade materials should be chosen to contribute to a coherent street character.'
71	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	Although offering more material flexibility may encourage some homeowners to pursue householder planning permission rather than permitted development, the restrictions on dormer and other extensions remain more stringent than permitted development rights. As a result, few are likely to choose this route knowingly. Poorly executed extensions delivered under permitted development have a greater adverse impact on townscape, and the council could consider aligning some extension rules more closely with permitted development in order to regain control and limit harm.	It is acknowledged that some required measurements for home alterations may deter some residents in making planning applications, where planning restrictions are more restrictive than what is allowed through permitted development rights. Required measurements in Chapter 7 Extensions and Alterations have been reviewed and updated in light of this, while still supporting exemplar design outcomes that are in line with Local Plan policies.	Minimum set-in measurements for roof dormers have been reviewed and amended in collaboration with Development Management. Required minimum set-ins from the ridge, eaves and sides have been made a 'should' for properties outside of conservation areas. Required minimum set-ins have been made a 'must' for properties within conservation areas.
72	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	Another notable change is the expanded scope of the document, moving beyond planning considerations into aspects of delivery. While potentially helpful, this also increases the risk of inaccuracies or misleading advice. For example, fire safety is not addressed, and where fire is mentioned the guidance can be problematic: "Insulation is a material used to reduce the flow of heat, sound and fire through a building's envelope." This is true for non-combustible insulation, but the opposite is true for combustible types—as tragically highlighted by the Grenfell fire.	Thank you for your comment. This information on interior insulation has been updated to more accurately reflect the impacts of non-combustible insulation vs combustible insulation.	Information added to Section 9.1 Interior insulation about non-combustible and combustible materials, and qualities of alternative low-carbon insulation materials.
73	Anonymous survey response	Individual	Survey question: Do you have any comments about how easy the document is to use and understand ?	We recommend that the SPD also states: 1. If a Neighbourhood Plan is in effect in the area where the proposed works will take place, the works should be in conformity with the character assessment or design codes included in the Neighbourhood Plan for that area. 2. If an Article 4 Direction is in place for the area where the proposed works will take place, the works should be in conformity with the planning conditions imposed by Article 4 Direction.	Noted.	Changes made to Section 6.12 Character-led design . Terms of Highams Special Area of Character Article 4 direction added to Section 6.14 Highams Area of Special Character .
74	Anonymous survey response	Individual	Survey question: To what extent do you agree that the SPD clearly explains guidance for side and rear extensions, including where planning permission is required? This includes the following pages: Single storey rear extensions, Two storey rear extensions, Single storey side extensions, Two storey side extensions.	I'm not totally clear what needs planning permission and what doesn't, it just says "where planning permission is required..."	Thank you for this comment. We acknowledge that it can be difficult for residents to understand what alterations can be carried out under permitted development rights and where planning permission is required. Permitted development rights are granted by Parliament through legislation (primarily the Town and Country Planning (General Permitted Development) (England) Order 2015) and updated periodically. To ensure the longevity of this supplementary planning document, reference has been made wherever possible to webpages on the Planning Portal, which are frequently updated to reflect amendments to permitted development rights.	Clarification of permitted development rules added to Section 6.6 Permitted Development Rights . Signposted to relevant Planning Portal pages throughout Chapter 7 Alterations and extensions and Chapter 9 Retrofit Measures .

75	Anonymous survey response	Individual	Survey question: To what extent do you agree that the SPD clearly explains guidance for Loft extensions and alterations, including where planning permission is required?	I was quite surprised about the comment about the Council not allowing rear dormer extensions on Conservation Areas. As an architect, this was new to me. I have been involved in many loft conversions in conservation areas throughout London and never had an issue and had all my applications approved, as long as I followed the design guidance. A rear dormer extension will not detract from the character of the building and is usually approved by all Boroughs. Unless this is something specifically about Waltham Forest.	Thank you for your comment. It is acknowledged that the guidance around the acceptability of rear dormers in conservation areas was previously too strict in its wording. This guidance has been reviewed and amended to ensure the advice is aligned with planning applications that are typically approved in Waltham Forest.	Amended Section 7.8 Loft extensions and roof alterations , to note that dormers in properties within conservation areas may be supported, where proposals can demonstrate that they are of exemplar quality, and adhere to required dimensions.
76	Anonymous survey response	Individual	Survey question: To what extent do you agree that the SPD clearly explains guidance for materials? This includes the following pages: Facade materials, Other building materials and Materials and embodied carbon.	Saying a material is "common" implies it is good to use, I would question if that is intended interpretation as some commonly used materials are not very sustainable. There is no mention of fire safety. Considering recent scandals following Grenfell I would not want to live next to a cladded building without assurance about fire performance of the materials used in home improvements.	Thank you for your comment. We acknowledge that fire safety of buildings is of the utmost importance, and a crucial aspect of choosing materials. Due to this, additional clarification about choosing non-combustible materials has been added to Section 8.1 Materials and Section 9.1 Internal insulation .	Guidance has been added in Chapter 8 Materials stating that all proposed cladding materials must be non-combustible and compliant with Approved Document B. Additional information added to Section 9.1 Internal insulation to clarify that a number of commonly used insulative materials are combustible.
77	Anonymous survey response	Individual	Survey question: To what extent do you agree that the SPD clearly explains guidance for materials? This includes the following pages: Facade materials, Other building materials and Materials and embodied carbon.	It seems to me that the document is a bit unrealistically "aspirational". I found the constant urging to use only the "highest quality materials" doesn't really recognise the balance that most "developers" (especially residents looking to retrofit or extend) have to make between function and cost. We're told yogurt applied to windows is an effective cooling option - is yogurt the "highest quality material"? After a while the document starts to feel like something written by a junior to please his/her boss, rather than a nuanced set of guidelines for an imperfect world. Just modifying the language would help - introducing the qualification "ideally..." or "where possible consider..." would lessen the cumulative irritation of the wording used, and increase trust in the document's guidance.	Thank you for your comment. We understand that there is a high cost associated with making home alterations and extensions, and budget is a key consideration for residents. We have reviewed the document to ensure that the guidance in the document reflects the real-world limitations placed on construction projects, including cost and availability of materials. It is noted in the document that products and materials used in building projects can be found at a sliding scale of costs, and throughout the document residents are urged to use the highest quality materials available within their budget.	Guidance throughout has been amended to: "Where possible, use high quality materials" "Use highest quality materials available"
78	Anonymous survey response	Individual	Survey question: To what extent do you agree that the SPD clearly explains guidance for materials? This includes the following pages: Facade materials, Other building materials and Materials and embodied carbon.	It should be clearer about what is not acceptable.	Thank you for your comment. It is acknowledged that the SPD should provide clear guidance on what materials are acceptable or unacceptable in planning terms. Chapter 8 Materials has been reviewed and amended to provide addition guidance on this wherever possible.	Clarification added to Chapter 8 Materials about what materials are acceptable and in which circumstances, including for timber, render, brick slips and PVC cladding.
79	Anonymous survey response	Individual	Survey question: To what extent do you agree that the SPD clearly explains guidance for gardens, greening and biodiversity? This includes the following pages: Supporting the environment with your garden, Planting and trees, Habitats and sustainable drainage, Garden materials and non-greening elements, Boundary treatments, bin and cycle storage.	Didn't see much detail on what was appropriate garden space for biodiversity e.g.: does hard standing count? Could include information on types of hard standing that allow water to soak in to avoid run off.	In Section 11.8 Garden materials reference is made to reducing areas of hardstanding or impermeable paving wherever possible, and increasing areas of soft landscaping and permeable surfaces such as gravel and bark chips. It is explained that where hardstanding is unavoidable, permeable concrete (e.g.: grasscrete) and porous asphalt can allow water to permeate.	No change.

80	Anonymous survey response	Individual	<p>Survey question: To what extent do you agree that the SPD clearly explains guidance for gardens, greening and biodiversity? This includes the following pages: Supporting the environment with your garden, Planting and trees, Habitats and sustainable drainage, Garden materials and non-greening elements, Boundary treatments, bin and cycle storage.</p>	<p>It was particularly during this section that I felt that the document was divided in purpose. A lot of people will read this to find out what the rules are - as you might read a set of tax regulations. Others will want a more "blue-sky" set of ideas worth considering. Sometimes these jar.</p> <p>I was quite well-disposed to the idea of a green roof in my refurbishment until I read that a "maintenance plan" was a requirement. Yes, I'd want to maintain a green roof, but the requirement to commit in advance to a specific plan really makes that a less attractive option.</p>	<p>Thank you for your comment. It is acknowledged that the SPD should clearly define which pieces of guidance relate to material planning considerations, and which guidance is advisable in order for proposals to achieve exemplar design quality.</p> <p>In terms of green roofs, it is acknowledged that the terms 'maintenance plan' previously included in the planning permission requirements could be interpreted in different ways, and it may deter applicants from including green roofs in proposals if application requirements sound too arduous. The planning requirements for proposals including green roofs have been clarified to reflect submission requirements.</p>	<p>Amended Section 11.5 Habitats - Green Roofs to reflect requirements for planning permission submission materials.</p>
81	Anonymous survey response	Individual	<p>Survey question: To what extent do you agree that the SPD clearly explains guidance for gardens, greening and biodiversity? This includes the following pages: Supporting the environment with your garden, Planting and trees, Habitats and sustainable drainage, Garden materials and non-greening elements, Boundary treatments, bin and cycle storage.</p>	<p>I guess mixing the hard rules with narrative advice is good in principle, and does mean that those looking for one type of information are exposed to the other, but I felt by the end that the distinction - despite the shading - was beginning to blur. The apparent necessity of emphasising (by circling) that some sections were going to be given particular attention in any application rather emphasises this blurring. I felt some of the light pink paragraphs were inappropriately highlighted this way, representing "nice to have" options rather than "need to justify why not" ones.</p> <p>And I'm left with an overall impression of a fussy, pearl-clutching council wanting to be rather too intrusive in how people make their homes. If in any revision you can review the color-coding (dark pink, light pink, unshaded) and take pains to downgrade any elements that don't absolutely have to be designated as "must" or "should", then I think the document would be much improved. Ultimately, you don't want planning decisions overturned at appeal - that shows the system isn't working well. There are lots of examples of this.</p>	<p>Thank you for your comment. It is acknowledged that the SPD should clearly define which pieces of guidance relate to material planning considerations, and which guidance is advisable in order for proposals to achieve exemplar design quality. The full document will be reviewed to ensure this distinction is made clear through wording and formatting.</p>	<p>Check carried out throughout document to ensure dark pink guidance indicates 'musts' while light pink guidance indicates 'shoulds'.</p> <p>Notes added to make clear that circled guidance signifies advice about submission materials for planning applications.</p> <p>Note added at the beginning of each chapter with guidance, directing the reader to Chapter 1 for information about how the guidance should be interpreted and applied.</p>
82	Anonymous survey response	Individual	<p>Survey question: To what extent do you agree that the SPD clearly explains guidance for gardens, greening and biodiversity? This includes the following pages: Supporting the environment with your garden, Planting and trees, Habitats and sustainable drainage, Garden materials and non-greening elements, Boundary treatments, bin and cycle storage.</p>	<p>Advice to consider the right time to plant particular species isn't a planning issue, though it may be good advice. That's light pink in this document. (11.3.1) Generally, I think this is a well-thought through document made more easy to read than many would expect, but the "coding" isn't right. I've had a further scan through, and I haven't noticed any circled items which are not dark pink. So there's a hierarchy of "requirement": 1) Circled 2) Dark Pink 3) Light Pink 4) unshaded Something should only be circled if you would always reject an application which breached that provision, and you need not fear an appeal on that basis.</p> <p>Something should only be dark pink if "points" would be deducted from an application if that provision is breached, meaning a borderline application wouldn't be helped by a breach. Light pink? It seems to me that these items are simply aspirational for the Council, and are items of encouragement rather than regulation. I suspect many of them should be unshaded. Unshaded items do fill out the document and add value.</p>	<p>Thank you for your comment. It is acknowledged that the SPD should clearly define which pieces of guidance relate to material planning considerations, and which guidance is advisable in order for proposals to achieve exemplar design quality. The full document will be reviewed to ensure this distinction is made clear through wording and formatting.</p>	<p>Check carried out throughout document to ensure dark pink guidance indicates 'musts' while light pink guidance indicates 'shoulds'.</p> <p>Notes added to make clear that circled guidance signifies advice about submission materials for planning applications.</p> <p>Note added at the beginning of each chapter with guidance, directing the reader to Chapter 1 for information about how the guidance should be interpreted and applied.</p>

83	Anonymous survey response	Individual	<p>Survey question: To what extent do you agree that the SPD clearly explains guidance for gardens, greening and biodiversity? This includes the following pages: Supporting the environment with your garden, Planting and trees, Habitats and sustainable drainage, Garden materials and non-greening elements, Boundary treatments, bin and cycle storage.</p>	<p>Not enough consideration in general examples of how to deal with small gardens in accommodating all the bin requirements and bikes. Or definition of what high quality design or materials might look like.</p>	<p>It is noted that it can be challenging to accommodate cycle and bin storage facilities in smaller gardens. Guidance in the document states that where bin or cycle storage cannot be accommodated perpendicular to the highway (or front boundary), storage facilities sited parallel to the highway may be supported in some circumstances.</p>	<p>Part 11.10.10 in Section 11.10 Bin and cycle storage facilities addresses how bin and cycle storage can be situated in smaller gardens. Further detail has been added to clarify what high quality design and high quality materials can look like in terms of bin and cycle storage facilities.</p>
84	Anonymous survey response	Individual	<p>Survey question: To what extent do you agree that the SPD clearly explains guidance for gardens, greening and biodiversity? This includes the following pages: Supporting the environment with your garden, Planting and trees, Habitats and sustainable drainage, Garden materials and non-greening elements, Boundary treatments, bin and cycle storage.</p>	<p>See prior comment re bin. It would be better to say it should be approved if A B C, it will never be approved if Z Y X.</p>	<p>We acknowledge that it is helpful for residents to have clear guidance on what ground surface materials are acceptable or unacceptable in gardens. Reference is made to guidance from the Environmental Agency: 'Guidance on the permeable surfacing of front gardens', which states that planning permission is required to add an impermeable driveway of over 5 sqm.</p>	<p>Check carried out throughout Chapter 11 Gardens, greening and biodiversity to ensure dark pink guidance indicates 'musts' while light pink guidance indicates 'shoulds'.</p>
85	Anonymous survey response	Individual	<p>Survey question: To what extent do you agree that the SPD clearly explains guidance for gardens, greening and biodiversity? This includes the following pages: Supporting the environment with your garden, Planting and trees, Habitats and sustainable drainage, Garden materials and non-greening elements, Boundary treatments, bin and cycle storage.</p>	<p>Biodiversity at the moment only considers the garden. Please add "swift bricks and soffit boxes" to current references to bird boxes. Please add: "swift bricks are preferred where feasible as they are a permanent feature with no maintenance requirements".</p>	<p>Thank you for your comment. We acknowledge that there are a number of protected species present in the borough, and residents and applicants should be made aware of wildlife legislation, and how these species should be protected from construction at all scales, and how habitats can be reprovided through development.</p>	<p>Information about building-dependent species, swift bricks and soffit boxes has been added to Section 11.6 Protected and building-dependent species.</p>
				<p>Please add to the introduction or alternative location: "Waltham Forest has significant populations of building-dependent bird species. Swifts are an especially important species in the area, with foraging birds at Walthamstow Wetlands in addition to nesting birds typically in older buildings throughout the borough."</p>		
				<p>Please also take guidance from the local Swifts Group on timing of scaffolding and other works to avoid breeding season and add details of this. Please include reference to Swift Conservation and House Martin Conservation UK & Ireland, for advice.</p>		
				<p>The current references to bird boxes include the Habitats section. These references are welcome, but planning guidance now refers to "swift bricks", e.g. London Nature Recovery Strategy 2026 Statement of Biodiversity Priorities, Measure M21/ S35: "Swift bricks (for swift, house sparrow, and house martin)", NPPG Natural Environment 2025 paragraph 017 "...swift bricks..."; Waltham Forest Local Plan Part 1 2024 paragraph 17:24 "...swift bricks...". "Soffit boxes" should also be referenced as these are specifically appropriate for retrofit developments, as these are integrated nest boxes in the eaves.</p>		
				<p>Guidance should be taken from the local Swifts Group on timing of scaffolding and other works to avoid breeding season, as otherwise building-dependent birds may be excluded from active nest sites which would contravene the Wildlife and Countryside Act. Just for information, RSPB Swift Mapper website shows swifts nest sites throughout the borough, and there are other red-listed building-dependent species such as house sparrows, which use swift bricks, and are also present in significant numbers in the borough.</p>		

86	Architects Event response	Individual	During your discussions with residents at the 'Ask an Architect' event, what did you find most helpful about the document?	The document is extremely useful as it's very graphic and divided in different sections. The client was able to visualise what we were trying to explain them.	Noted.	No change to SPD, addressed in the consultation report.
87	Architects Event response	Individual	During your discussions with residents at the 'Ask an Architect' event, what did you find most helpful about the document?	The draft SPD document is thorough and comprehensive and graphically communicative; it doesn't leave it so much to one's interpretation so it will serve as a very good guidance to the lay people going through their one Retrofit projects.	Noted.	No change to SPD, addressed in the consultation report.
88	Architects Event response	Individual	During your discussions with residents at the 'Ask an Architect' event, what did you find most helpful about the document?	It was useful to point the clients to the section that outlines the development steps. To have it written it out like that was very useful.	Noted.	No change to SPD, addressed in the consultation report.
89	Architects Event response	Individual	During your discussions with residents at the 'Ask an Architect' event, what did you think needed to be improved?	Poor resident attendance. It would have been greater if there was more residents that may have been able to come to the event. Also, maybe more seating and table space to be slightly friendlier.	Thank you for your comment. We hope to arrange another event in the style of this Ask an Architect event. Although the event was publicised in Resident News, for future events, we will ensure that the event is publicised in a number of different places, with sufficient time before the event, to ensure that as many residents are aware of it as possible. We will look into alternative spaces and seating arrangements to ensure the space is comfortable and welcoming.	No change to SPD, addressed in the consultation report.
90	Architects Event response	Individual	During your discussions with residents at the 'Ask an Architect' event, what did you think needed to be improved?	It will be good if the Council would publicise the 'Ask an Architect' event more widely as the turn out from the residents was not very good for this particular event at Host of Leyton. As many architects did not turn out, by publicizing it more widely; more residents will benefit from the event and the consultation regarding the draft SPD will receive more 'first-hand' useful feedback.	Thank you for your comment. We hope to arrange another event in the style of this Ask an Architect event. Although the event was publicised in Resident News, for future events, we will ensure that the event is publicised in a number of different places, with sufficient time before the event, to ensure that we can reach and include as many residents as possible.	No change to SPD, addressed in the consultation report.
91	Architects Event response	Individual	During your discussions with residents at the 'Ask an Architect' event, what did you think needed to be improved?	There is a danger that some of the exemplar project photos that you have included do not demonstrate the planning policy/approach that you are seeking. I appreciate that this is a difficult thing to match up but better to not include a photo than end in confusion.	Thank you for your comment. The document states that where proposals deviate from the guidance, they may be supported where it can be demonstrated that the proposal is of exemplar quality in terms of design and materials. The example images included in the document have been reviewed to ensure they align closely with guidance, and where proposals deviate from guidance this is clearly explained.	Some images showing local, exemplar home extensions and alterations have been changed to more closely reflect the guidance in the document.

Appendix 2 - Notice of Consultation

Planning and Compulsory Purchase Act 2004 TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012

Residential Alterations and Retrofit Supplementary Planning Document (SPD) Consultation Notice

In accordance with Regulations 12 and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), Waltham Forest Council hereby gives notice of the preparation of the Residential Alterations and Retrofit Supplementary Planning Document (SPD) for public consultation.

The SPD is designed to support residents and small developers in delivering high-quality, sustainable home improvements, extensions and alterations. The SPD provides detailed planning guidance for these alterations and represents an update to the previously adopted Residential Extensions and Alterations SPD, which was adopted in 2010.

Preparation and Consultation: The Residential Alterations and Retrofit SPD has been prepared in accordance with Part 5 (Regulations 11-14) of the Town and Country Planning (Local Development) (England) Regulations 2012 and the Council's [Statement of Community Involvement](#). As part of this process, the Council is seeking representations on the SPD, including its accompanying Sustainability Appraisal and Equality Impact Assessment.

During the consultation period, a copy of the Draft SPD will be available for inspection at the following locations:

- Online: <https://talk.walthamforest.gov.uk/hub-page/residential-alterations-and-retrofit-spd>
- Hard Copy: Waltham Forest Town Hall, Forest Road, London E17 4JF
- Hard Copy: Waltham Forest Libraries (via appointment – please email SPDconsultation@walthamforest.gov.uk to arrange).

In-person consultation events will be held during the consultation period. Details of these events are available on <https://talk.walthamforest.gov.uk/hub-page/residential-alterations-and-retrofit-spd>

How to comment

Comments should be made through the electronic survey on the Council's dedicated webpage <https://talk.walthamforest.gov.uk/hub-page/residential-alterations-and-retrofit-spd> or by post to Place and Design Team, Waltham Forest Town Hall, Forest Road, Walthamstow, London, E17 4JF. All comments on the document must be received by **5.00 pm on Monday 16th March 2026**.

Should you wish to discuss any issues or require any further information please do not hesitate to contact the Place and Design Team by email: SPDconsultation@walthamforest.gov.uk

Representations: Please note all comments will be held by the Council and will be available to view publicly. Comments cannot be treated as confidential. Your personal information such as your postal and e-mail address will not be published, but your name and organisation (if relevant) will. The London Borough of Waltham Forest maintains a database

of consultees who wish to be kept informed about the Local Plan and Supplementary Planning Documents. In responding to this consultation your contact details will automatically be added to the consultation database (if not already held). If you do not want to be contacted about future Local Plan and Supplementary Planning Document consultations, please state this in your response.