



Mansfield
District Council

Mansfield District Council

Mansfield District Local Plan Review 2023-2043

Consultation Portal User Guide

September 2026

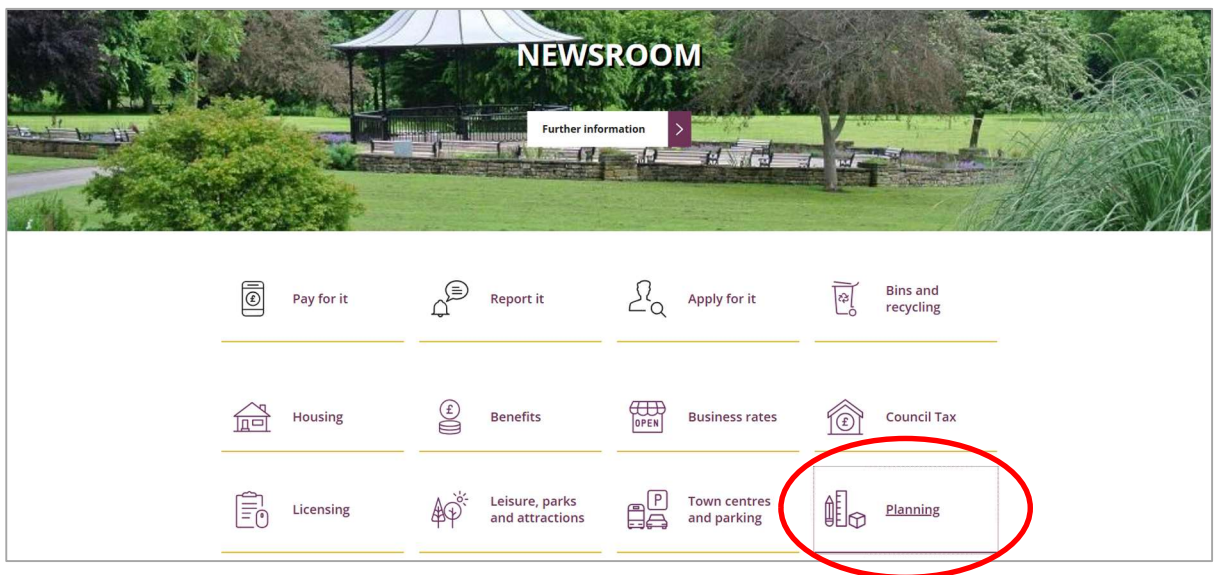
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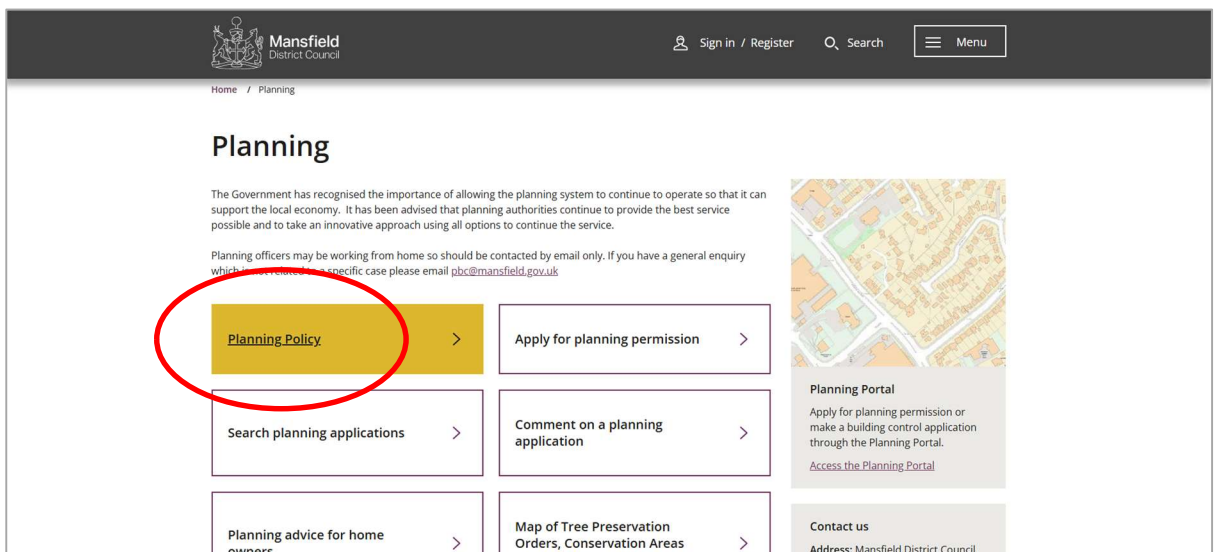
1. Locating and opening the consultation event

- 1.1 The consultation portal can be accessed on the Mansfield District Council website at <https://www.mansfield.gov.uk/> within the Planning section as shown in the steps below.
- 1.2 Alternatively you can link directly to the portal at <https://mansfield-consult.objective.co.uk/kse/>.

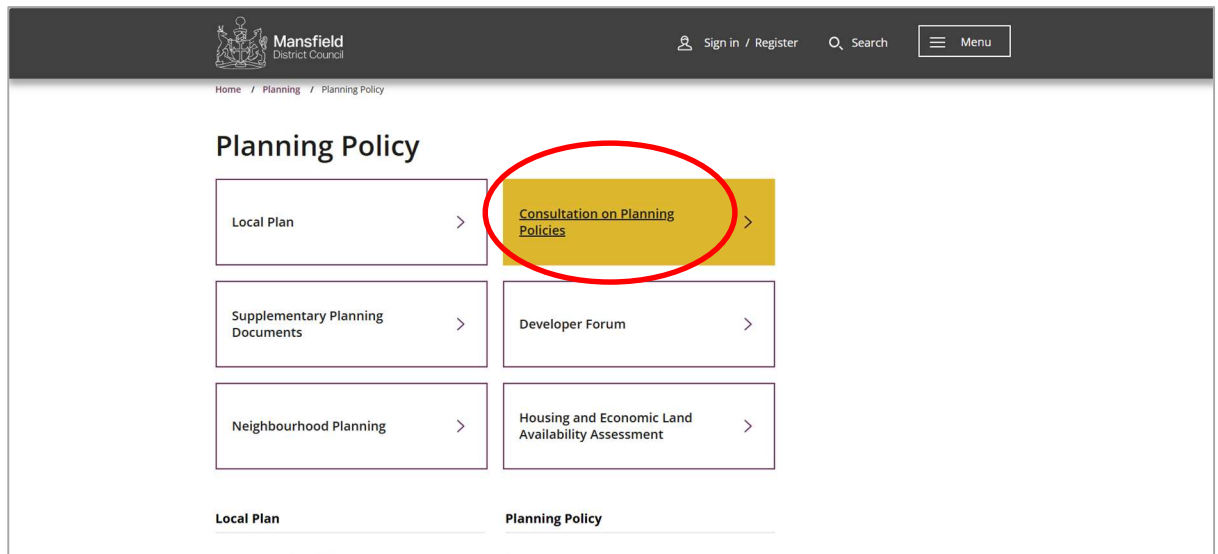
Click on the Planning icon on the council homepage



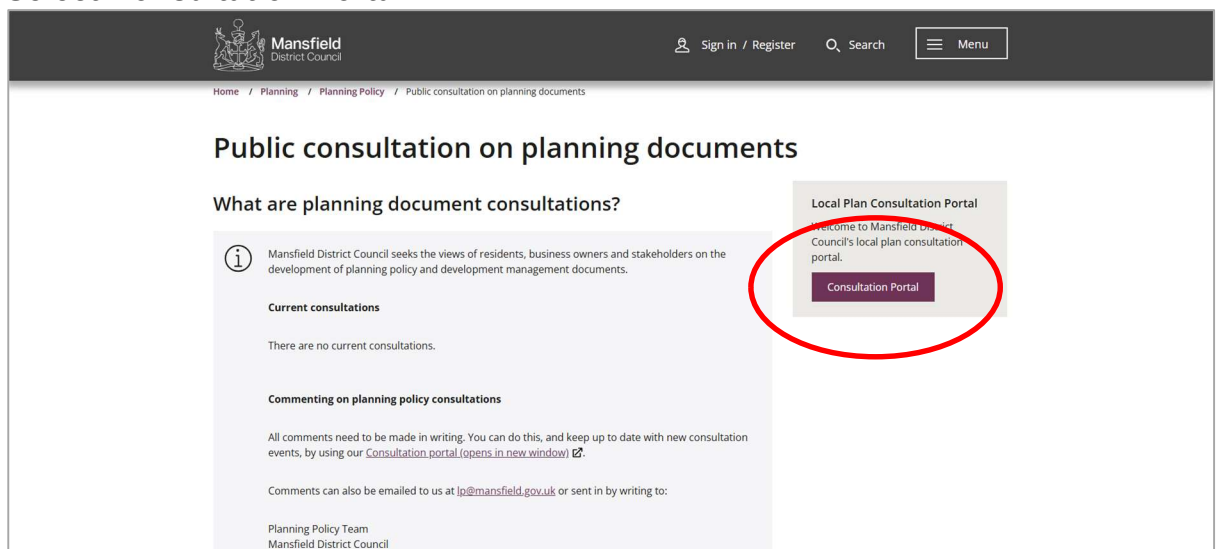
Select Planning Policy



Select Consultation on Planning Policies

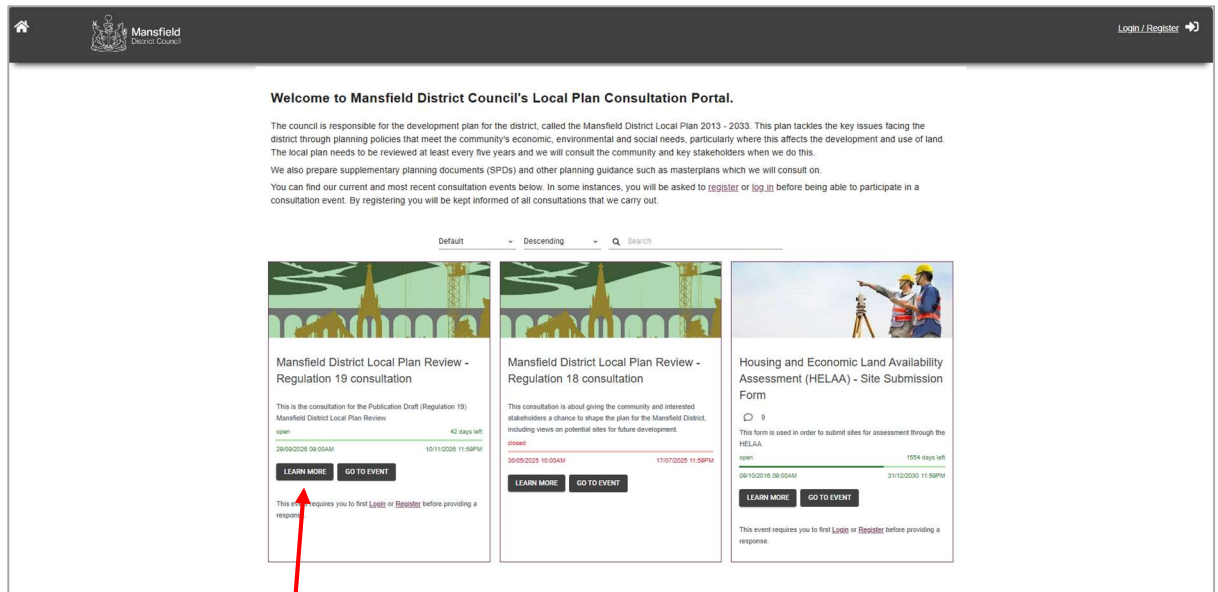


Select Consultation Portal



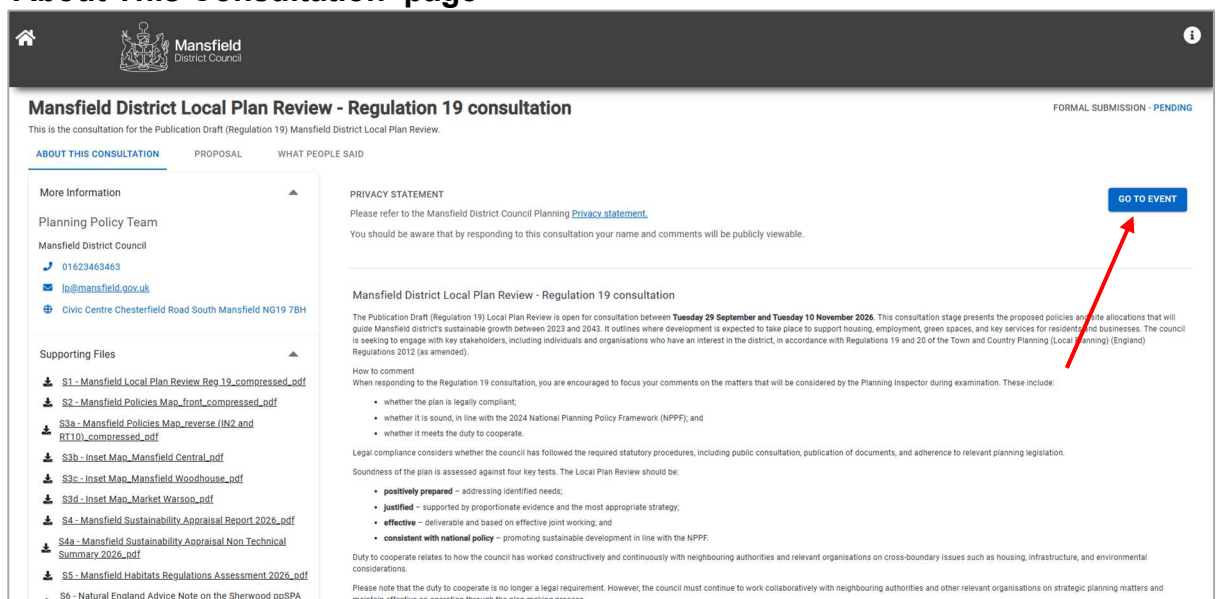
- 1.3 By clicking here, you will be taken to the consultation portal home page, where you will be able to access the consultation event 'Mansfield District Local Plan Review - Regulation 19 Consultation'.
- 1.4 Below is a screenshot of the consultation portal home page, which shows all active and previous consultation events.

Mansfield District Council consultation portal homepage



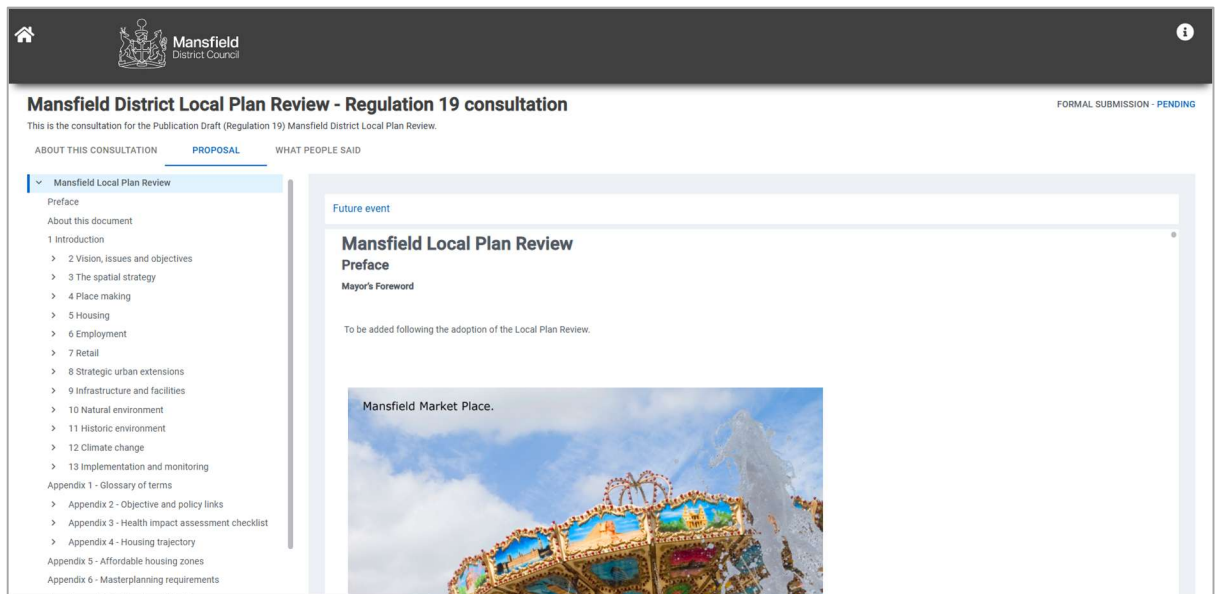
- 1.5 By clicking the 'Learn More' button, you will be directed to the 'About This Consultation' page, which includes an overview of the consultation event and supporting information, as shown below.

'About This Consultation' page



- 1.6 By clicking the 'Go To Event' button, you will be directed straight to the consultation document, as shown below. From this page, you can make comments on the consultation document. To submit a consultation response, you must login or register for an account - for more guidance, please refer to '2 Creating a new account'.

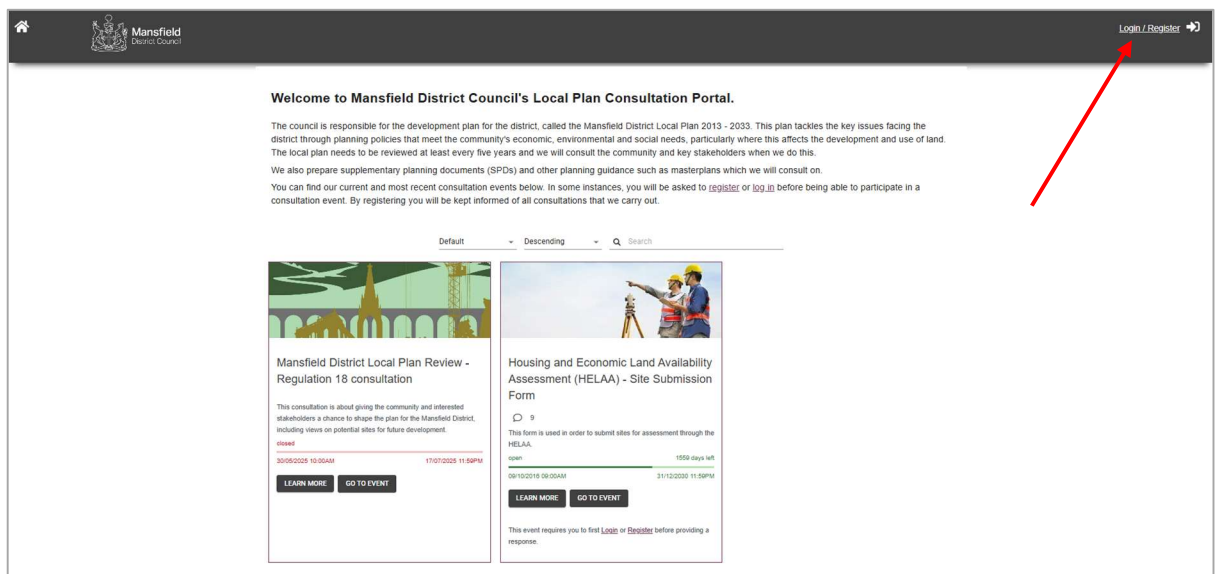
Publication Draft (Regulation 19) document



2. Creating a new account

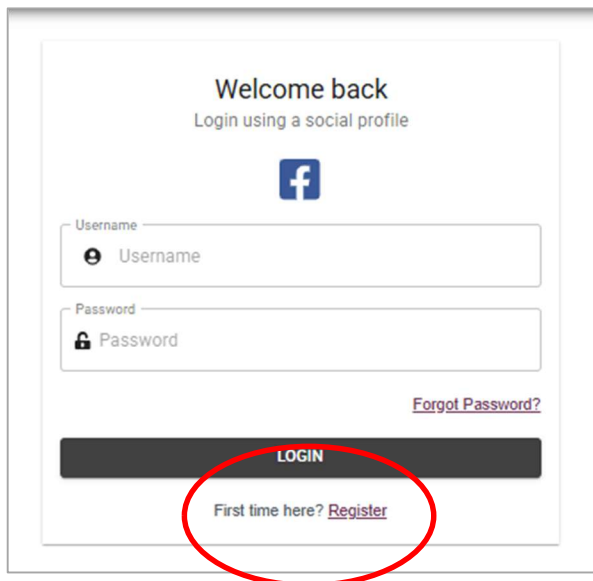
- 2.1 If you have already created an account, feel free to skip to '4 Navigating the consultation document'.
- 2.2 To create a new account or to log in to the consultation portal, click the 'Login/ Register' button in the top right of the home page.

'Login / Register' button



- 2.3 If you already have an account, you can log in using your username and password, or via Facebook. Otherwise, if you are a new user, click the 'First time here? Register' button to create an account.

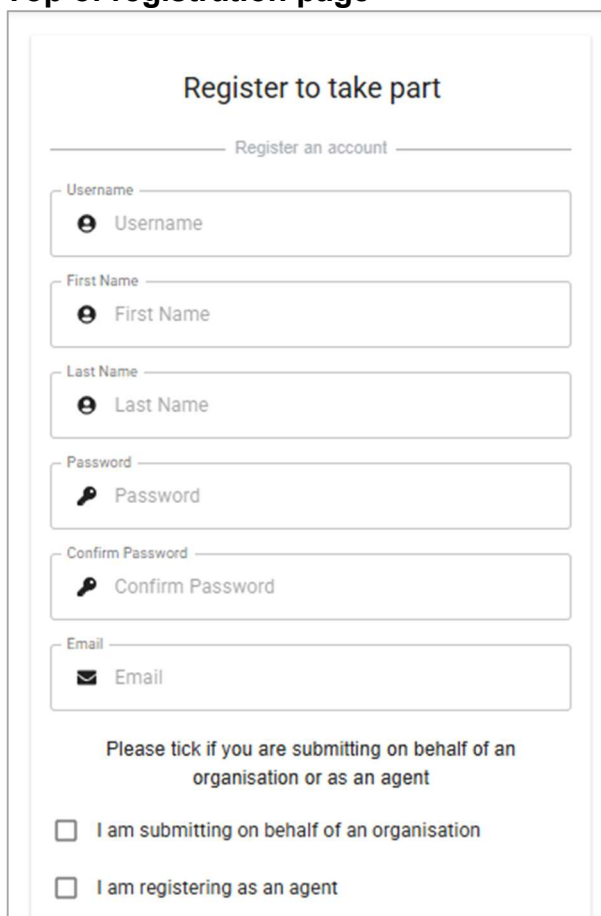
Login page



The login page features a central white box with a grey border. At the top, it says 'Welcome back' followed by 'Login using a social profile' and a Facebook 'f' logo. Below these are two input fields: 'Username' with a person icon and 'Password' with a lock icon. To the right of the password field is a link 'Forgot Password?'. At the bottom of the box is a dark grey 'LOGIN' button. Below the button, the text 'First time here? [Register](#)' is displayed. A red circle highlights the 'Register' link.

- 2.4 At the registration page, the first option presented will be to register to take part. You can create an account by choosing a username and password, along with inputting your first name, surname and email address. If you are intending to submit a response on behalf of an organisation or as an agent, please click the relevant box.

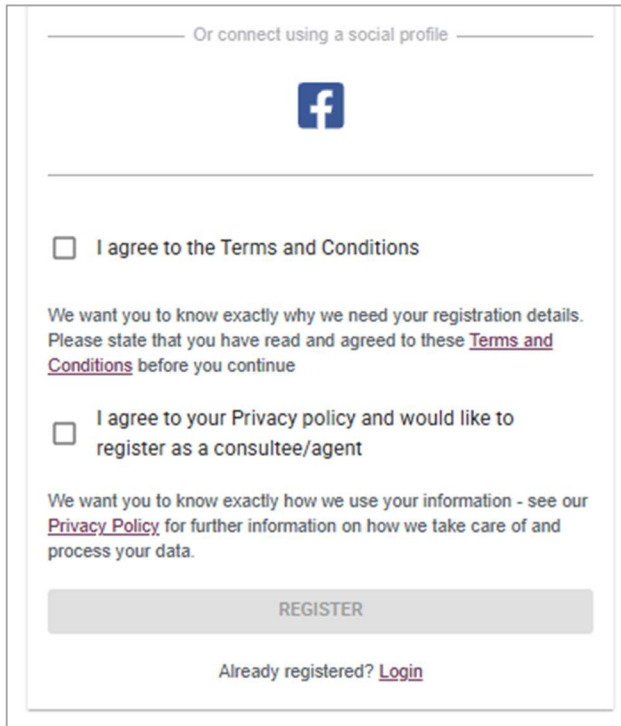
Top of registration page



The registration page has a white background with a central form area. At the top, it says 'Register to take part' followed by a horizontal line and 'Register an account'. Below this are six input fields: 'Username' (person icon), 'First Name' (person icon), 'Last Name' (person icon), 'Password' (key icon), 'Confirm Password' (key icon), and 'Email' (envelope icon). At the bottom, there is a text prompt 'Please tick if you are submitting on behalf of an organisation or as an agent' followed by two checkboxes: 'I am submitting on behalf of an organisation' and 'I am registering as an agent'.

- 2.5 The second option will be to register using your Facebook account, which will allow you to fill in your details quickly. This is optional and will not post anything on your Facebook account.
- 2.6 To create an account and proceed to using the consultation portal, you must agree to the terms and conditions, Privacy Policy and to register as a consultee/agent by ticking the two boxes. You can read the terms and conditions and Privacy Policy using the links on the registration page.

Bottom of registration page



Or connect using a social profile



☐ I agree to the Terms and Conditions

We want you to know exactly why we need your registration details. Please state that you have read and agreed to these [Terms and Conditions](#) before you continue

☐ I agree to your Privacy policy and would like to register as a consultee/agent

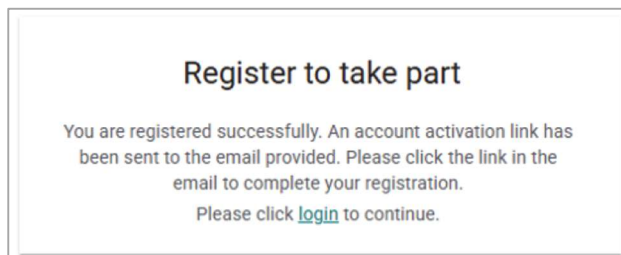
We want you to know exactly how we use your information - see our [Privacy Policy](#) for further information on how we take care of and process your data.

REGISTER

Already registered? [Login](#)

- 2.7 Once complete, click register and you will be taken to the screen below.

Registration success message



Register to take part

You are registered successfully. An account activation link has been sent to the email provided. Please click the link in the email to complete your registration.

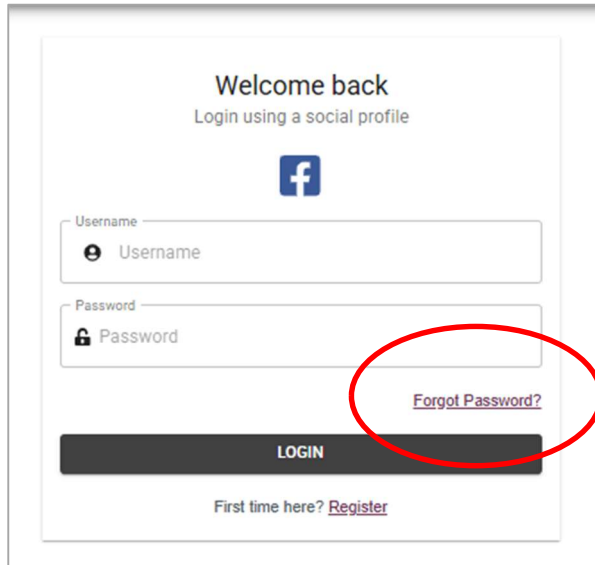
Please click [login](#) to continue.

- 2.8 An email will be sent with an activation link that you will need to click before you are able to log in with your new account details. Once you have activated your account, you will be able to return to the login page and sign into your new account - if you have logged in successfully, you will be able to see your name in the top right corner of the homepage where the 'Login / Register' button would be located.

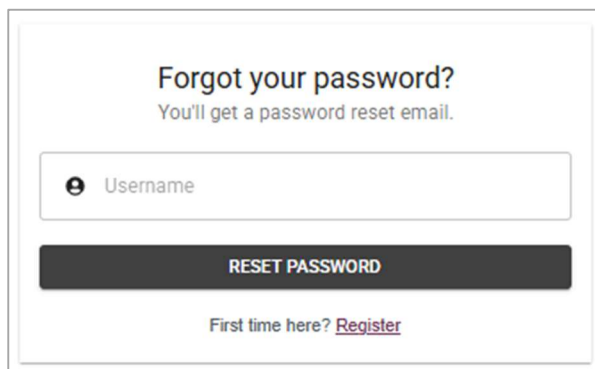
3. Recovering forgotten login details

- 3.1 In the case that you are unable to remember your password, please click 'Forgot Password' on the login page and an automated email with a new password will be sent to the relevant email address linked to your account. Once you have received the new password, you should be able to log in with your username and the password emailed to you.

Forgotten password button



The image shows a login page with the heading "Welcome back" and the subtext "Login using a social profile". Below this is a Facebook logo. There are two input fields: "Username" with a person icon and "Password" with a lock icon. To the right of the password field, the text "Forgot Password?" is circled in red. Below the input fields is a dark "LOGIN" button. At the bottom, it says "First time here? [Register](#)".



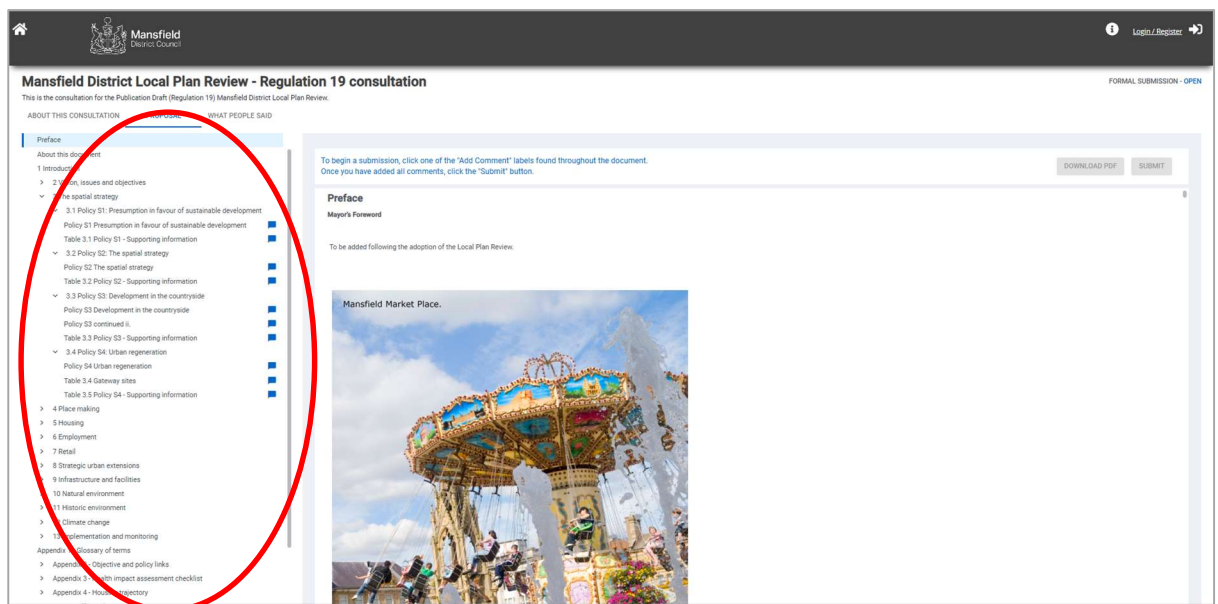
The image shows a page titled "Forgot your password?" with the subtext "You'll get a password reset email.". There is a single input field for "Username" with a person icon. Below the input field is a dark "RESET PASSWORD" button. At the bottom, it says "First time here? [Register](#)".

- 3.2 If you are unable to remember your username or encounter any issues, please contact the Planning Policy Team via lp@mansfield.gov.uk or 01623 463175 and a member of the team will assist you.

4. Navigating the consultation document

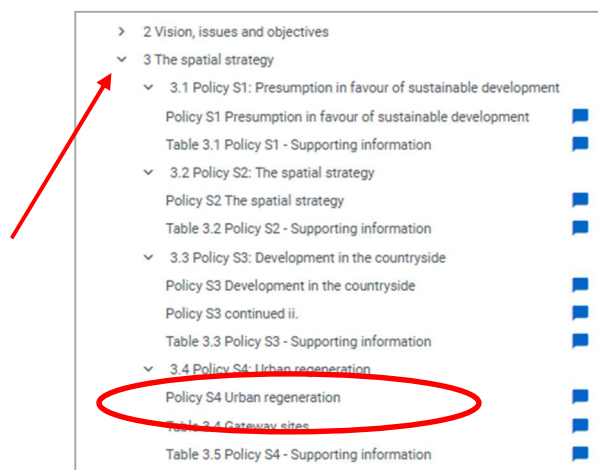
- 4.1 On the left-hand side, you are able to see all of the sections within consultation document. You can click the arrow on each chapter to expand the contents and show all the sub-headings and policies contained within each section.
- 4.2 Each part of the document with a speech bubble is available for commenting. You may need to click on the headings.

Contents of the consultation document



- 4.3 For example, if you wanted to view and comment on 'Policy S4: Urban Regeneration', you will need to expand the heading under 'The Spatial Strategy' by clicking the arrow then selecting the heading for Policy S4: Urban Regeneration'.

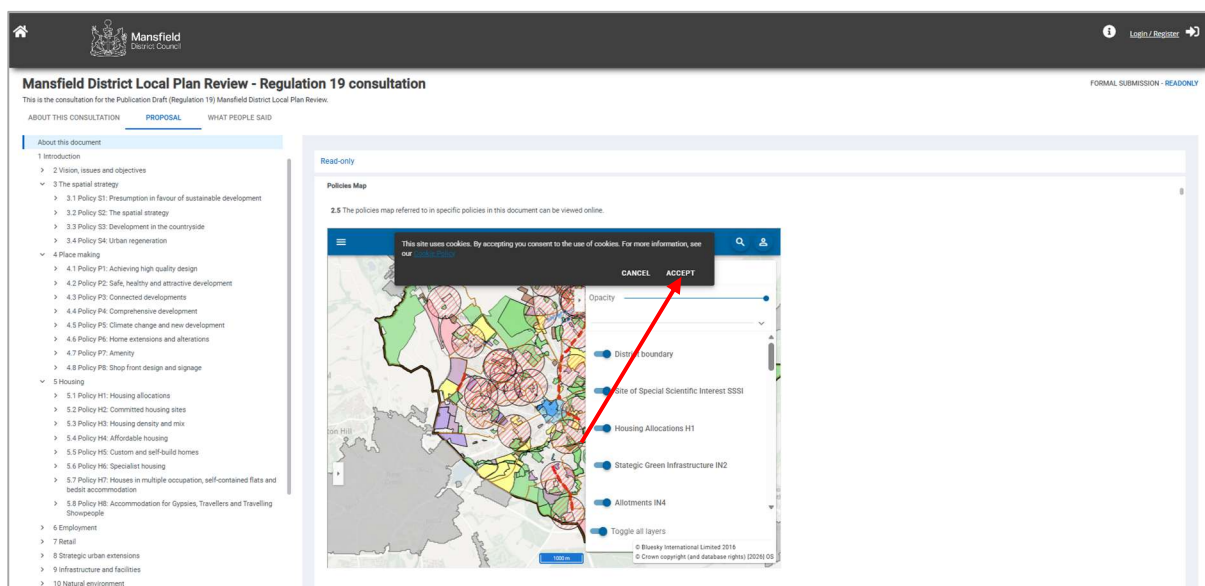
Drop-down menu showing Policy S4: Urban Regeneration



5. Using the interactive Policies Map

- 5.1 The Policies Map that shows how policies within the Draft Local Plan Review apply across the district, including the location of proposed site allocations, can be viewed using the [interactive mapping tool](#)¹. The interactive map can be viewed on desktop or mobile.
- 5.2 The link to the Policies Map can also be found on the Local Plan Review webpage² and the map is embedded within the 'About this document' section of the online consultation document.
- 5.3 When the map opens, there will be a message on the screen with information on the mapping service and terms of use, which can be closed by clicking the 'accept' button, as shown below.

Policies Map opening screen (within the consultation portal)

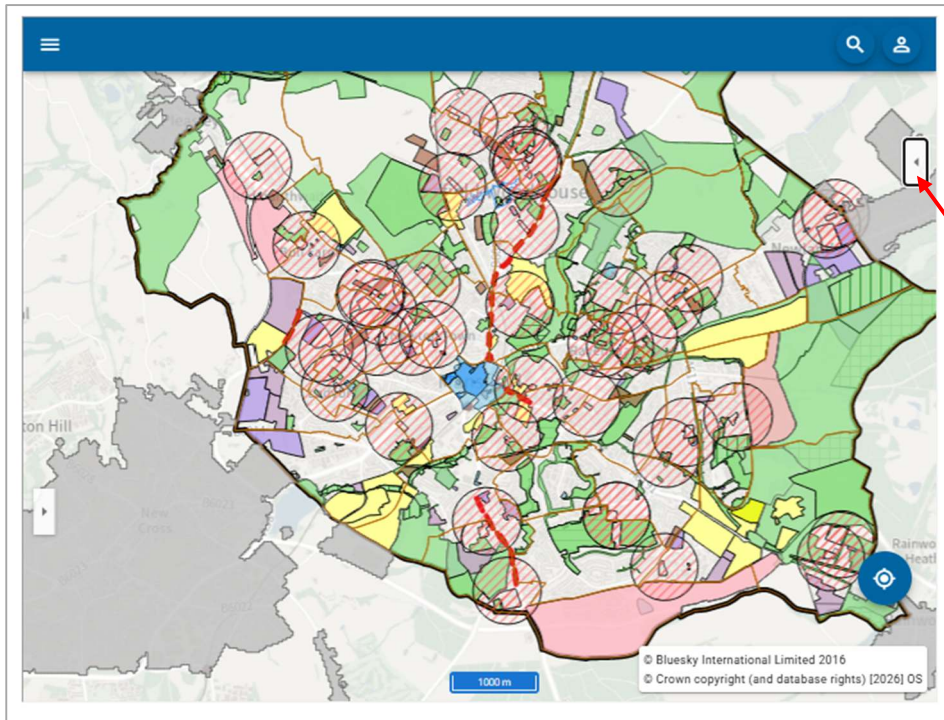


- 5.4 You can expand and collapse the key using the arrow to the left of it. You can also toggle the layers on and off from the key and zoom in and out to view areas of the district in more detail.

¹ <https://gis.mansfield.gov.uk/webmap/en-gb/PublicMap/Local%20Plan%202026%20District%20Wide#/>

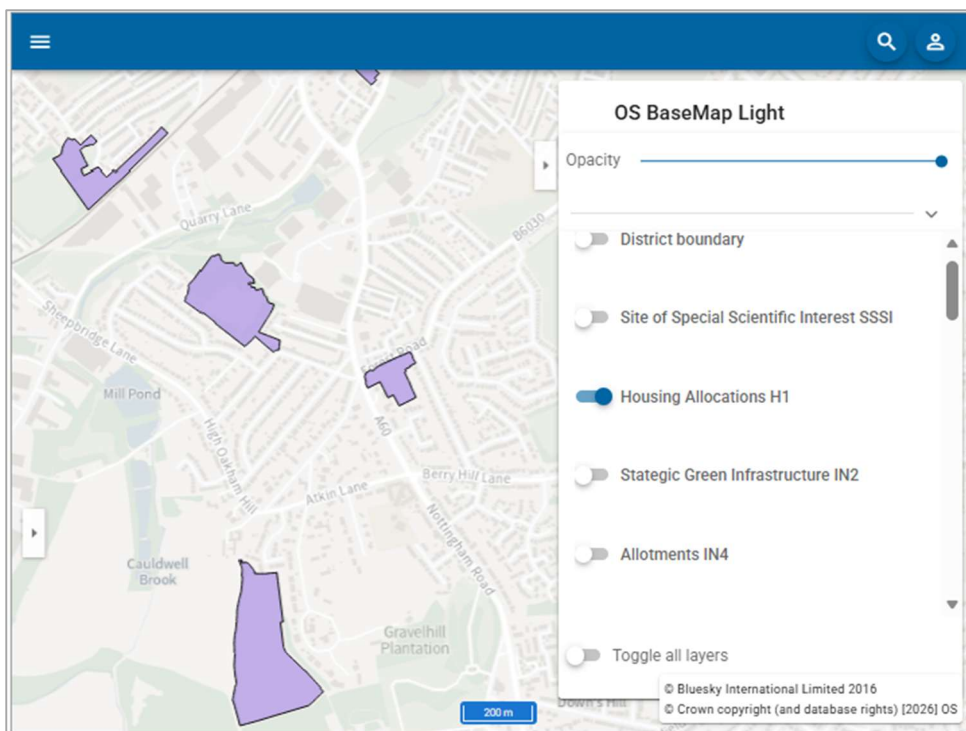
² <https://www.mansfield.gov.uk/planning/local-plan-review-documents-evidence>

Policies Map with key collapsed



- 5.5 If you want to view one or select multiple layers, then you can toggle them on and off by clicking the button next to your desired layers individually.

Policies Map showing 'Housing Allocations H1' toggled on



- 5.6 Clicking on a polygon will bring up 'Feature Information' from the Local Plan Review such as the Policy Ref, for the layers that are switched on.

6. Making a representation

- 6.1 Once you are logged in, you can make comments on the consultation document and submit representations. If you wish to comment on a part of the document, click 'Add Comment' in the top right corner of the section, as shown below.

Add comment button

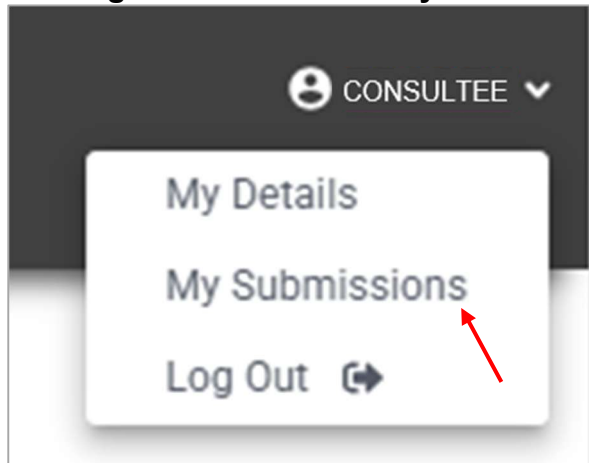
The screenshot shows the 'Mansfield District Local Plan Review - Regulation 19 consultation' website. The left-hand navigation menu lists various policy sections, with 'Policy S4 Urban regeneration' currently selected. The main content area displays the details for Policy S4, including a list of development proposals (a-i) and an 'Explanation' section. Two red arrows highlight the 'ADD COMMENT' buttons: one at the top right of the policy section and another at the bottom right of the 'Explanation' section.

- 6.2 Before you can submit a comment, you will need to fill in the 'Personal Information' section. This includes details such as your address, postal town and postcode which are all mandatory fields and must be filled in before continuing. Any information that has already been input when creating your account will be prefilled in this section.
- 6.3 If you are commenting on behalf of an organisation, you will need to input the contact details of the organisation in the next section - otherwise, you can select 'Myself'. You must review and agree to the terms and conditions and Privacy Policy requirements before you can proceed with your submission.
- 6.4 Once you click 'Next', the question set to complete will appear - this question set is the same throughout the consultation document at each consultation point so whenever you click 'Add Comment', the same question set will appear. If you would like further guidance on submitting your representation, a guidance note has been prepared and can be accessed on the council's website³.
- 6.5 The first two questions ask whether you consider that the Local Plan Review is legally compliant and sound, and require you to select either 'Yes' or 'No'.

³ <https://www.mansfield.gov.uk/planning-policy/local-plan-review/1>

- 6.6 The next two questions provide the opportunity for you to explain your reasons for answering 'Yes' or 'No' to the previous questions and provide details of any modifications to the Local Plan Review that you consider necessary.
- 6.7 Following this is a section where you can attach any 'Supporting Files' to support your representation.
- 6.8 The final two questions ask if you would like to participate in the examination hearing session(s) and why you consider this to be necessary. This will be considered by the Planning Inspector.
- 6.9 Once you are happy with your comment, click the 'Save' button at the bottom of the screen and this will save your comments as a draft until you submit.
- 6.10 You can add as many comments as you wish to the document before submitting your response. Once you are happy that you have provided all of the comments, click the 'Submit' button at the top of the screen (you can submit additional comments after you have submitted, but this will come through as a separate representation). You can also download your comments as a PDF, if you wish to do so.
- 6.11 You can view your submitted comments by clicking the arrow next to your username and selecting 'My Submissions' - this will show all of your submitted and draft comments.

Viewing submissions from your account



- 6.12 Once your representation is received and reviewed by an officer, all representations will be processed and published during the consultation period along with the name of the consultee who submitted the representation. Representations can be viewed from the 'What People Said' tab and you can choose to view representations by 'Consultation Point' or by individual 'Submission'.
- 6.14 Please note that representations will be processed and published in line with the Privacy Policy and Terms and Conditions set out on the registration page, and any personally identifiable information (e.g. postal address, email

address, telephone number etc.) or offensive language will be redacted prior to making representations publicly viewable.

What People Said tab

