

[How to submit comments on Local Plan consultations using Objective](#)

[Please note, prior to reading this guide, you should have registered an account on Objective. The Registration process should take approximately 5 minutes]

[Step 1 – Accessing the Portal](#)

Once you have registered as an Objective User you are now ready to make comments on any consultations related to the Local Plan.

Visit the portal at <https://wirral-consult.objective.co.uk>



[Step 2 – Signing In to the Portal](#)

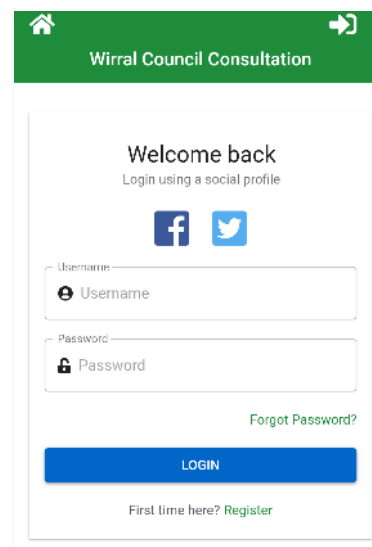
Click the 'Sign in' icon, in the top right corner of the screen:



To sign in simply use the new username and password you acquired during registration and you are ready to start submitting comments.

All comments submitted will be automatically registered against your account.

Note: Please see the final page of this guide if registering through Facebook or Twitter.

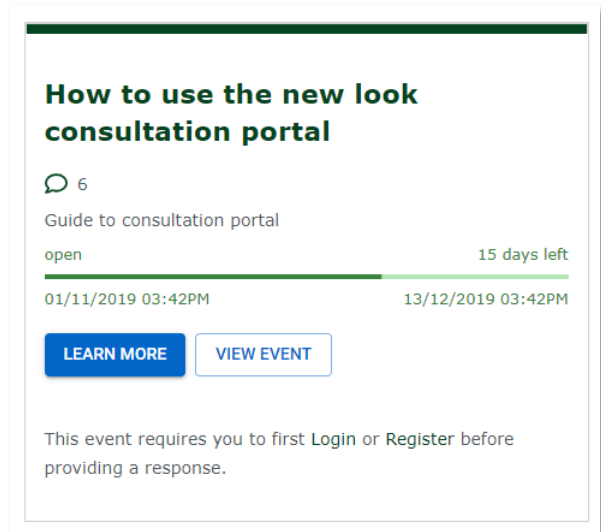


Step 3 – Accessing a Consultation Event

Consultations are accessed by clicking on the relevant Consultation Event card. Click the 'Learn More' button for information about the event and contact details if you need assistance or information.

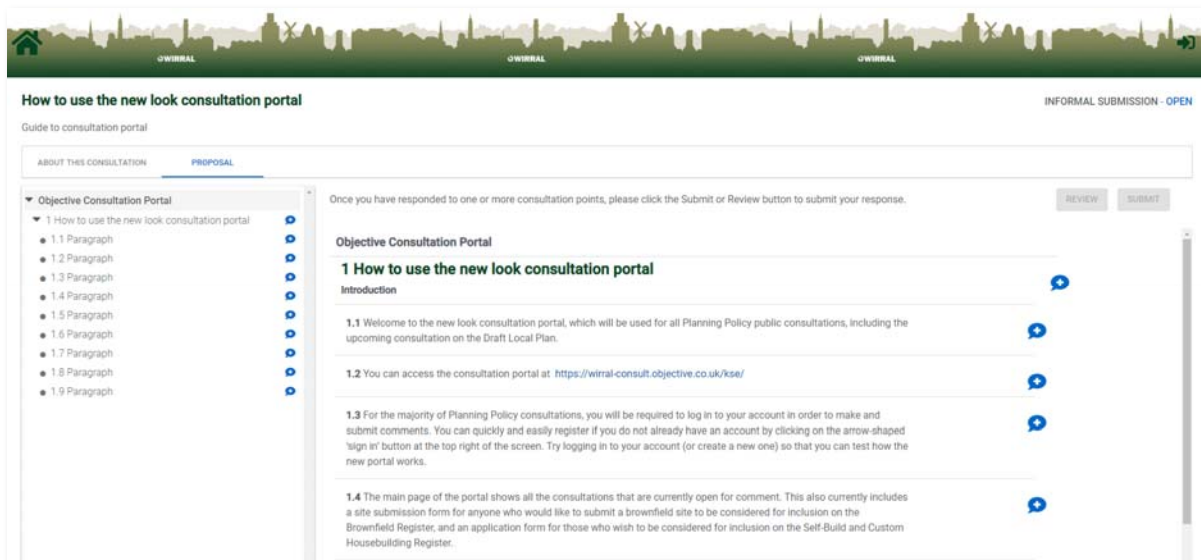
Click the 'View Event' button to view the online consultation document and comment. This will open the web copy of the document for you to read and comment on.

You can also click to view the event from the 'Learn More' screen.

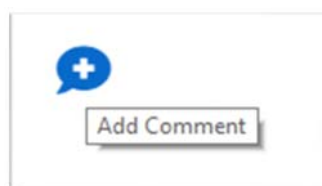


Step 4 Viewing a Consultation Document

The consultation document will open with the structure visible down the left-hand side. Each section of the document can be clicked to go to that section / chapter or paragraph.

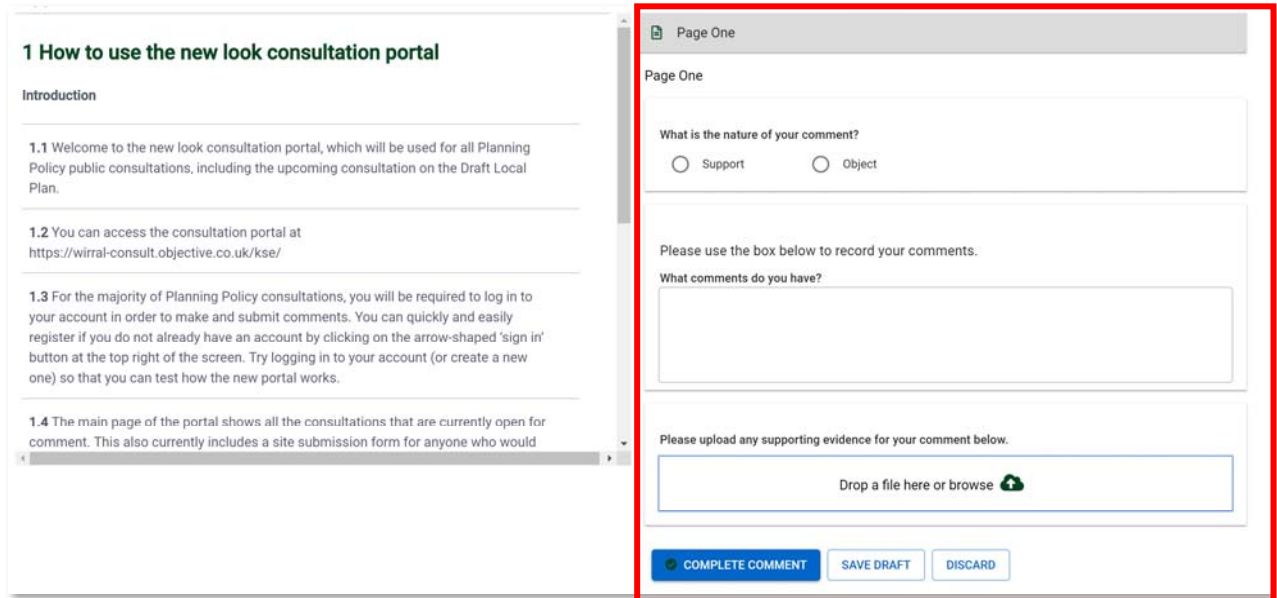


You will be invited to add comments throughout the document where you see the following symbol:



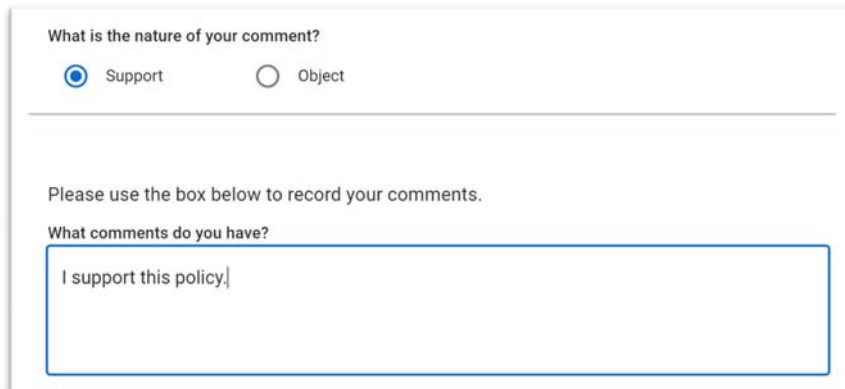
Step 5 – Adding your comments

Select the section of the consultation document on which you wish to comment. Clicking the 'Add comment' button next to it will bring up a form to enter your response. The form will appear on the right-hand side of the screen and invite you to enter your response.



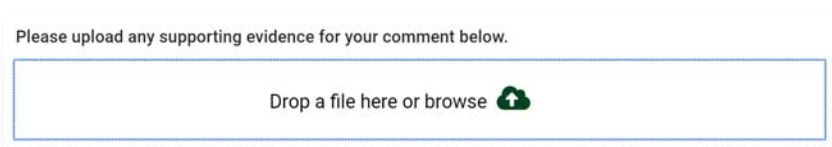
The screenshot shows a consultation portal interface. On the left, a document titled "1 How to use the new look consultation portal" is visible, with sections 1.1 through 1.4. On the right, a comment form is displayed, highlighted with a red border. The form includes a title bar "Page One", a question "What is the nature of your comment?" with radio buttons for "Support" and "Object", a text area for "What comments do you have?", and a file upload section with the text "Drop a file here or browse" and a plus icon. At the bottom of the form are three buttons: "COMPLETE COMMENT", "SAVE DRAFT", and "DISCARD".

The form invites you to choose whether you are 'objecting', 'supporting' or making a 'general comment on the subject at hand. You will then have space to set out the nature of your comments. This will normally be in the form of a free text box with a 500-character limit.



This close-up shows the "What is the nature of your comment?" section with the "Support" radio button selected. Below it, the text area contains the text "I support this policy." The "Object" radio button is unselected.

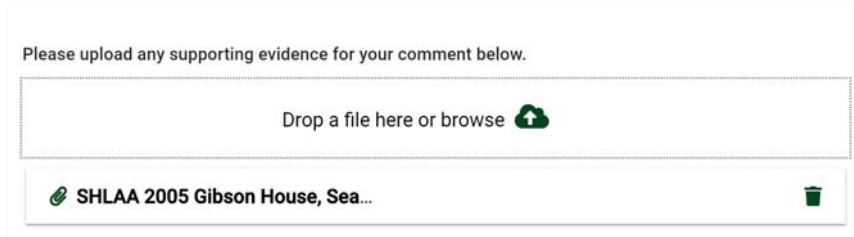
There is also the option to upload any supporting evidence you may wish to add to support your submissions. To do this you need to click the following:



This close-up shows the "Please upload any supporting evidence for your comment below." section, which includes a text box with the text "Drop a file here or browse" and a plus icon.

A 'File Explorer' box open. Simply select the location on your computer where the file is stored, click to select it and then click 'Open'.

Once your file is successfully attached, you will see the file attached under the 'file upload' section of your comment:




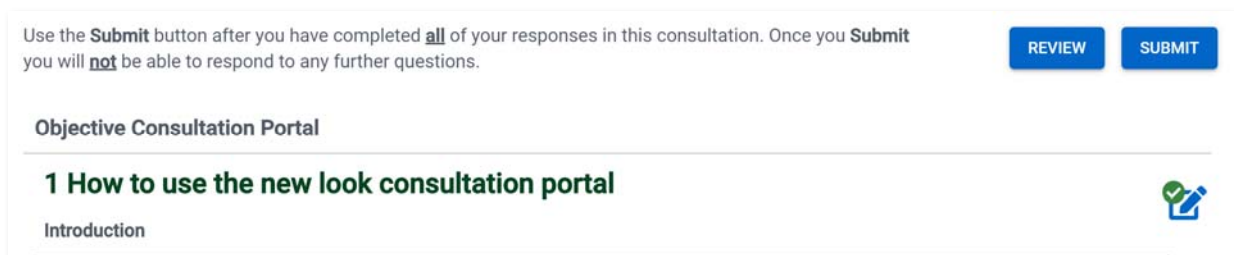
[Step 6 – Finalising your comments](#)

Now you have typed out your comment, you have 3 options, as follows:

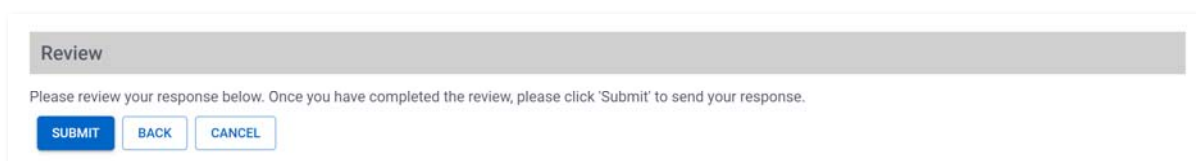



Option 1: Complete Comment

Once you are happy you wish to complete your comment, click the  button to proceed. You are then taken back to the document and you can now see a pencil and piece of paper symbol with a green tick next to it to show that your comment has been successfully completed, as in the next picture:



You can review each comment you have made on the document at any time by pressing the 'Review' button as above. This gives you further options to submit your comments, to cancel any changes or return to the consultation document.




You can also edit your completed comments at any time by clicking on the  symbol next to the section of the document where you have commented. This will take you back to your comment.

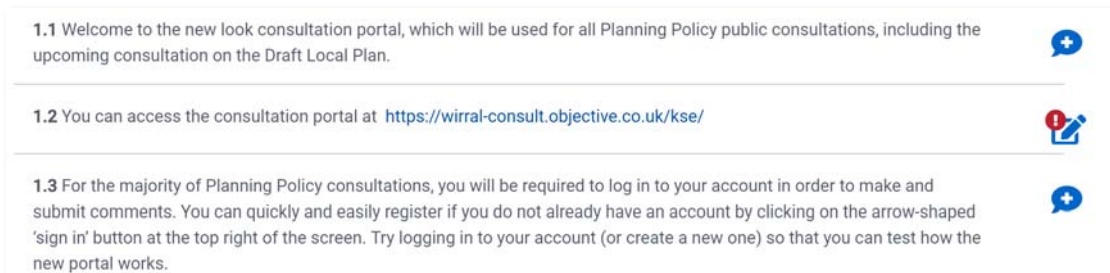
Once your comment is completed, you are free to read and comment on the rest of the document.

Option 2: Save Draft

If you start to make a comment and realise that you want to come back and change it a later stage,

you can save a draft by clicking the  button.


Once your draft is saved, you will be taken back to the document and have the option to make further comments or you can return to your draft comment to complete it. Draft comments appear as a pencil on a piece of paper with a red exclamation mark next to them, as follows:




You are then taken back to your draft comment and have the option of completing your comment, saving a further draft or discarding your comment.

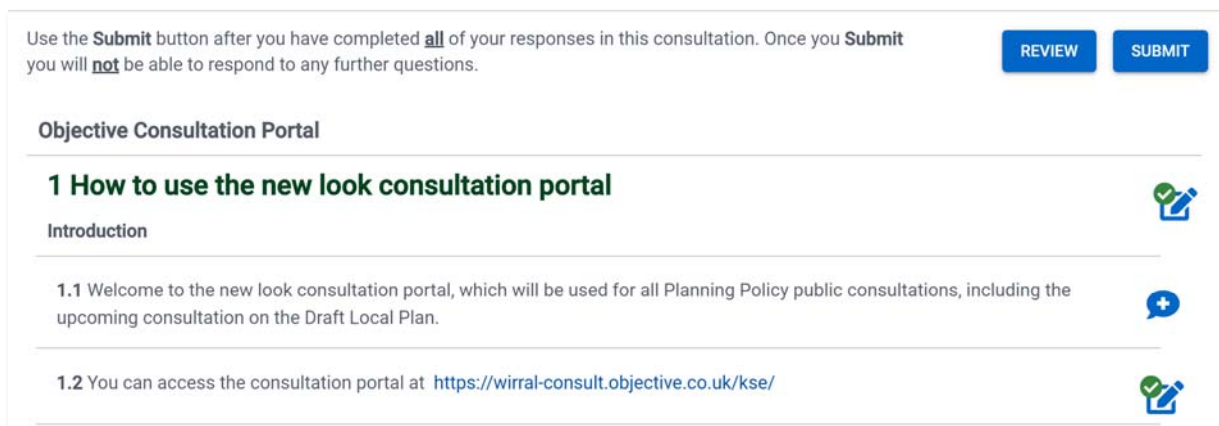
Option 3: Discard

If you have decided you no longer wish to submit a particular comment, to discard it, simply click the

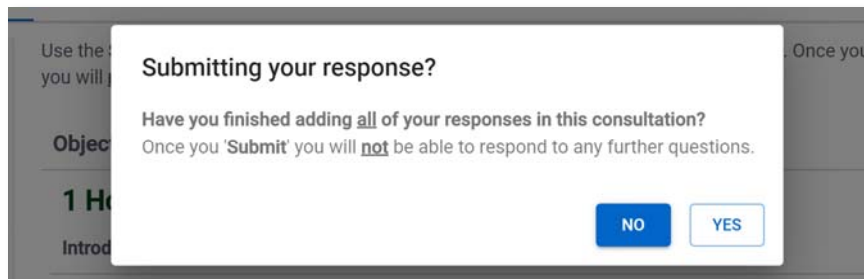
 button and your comment will be deleted.

Step 7 – Submitting your comments

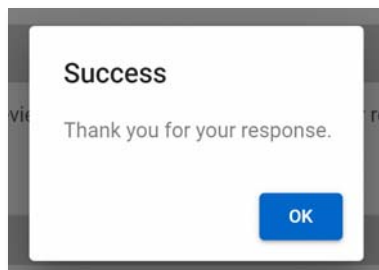
Now that you have finalised as many comments as you wish to make on the consultation document, you are ready to submit your comments. To do this, click on the  button, as below:



When you click 'submit' you will be greeted by the following screen:



You should then see the following message confirming your response has been submitted. You should also receive an automatic confirmation email to the email account associated with your Objective account:



Please Also Note:

Although clicking 'Yes' means you won't be able to add any further comments in this session, you can always add more comments by logging out and logging back in. This starts a new session and you will then be able to add further comments from your account.

If you encounter any problems in submitting comments on the consultation portal, please contact the Forward Planning Team on 0151 666 3721 or by email at localplan@wirral.gov.uk