

Well Completion

mywater - How to guide



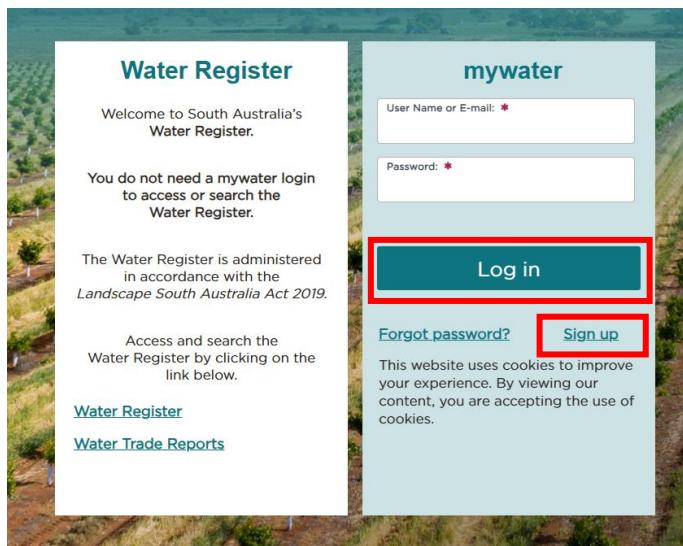
Government of South Australia

Department for Environment and Water

This guide outlines the steps for submitting a Well Completion using the South Australian mywater portal.

To begin, open [mywater](#). If it is your first time using [mywater](#) you will need to [sign-up](#).

Once your mywater login has been activated, you will be notified by email that your login is ready for use. The account is “activated” in less than 48 hours of a customer completing the signup for a mywater account.



Enter your details and login; the following screen will be displayed which is your mywater dashboard.

mywater

+ Start New Application + Submit Meter Readings

Dashboard My Account Announcements

Please be advised that mywater is currently experiencing delays in updating a limited number of transactions on the Water Register. The Department is currently working to questions, please contact your relevant regional water licensing office.

My Dashboard

My Instruments

My Water Accounts

Pending Payment

My Records - All

Sort by: Select desc

View:

| Status | Date | Reference # | Type | Related Transactions |
|-------------------|------|-------------|------|----------------------|
| No Records Found. | | | | |

Search

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To submit a **well completion report** select **+ Start New Application**

+ Start New Application

The following window will appear:

Select **Water Affecting Activity Permits** and available options will expand.

New Application ×

- + Allocation Transfers**
- + Meter Readings and Notifications**
- + Water Affecting Activity Permits**
- + Water Licences**
- + Works and Site Use Approvals**
- + Well Drillers Licence**
- + Interests**
- + Power of Attorney**

Cancel

Select **+Well Completion**

New Application ×

- + Allocation Transfers**
- + Meter Readings and Notifications**
- + Water Affecting Activity Permits**
 - + Dam Construction Permit Application
 - + Work in a Watercourse / Floodplain Permit Application
 - + Well Construction Permit Application
 - + Discharge to Watercourse/Lake Permit Application
 - + Drain or Discharge to Well Permit Application
 - + Use Imported Water or Effluent Permit Application
 - + Well Completion**
- + Water Licences**
- + Works and Site Use Approvals**
- + Well Drillers Licence**
- + Interests**
- + Power of Attorney**

Cancel

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The following screen will be presented. **Read the Disclaimer.**

If you accept the terms, tick the check box and select **Continue Application**.

Online Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

allows for public access to the Water Register and Landscape Scheme Register and for ministerial disclosure of information contained in the Water Register and Landscape Scheme Register.

A person who furnishes information to the Minister or other authority under the Landscape South Australia Act 2019 that is false or misleading in a material particular is guilty of an offence. Maximum penalty: \$20,000.

I have read and accepted the above terms.

Continue Application »

The following will be displayed, note the vertical navigation bar on the left hand side which shows steps required.

mywater

Step 1: Well Completion Details > Details

Step 1 Well Completion Details

Step 2 Well Details

Step 3 Decommissioning

Step 4 Construction

Step 5 Attachments

... Step 6

Step 7...

Well Completion

Driller details

Driller
Please enter the driller information

Well driller's licence number:*

State of issue: * SA

Full name:

Was the work carried out by another driller under your supervision?: * Yes No

Work carried out

Works
Please provide

Permit number: *

Works carried out: * --Select--

Permit holder:

Complete required **Driller details** fields.

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Your driller's details will automatically be populated with your information if your mywater account is linked to the driller's licence. Alternatively, you can manually enter your details.

The permit number must be prefixed with "P-" otherwise the system will not find the well permit. The driller's licence number must be prefixed with DL- and DL-0 for 5 digit licence numbers.

For example Permit No: **123456** would be entered as **P-123456**

Driller details

Driller
Please enter the driller information

Well driller's licence number.*

State of issue: * SA

Full name:

Was the work carried out by another driller under your supervision? * Yes No

Work carried out

Works please provide

Permit number: *

Works carried out: * --Select--

Permit holder:

If you wish to pause your application, you can do this by selecting **Save and Resume later**. Otherwise, select **Continue Application** when you're ready. In our example, we will select **Continue Application**.

[Save and resume later](#)

[Continue Application »](#)

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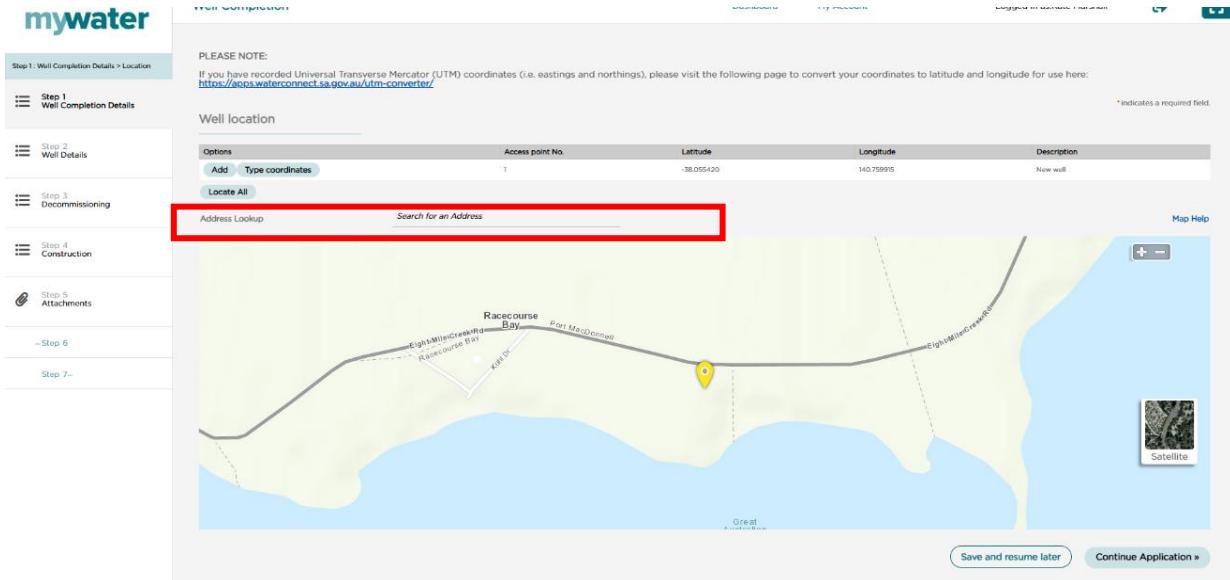
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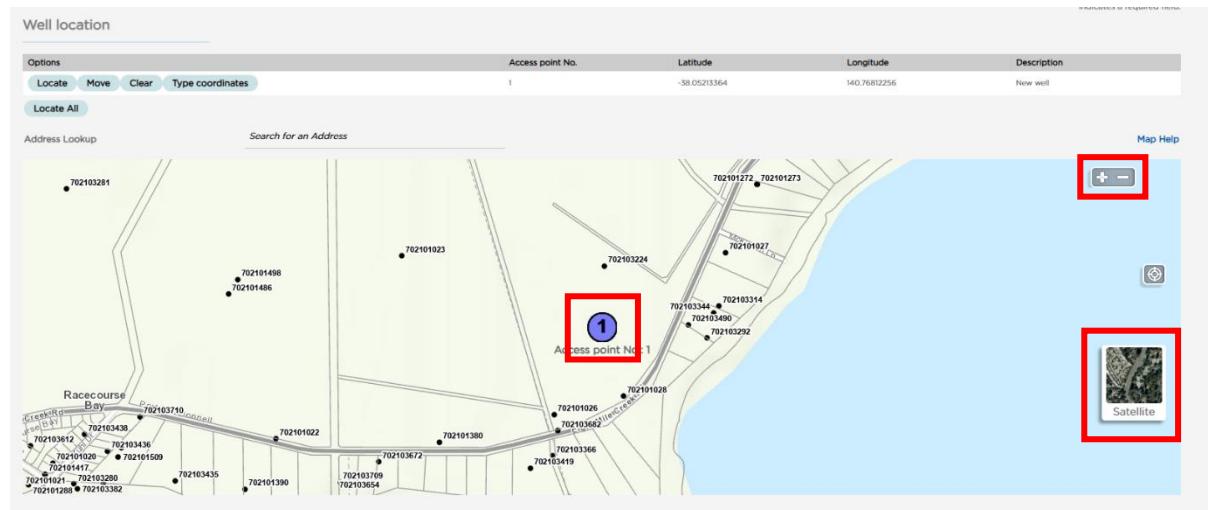
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The mapping screen will display if pop-ups are enabled: The map will automatically show the land title associated with the permit, or you can manually enter an address to display the correct location (type the address in Address Lookup, highlighted in red below).



The mapping function will present land title boundaries and nearby bores. You can zoom in and out using the + - button.

Add the **Satellite** overlay. To pin the location more precisely click on the **Add** button. Set the mouse cursor on X and click to set the point.



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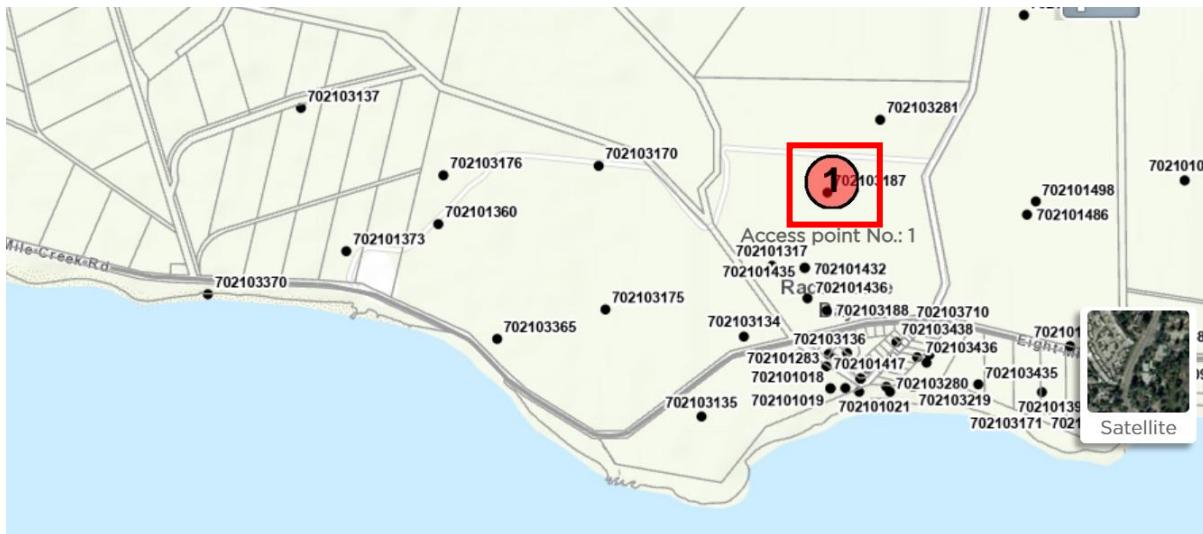
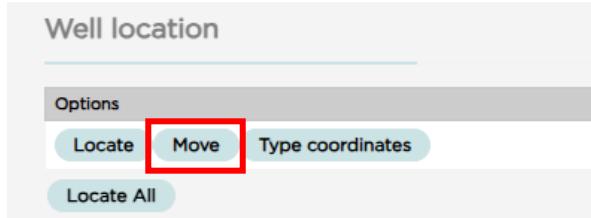
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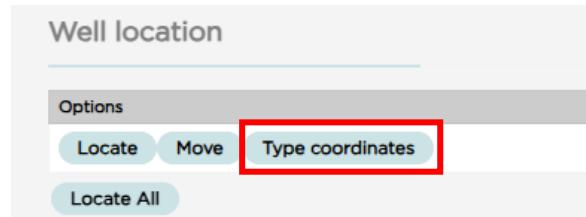
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Your selected bore location is now marked as No. 1 and shaded blue (above screenshot). If you need to fine tune your site selection, use the **Move** feature. Click on **Move** then left click & drag the now red circle to the desired site.



Alternatively, you can add the GPS co-ordinates manually. Select the **Type coordinates** button and clear the existing pin numbers.



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Well location

Indicates a required field.

| Options | Access point No. | Latitude | Longitude | Description |
|--|------------------|--------------|--------------|-------------|
| Locate Move Save | 1 | -38.05085228 | 140.75105656 | New well |

[Locate All](#)

[Address Lookup](#) [Search for an Address](#) [Map Help](#)

Select **Continue Application**

[Save and resume later](#)

[Continue Application »](#)

Complete all **Well summary** fields, including the **Final standing water level (m)** and **Final yield (L/sec)** to prevent a submission failure in SAGeodata

Well summary

Indicates a required field.

Summary
Please provide

Well name:

Final standing water level (m): [?](#)

Final depth (m): *

Final yield (L/sec):

Well purpose: * [--Select--](#)

Date work commenced: * [DD/MM/YYYY](#) [Calendar](#)

Date work completed: * [DD/MM/YYYY](#) [Calendar](#)

[Save and resume later](#) [Continue Application »](#)

Select the **Well Purpose** from the menu that matches the **Well Permit**

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Select Continue Application

This page will define whether an additional bore will be constructed under the same permit. By selecting **No** you can then nominate the first unsuccessful well as 'A' then 'B' against the report for the second attempt and C or D for any subsequent attempts.

New well identification

New well
Please provide

Was the well successful?: Yes No

Site ID: * --Select--

--Select--
A
B
C
D

Select Continue Application

Drilling details can now be added. Starting from ground level you can add each drilled diameter in succession. Click on the **Add a Row** button to add one row at a time or the arrow button to add multiple rows.

Drilling details

Drilling
Please enter the drilling details

Showing 0-0 of 0

| From (m) | To (m) | Diameter (mm) | Drill method |
|-------------------|--------|---------------|--------------|
| No records found. | | | |

Add a Row Edit Selected Delete Selected

Save and resume later Continue Application »

Enter the drilling intervals, diameter and method for each row:

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Drilling

Please enter the drilling details

From (m):*
0

To (m):*
170

Diameter (mm):*
228.6

Drill method:*

Rotary mud

Submit

Cancel

x

A row can be edited or deleted by selecting '**Edit selected**'

Click on Submit to add the details to the report.

Once complete, select **Continue Application**

You are not required to enter **Water cut details** unless you have drilled the bore with Rotary Air, Auger or Cable Tool. If you Add a Row, there are two * mandatory fields, date and Test method, with dropdown menu options for test method.

Water cut details

Water cut

Please enter the water cut details

Showing 0-0 of 0

| Date | Water cut from (m) | Water cut to (m) | Standing water level (m) | Estimated yield (L/sec) | Hole depth at test (m) |
|------|--------------------|------------------|--------------------------|-------------------------|------------------------|
|------|--------------------|------------------|--------------------------|-------------------------|------------------------|

No records found.

Add a Row ▾

Edit Selected

Delete Selected

Select **Continue Application**

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Select **Completion of base** options from the dropdown menu:

Base

Base
Please select the.....

Completion of base: --Select-- ▼

Casing and screens

Casing and screens
Please enter the casing and screen details

Showing 0-0 of 0

| Type | Material | From (m) | To (m) | Inner diameter (mm) | Casing joint | Centraliser spacing (m) | Aperture (mm) | Filter sock | Outer diameter (mm) | Comments |
|-------------------|----------|----------|--------|---------------------|--------------|-------------------------|---------------|-------------|---------------------|----------|
| No records found. | | | | | | | | | | |

◀ ▶

Add a Row ▼ Edit Selected Delete Selected

Casing and screens:

Select **Add a Row** and complete required fields for each string of casing installed.

Select **Continue Application**

Seals, gravel packs, and plugs

Seals, packs, and plugs
Please enter the seal, gravel pack, and plug details

Showing 0-0 of 0

| Type | Material | From (m) | To (m) | Cement (kgs) | Water (L) | Mix details (if used) | Placement method | Retardant details (if used) | Gravel pack size | Comments |
|-------------------|----------|----------|--------|--------------|-----------|-----------------------|------------------|-----------------------------|------------------|----------|
| No records found. | | | | | | | | | | |

◀ ▶

Add a Row ▼ Edit Selected Delete Selected

Save and resume later Continue Application »

Select **Add a Row** and complete required fields.

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Select Continue Application

Development

Development
Please provide

Was any development performed on the well?: Yes No

Development items

Development

Please enter the development details

Showing 0-0 of 0

| Item | Method | Time (hours) | Time (minutes) |
|-------------------|--------|--------------|----------------|
| No records found. | | | |

Add a Row

Edit Selected

Delete Selected

Save and resume later

Continue Application »

Development:

Answer question by selecting yes/no.

Development items:

Select **Add a Row** and complete required fields.

Development

Please enter the development details

Item:

Method:

Time (hours):

--Select--

▼

Time (minutes):

Submit

Cancel

The “Item” tab will only accept numbers...i.e. 1, 2 ,3

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Select Continue Application

Pumping test

Pumping

Please provide details of any pumping tests performed on the well. All water levels should be recorded as depth below ground level, in metres.

Was pumping test performed?: *

Yes No

[Save and resume later](#)

[Continue Application »](#)

Pumping test:

Answer question by selecting yes/no.

Select Continue Application

Complete this page if a drillers log is available

View guidelines for rock classification and description at [Minimum Construction Requirements for Water Bores in Australia](#)

* indicates a required field.

Drillers log

Log

Please enter the log details

Showing 0-0 of 0

[From \(m\)](#) [To \(m\)](#) [Major lithology](#) [Description of material](#)

No records found.

◀

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#)

[Continue Application »](#)

Select **Add a Row** and complete required fields.

Construction

Construction

Please provide construction comments

Comments:

[Save and resume later](#)

[Continue Application »](#)

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Select **Continue Application**

Add any comments.

Select **Continue Application**

Attachments

Permit Documents
Please attach documents that provide details of the completed works

The maximum file size allowed is 50 MB.
.com;.dll;.dos;.exe;.os2;.ost;.pif;.pst;.vxd;.w16 are disallowed file types to upload.

| Name | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. | | | | |

Add

Save and resume later **Continue Application »**

If you have a copy of the permit or a drawing of the completion it can be uploaded here.

Select **Continue Application**

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Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

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Driller details

Driller

[Edit](#)

Well drillers licence number:

[REDACTED]

State of issue:

SA

Full name:

[REDACTED]

Was the work carried out by another driller under your supervision?:

No

Review the summary of information you have supplied and complete the check box at the bottom.

Select **Continue Application**



Your application has been successfully submitted.

Thank you for using our online services.

Your Record Number is WCR-716252.

You will need this number to check the status of your application.

You have successfully submitted the form.

If you receive a notification by email or through mywater advising that the WCR has failed, please **do not resubmit the WCR**. This is a SAGeodata system issue and DEW staff will attend to this.