



Objective Instructions and Help Sheet

Pre-submission Publication Local Plan consultation – 26th August to 7th October 2022.

This is a step-by-step guide to help consultees use the Objective Consultation system. If you require more help in using the system, please call the Local Plan helpline on 01757 292134 or email localplan@selby.gov.uk.

Step 1- Accessing Objective

The Pre-submission Publication Local Plan and supporting documents, evidence base and background papers, can be accessed here - <https://selby-consult.objective.co.uk/kse>

Step 2 – Registering with Objective

- If you have made comments through Objective (our online consultation portal) during a previous consultation stage of the Local Plan you will have received an email confirming your username and password.
- If you submitted your previous comments via post or email and not through our online consultation portal, we will have created you an account and uploaded your comments to our online consultation portal and you will have received an email with your username and password.
- If you have not previously made comments, you will need to follow the instructions to register:

Registering with the system is a two-step process; please make sure you have completed both parts of you may find you cannot log in. You must complete all name and address fields for your comments to be validated. You only need to register as an 'Agent' if you are a planning agent, that is a planning professional submitting comments on behalf of landowners and / or stakeholders.

Once you are registered on the consultation portal you will be updated on progress as the Plan goes forward.

If you cannot remember your password or locate the email which contained this information, you can reset your password using this link – <https://selby-consult.objective.co.uk/kse/forgotpassword>



If you are unsure of your username (usually your email address) to reset your password, please contact us at localplan@selby.gov.uk or call 01757 292134.

STEP 3 – Accessing the Publication Event

On the Objective Portal Landing page – select **'Go To Event'** to navigate directly to the Publication Local Plan. **'LEARN MORE'** will navigate to supporting documents, evidence base documents, further guidance and you can also download a PDF of the plan from this page.

Publication Local Plan

Publication Local Plan consultation - 26 August to 7 October 2022.

open

26/08/2022 12:01AM

[LEARN MORE](#) [GO TO EVENT](#)

This event requires you to first [Login](#) or [Register](#) before providing a response.

From the 'Learn More' page, you can then Select **'Proposal'** to navigate to the Publication Local Plan document.

STEP 4 – Adding Comments

While viewing the document, you will note that the contents page (located on the left-hand side of the page), presents an 'Add Comment' icon next to each section heading. This enables you to click the relevant topic or section to which you want to comment upon, and then input your comment. As you navigate the document – you will be able to populate each topic with your comments. Once you have finished reading and commenting on the document you can then Review, and / or submit your comments to the consultation.

A screenshot of a web-based consultation interface. On the left, there is a vertical list of sections under the heading 'ABOUT THIS CONSULTATION'. The sections are numbered 2 through 10, each with an 'ADD COMMENT' icon next to it. Section 2, 'Introduction and Background', is currently selected. The main content area on the right shows the text for section 2, starting with '2.1 The Selby District Local Plan sets out the Council's spatial approach for new growth up to 2040 and the policies which will be used for decision making...'. At the top right of the main content area, there are 'REVIEW' and 'SUBMIT' buttons. Below the main content, there is an 'ADD COMMENT' button. At the bottom of the page, there is a small footer with information about the consultation period and how to view documents and make comments.



Reviewing Your Previous Comments

If you have made comments during a previous consultation stage of the Local Plan through either the Preferred Options consultation (January to March 2021), Additional Sites consultation (August to September 2021) or the Evidence Base documents (September to October 2021) you will have received an email notification from our online consultation portal confirming that comments you have previously submitted have now been made public along with the Council's response.

When you have logged in, the login icon switches to your profile name, and you will see 'My Submissions' on the drop-down list.

If you select this, you should see a page with all your comments on cards. You can then click on the card to see the comment and the Council's response(s), as well as download a pdf version of this.

A screenshot of a web browser displaying the 'Selby Consultation' website. The browser's address bar shows the URL 'https://selby-consult.objective.co.uk/lse/mysubmissions'. The page header includes a home icon, the text 'Selby Consultation', and a user profile icon labeled 'OCL JO'. A dropdown menu is open, showing options for 'My Details', 'My Submissions', and 'Log Out'. Below the header, a grey bar contains the text 'MY SUBMISSIONS'. The main content area features a single submission card with the following details: 'SURVEY' (underlined), 'Sustainability Appraisal Scoping Report', 'Last modified on 31 Jan 2020', and 'REJECTED'. A blue button labeled 'DOWNLOAD PDF' is positioned at the bottom of the card.