

Well Completion

mywater - How to guide

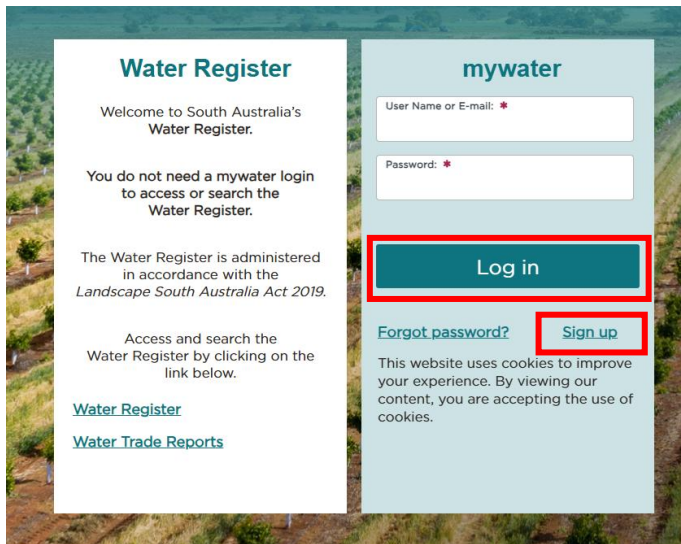


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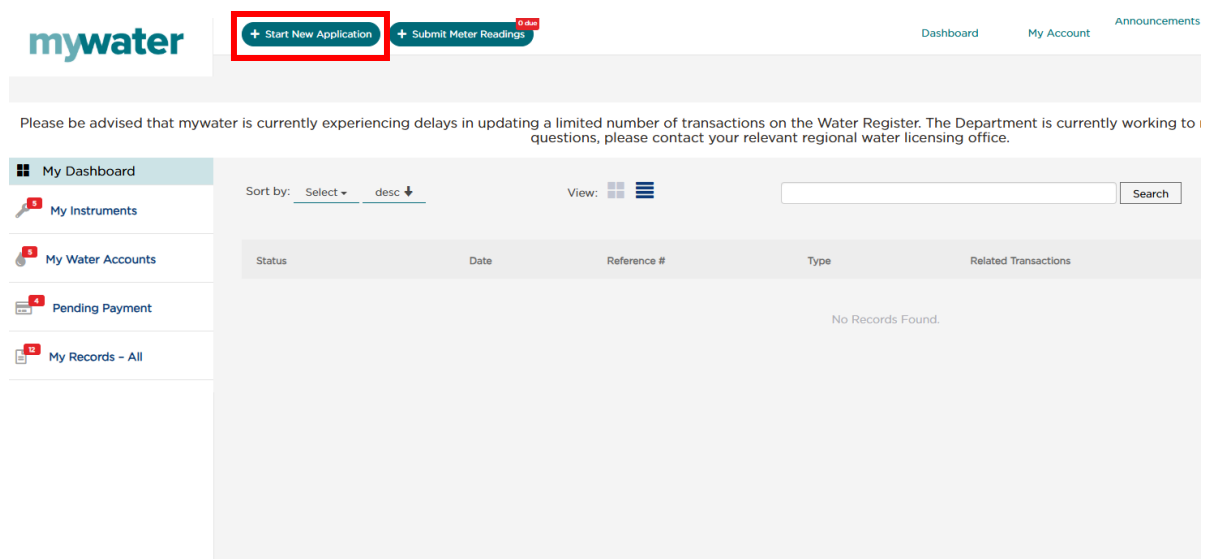
This guide outlines the steps for submitting a Well Completion using the South Australian mywater portal.

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 that 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.



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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
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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

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Dashboard

Driller details

Driller
Please enter the driller information

Well drillers 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**

The screenshot shows a web form titled "Driller details". It includes sections for "Driller" information (Well driller's licence number, State of issue, Full name) and "Work carried out" (Works, Permit number, Works carried out, Permit holder). The "Permit number" field is highlighted with a red rectangle.

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**.

The screenshot shows two buttons at the bottom of the form: "Save and resume later" and "Continue Application »".

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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).

PLEASE NOTE:
If you have recorded Universal Transverse Mercator (UTM) coordinates (i.e. eastings and northings), please visit the following page to convert your coordinates to latitude and longitude for use here:
<https://aegs.waterconnect.sa.gov.au/utm-converter/>

Well location

Options	Access point No.	Latitude	Longitude	Description
Add Type coordinates	1	-38.055420	140.759915	New well

Locate All

Address Lookup Search for an Address

Map Help

Save and resume later Continue Application »

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.

Well location

Options	Access point No.	Latitude	Longitude	Description
Add Move Clear Type coordinates	1	-38.0521364	140.7682256	New well

Locate All

Address Lookup Search for an Address

Map Help

Satellite

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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.

Well location

Options

Locate **Move** Type coordinates

Locate All



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

Well location

Options

Locate Move **Type coordinates**

Locate All

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Well location

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

[Locate All](#)

Address Lookup [Map Help](#)

Map showing location 702101485

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

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

Date work completed: * DD/MM/YYYY

[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.

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.

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

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Drilling

Please enter the drilling details

From (m):*

To (m):*

Diameter (mm):*

0

170

228.6

Drill method:*

Rotary mud

Submit

Cancel

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

Casting 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:

--Select--

Time (hours):

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](#)

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

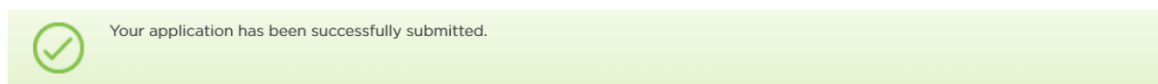
Well Completion

Driller details

Driller		Edit
Well drillers licence number:		
State of issue:	SA	
Full name:		
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**



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.