

[How to submit comments on Wirral's Local Plan using the Consultation Portal](#)

[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>

Wirral Council Planning Consultation Portal



Use this website to have your say on Wirral Council's proposed plans for development and regeneration in the borough. You can also view comments that other people have made. You can view all the documents, including the emerging Local Plan, without logging in. If you want to make a comment about any of the documents, you will need to create an account and log in.

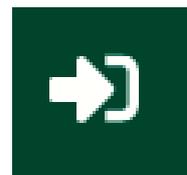
Wirral's Issues and Options Local Plan 2020 - 2035

Following approval at a special meeting of Cabinet and an extraordinary meeting of full Council, Wirral's Issues and Options Local Plan 2020 - 2035 was approved for public consultation. Consultation will commence on Monday 27 January and run for 8 weeks until Monday 23 March. All documents relating to the Local Plan will be available here for comment when the consultation commences.



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

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



Alternatively you can simply click the 'Log In' button on the home screen of the Portal.

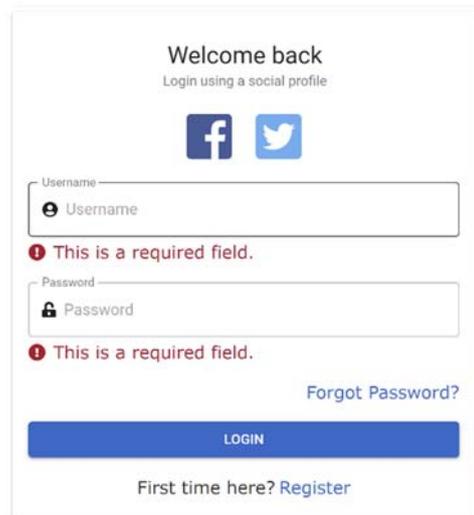


To sign in simply use the new username and password you acquired during registration and you are ready to start submitting comments.

All comments submitted will be automatically registered against your account.

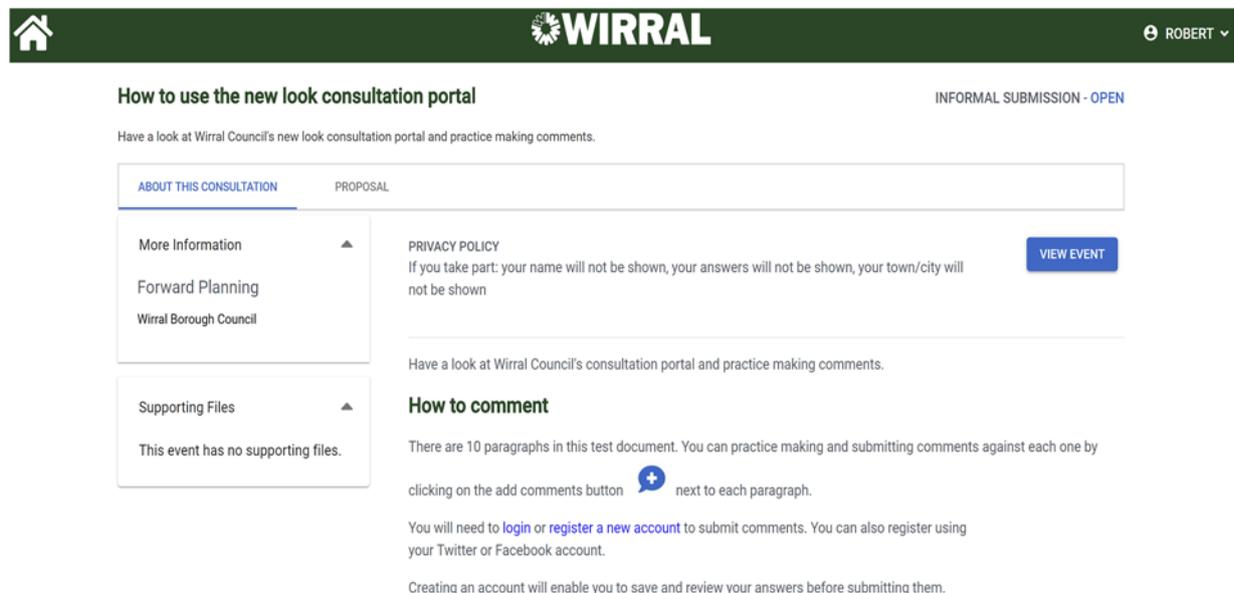
Note:

The 'Log in' and 'Register for an account' buttons don't disappear when you are logged in. However, once you have entered your Username and Password, you will be able to tell you are logged in as your first name will appear in the top right corner of the screen:



[Step 3 – Accessing a Consultation](#)

Consultations are accessed by clicking on the relevant document. Click the 'Learn More' button for information about that consultation and contact details if you need assistance or information.



Click the blue button on this screen which will be called 'View documents' or similar 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.

Have a look at Wirral Council's new look consultation portal and practice making comments.

The screenshot shows a web interface for a consultation portal. On the left, there is a navigation menu under 'Objective Consultation Portal' with a sub-item '1 How to use the new look consultation portal'. The main content area is titled 'PROPOSAL' and contains several numbered sections (1.1 to 1.4). Each section has an 'ADD COMMENT' button next to it. At the top right of the main content area, there are 'REVIEW' and 'SUBMIT' buttons. A message at the top of the main content area says: 'You can add more comments to this submission by clicking Add Comment. If you have finished providing comments, click Review to check your comments before submitting, or Submit to send us your submission. Please note: You won't be able to add any more comments to this submission after you click Submit.'

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

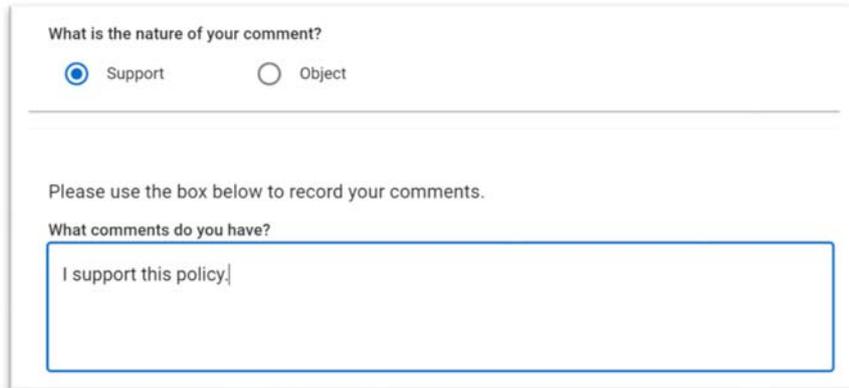


Step 5 – Adding your comments

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 the same consultation portal interface as in Step 4, but with a comment form overlay on the right side. The form is titled 'Page One' and has a sub-header 'Page Two - Rob'. It contains a question 'What is the nature of your comment?' with two radio button options: 'Support' and 'Object'. Below this is a text area with the prompt 'Please use the box below to record your comments. What comments do you have?'. At the bottom of the form, there are 'NEXT' and 'DISCARD' buttons. The entire form overlay is highlighted with a red border.

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 300-character limit.



What is the nature of your comment?

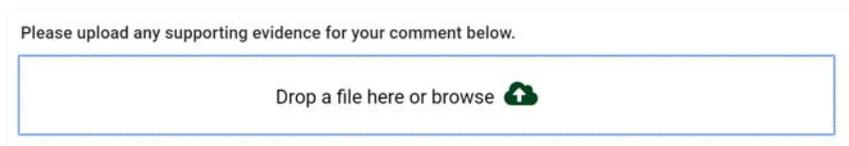
Support Object

Please use the box below to record your comments.

What comments do you have?

I support this policy.

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:

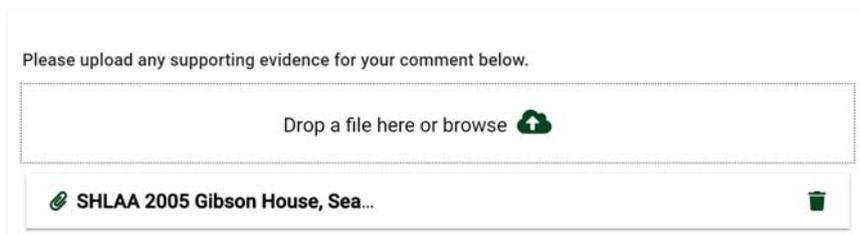


Please upload any supporting evidence for your comment below.

Drop a file here or browse 

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:



Please upload any supporting evidence for your comment below.

Drop a file here or browse 

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[Step 6 – Finalising your comments](#)

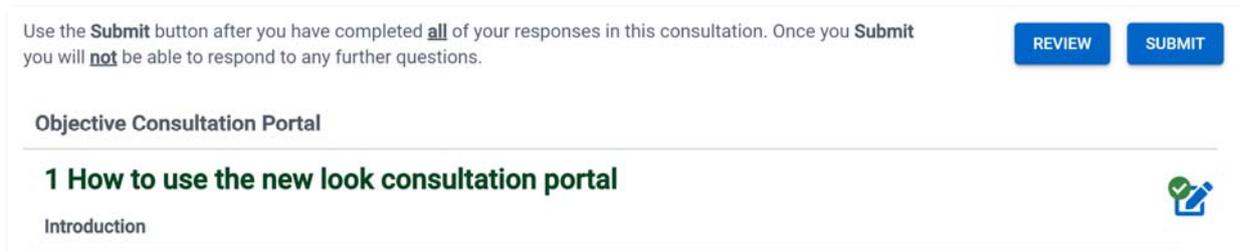
Now you have typed out your comment, you have 2 options, as follows:



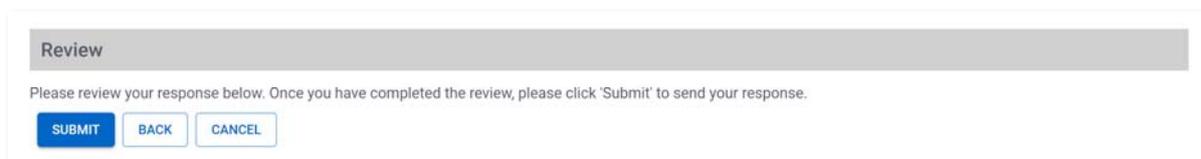
Option 1: Complete Comment



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.

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 2: Discard

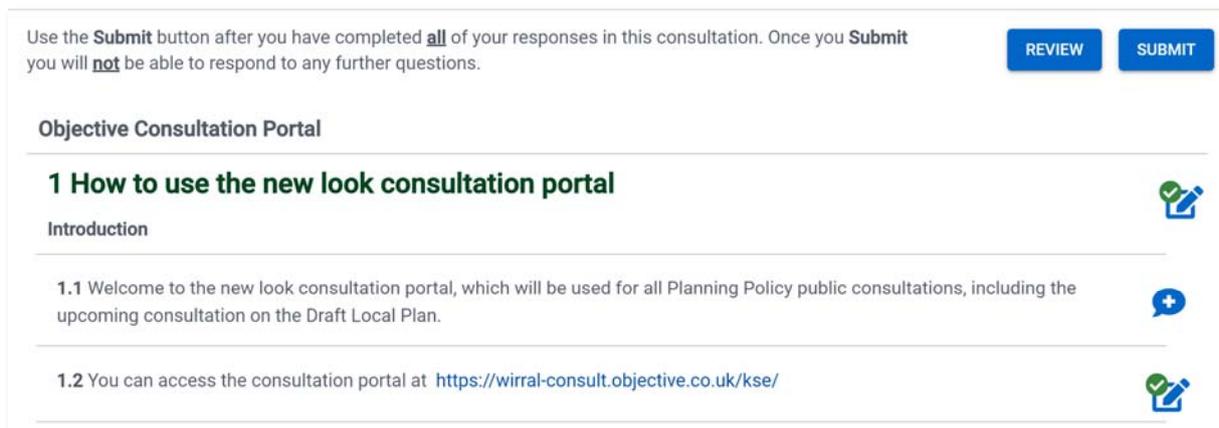
If you have decided you no longer wish to submit a particular comment, to discard it, simply



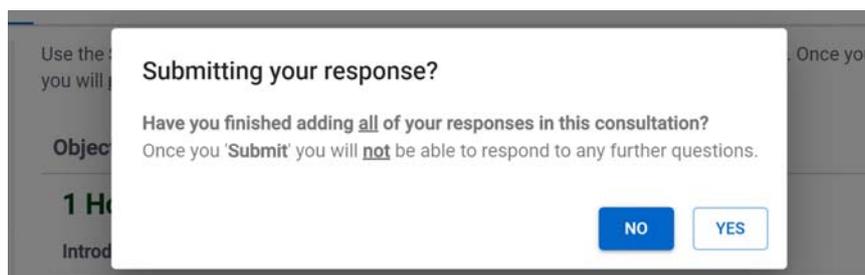
click the button and your comment will be deleted.

Step 7 – Submitting your comments

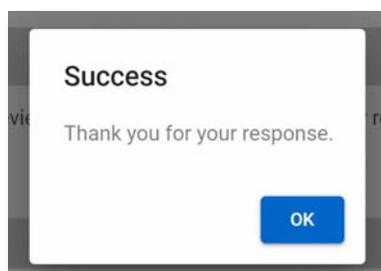
Now that you have finalised as many comments as you wish to make on the consultation document, you are ready to submit your comments. To do this, click on the  button, as below:



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 691 8233 or by email at localplan@wirral.gov.uk