

Wānaka-Upper Clutha Community Board

24 September 2026

Report for Agenda Item | Rīpoata moto e Rāraki take [1]

Department: Planning & Development

Title | Taitara: Six-Monthly Update on Licence to Occupy Applications & Policy Interpretation Matters

Purpose of the Report | Te Take mō te Pūroko

The purpose of this report is to provide the Wānaka-Upper Clutha Community Board (WUCCB) with an overview of Licence to Occupy (LTO) applications approved or declined within the Wānaka-Upper Clutha during the reporting period 1 March 2026 to 31 August 2026. The report summarises the application details and identifies any matters where the application or interpretation of relevant Council bylaws, policies, or legislative requirements required clarification or further consideration.

This is the first six-monthly LTO activity report presented to the WUCCB since the Terms of Reference were updated, with operational approval of LTO applications within the Upper-Clutha now managed by Queenstown Lakes District Council (QLDC) officers under delegation from the Chief Executive.

Recommendation | Kā Tūtohu

That the Wānaka-Upper Clutha Community Board:

1. **Note** the contents of this report.

Prepared by:



Name: Veronika Zhigzhitova
Title: Road Corridor Officer
3 September 2026

Reviewed and endorsed by:



Name: Hayden Bed
Title: Manager, Development Engineering
3 September 2026

Approved by:



Name: Dave Wallace
Title: General Manager, Planning & Development
3 September 2026

Context | Horopaki

1. LTO applications are assessed and processed in accordance with Council bylaws, strategies, and policies under the Local Government Act 2002.
2. This report is for noting and provides an overview of LTO applications received and approved (or declined) within the Wānaka and Upper Clutha region during the reporting period, including the nature of the occupation sought and the status of each application.
3. In approving or declining applications, the report also identifies where the interpretation or application of relevant Council bylaws, policies, or legislative requirements was unclear or required further consideration.
4. During this reporting period, a total of five applications have been received. At the time of writing, one application is awaiting initial payment, three are being processed and one has been approved. The approved application is detailed as follows:

Application #	Applicant	Received	Location	Occupation Details	LTO Term	Outcome
LO260016	The Breen Construction Company Ltd	26/05/2026	Lakeside Road & Monley Lane	Watertightness repairs to the building façade	28/08/2026 - 21/12/2026	Approved

5. The remaining applications will be presented in the reporting period in which they are approved or declined.
6. The Breen Construction Company Ltd has applied for an LTO Road Reserve at Lakeside Road and Monley Lane, Wānaka, to undertake watertightness remediation works at the Lakeside Apartments initially scheduled to occur between 25 August 2026 and 21 December 2026.
7. The works require temporary scaffolding, fencing, footpath closures with pedestrian detours, and occupation of four Lakeside Road public parking spaces (over the period 28 August 2026 to 30 November 2026).
8. Due to scaffolding encroaching into Monley Lane, a section of the lane will be closed, preventing vehicle access to Lakeside Road and requiring a traffic diversion via Ardmore Street. The proposal will result in temporary impacts on traffic, pedestrians, parking, and nearby businesses.
9. The application was assessed by Council officers, who considered that the effects could be managed through an approved Traffic Management Plan, licence conditions, and a fee for the occupation of public parking spaces.
 - A parking occupation fee of \$5,360 is payable in accordance with the Traffic & Parking Bylaw 2018 and Council's applicable fees and charges.

10. This approach reflects a proportionate assessment of the temporary effects on public space, while maintaining access, safety, and public value through conditions and applicable fees.
11. Officers advise that, in the approval of this LO260016, the interpretation of relevant Council bylaws, policies, or legislative requirements was clear and working as intended. No significant concerns remain subject to the licence conditions.

Analysis and Advice | Tatāritaka me kā Tohutohu

12. As this is a noting report, no options are presented.

Consultation Process | Hātepe Matapaki

Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

13. This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy 2024 because it is a noting report providing an overview of the LTO applications received and processed within the Wānaka-Upper Clutha region.
14. The persons who are affected by or interested in this matter are Councillors, Council officers, residents, ratepayers and visitors.
15. No consultation is required on this matter since this report is for noting only.

Māori Consultation | Iwi Rūnaka

16. No consultation with iwi is required on this matter since this report is for noting only.

Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

17. This matter relates to the Strategic/Political/Reputation risk category. It is associated with RISK10015 Ineffective Governance within the QLDC Risk Register. This risk has been assessed as having a moderate residual risk rating.
18. The noting of the information contained in this report allows for control of this risk. This will be achieved by ensuring that councillors are suitably informed about Council's regulatory functions and responsibilities, thereby facilitating effective oversight.

Financial Implications | Kā Riteka ā-Pūtea

19. There are no financial implications.

Council Effects and Views | Kā Whakaaweawe me kā Tirohaka a te Kaunihera

20. The following Council policies, strategies and bylaws were considered:

- **Significance and Engagement Policy 2024:** Providing clarity on Council's decision-making processes and assessing the extent to which individuals, organisations, groups and sectors in the community are affected by the Council's decisions.
- **Long Term Plan:** The consideration to grant or otherwise an LTO is considered part of the Council's 'Regulatory Services' outlined in the Long Term Plan.
- **Temporary Use of Public Space for Construction Purposes Policy (Adopted 2003):** The policy addresses use of public space for temporary construction purposes.
- **Draft Open Space Strategy 2021:** Guides protection and use of public spaces, reinforcing the need to keep road reserves free of permanent private structures.
- **Traffic & Parking Bylaw 2018:** Provides for the legal authority to regulate parking and the use of vehicles or other traffic on roads managed and controlled by QLDC and other public places.

21. The recommended option is consistent with the principles set out in the named policies above, since the report is for noting only.

Local Government Act 2002 Purpose Provisions | Te Whakatureture 2002 o te Kāwanataka ā-Kiaka

22. Section 10 of the Local Government Act 2002 states the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

23. Facilitating effective oversight by Elected Members of Council's regulatory activities is in the interests of the local community.

24. The recommended option:

- Is consistent with the Local Government Act 2002 and relevant Council plans and policies.