

# Bore construction report (Form A) in NSW

## How-to guide

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**This guide is provided to assist you in completing the Bore construction report (Form A). The bore construction report is used to record construction details about groundwater works into the NSW Drillers Portal.**

WaterNSW is responsible for managing groundwater data in NSW and regulates the drilling of water bores in NSW under the *Water Act 1912* and the *Water Management Act 2000* (section 346). To protect this resource, there are requirements on accessing and drilling for groundwater.

### Driller's obligation to provide groundwater work information

The responsibility of the [NSW licensed driller](#) or a driller who is authorised under the [Automatic Mutual Recognition \(AMR\) scheme](#) is outlined under Section 118A, Clause 4 of The *Water Act 1912*:

"A holder of a driller's licence who acts as a driller on or in connection with the construction of a bore shall, upon demand being made by the Ministerial Corporation and within such time as the Ministerial Corporation may specify, furnish to the Ministerial Corporation or to such person as the Ministerial Corporation may direct and in such form as the Ministerial Corporation may require, such information relating to –

- the nature and thickness of the various strata met with during the drilling performed by him in connection with the bore;
- the location, quantities and quality of all supplies of water met with during such drilling;
- the height each such supply of water stands relative to the natural surface of the ground at the site of the bore; and
- the depth, diameter and other particulars of the bore and the casing inserted in the bore, as the Ministerial Corporation may require."

Similar provisions are made in Section 400, Clauses (d) and (e) of the *Water Management Act 2000* No 92.

- It is imperative that the driller/contractor sight a current and appropriate groundwater work approval and be aware of the conditions and restrictions prior to commencement of any construction work. A work plan and contractual agreement, by both parties, before commencement of construction work is highly recommended.

Once a water bore has been drilled, the driller is required to submit a bore construction report (previously known as a Form A) into the [Drillers Portal](#) or complete the pdf form [Bore construction report \(Form A\)](#).



The Bore construction report (Form A) can be entered and submitted directly via our online Drillers Portal. The portal is accessible on any device and allows you to keep electronic records.

### Understanding the 3 requirements for accessing and drilling groundwater

The **Bore construction report (Form A)** is the **authorised means** for drillers to provide the required information.

The **Drillers Portal** is the **authorised database** for storing all groundwater information including the information provided by drillers via the Bore Construction report (Form A).

The **groundwater work approval** must **include** the Bore construction report (Form A). You can download extra copies of the form from the [WaterNSW website](#).

Complete the [Bore construction report \(Form A\)](#) via the [Drillers Portal](#), (or use the PDF), to capture most of the information obtained during the construction of a groundwater work. The form allows accurate transfer of field information from the driller/contractor into the WaterNSW database. To register for the Drillers Portal, please visit our [website](#).

Once you enter these details into the [Drillers Portal](#), download a copy of the report to be emailed to the approval holder.

The [Bore construction report \(Form A\)](#) comprises a set of three pages plus a page of code tables. Complete the [Bore Construction report \(Form A\)](#) and make 2 copies. Distribute copies as follows:

- Provide first copy to WaterNSW by email to [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au) or post to **WaterNSW, PO Box 398, Parramatta NSW 2124**
- **Provide the second copy to the approval holder.** Mark this copy "CLIENT".
- **The driller must keep the third copy** for their records.

If you make a mistake in completing any of the pages, start a new [Bore construction report \(Form A\)](#).

### General instructions for completing a Bore construction report (Form A)

- Please make sure that the groundwater work approval number appears on every page in the space provided and on any attachment of additional information.
- Always use metric units, i.e.

Metres	(m)
Millimetres	(mm)
Litres per second	(L/s)
Cubic metres	(m <sup>3</sup> )

- Please make sure that you provide the information in the correct units as marked on the form. All depth measurements must be from ground level.
- All measurements below ground level must be a positive value. Any measurement above ground level e.g., A.G.L. must be a negative value.

## Completing the form



**Handy tip:** It is easier to fill this form if you have a sketch of the completed work in front of you. Therefore, it is suggested that you complete Section 15 first.

### Section 1: Driller's details

- All information regarding the driller must be completed.
- Identify what is being drilled.
- Please put a tick in the appropriate work type box and enter the final depth.

### Section 2: Approval details

- Fill in the work approval number – the approval holder should supply a copy of the Statement of approval (SOA) so the details can be completed.
- Name of the approval holder – taken from the approval holder information on the SOA.
- Intended use is the purpose of the approval, this could be for domestic, stock, irrigation.
- Completion date is the final date of construction.

### Section 3: Drilling details

- Please enter the drilled hole details. Select drilling method code number from **Code table 3** and write the appropriate code.

### Section 4: Water bearing zones

- Enter the water bearing zone (Aquifer) details and water salinity data – one row per zone.
- Two salinity measures (Electrical Conductivity in  $\mu\text{S}/\text{cm}$  and TDS in  $\text{mg}/\text{L}$ ) are accepted. You must have a salinity meter that reads either Conductivity or TDS or both. Enter the measured value in the appropriate column.
- Use appropriate test codes from **Code table 4**. The TEST code would be a number and an alphabetical letter: e.g., 5B = electric-submersible pump and yield measured by flow meter.

### Section 5: Casing/Liner details

- Enter casing details. Use appropriate codes from **Code table 5**.
- Also put a tick in the appropriate box for centralisers, sump, pressure cementing and casing protector details.

### Section 6: Water entry design

- Provide details of the Water entry design – i.e.: slots/screens.
- Select appropriate opening type and slot alignment codes from **Code table 6**.
- Use **Codes table 5** for material type and fixing method codes.

### Section 7: Gravel Pack

- Provide information about the gravel filter pack.
- Put a tick in the appropriate box for type and grade of the gravel pack.

- Enter the quantity of gravel used. Two measurement units (litres and m<sup>3</sup>) are accepted. Use the appropriate column for quantity.
- Select Method of placement of gravel pack from **Code table 7**.

### Section 8: Bore development

- Bore development is necessary to bring a bore to its maximum production capacity. Refer to 'Bore Development' section of "[Minimum Construction Requirements for Water Bores in Australia](#)".
- Provide information for bore development and of any chemical used.

### Section 9: Disinfection on completion

- It is compulsory to disinfect bores constructed to supply water for potable use. Refer to 'Disinfecting Water Bores' section of "[Minimum Construction Requirements for Water Bores in Australia](#)".
- Provide information on the chemical used, quantity and method of application.

### Section 10: Pumping tests on completion

- Pumping tests are carried out to determine work capacity and to obtain aquifer parameters, this will also be used when a review of a bore extraction limit (BEL) on an approval is requested by an approval holder. Pumping test should be performed according to [Minimum requirements for pumping tests on water bores in New South Wales](#) to meet the minimum requirements of the NSW Department of Climate Change, Energy, the Environment and Water (NSW DCCEEW) which can be located on their website. You can also refer to 'Bore Yield Testing' section of "[Minimum Construction Requirements for Water Bores in Australia](#)" for additional information.
- Provide appropriate information in this box and attach copy of measurement record sheet/s and any analyses carried out. Make sure to write the groundwater work approval on each of the attached sheets.
- All readings will be taken from the measuring point. Provide details of measuring point and the appropriate test method code from **Code table 4**.

### Section 11: Work partly backfilled or abandoned

- If the work has been partly backfilled or abandoned, then provide appropriate information in this box.
- Use appropriate sealing/fill type code from **Code table 11**.

### Section 12: Site chosen by

- Put a tick in the appropriate box for "site chosen by". You might have to consult the landholder.

### Section 13: Locations

**It is essential to provide all information required in this section.**

- Before drilling, you MUST sight the current water supply work approval and confirm the proposed drill site location as indicated on the accompanied map, together with any other provision/restrictions on the SOA conditions.
- Provide the Lot No: and DP No:

- Provide the measured Location coordinates in **latitude and longitude**. For this you need to have access to a Global Positioning System (GPS) instrument.
- For latitude and longitude, you must provide them in degrees minutes seconds format.
- Based on your GPS instrument setting, put a tick in the box to indicate that you have used Geocentric Datum of Australia [GDA94] / Map Grid for Australia [MGA] system. (Do not use Australian Geodetic Datum [AGD66] or Australian Map Grid.)
- Mark the groundwater work location with a "X" on the bore construction report (Form A) copy of the location map provided with the groundwater work approval. Also indicate the distance in meters from two (2) adjacent boundaries.

### Section 14: Signatures

- The Driller and the approval holder must sign this document to authenticate the information provided.

### Section 15: Driller's rock/Strata description (Lithology)

#### Recommended to be completed first.

- Enter Driller's rock/strata description. If the space is not enough, then please attach a separate sheet. Describe the rock strata according to the guide given in **Codes table 15**.
- If you already have a legible written Driller's Log, then you do not have to rewrite in this space but attach a copy of the log together with the work construction sketch. However, you must indicate in Section 15 that the information is provided in separate sheet. Attach the log and sketch at the back of Section 15. Make sure you write the groundwater work approval number on every sheet attached.

### Section 16: Work not constructed by drilling rig

- Provide appropriate information for any other work that is not constructed by a drilling rig.

### Section 17: Attachments

- Put a tick in the appropriate box for any additional information provided.

#### Need help?

If you need more information, please contact our Customer Service Centre on [1300 662 077](tel:1300662077), Monday to Friday between 8am-5pm or email [Customer.Helpdesk@waterNSW.com.au](mailto:Customer.Helpdesk@waterNSW.com.au)

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