



## Objective Instructions and Help Sheet

Pre-Submission Revised Publication Selby Local Plan (2024)

Friday 8 March to 4.30pm on Friday 19 April 2024.

This is a step-by-step guide to help consultees use the Objective Consultation system.

### Step 1- Accessing Objective

The Pre-submission Revised Publication Local Plan and supporting documents, evidence base and background papers, can be accessed here - [selby-consult.objective.co.uk/kse/event/37850](https://selby-consult.objective.co.uk/kse/event/37850)

### 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 or 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.

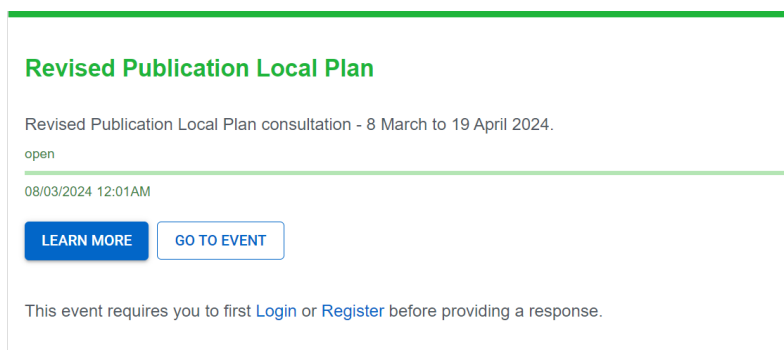
Once you are registered on the consultation portal you will be updated on progress as the Plan goes forward.

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>

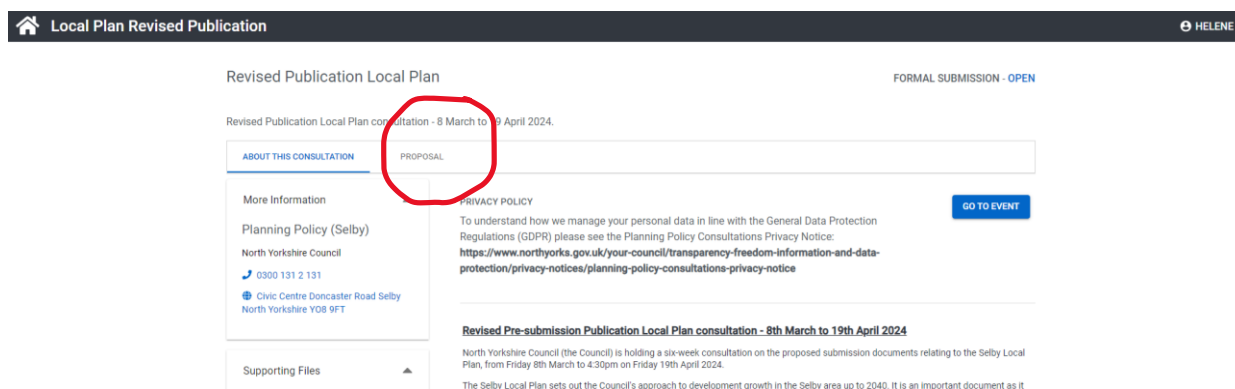
If you are unsure of your username and are unable to reset your password, please contact us on 0300 131 2 131 or via our website at: [www.northyorks.gov.uk/your-council/get-touch/contact-us](http://www.northyorks.gov.uk/your-council/get-touch/contact-us)

### STEP 3 – Accessing the Revised Publication Event

On the Objective Portal Landing page – select **'GO TO EVENT'** to navigate directly to the Revised Publication Local Plan. **'LEARN MORE'** will navigate to supporting documents, evidence base documents, further guidance and you can also download a PDF of the Local Plan itself from this page:

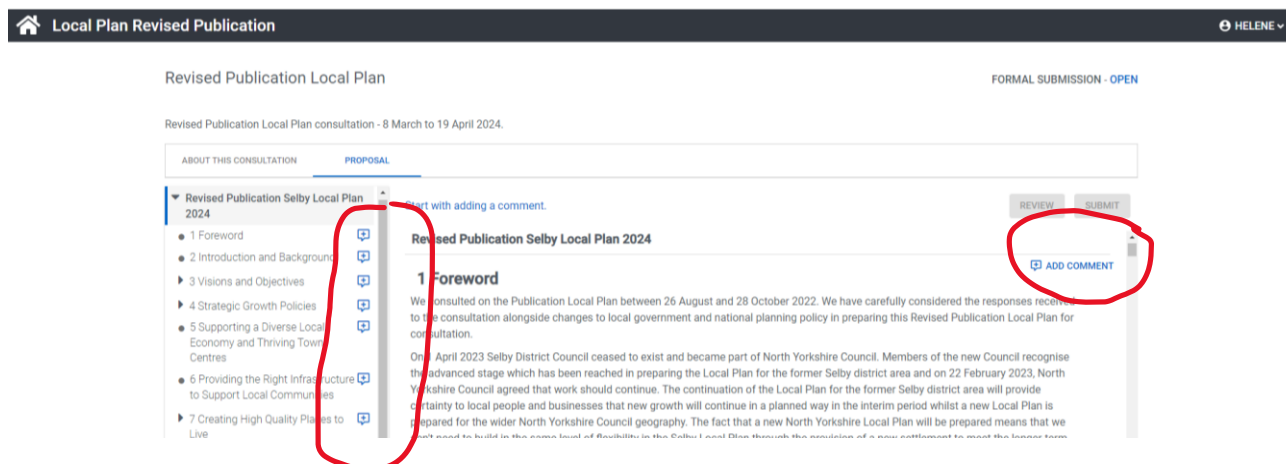


From the 'Learn More' page, you can then select **'PROPOSAL'** near the top of the page to navigate to the Revised Publication Local Plan document itself where you can add your comments:



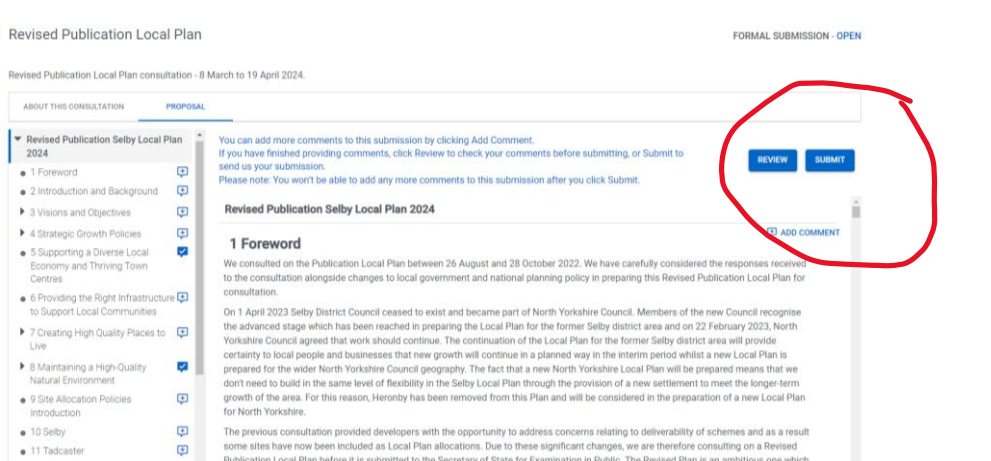
### STEP 4 – Adding Comments

While viewing the document, you will note that the contents page on the left, and each section presents an 'Add Comment' icon next to each section heading:



Click on the relevant section you want to comment upon, and then fill in the details including your comments in the boxes which will appear down the right-hand side. Click **'COMPLETE COMMENT'** at the bottom before moving onto the next section you want to comment on.

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:



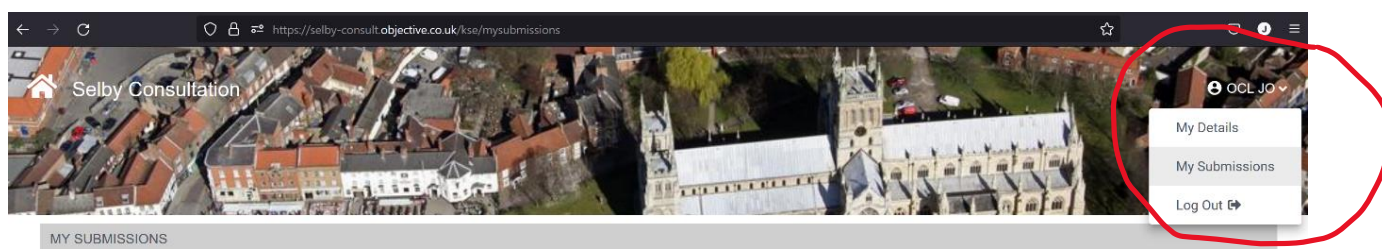
## Viewing Your Comments on Previous Consultation Stages:

If you have made comments during a previous consultation stage of the Local Plan at the:

- Preferred Options consultation (January to March 2021),
- Additional Sites consultation (August to September 2021),
- Evidence Base documents (September to October 2021)
- Pre-Submission Publication Local Plan (August to October 2022)

you will have received an email notification from our online consultation portal confirming that comments you have previously submitted have now been made public.

When you log in, the login icon at the top of the page switches to your profile name, and you will see 'My Submissions' on the drop-down list. The Council's responses to the previous consultations listed above can be viewed via Objective alongside your comments.



Please note, that the Council's response to your (and all) comments at the previous **Publication Consultation (2022)**, are published together within **Appendices 11a-c and 12a-b of the Consultation Statement** included in the consultation documents for the Revised Publication (2024).

If you require more help in using the system, please call the Local Plan helpline on 0300 131 2 131 or contact us via the website at:

<https://www.northyorks.gov.uk/your-council/get-touch/contact-us>