

Online Application Process and Application Terms

- Gather and then photograph or scan your documents as list in the Document Checklist to have ready in PDF or JPG/PNG format.
- Register on the Consult Portal, verify your account and remember /note your password.

System Requirements

- **Please ensure you have a stable Wifi connection and fast internet access when applying.**

Recommendations:

- It is recommended that you register for your account on Carlow County Council's Consult Platform **ahead of the opening date for applications**. You will receive a registration email and you will need to follow the instructions in the email to activate your account. Please note this email may be in your Spam/Junk Folder.
- It is recommended that you have all required information to hand, including any files that you will need to upload. Please read instructions below carefully and allow yourself plenty of time ahead of the application opening date to prepare & scan the required documents.
- It is very important to note that **documents with multiple pages** must be scanned as one document eg., for several months bank statements **you must scan all pages onto one document and upload this one document**, rather than uploading each page individually.
- Where possible, it is recommended you apply using a computer rather than a mobile device for ease of navigation.
- Please **use only one device** when submitting an application as the **system only permits one login**
- All questions on this application form must be answered and, where specified, supporting documentation must be provided.
- Incomplete applications and those not accompanied by the appropriate documents, **may not be processed**. You may **lose your timestamp/position and have to reapply**, with all of the necessary documentation.
- When you have completed your application and previewed it, **please be sure to click "Submit", otherwise we will not receive your application**. After submission, you will receive an email confirming that your application has been submitted.

Please note:

- The scheme is operated on a first come first served basis and in line with Carlow County Councils adopted Scheme of Priorities.
- Applications will only be considered for the scheme once submitted and all required documents uploaded, this includes an additional documents that may be requested from Carlow County Council during the application process.