



Information Pack for the following Supplementary Planning Documents:

- **Residential Extensions and Alterations**
- **Commercial Extensions and Alterations**
- **Retrofit**

September 2025

Contents

Accessibility statement	2
-------------------------	---

Introduction	3
---------------------	----------

Supplementary Planning Documents (SPD)	3
--	---

Residential Extensions and Alterations SPD	4
---	----------

Commercial Extensions and Alterations SPD	5
--	----------

Retrofit SPD	6
---------------------	----------

Your feedback	7
----------------------	----------

Timeline for finalising the three SPDs	7
---	----------

More information	7
-------------------------	----------

In-person drop-in sessions	7
-----------------------------------	----------

Register to attend online consultation meetings	7
--	----------

Frequently asked questions	8
-----------------------------------	----------

What is a Supplementary Planning Document (SPD)?	8
--	---

What area does each document cover?	8
-------------------------------------	---

Why are you updating or creating these documents now?	8
---	---

Do I have to follow the SPD guidance exactly when applying for planning permission?	8
---	---

What is a conservation area?	8
------------------------------	---

What is a listed building?	8
----------------------------	---

Can I still make changes to my property under permitted development?	9
--	---

What is a material planning consideration?	9
--	---

How will the SPD's be enforced?	9
---------------------------------	---

Who wrote these SPDs?	9
-----------------------	---

I'm a tenant – does this apply to me?	9
---------------------------------------	---

Will this change how planning applications are decided?	9
---	---

What happens after the consultation ends?	10
---	----

Residential Extensions and Alterations	10
---	-----------

How does this relate to the Stamford Hill Design Guide?	10
---	----

What does housing type mean?	10
------------------------------	----

Commercial Extensions and Alterations	10
--	-----------

What document do I use if the building is commercial on the ground floor and residential above?	10
---	----

Does this document support local traders and small businesses?	10
--	----

Retrofit	10
-----------------	-----------

What is retrofitting?	10
-----------------------	----

Accessibility statement

If you require this document in a different format, please email

 **planmaking@hackney.gov.uk**

We will consider your request and get back to you in the next five working days.



INTRODUCTION

This information pack includes:

- An introduction and explanation of each of the Supplementary Planning Documents (SPD) and why they are needed.
- Details of the three proposed SPDs that we are consulting on, including details of the timeframe for the SPDs.
- Who you can contact for more information.
- Answers to some frequently asked questions about Supplementary Planning Documents.

SUPPLEMENTARY PLANNING DOCUMENTS (SPD)

Supplementary Planning Documents are used for assessment of planning applications which have been submitted to us. They are used in the assessment of a planning application and are a material planning consideration, these are matters that can and should be taken into account when making planning decisions (please see the FAQs). They should be used when developing planning applications. SPD supplementary planning documents cannot themselves write new policy but build upon and provide more guidance on policies within the adopted Hackney Local Plan (LP33):



hackney.gov.uk/lp33

RESIDENTIAL EXTENSIONS AND ALTERATIONS (SPD)

The current adopted version of the **Residential Extensions and Alterations Supplementary Planning Document (SPD)**¹ is one of the most well used SPDs within Hackney's Planning Service. It provides borough-wide guidance on what is an acceptable standard of design for altering or extending buildings in a residential setting and guides applicants to delivering high quality design outcomes. However, it was developed in the late 2000s and was adopted in 2009. Since then there have been a number of local and national policy changes which include **the 2021 London Plan**² and **Hackney's 2020 Local Plan (LP33)**³. There have also been a number of changes to **the National Planning Policy Framework**⁴ which has also increased the emphasis on high quality design in the built environment.

The proposed Residential Extensions and Alterations SPD updates the existing SPD and provides new guidance on a range of changing needs and demands that residents have been asking for through the Planning process.

1. <https://bit.ly/raespd>

2. <https://bit.ly/londonplan2021>

3. <https://bit.ly/hackneylp33>

4. <https://bit.ly/planningpolicyframework>



Images © emileve.co.uk/projects/aden-grove/

These include:

- **Guidance on bin and bike storage in front gardens.**
- **More guidance on outbuildings.**
- **Siting of air source heat pumps.**
- **How to make buildings more accessible to meet the needs of end users.**



This SPD is an update to the version adopted in 2009, reflecting policy and design changes since then.



hackney.gov.uk/residential-extensions-alterations-spd

COMMERCIAL EXTENSIONS AND ALTERATIONS SPD

High streets and town centres play an essential role in the economic, social, and cultural fabric of Hackney. Shopfronts and signage not only define the character of a neighbourhood but also visually shape the streetscape, enhancing the overall experience of a destination, and serve as a reflection of a building's history. Planning policies and decisions should help create the conditions in which entrepreneurs and companies can invest, start up and scale up. This proposed SPD sets out to help local businesses grow within Hackney.

This document will update the adopted **Shopfront Guidance (2006)**⁵ to reflect changes in local and national policy and provide additional design guidance with supporting illustrations for alterations and extensions to non-residential units.

This document provides clear practical guidance on how commercial buildings can be expanded or adapted to support the growth and success of businesses in the borough.



It includes advice on:

- **High level guidance on non-residential extensions,**
- **Guidance on plant and equipment**
- **Design guidance on shopfronts**
- **Advertisement**
- **How to make non-residential buildings more accessible to meet the needs of users**



hackney.gov.uk/commercial-extensions-alterations-spd



© Ian Chalk Architects, Hackney Design Awards 2022

5. <https://hackney.gov.uk/strategic-plan>

RETROFIT SPD

In 2019, Hackney declared a climate emergency. This resulted in a **Climate Action Plan**⁶ being produced and adopted for the period 2023–2030. The Action Plan sets out a Council wide integrated approach for responding to and pro actively tackling the climate and ecological crisis within Hackney.

One of the key themes in Hackney’s Climate Action Plan is the need to improve the energy performance of buildings. The plan highlights the need of retrofitting existing homes and workplaces to reduce emissions. Alongside this, the Council’s Strategic Plan includes a commitment to produce local planning guidance to support both new development and retrofit projects that help meet our climate goals.

Retrofit is commonly defined as the introduction of new materials, products and technologies into an existing building to reduce the energy needed to occupy that building (please see the FAQs). This is a new document – Hackney has not previously published retrofit-specific SPD guidance.

The purpose of the proposed SPD is to support and encourage residents, businesses and developers to retrofit domestic and non-domestic buildings in the borough and thereby improve their energy efficiency and contribute to the decarbonisation of the

borough’s building stock. This will in turn contribute to the wider goals and objectives within Hackney’s Climate Action Plan, and **Hackney’s Strategic Plan**⁷.

 hackney.gov.uk/retrofit-spd



6. <https://bit.ly/cap2330>

7. <https://hackney.gov.uk/strategic-plan>

YOUR FEEDBACK

It's important to note that we are consulting on three separate SPD's in this consultation. You can provide comments on each of the consultations and share your views by taking part online by visiting:



Scan to view the consultation and have your say by 26 October 2025.

 bit.ly/hackneyspd

TIMELINE FOR FINALISING THE THREE SPDS

In July 2025 the cabinet approved all three supplementary planning documents for consultation. Below shows the key milestones and timeline for when the documents will be adopted.



MORE INFORMATION

More information can be found on each SPD at the following links:

Draft Residential Extensions and Alterations SPD
hackney.gov.uk/residential-extensions-alterations-spd

Draft Commercial Extensions and Alterations SPD
hackney.gov.uk/retrofit-spd

Draft Retrofit SPD
hackney.gov.uk/commercial-extensions-alterations-spd

You can also contact The Strategic Planning Team if you need further information.

Email: planmaking@hackney.gov.uk

Phone: **020 8356 8062**

IN-PERSON DROP-IN SESSIONS

- **Dalston CLR James Library**
Saturday 27 September, 11pm–1.30pm
Dalston Square, London E8 3BQ
- **Stamford Hill Library**
Monday 29 September, 5–7.30pm
Portland Avenue, London N16 6SB
- **Homerton Library**
Thursday 2 October, 5–7.30pm
Homerton High Street, London E9 6AS

REGISTER TO ATTEND ONLINE CONSULTATION MEETINGS

-  bit.ly/hackneyspd
- **Retrofit SPD**
Tuesday 23 September, 6–7pm
 - **Residential Extensions and Alterations SPD**
Tuesday 30 September, 6–7pm
 - **Commercial Extensions and Alterations SPD**
Thursday 16 September, 6–7pm

Milestones

COMPLETED

Preparation of draft Supplementary Planning Documents

15 SEPTEMBER 2025 TO
26 OCTOBER 2025

Consultation on the draft Supplementary Planning Documents

OCTOBER–NOVEMBER
2025

Review feedback received and update the final Supplementary Planning Documents

DECEMBER
2025

Adoption of the Supplementary Planning Documents

FREQUENTLY ASKED QUESTIONS

What is a Supplementary Planning Document (SPD)?

SPDs (Supplementary Planning Documents) are used for assessment of planning applications which have been submitted to us. They are used in the assessment of a planning application and are a material planning consideration, and should be used when developing planning applications. SPDs cannot themselves write new policy but build upon and provide more guidance on policies within the adopted Hackney Local Plan:



hackney.gov.uk/lp33

What area does each document cover?

All the documents will be applicable to the entire borough to provide guidance on specific topics.

The Residential Alterations and Extensions SPD will focus on providing design guidance on purpose built residential buildings, including those which have had the use changed from residential to non-residential use.

The Commercial Alterations and Extensions SPD will focus on providing design guidance to purpose built commercial properties.

The Retrofit SPD will focus on providing clear guidance to support the delivery of retrofit projects within the borough and apply to both residential and commercial buildings. The document is primarily for

individual properties, however; part of the guidance can be used for blocks of flats.

Why are you updating or creating these documents now?

Hackney Council is updating and creating these Supplementary Planning Documents (SPDs) to respond to changes in planning policy, the climate emergency, and the way people use their homes and businesses. The existing guidance on residential alterations and shopfronts is more than a decade old, and in that time, planning rules, expectations, and design standards have changed significantly.

We've also seen growing demand for things like home extensions, bike and bin storage, energy-efficient retrofitting, and commercial premises adapting for new uses. These SPDs are being updated or created now to give clear, modern guidance that reflects those needs and supports high-quality, sustainable development.

Do I have to follow the SPD guidance exactly when applying for planning permission?

The SPDs don't introduce new planning rules or policies, but they do carry weight when planning decisions are made. This means that when a planning officer assesses an application, they will consider how well the proposal aligns with the guidance in the relevant SPD.

Following the SPD can make it more likely that your application will be approved. It can also reduce delays by helping you understand what the Council is likely to support. However, each application is assessed on a case-by-case basis, and not all projects will fit neatly within the guidance. If you're not sure how the guidance applies to your situation, you can contact the Planning Service for advice.

What is a conservation area?

Conservation areas are designated areas of special historic and architectural interest, which the Council is under a statutory duty to preserve or enhance.

What is a listed building?

A Listed Building is a building or structure designated by the Secretary of State under the Planning (Listed Buildings and Conservation Areas) Act 1990 for its special architectural or historic interest, and therefore included in a 'list' of such buildings and structures. Statutory Listed Buildings are buildings of special architectural or historic interest, they are graded as I, II* or II with grade I being the highest. Statutory listing includes the interior as well as the exterior of the building, and any buildings or permanent structures (e.g. walls within its curtilage). Historic England is responsible for designating buildings for the statutory listing in England.

A local listing is a way for the Council to identify local heritage assets and set out what about them is important. The list contains buildings and structures which are of heritage significance and contribute to the local character and distinctiveness of Hackney.

Can I still make changes to my property under permitted development?

Yes. Many small-scale alterations can still be carried out without needing to apply for planning permission – these are known as ‘permitted development rights’. See, **bit.ly/permitted-development-rights**
The SPDs do not remove those rights. However, in conservation areas or places covered by an ‘Article 4 Direction’, some permitted development rights may not apply, and you may still need to seek permission.

If you’re unsure whether your property has permitted development rights or is affected by an Article 4 Direction, you can check the Council’s website see, **hackney.gov.uk/article-4-directions** or contact the Planning Service.

What is a material planning consideration?

Material planning considerations (**bit.ly/material-considerations**) are matters that can and should be taken into account when making planning decisions. Examples are parking, traffic, road safety,

noise, overlooking, loss of privacy, loss of light and overshadowing. However, issues such as loss of view, or negative effect on the value of properties are not material considerations.

How will the SPD’s be enforced?

The Council is committed to protecting the environment from unauthorised development and investigates all alleged breaches of planning control. The Council has a planning enforcement policy which outlines the clear objectives, priorities and values for planning enforcement in the Borough:



bit.ly/4bx3LpJ

Planning legislation allows for retrospective planning applications to be submitted and such applications are assessed against relevant planning policies, guidelines and any other material planning considerations.

Who wrote these SPDs?

The SPDs have been prepared by Hackney Council’s Strategic Planning and Urban Design teams, with support from Planning Officers. The content is based on national and regional planning guidance, Hackney’s Local Plan, and common issues raised through planning applications in the borough.

This public consultation is your chance to shape the final version of each SPD and make sure the guidance works for

residents, businesses and community groups across Hackney.

I’m a tenant – does this apply to me?

These SPDs mainly provide guidance for people who want to make changes to a property – usually owners, landlords, architects or developers. However, tenants may still be affected by those changes, especially if the property is being extended or retrofitted.

If you rent a home or run a business from a commercial space in Hackney, we still want to hear your views. You may have useful insights about accessibility, building maintenance, or how changes might affect you. Your feedback is welcome.

Will this change how planning applications are decided?

The SPDs don’t create new planning policy – only the Local Plan, London Plan and national planning policy can do that. Instead, SPDs provide additional guidance to help applicants understand how existing policies will be applied in practice. For example, they might show what a good rear extension looks like, where a heat pump can be located, or how signage should appear on a shopfront.

Once adopted, SPDs are a material planning consideration. This means that planning officers and committees will refer to them when deciding whether to approve or reject applications.

What happens after the consultation ends?

After the consultation closes, Hackney Council will review all of the feedback received and use it to make changes to the draft SPDs. The revised documents will then be reviewed and prepared for adoption by Cabinet in December 2025.

Once adopted, the SPDs will become part of the Council's planning guidance and will be used in decision-making from that point onwards. A summary of consultation feedback and how it was used to shape the final documents will be published alongside the adopted versions.

RESIDENTIAL EXTENSIONS AND ALTERATIONS

How does this relate to the Stamford Hill Design Guide?

The Council is currently in the process of producing a Stamford Hill Design Guide which will support the policies contained within the Stamford Hill Area Action Plan (Stamford Hill AAP), once adopted. The Stamford Hill Design Guide identifies a number of streets and housing types across the AAP boundary where larger roof extensions can be implemented, in the form of front dormers and additional storeys in a matching style.

This Residential Alterations and Extensions Supplementary Planning Document is still applicable to the Stamford Hill area and will cover the entirety of the Borough.

What does housing type mean?

A housing type is a particular style of building, constructed during a certain period, with key architectural features that are particular to that style of building.

COMMERCIAL EXTENSIONS AND ALTERATIONS

What document do I use if the building is commercial on the ground floor and residential above?

Where you have a commercial use to the ground floor and residential above, the Residential Extensions and Alterations SPD would apply for any extensions and alterations to the residential element and the Commercial Extensions and Alterations SPD for any extensions or alterations to the commercial element.

Does this document support local traders and small businesses?

The aim of the document is to enable businesses to grow and develop within the borough, supporting sustainable growth and providing guidance on how commercial

premises of all sizes can be extended or altered to meet the current and future needs of the users.

RETROFIT

What is retrofitting?

Retrofit is commonly defined as the introduction of new materials, products and technologies into an existing building to reduce the energy needed to occupy that building. A retrofit goes further than a general repair, renovation, refurbishment and/or restoration of a building, as these efforts may not prioritise energy-saving, although aspects of these wider improvements may be incorporated in a retrofit.

Retrofit works may also be used to adapt buildings for our changing climate and be more resilient to extreme weather, including temperatures, wind and rainfall. Similarly retrofitting works can be undertaken as part of a change of use, this process is known as adaptive reuse.

If you would like to find out what this document says please tick the appropriate box, put your name, address and phone number at the bottom of this page and return it to the address below.

- ☐ এই দলিলে কি লেখা আছে সে সম্পর্কে যদি আপনি জানতে চান তাহলে অনুগ্রহ করে উপযুক্ত বাক্সে টিক দিন, এই পাতার নিচে আপনার নাম, ঠিকানা ও ফোন নম্বর লিখুন এবং এটি নিচের ঠিকানায় ফেরত পাঠান। (Bengali)
- ☐ 如果你想知道這分文件的詳細內容，請在方格內打鉤，在本頁下面寫下你的名字、地址和電話號碼並寄到下面的地址。 (Chinese)
- ☐ Si vous désirez connaître le contenu de ce document, veuillez cocher la case appropriée et indiquer votre nom, adresse et numéro de téléphone au bas de cette page et la renvoyer à l'adresse indiquée ci-dessous. (French)
- ☐ Ger hun dixwazin bizanibin ku ev dokument çi dibêje, ji kerema xwe qutika minasib îşaret bikin, nav, navnîşan û hejmara telefona xwe li jêrê rûpel binivîsin û wê ji navnîşana jêrîn re bişînin. (Kurdish)
- ☐ Jeśli chcesz dowiedzieć się, jaka jest treść tego dokumentu, zaznacz odpowiednie pole, wpisz swoje nazwisko, adres i nr telefonu w dolnej części niniejszej strony i przeslij na poniższy adres. (Polish)
- ☐ Haddii aad jeclaan lahayd in aad ogaato waxa dokumeentigani sheegayo fadlan calaamadi godka ku haboon, ku qor magacaaga, cinwaanka iyo telefoon lambarkaaga boggan dhankiisa hoose ka dibna ku celi cinwaanka hoose. (Somali)
- ☐ Si desea saber de lo que trata este documento, marque la casilla correspondiente, escriba su nombre, dirección y número de teléfono al final de esta página y envíela a la siguiente dirección. (Spanish)
- ☐ Bu dökümanda ne anlatıldığını öğrenmek istiyorsanız, lütfen uygun kutuyu işaretleyerek, adınızı, adresinizi ve telefon numaranızı bu sayfanın alt kısmına yazıp, aşağıdaki adrese gönderin. (Turkish)
- ☐ اگر آپ یہ جاننا چاہتے ہیں کہ دستاویز میں کیا لکھا ہے تو ازراہ کرم مناسب باکس میں صحیح کا نشان لگائیے اور اپنا نام، پتہ اور فون نمبر اس صفحہ کے نیچے لکھئے اور اسے نیچے دئے گئے پتہ پر واپس بھیج دیجئے۔ (Urdu)
- ☐ Nếu bạn muốn biết tài liệu này nói gì hãy đánh dấu vào hộp thích hợp, điền tên, địa chỉ và số điện thoại của bạn vào cuối trang này và gửi lại theo địa chỉ dưới đây. (Vietnamese)
- ☐ אויב ווילט איר וויסן וואס דער דאָקומענט זאגט, ביטע טיך די פאסיגע קעסטל, שרייב דיין נאָמען, אַדרעס און טעלעפאָן נומער און שיק עס צוריק צו די אַדרעס אונטן. (Yiddish)

If you would like this document in any of the following formats or in another language not listed above, please complete and send the form to the address below. ☐ In large print ☐ In Braille ☐ On disk ☐ On audio tape

☐ In another language, please state: _____

Name: _____

Address: _____

Telephone: _____

Return to: Please send this form to Freepost,
Strategic Planning, Hackney Service Centre,
1 Hillman Street, London E8 1DY

