

Digital drill log and cementing report forms

Water bore drill logs and cementing reports are now available in a digital format. This guide outlines how to access, complete and submit the forms.

Accessing the forms

The digital drill log and cementing report forms are available for download from the Business Queensland website. The booklet type form will no longer be available.

Each time you need to complete a drill log or cementing report it should be accessed from our website. This will ensure you have the latest version and you will be able to assign your log a unique number.

- Go to <https://www.business.qld.gov.au/industries/mining-energy-water/water/authorisations/application-forms>.
- Open or download the required form.
- It is recommended to use Google Chrome or Adobe Reader to access the forms.

Completing the forms

A separate drill log or cementing report must be completed for each water bore drilled or cemented.

- Before completing the form, click on the Generate ID button to give your form an ID.
- Click on each field to enter information into the form.
- Save the form and change the name of the file. For example: austin-23297966 (your last name and the ID number).
- The forms can also be printed and completed by hand (ensure you generate an ID number before printing).

GENERATE LOG ID

Log ID # 23297966

Submitting the forms

Email (preferred)

- Email a copy of your digitally completed or scanned form to your nearest business centre.
- If your email signature clearly identifies your full name and business details, it can be considered an e-signature and you won't have to sign the form manually.

Mail or in person

- If you will be submitting your form by mail or in person, you will need to sign the form prior to submission.
- Mail a copy of the signed form to your nearest departmental business centre or submit over the counter. Ensure you retain a copy of the completed log for your records.

Further information

- Contact your nearest business centre (<https://www.dnrme.qld.gov.au/?contact=water>)
- Call 13 QGOV (13 74 68).